

File No.: 04-1000-20-2022-340

July 21, 2022

s.22(1)

Dear s.22(1)

Re: Request for Access to Records under the Freedom of Information and Protection of Privacy Act (the "Act")

I am responding to your request of June 24, 2022 under the *Freedom of Information and Protection of Privacy Act, (the Act)*, for:

Vancouver Park Board risk management guidelines in use as of June 15, 2022 for community centres and community centre associations.

All responsive records are attached.

Under section 52 of the Act, and within 30 business days of receipt of this letter, you may ask the Information & Privacy Commissioner to review any matter related to the City's response to your FOI request by writing to: Office of the Information & Privacy Commissioner, info@oipc.bc.ca or by phoning 250-387-5629.

If you request a review, please provide the Commissioner's office with: 1) the request number (#04-1000-20-2022-340); 2) a copy of this letter; 3) a copy of your original request; and 4) detailed reasons why you are seeking the review.

Yours truly,

[Signed by Cobi Falconer]

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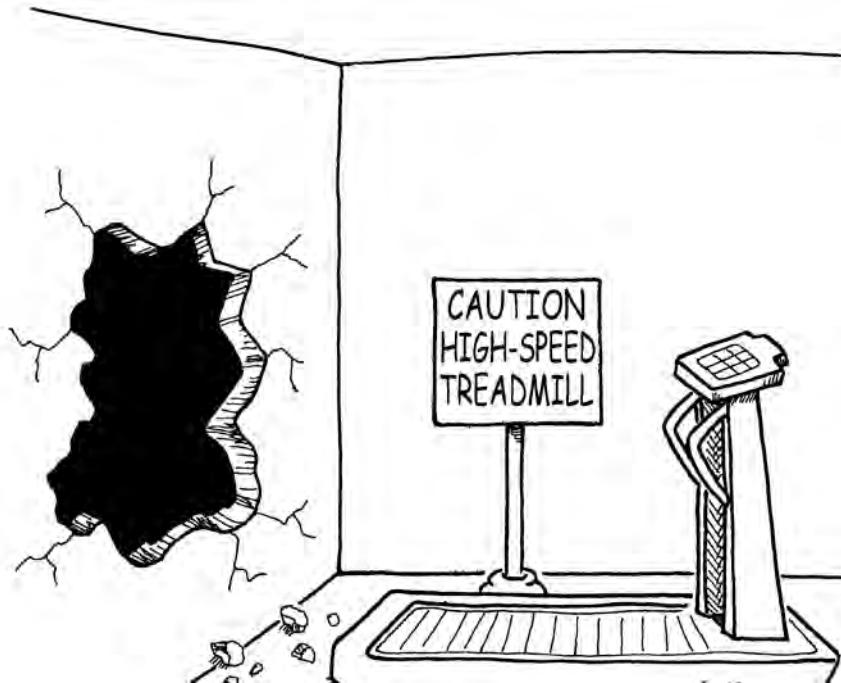
If you have any questions, please email us at foi@vancouver.ca and we will respond to you as soon as possible. Or you can call the FOI Case Manager at 604-871-6584.

Encl. (Response Package)

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Risk Management Reference Material For Responsible Recreation Programming



Recreation Activities & Programs Guiding Practices

The Park Board risk management web site will always contain the most recent version as indicated by the date in the footer. A hard copy of the material may not be current and previous versions are no longer in effect. Please notify your supervisor or Park Board's Risk Management Liaison responsible for community recreation programs if you require any additional information or have suggestions regarding risk management practices.

Document Purpose

This document is for reference by Park Board staff who plan recreation activities and programs. It is intended to guide staff in utilizing the practices in place to mitigate risk in recreation. The material is prescriptive in nature and presented as general policies.

Reference Material for Recreation Activities and Programs

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Reference Material for Recreation Activities and Programs

Please contact the Park Board Risk Management Liaison for information on guiding practices not found in this document.

Preschool Activities

All community centre programs for preschoolers must be in compliance with BC Child Care Licensing Regulations [Child Care Licensing Regulation](#). The Park Board will not indemnify any community association program which is not compliant with these regulations. For preschoolers eligible to enroll in grade one, no younger, a fully licensed preschool program up to 4 hours per day with 1-3 ECE staff (i.e. summer “daycamp” program) may be offered with a required ratio of one instructor per eight participants).

