



# Kayaking Instructor 1 and 2 Courses - Administration Policy Statement -

## Ontario Recreational Canoeing and Kayaking Association

To be assured that the same consistent and high standards set by the Ontario Recreational Canoeing and Kayaking Association and its Organisational Members continue, the following criteria must be adhered to for Kayaking Instructor 1 and 2 courses:

1. Only current ORCKA Organisational Members may be accredited to offer a Kayaking Instructor 1 or 2 Course.
2. If an individual Instructor Trainer (personally) wants to offer a Kayaking Instructor 1 or 2 course, he/she must also be an ORCKA Organisational Member.
3. The course must be directed by a current and qualified Instructor Trainer. The Course Director and/or another qualified Instructor or Instructor Trainer must have seen the candidate pass all the test items described in the ORCKA *Kayaking Program* manual before the Course Director signs the Kayaking Instructor 1 or 2 certification card.
4. Each course Instructor must be a current instructor member of ORCKA. Each course participant must be a current individual or instructor member of ORCKA. Apply through the ORCKA office for ORCKA membership.
5. The maximum instructor to participant ratio is 1:6 on Kayaking Instructor 1 and 2 Courses. The course requires a minimum of 2 instructors with one being an Instructor Trainer (as do all ORCKA Instructor Courses).
6. The minimum course length (for instruction, practice and testing time) for Instructor 1 Courses is 24 hours (3 days), for Coastal Kayaking Instructor 2 and Moving Water Kayaking Instructor 2 Courses is 36 hours (4 days), and for Kayak Tripping Instructor 2 is 45 hours (5 days, including the trip).
7. A Canadian Approved Personal Floatation Device (PFD) must be worn by ORCKA course participants and instructors when paddling or swimming or when performing paddling related tasks where there exists risk of a water-related mishap.
8. Government regulations that pertain to kayaks will be adhered to at all times.
9. Course accreditation must be done at least three weeks<sup>1</sup> before the beginning of the course by using the online course administration online system on the ORCKA web site ([www.orcka.ca](http://www.orcka.ca)) or by submitting to the ORCKA office a “Kayaking Instructor 1 and 2 Courses - Accreditation” form.
10. A participant fee of \$85 per participant is charged by ORCKA. This fee provides each participant with the following: ORCKA *Kayaking Program* manual, Conducting ORCKA Program manuals, certification card, badge of achievement, certificate, insurance and other resources. Payment is done through the online course administration system on the ORCKA web site ([www.orcka.ca](http://www.orcka.ca)) or by completing the “Kayaking Instructor 1 and 2 Courses - Accreditation” form. After payment is received, these materials will be forwarded.
11. A list of participants’ names, mailing address and email address are to be recorded on the online course administration system on the ORCKA web site ([www.orcka.ca](http://www.orcka.ca)) within two weeks of completion of the course. The applicable Kayaking Instructor status will be in effect for each successful course participant only after this administrative step is completed.
12. Any other course information and evaluation forms should be forwarded to the ORCKA office within two weeks of completion of the course.
  1. Three weeks notice is required to produce and mail the materials required for the course staff and participants. If fewer than three weeks notice is given, an additional administrative fee will be applied as described: less than three, but more than two weeks’ notice - \$25; less than two, but more than one week’s notice - \$50; less than one week’s notice - \$75.