Standard Practices and Procedures

Canoe/Kayak Instruction Policy - Cataraqui Canoe Club (CCC)

Rev 1.1 October 16th, 2026

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 sanctioned[1].

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 Pre-Requisites 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

[1] When instructors schedule clinics and inform the Board of Directors, clinics will then be deemed to be club sanctioned.

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 web-site.

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.

e) Additional Club boats may be borrowed by the Member for use by minor children in an instruction clinic once the entitlement of other Members to borrow Club boats has been met
    a. Members must be present with their minor children at the clinic during the duration of the 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 web-site.