PROGRAM DESCRIPTION:

This section pertains to any unlicensed preschool program/activity for children aged 30 months to school-aged involving skill-based activities such as cooking, dance, drawing and music within a reasonable time period of 60-75 minutes per session. All unlicensed preschool programs must promote specific recreational, artistic, musical or athletic skills. Otherwise, they must fully comply with regulations which apply to all licensed preschools in B.C as described in the Provincial [Child Care Licensing Regulation](#) that sets out health and safety requirements, license application requirements, staffing qualifications, and program standards for licensed child care settings.

RISK IDENTIFICATION:

- Old toys with loose parts or sharp edges, carpets with curled edges (tripping).
- Toxic chemicals (paints, cleaners).
- Tables with rough surfaces (slivers leading to infection).
- Tall objects that could fall over if played with (e.g.: bookshelves).
- Small objects that could be put in the mouth.
- Communicable diseases through unclean apparatus/equipment.
- Allergies.
- Injuries through contact with other participants.

RISK MINIMIZATION:

Administration:

1. Obtain from parent/guardian the name of the person authorized to remove the child from the centre
2. Ensure parent/guardian contacts and emergency contact info is readily available

Instructor's Qualifications:

- Experience working with preschool aged children.
- Prior to being hired, a police record check must be successfully completed to MARS standard.
- Certification in Early Childhood Education is desirable.
- Personal reference checks should be completed to determine suitability for the activity and age of the participants being instructed.
- Instructor must hold a current first aid and CPR certificate from a recognized first aid course of at least 8 hours in length or have other personnel on site with current qualifications.

Instructor to Student Ratio:

- 0 – 2.5 years1 instructor per 12 children who must each be accompanied by a parent
- 30 months to school age..... 1 instructor per 8 participants (skill-based programs only)

Ability\Responsibility of Participant:

- Children should be grouped according to ability and maturity.

Equipment Considerations:

- All tables and chairs should be well painted with a smooth surface that is easily cleaned - no sharp edges.
- Tables, chairs, and other equipment where food might be placed must be washed and sanitized prior to each class.
- Toys should be disinfected regularly.
- Tall structures should be attached to the wall. Climbing structures should be no higher than 5 feet.
- Toxic substances should be stored well out of reach of children and locked.
- Indoor sandboxes should be covered when not in use, and sand should be changed frequently.
- Equipment should be limited to non-power hand tools and sharp items should be monitored carefully.

Environment:

- Room should be checked for small objects that could be put in the mouth.
- Instructor should have some means of communicating with other staff.
- Washroom should be easily accessible.
- First Aid Kit should be easily accessible but out of reach of children.
- All cupboards and closets should be lockable.
- Electrical sockets should be properly covered.
- Procedures for getting assistance in case of an emergency should be established, as children of this age should not be left alone.

COMMENTS:

Information regarding preschool programs in general can be acquired through Early Childhood Education programs operating out of Vancouver Community College (Langara Campus) - 604-323-5511 or Douglas College at 604-527-5400.

PRESCHOOL – Creative Arts - Cooking

PROGRAM DESCRIPTION:

Any program involving the preparation of food by an Instructor and/or class participant: baking classes, "lunch and fun" classes etc. As per Vancouver Coastal Health requirements, food permits are required and a facility food safety and sanitation plan must be developed to ensure systems are in place to prevent biological, chemical and physical contamination of food.

RISK IDENTIFICATION:

- Allergies and allergic reactions.
- Mishandling of food can lead to food borne illness; e.g. salmonella, E.coli
- Contacting food with unclean hands can lead to food borne illness; e.g. Hepatitis.
- Food handler coughing or sneezing in food preparation area can lead to illness; e.g. Staph Infections. Note: Food handlers who are sick (cold, flu) should not be permitted to handle food or be in the food serving area.
- Unclean serving utensils and equipment can lead to illness.
- Cleaning agents may spill into food if not kept in the appropriate locations.
- Preparation and serving of hot foods can have the additional hazard of burns to the body or fires.

