

PADDLE CANADA COURSE ADMINISTRATION POLICY



REGISTRATION

A course/clinic is to be registered as early as possible and at **minimum 12 hours in advance of start time**. Members have the option during registration to select “*advertise this course on the Paddle Canada website*” which shows it publicly on the ‘Search For Courses’ pages of PaddleCanada.com. The earlier the better if you are wanting to fill spots publicly. A course registered after the course date, is not deemed ‘Sanctioned’ and therefore not insured.

CANCELLING

A course/clinic may be cancelled at any time as long as the course/clinic is still at ‘Sanctioned’ stage and hasn’t been reported. Simply click the ‘Cancel’ button beside course name on the My Courses page.

REPORTING & CERTIFICATION

A course/clinic is to be reported within 2 weeks after the end date. Simply follow the ‘Report’ link beside the course you want to report and click the ‘Submit This Report’ button. After 1 month of a course being left unreported, it will be deemed ‘overdue’ and the member will be sent a reminder to fill in your participants names or clinic numbers and submit your report. Digital certifications (PDF) are added to a participants online account and emailed to them, **only** after the course is reported.

Note regarding Required Email Address Field:

We ask that members submit a valid participants email address in order to:

- Access and view their account profiles and certifications (need a valid email to generate an encrypted password for the account)
- Opt in or out of Paddle Canada mailing lists and future promotions and opportunities.

Therefore encourage all instructor members to do their best to obtain a valid email from each of their participants. When participant cannot provide a valid email, we suggest using their ‘*first&lastname@paddlecanada.com*’ which acts as a dummy placeholder address to complete course report.

INVOICING

A course is invoiced immediately after the submission of the course report and the invoice is available for viewing, printing and payment via credit card under the ‘My Invoices’ menu. Invoices are considered ‘due upon receipt’ and are to be paid up until a maximum of 30 days from the invoice date. Reminder notices will be sent every two weeks to you until the invoice is paid. After 60 days of an unpaid invoice, a 2% interest per month late fee will be added to the invoice. Paddle Canada accepts Visa, MC and Amex. One or multiple invoices can be paid at once in one transaction. Alternatively a cheque can be mailed with copy of the invoice to our office and made payable to “Paddle Canada” PO Box 126, Station Main, Kingston, ON K7L 4V6.

UPDATING COURSE/CLINIC

A course/clinic still at 'Sanctioned' status, may be updated at any time. Only the following fields can be updated prior to reporting a course:

- Country
- Province
- Instructor 1 – 6
- Organizaton
- Clinic Only checkbox
- Scouts Canada group checkbox
- Start and End Dates
- On-Water Location
- Theory Location
- Additional Comments
- Advertise this course on Paddle Canada website ON/OFF button

Fields not available for UPDATING are:

- Course Stream
- Course Type
- Course Level (Name and Level)
- Course Director

Note: to change any of these you will need to CANCEL the course/clinic and re-register it again.

An Invoiced or Completed course/clinic is not available for updating. To make any changes at this stage, members will have to contact the Paddle Canada office.