



# Ontario Recreational Canoeing and Kayaking Association

## Safe Canoeing / Safe Kayaking Program (abridged) - Administration Policy Statement -

To be assured that the same consistent and high standards set by the Ontario Recreational Canoeing and Kayaking Association and its Organizational Members continue, the following criteria must be adhered to:

1. Only current Organizational Members may be accredited to offer *ORCKA Safe Canoeing and Safe Kayaking Program (abridged)* courses and to advertise their use.
2. If an individual Basic Canoeing Instructor, a Flatwater Kayaking or any other ORCKA Instructor wants to offer *ORCKA Safe Canoeing or Safe Kayaking Program (abridged)* courses, he/she must also be an Organizational Member.
3. Each course offered must be directed and/or instructed by a current Basic Canoeing Instructor or Canoeing Instructor if the *ORCKA Safe Canoeing Program (abridged)* is being offered or a current Flatwater Kayaking Instructor or Level 1, 2, 3, or 4 Kayaking Instructor if the *ORCKA Safe Kayaking Program (abridged)* is being offered. The Instructor signing the ORCKA certification card and/or another qualified ORCKA instructor must have seen the candidate pass all the test items listed in the *ORCKA Safe Canoeing or Safe Kayaking Program (abridged)*.
4. The table below lists maximum instructor to participant ratios for *ORCKA Safe Canoeing and Safe Kayaking Program (abridged)* courses.

Course	Ratio
<i>Safe Canoeing Program (abridged)</i>	1:10
<i>Safe Kayaking Program (abridged)</i>	1:6

5. The minimum course length is two hours of instruction and practice time.
6. Canadian-approved Personal Flotation Devices (PFDs) must be worn by all course participants and instructors at all times when on or near the water, i.e. paddling, scouting, practicing rescues, etc.
7. Government regulations that pertain to canoes and kayaks will be adhered to at all times.
8. A “*Safe Canoeing and Safe Kayaking Program (abridged) - Accreditation*” form must be completed and submitted to the ORCKA Office for each course offered. Only one form needs to be submitted if several *Safe Canoeing Program (abridged)* courses are being offered and they are essentially the same format.
9. A Program fee of \$2.00 (plus HST) per student will be charged by ORCKA. This fee includes the ORCKA insurance and the Safe Canoeing and Kayaking card of achievement, badge and brochure for each participant. Please complete the “*ORCKA Safe Canoeing and Safe Kayaking Program (abridged) - Accreditation*” form.
10. Organizations may charge participants for the instruction or equipment. Each course participant is to receive an *ORCKA Safe Canoeing and Safe Kayaking Program* card of achievement and brochure at the course’s end.

11. *The Safe Canoeing and Safe Kayaking Program Report Form* is to be completed for each course and mailed/emailed/faxed to the ORCKA Office upon completion of the course.

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