RISK MINIMIZATION:

Instructor's Qualifications:

- Foodsafe certification
- Familiarity with preventative measures regarding contamination, i.e.: temperature control (refrigeration); perishable items. Refer to the facility's Food Safety and Sanitation plan.
- Ability to recognize obvious signs of contamination.
- Current First Aid Certificate or have access to another person on site with current qualifications.
- Police record checks to be successfully completed to MARS standard

Instructor to Student Ratio:

- 30 months to school age..... 1 instructor per 8 participants (skill-based programs only)

Ability/Responsibility of Participant:

- All children should be instructed to wash their hands before handling food and particularly after visiting the washroom.
- Children who are sick (e.g., colds, coughing) should not be permitted to attend the program.
- Children should be capable of participating without parent(s) present.
- Instructor should determine if participants have any food allergies and take appropriate precautions

Other tips for safety:

Equipment Considerations:

- Clean all serving and eating areas with soap and water before class starts. Sanitize with a solution of one teaspoon of regular-strength chlorine bleach mixed in 4 litres of warm water. Single service utensils (e.g. paper plates, plastic knives and forks) should be used if serving dishes and utensils are not sanitized.
- Ovens, stovetops, refrigerators, etc. should be clean.
- All items in storage should be cleaned and inspected before use.
- Disposable dishcloths are recommended.

- Fire extinguisher and first aid kit must be readily accessible.

Environment:

- Food preparation area should be kept clean and free from hazards such as grease accumulation, slippery section, broken windows above preparation area; areas of ceiling where paint is falling off; cleaning agents near food; and insecticides.
- Area for washing hands must be easily accessible.

COMMENTS:

General inquiries regarding safe food preparation and handling, and in acquiring an Operator's Permit can be directed to the VCH Environmental Health Department, #1200 – 601 West Broadway Vancouver BC V5Z4C2 604-675-3800.

Individuals interested in acquiring their Foodsafe Certificate can contact www.foodsafe.ca or phone 604-675-3800.

PRESCHOOL – Creative Arts – Drawing and Painting

PROGRAM DESCRIPTION:

This is any program involving drawing or painting for preschoolers.

RISK IDENTIFICATION:

- Because children are continually growing, the risk to them from absorbing toxic chemicals and being poisoned is much greater than with an adult.
- Deliberate or accidental ingestion of drawing or paint products could result in any number of injuries, from poisoning to choking.
- Inhalation of toxic chemicals could result in long-term damage or disease.

RISK MINIMIZATION:

Instructor's Qualifications:

- Prior to being hired, a police record check must be successfully completed to MARS standard.
- Instructor must hold a current first aid and CPR certificate from a recognized first aid course of at least 8 hours in length or have other personnel on site with current qualifications.
- Instructors should have previous experience in working with preschool children **and** a clear understanding of potential hazards related to the use of arts and crafts materials.

Instructor to Student Ratio:

- 0 – 2.5 years1 instructor per 12 children who must each be accompanied by a parent
- 30 months to school age..... 1 instructor per 8 participants (skill-based programs only)

Ability\Responsibility of Participant:

- All children should wear clothing appropriate to the activity.
- Children should be capable of participating without parent(s)/guardian present (30 months to school aged).
- All children should be instructed to wash their hands after completing the class or prior to eating.

Equipment Considerations:

- All art products should be non-toxic.
- Water-soluble paints, which do not require solvents, are highly recommended.

Environment:

- All art materials should be safely out of reach of children and clearly identified.
- Food should not be allowed in the art room.
- Material Safety Data Sheets (MSDS) are to be available.

COMMENTS:

Review the preschool general information for administrative procedures and safeguards.

PRESCHOOL – Gym Activities

PROGRAM DESCRIPTION:

Structured programs, which utilize a variety of play equipment such as balls (preschool), mats (tumbling), and some climbing apparatus.

RISK IDENTIFICATION:

- Colliding, tripping, and the possibility of getting hit by a ball or stick may result in an injury.

RISK MINIMIZATION:

Instructor's Qualifications:

- Instructors should have experience working with preschool aged children and understand their limitations with respect to physical development.
- Prior to being hired a police record check must be successfully completed to MARS standard.
- Certification in gymnastics is preferred for programs involving tumbling or climbing.
- Instructors should have worked at the assistant level before running their own class.
- Instructor must hold a current first aid and CPR certificate from a recognized first aid course of at least 8 hours in length or have other personnel on site with current qualifications.
- Procedures for getting help from the front office in case of emergency should be established, as children of this age should not be left alone.

