

Standard Practices and Procedures

Canoe/Kayak Instruction Policy - Cataraqui Canoe Club CCC)

Rev 1.0 January 6, 2020

1 Scope

This policy outlines the conditions for instructors and participants for instruction in the use of canoes and kayaks. It applies to clinics which have been designated as club sanctioned¹.

This policy does not apply to any member who wishes to provide informal lessons. The club encourages other members to share their skills via informal lessons; however, these are not the responsibility of the club.

2 Club Liability

- a) Instructors are covered by the CCC liability insurance provided they are CCC members and that they are offering club sanctioned instruction clinics.
- b) Volunteer instructor assistants are covered by the CCC liability insurance provided they are CCC members and that they are assisting approved instructors.
- c) The CCC does not cover participants for accident insurance.

3 Prerequisites for Canoe/Kayak Instruction

- a) All Clinics:
 - a. Participants must be a current CCC member
 - b. Participants must be registered by the instructor
- b) Beginner Clinics:
 - a. No prior experience or training is necessary
- c) Skills Improvement Clinics:
 - a. Participants must have prior experience or training
 - b. Each applicant's experience will be assessed and participants selected at the instructor's discretion

4 Instructors

- a) Each instructor must be approved by the Board of Directors in order to offer authorized canoe or kayak lessons to members:
 - a. Instructors must be experienced members
 - b. Each instructor must have demonstrated capability of their canoe/kayak skills
 - c. ORCKA certification for instruction is not a requirement

- b) Instructors may recruit experienced volunteer assistants to help them with their own instruction clinics without board approval.

5 Instruction Clinics

- a) Clinics will be scheduled as specified by the instructor:
 - a. Each instructor is responsible to inform the board of their proposed lesson schedule(s)
 - b. Clinics will then qualify as club sanctioned

- b) Participants should call or email instructors. Instructors' contact information is published on the CCC website.

- c) Clinics will be scheduled so that they do not conflict with the Open Paddle sessions.

- d) Clinics can be scheduled on the weekend but boat rentals (if any) for that weekend's trip(s) will have priority over boats required for that clinic.

6 Fees / Expenses

- a) A fee will be charged to each participant for each clinic.

- b) Fees are payable to the Cataraqui Canoe Club in advance.
 - a. Fees can be paid by e-transfer (preferred) or by cash or cheque to the instructor at the time of instruction

- c) Instructors are volunteers; there is no compensation for giving clinics. However, they may claim reasonable expenses incurred.

- d) Current rates are published on the CCC website.