



Kayaking Skills 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 Flatwater, Coastal Kayaking, Moving Water Kayaking and Kayak Tripping courses:

1. Only current ORCKA Organisational Members may be accredited to offer *ORCKA Kayaking Program* courses and to advertise their use, in Ontario. When an organisation's membership is received by the ORCKA office, a package containing all the necessary forms and information will be forwarded to the organisation.
2. If an individual Kayaking Instructor wants to offer *ORCKA Kayaking Program* courses, he/she must also be an ORCKA Organisational Member.
3. Each course offered must be directed and/or instructed by a current Instructor 1 or 2 (as appropriate) in the applicable discipline or a current Flatwater Instructor if only the Flatwater Level of the *ORCKA Kayaking Program* is being offered. The Instructor signing the certification card and/or another qualified ORCKA instructor must have seen the candidate pass all the test items listed in the *ORCKA Kayaking Program* manual for that particular course.
3. Each course Instructor must be a current member of ORCKA. Apply through the ORCKA office for ORCKA membership.
4. The maximum instructor to skills participant ratios for *ORCKA Kayaking Program* courses are as follows:

Course	Instructor:Participant
Flatwater Kayaking, Flatwater Kayaking A and B, Coastal Kayaking Level 1, Moving Water Kayaking Level 1 and Level 2	1:6
Coastal Kayaking Level 2	1:5
Kayak Tripping Level 1 and Level 2	1:6 (one instructor and a leader for the trip component)

5. 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.
6. Government regulations that pertain to kayaks will be adhered to at all times.
7. Course accreditation must be done before the beginning of the course by using the online course administration online system on the ORCKA web site (www.orcka.ca) or by submitting to the ORCKA office a "Kayaking Skills Courses - Accreditation" form for each different course offering. For the paper-based system, only one form needs to be submitted if several Flatwater courses are being offered and they are essentially the same format. If a Level 1 course is also being offered, it requires an additional form.
8. A participant fee per course participant will be charged by ORCKA. This fee includes the badge of achievement and certification card per participant. Payment is done through the online course administration system on the ORCKA web site (www.orcka.ca) or by completing the "Skills Courses Participant Fee - Cards and Badges" form found on the ORCKA web site (www.orcka.ca). After payment is received, these materials will be forwarded. The participant fee schedule is as follows:

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| • Flatwater | \$5.00 per participant |
| • Flatwater Level A | \$5.00 per participant |
| • Flatwater Level B | \$5.00 per participant |
| • Level 1 | \$10.00 per participant |
| • Level 2 | \$10.00 per participant |

For courses offered by registered charitable or non-profit organisations, the Flatwater participant fee is \$4.50 per participant.

9. The minimum course lengths for *ORCKA Kayaking Program* courses must be adhered to and are as follows:

Course	Minimum Course Length
Flatwater	10 hours
Flatwater Level A	4 to 6 hours
Flatwater Level B	4 to 6 hours
Coastal Kayaking Level 1	18 hours (2 days minimum)
Coastal Kayaking Level 2	24 hours (3 days minimum)
Moving Water Kayaking Level 1	12 hours (2 days minimum)
Moving Water Kayaking Level 2	12 hours (2 days minimum)
Kayaking Tripping Level 1	3 days minimum including the trip
Kayaking Tripping Level 2	5 days minimum including the trip

10. The course results for each course participant are to be submitted through the online course administration system on the ORCKA web site (www.orcka.ca) upon completion of the course. Name and email/postal address are to be included for each participant.