Instructor to Student Ratio:

- 0 – 2.5 years1 instructor per 12 children who must each be accompanied by a parent
- 30 months to school age..... 1 instructor per 8 participants (skill-based programs only)

Ability\Responsibility of Participant:

- Children should be capable of participating without parent(s) present (30 months to school aged).
- Children should wear clothing and footwear appropriate to the activity.

Equipment Considerations:

- All equipment should be checked before each class to ensure nuts, bolts, and fastenings are secure.
- Mats should be checked for tears and proper padding, and be used where appropriate, e.g.: under climbing apparatus.

Environment:

- Area should be free of equipment dollies or other tempting pieces of apparatus that children may wish to play on.
- Food and juice (if part of the program) should be kept out of the gym and served in a more appropriate location if spillage or cleanup is a problem.

COMMENTS:

Information regarding preschool programs in general can be acquired through Early Childhood Education programs operating out of Vancouver Community College (Langara Campus) - 604-323-5511 or Douglas College at 604-527-5400.

PRESCHOOL – Variety/Sports – Parent Participation

PROGRAM DESCRIPTION:

Programs designed for children under the age of 6 years and accompanied by a parent or legal guardian. Program content generally includes arts and crafts, music, circle activities and games, most of which are coordinated by a staff person.

RISK IDENTIFICATION:

- Old toys with loose parts or sharp edges, carpets with curled edges (tripping).
- Toxic chemicals (paints, cleaners).
- Tables with rough surfaces (slivers leading to infection).
- Tall objects that could fall over if played with (e.g.: bookshelves).
- Small objects that could be put in the mouth.
- Communicable diseases through unclean apparatus\equipment.
- Allergies
- Injuries through contact with other participants.
- Colliding, tripping, and the possibility of getting hit by a ball or stick may result in an injury.

RISK MINIMIZATION:

Instructor's Qualifications:

- Experience in working with preschool aged children is desirable and instructors should understand preschoolers' limitations with respect to their physical development.
- Prior to being hired, a police record check must be successfully completed to MARS standard.
- Instructor must hold a current first aid and CPR certificate from a recognized first aid course of at least 8 hours in length or have other personnel on site with current qualifications.
- Instructors should have previous experience in working with preschool children **and** a clear understanding of potential hazards related to the use of arts and crafts materials.

Instructor to Student Ratio:

- 0 – 5 years1 instructor per 12 children who must each be accompanied by a parent

Ability/Responsibility of Participant:

- Parents should be informed of their responsibility for their children's safety.

Equipment Considerations:

- General awareness of suitability of equipment room set-up and supplies for the participants.

Environment:

- Area to be free of tripping hazards. Equipment to be checked for safety and cleanliness.

COMMENTS:

Parents participating directly in a program may be more inclined to express concerns about specific hazards (e.g., cleanliness) or instructor's teaching methods. Concerns of this nature should be acted upon immediately when reasonable. Review the preschool general information for administrative procedures and safeguards.

CHILDREN AND YOUTH – Creative Arts – Pottery Wheel Throwing/Handbuilding

PROGRAM DESCRIPTION:

Any program where children learn to use a potter's wheel to throw a variety of forms (e.g. bowls, mugs) or to create similar items with clay through hand building techniques.

RISK IDENTIFICATION:

- Potter's wheels, which have no guards, may result in feet being caught in the drive mechanism.
- The kiln possesses a variety of potential hazards: poor ventilation (no exhaust) results in an accumulation of toxic gases (from the clay and glazes) such as - chlorine, fluorine, sulfur dioxide, carbon monoxide, and nitrogen dioxide. When inhaled these gases form acids which are corrosive to the internal system. Over-exposure on a regular basis could result in irritation to the lungs, which might lead to chronic bronchitis and/or emphysema. Children with asthma or other respiratory disorders are particularly susceptible. Strong frontal headaches are an indication of over-exposure to carbon monoxide.
- Glazes when fired in the kiln release metals such as - lead, antimony, cadmium, and selenium.
- Over exposure (as a result of poor ventilation), could eventually lead to bone disease or lung cancer.
- Clay (dry and in dirt form), if inhaled on a regular basis, accumulates as dust particles in the lungs and could eventually lead to silicosis.
- Because of the intense heat of the kiln, burns could result if caution is not taken, even after the kiln is off.

The above hazards are greater for children, because of their size and the fact that they are continually developing.

RISK MINIMIZATION:

Instructor's Qualifications:

- Instructor should have an adequate understanding of pottery wheel throwing and hand building and be able to convey the message of safety clearly to children. A diploma or certification in fine arts is desirable.
- Prior to being hired, a police record check must be successfully completed to MARS standard.

Instructor to Student Ratio:

- 1 to 12 maximum depending on the facility and equipment.

Ability/Responsibility of Participant:

- Children should be no younger than 7 years (wheel throwing).

Equipment Considerations:

- An adequate ventilation system for the kiln is essential if it is located in a room where classes are ongoing.
- Potter's wheels should have a guard attached to the pedal arm that covers the rubber drive wheel.
- Participants should inform instructor of any allergies or sensitivity to excessive dust particles or kiln fumes.

Environment:

- Extra caution should be taken with children who have asthma or other respiratory problems to ensure they are not exposed to excessive dust particles or kiln fumes.
- Kiln should be located in an enclosed area with an adequate exhaust system, separate from the

classroom if possible. If a separate area is not available, the kiln should not be fired when the room is being used.

- Children should not be allowed access to the kiln.
- Classroom should be kept clean. Hands should be washed after handling glazes. Eating and drinking not permitted in the class.

COMMENTS:

For information on kilns, contact the Potter's Guild of BC at 1359 Cartwright Street 604 669-3606.

CHILDREN AND YOUTH – Indoor Sports – General Information

The following information applies to any activity listed under Sports - Indoor and Martial Arts. Additional "specific" information has been prepared for those activities involving instruction, supervision, or a higher than normal element of risk.

RISK IDENTIFICATION:

- All gym activities have the potential hazards of slipping, tripping, running into objects, and collisions with other participants. Related injuries are obvious and include: sprains, sprained or broken bones, torn ligaments, cuts and abrasions, and injuries to the upper torso and head.
- Programs involving a high-energy output could result in cardiovascular problems for participants in poor condition.
- Improperly maintained equipment, dirty and slippery floors.

RISK MINIMIZATION:

Instructor's Qualifications:

- Appropriate qualifications are desired for programs involving instructions or supervision (refer to use guidelines of the sport governing body for the appropriate certification for the level of instruction). An ability to recognize potentially dangerous situations and deal with them in an appropriate fashion is required by all Instructors\Program Supervisors.
- An ability to maintain control and enforce authority if necessary is essential.
- All Instructors\Program Supervisors should be aware of appropriate emergency\evacuation procedures.
- Knowledge of first aid is desirable.
- Police record checks to be successfully completed to MARS standard for activities that involve children and youth.

Instructor to Student Ratio:

- Dependent upon facility and activity involved.

Ability\Responsibility of Participant:

Some activities may require a participant to possess certain skills or level of competency and age. This should be decided by the Instructor or (for non-instructional programs) the Programmer, e.g.: drop in volleyball; cosom hockey (age minimums).

- Health concerns should be communicated to the instructor.
- Participants should be cautioned to not exceed their safe exertion level.

Equipment Considerations:

Equipment checks for common use items must be carried out on a regular basis. Protective equipment should be encouraged for activities involving contact with other participants and equipment (e.g.: blade hockey), where the potential for falling is high (e.g.: competitive volleyball), or where the potential for eye injuries is high. Proper techniques should be taught and employed if participants assist in setting up or removing equipment.

Environment:

The environment should be checked prior to each program for: slippery sections; small items which could cause slipping or tripping; large items unrelated to the activity involved which could result in collisions; poor lighting; poor ventilation.

COMMENTS: Contact [SportBC](#) to access the Sport governing body for the appropriate certification standard or each sport and/or activity level.

CHILDREN AND YOUTH – Floor Hockey - Eye Protection

1. Eye protection should be required for all floor hockey (cosom, ball, etc.) players under 19 years of age in pre-registered programs or leagues operated by the Park Board or Community Association.

For players over 19 years of age and for drop-in programs, the use of eye protection will be strongly recommended.

2. Eye protection will be a type with shatterproof lenses.
3. Rules:
 - Programs and leagues will be “non-contact”.
 - Rules will ensure that sticks are kept low (preferably waist high, definitely shoulder high limit). Penalties for high sticks will be strictly enforced.
 - Fighting will not be permitted.
 - Rough play involving sticks, e.g.: spearing, slashing, butt-ending, cross-checking, will be dealt with harshly.
4. Coaches, Referees and Officials should take part in training in which the rules are explained.
5. Waivers – To be utilized as per risk level requirements.

CHILDREN AND YOUTH – Sports - Indoor - Gymnastics

PROGRAM DESCRIPTION:

Only the following "recognized" programs should be offered in Park Board facilities: Premier Sports Award Programs and Gymnastics Canada Programs (all other programs require Manager approval). Gymnastics emphasizes the following basic movement patterns: static position; landings; rotations; swings; springing and flight and height (jumping/swinging on bars). Equipment includes: uneven parallel bars; balance beams; rings; vaults utilizing beat boards; and vaulting horses. Trampolines, trapelettes and rebounders are not to be used.

RISK IDENTIFICATION:

- Falling and landing in awkward positions could lead to joint, muscular, or skeletal injuries.
- Neck strains may occur from tumbling incorrectly.

RISK MINIMIZATION:

Instructor's Qualifications:

- Minimum LEVEL 1 gymnastics coaching certification.
- Merit programs require Level II. (According to Gymnastics Canada)
- Police record checks to be successfully completed to MARS standard for activities that involve children and youth.

Instructor to Student Ratio:

- 1 to 10.
- Trained spotters are necessary for all swinging and height and flight maneuvers.

Ability/Responsibility of Participant:

- Gymnastics is progressive in nature; therefore participants should successfully complete one level before proceeding to the next.
- Participants should be evaluated at the first class.

Equipment Considerations:

- Equipment should be checked prior to each class.
- The instructor should look for loose or missing nuts and bolts, twisted cables and general wear and tear.
- Mats should be checked for rips and adequate padding.
- Participants should not be permitted to use questionable equipment.
- The instructor should try each piece of equipment themselves to ensure it is safe.
- Spotting equipment/harnesses to be properly sized, suitable and checked prior to use.

COMMENTS:

Information regarding certification programs for Instructors and general enquiries may be made to Gymnastics BC – #268 – 828 West 8th Vancouver BC V5Z 1E2 <https://www.gymbc.org> 604 333-3496

CHILDREN AND YOUTH – Sports Indoor – Artistic Gymnastics

PROGRAM DESCRIPTION:

Rhythmic Gymnastics combines floor acrobatics with various hand apparatus. Apparatus is thrown or caught or manipulated in some fashion while performing various movement patterns, e.g.: back flips; forward flips; cartwheels; somersaults.

RISK IDENTIFICATION:

- Performing backward or forward flips incorrectly could result in neck or back injuries.

RISK MINIMIZATION:

Instructor's Qualifications:

- Minimum National Coaching Certification Program Competition Level 1 Coach
- Coaching Elite programs requires NCCP Competition Level II or III. (Gymnastics BC)
- Police record checks to be successfully completed to MARS standard for activities that involve children and youth.

Instructor to Student Ratio:

- 1 to 10

Ability/Responsibility of Participant:

- Participants should be at least 6 years of age.

Equipment Considerations:

- Equipment includes: balls; ribbons on sticks; hoops; and clubs.

Environment:

- Should take place in a gym with adequate height.
- Lighting to have protective covers.

COMMENTS:

For more information contact the B.C. Rhythmic Gymnastics Federation #268 – 828 West 8th Ave Vancouver 604 333-3485 bcrsqf@rhythmicBC.com

CHILDREN AND YOUTH – Swimming and Wading on Out trips

PROGRAM DESCRIPTION

Swimming is defined as an entry into any body of water that has a depth of more than 60 cm (2 feet). Wading is defined as an entry into any body of water that has a depth of less than 60 cm (2 feet).

RISK IDENTIFICATION:

- Death by drowning and or severe spinal or physical injury can result from jumping or diving into unsuspected shallow water areas or hidden obstacles such as immersed rocks, debris or glass.
- Strong tidal currents and moving water can overcome an individual's ability to safely get to land.

RISK MINIMIZATION:

Lifeguard Qualifications:

- Current Bronze Cross and/or NLS is required to lifeguard swimming areas.
- Police record checks to be successfully completed to MARS standard for activities that involve children and youth or vulnerable adults.

Supervision:

- Participants should be advised in advance of all swimming and wading activities.
- Participants should complete a swim test to confirm their skill level.
- Regularly take attendance and maintain an awareness of the whereabouts of the participants.
- The "buddy" system, pairing individuals with similar skills, should be used to assist in self-monitoring the safety of the participants.
- Under age 8 years - one supervisor for every 5 children.
- Where leaders under 19 years of age are employed as leaders of elementary school children, out trip ratios are in effect and a minimum of two adult leaders are required.

Equipment Consideration:

- In water areas, non-swimmers should be readily identifiable so that they are distinguishable from the swimmers in the group.
- Lifejackets used are to be properly fitted and worn.
- Proper supplementary rescue equipment (reaching assists, first aid kit) is to be readily available.
- Supervisors and lifeguards should be carrying a whistle or other communication device.

Environment:

- First aid kit should be easily accessible.
- Procedures for getting assistance should be established.
- Wilderness aquatic environment areas prior to being used should be checked for hidden hazards by a certified lifeguard.
- A proper safety orientation should be provided to the participants prior to their use of a site.

COMMENTS:

Participants are to be supervised according to the standards, as set out for the challenges of the respective aquatic settings. See next page.

*Program approval form required for: non-public facility – rented; designated swimming area – no Lifeguard on duty; and wilderness or undesignated areas.

CHILDREN AND YOUTH – Sports – Swimming Standards

Age of Participants	Swimming Area	Swimming Supervisors Qualifications	Swimming Supervisor/ Participants Ratio	Restrictions (in addition to General Waiver required for out-trips)
7 years & younger and/or less than 4 feet tall	Life Guarded Public Facility (i.e. public pool & supervised beaches)	Facility Lifeguards	Facility standards	All participants must be within arm's reach of a competent adult or person 16 years or older. 1 adult to 5 children.
	Facility – Non-Public	No swimming permitted	No swimming permitted	No swimming permitted Facility Based
8 – 18 years old and greater than 4 feet tall	Life Guarded Public Facility (i.e. public pool and supervised beaches)	Facility Lifeguards	Facility standards	1 adult to 10 children
	Non Public Facility – Rented (i.e. Camp Sasamat)	1 Lifeguard (min age 17 years) A current Bronze Cross and/or NLS, CPR & Standard First Aid Certificate	Less than 30 1 Lifeguard required & trained backup More than 30 2 Lifeguards required	Daylight only
	*Designated Swimming Area- no lifeguard on duty (i.e. Provincial or Regional Parks)	Current Bronze Cross and/or NLS Waterfront Option CPR, Standard First Aid. Guards 17 – 18 years, must be assisted by an adult conversant in emergency procedures.	1:14	Daylight only Equipment needs - reaching device or throw bag; floatation device (i.e. PFD) No head first entries unless it is a designated diving area Waivers - notice indicating swimming environment and staff qualifications Parental consent - signed specific for swimming
	*Wilderness or undesignated	Current Bronze Cross and/or NLS Waterfront Option CPR, Standard First Aid. Guards 17 – 18 years, must be assisted by an adult conversant in emergency procedures.	1:14	Waiver and Equipment as stated above PLUS: - Participants passed 50 m. swim test ; footwear and waterfront assessed for hazards

Additional comments:

- 1) Swimming supervisor(s) and adult staff assisting lifeguard 17 or 18 years old, must be free from all other duties.
- 2) No swimming permitted in water with a visible current (i.e. no tubing downstreams).
- 3) No swimming permitted outside of daylight hours unless properly illuminated.
- 4) The only recognized Lifeguard certification is NLS Bronze Cross is also acceptable.
- 5) *Designated swimming area* should have:
 - clear, defined swimming boundaries for swimmers
 - no natural/obvious hazards
 - swimming area designated by a local government or authority
 - sign stating: "no lifeguard on duty" if no lifeguard assigned
- 6) Private Camps – Accredited by and in compliance with the standards of the *B.C. Camping Association*.
- 7) Program approval form required.
- 8) Trained backup – An individual who has been provided an orientation and is conversant in emergency procedures.

CHILDREN AND YOUTH – Off Premises – Day Trips

PROGRAM DESCRIPTION:

Any partial or one-day program where participants are transported to an alternative public recreational site: skating rink; swimming pool; etc.

RISK IDENTIFICATION:

- Children could become lost if not properly supervised.
- Hazards are also dependent upon the nature of the activity.
- Check specific program guidelines for planned activities.

RISK MINIMIZATION:

Instructor's Qualifications:

- Police record checks to be successfully completed to MARS standard for activities that involve children and youth.
- Instructors/leaders should have experience in supervising children in an off-site premise situation and be familiar with the site they are visiting.
- Instructors should be aware of any children with potential physical\psychological challenges that could result in harm to themselves or members of the group.
- Instructors should have strong leadership skills for working with youth and be at least 19 years of age for 13-18 year old programs.
- Where instructors/leaders under 19 years of age are employed as leaders of elementary school children, out trip ratios are in effect and a minimum of two adult leaders are required.
- Attendance should be taken at regular intervals; "buddy" system to be used.
- A complete itinerary should be left with the community centre office, including emergency phone numbers, class lists and expected time of return.
- Qualifications should reflect the relevant risk factor of the activity being undertaken.

Instructor to Student Ratio:

- Dependent upon the nature of the activity.
- Please refer to appropriate program description outlined in this manual for specific information.

Ability\Responsibility of Participant:

- PARENT/GUARDIAN CONSENT, ACKNOWLEDGEMENT OF RISK, WAIVER, RELEASE & INDEMNITY form must be completed for any individual 18 years or under.

Equipment Considerations:

- Guidelines to be followed.
- Transportation.

Environment:

- Precautions should be taken to avoid hazards related to the area visited, e.g. congested areas.

COMMENTS: Participation in Risk Category 2, 3 and 4 activities must follow Section 4 Risk Management Activity Guidelines.

ADULT AND GENERAL – Outdoor - Skimboarding

PROGRAM DESCRIPTION:

Instructional or recreation Skimboarding involves a participant riding on top of a wooden or composite board (skimboard) that has been thrown over a thin body of water. Variations of Skimboarding can be described by the different location or natural environment of the setting such as pool Skimboarding, tidal or stream Skimboarding and shoreline Skimboarding.

RISK IDENTIFICATION:

- Hitting someone with the skimboard.
- Falling awkwardly with associated scrapes and abrasions.
- Head injuries.
- Muscle pulls and strains of hamstrings and quads.
- Foot injuries due to rocks, barnacles, glass, etc.
- Sunburn, sunstroke and dehydration.

RISK MINIMIZATION:

Instructor's Qualifications:

- Competent Skimboarding skills and experience.
- Previous teaching experience in Skimboarding.
- Clear reference checks.
- Familiarity of the local Skimboarding environment.
- First aid certification required if program is located in a remote site.

Instructor to Student Ratio:

- Minimum age 8 years old
- 1 to 10

Ability/Responsibility of Participant:

- Participants should exercise proper sun care with sunscreen, hats, clothing, sunglasses etc.
- Adult participants must complete the ACKNOWLEDGEMENT OF RISK, WAIVER, RELEASE & INDEMNITY form for 19+ years.
- PARENT/GUARDIAN CONSENT, ACKNOWLEDGEMENT OF RISK, WAIVER, RELEASE & INDEMNITY form must be completed for any individual 18 years or under.
- Participants should be informed about exertion level, length and anticipated difficulties of the activity and recognize their limitations.
- Participants should monitor their food and water intake accordingly.

Equipment Considerations:

- Skimboards should be safe, functional and appropriate to the size / weight of the participant.
- First Aid kit should be readily available.

Environment:

- Area for instruction or activity should be safe and away from other beach users.
- Appropriate use of beach with smooth soft sand area during low tides.

ADULT AND GENERAL – Slip and Slides

PROGRAM DESCRIPTION:

A slip 'n slide is a long piece of plastic with a bumper or small pool at one end. When a hose is added, water flows down the surface, creating a slippery pathway intended for sliding down. Children run toward the slide and glide across it in a sitting position, on their backs, or on their bellies.

Slip and slide products are for children only.

A high number of injuries can occur to teenagers and adults. This is caused by the greater weight of older individuals. When hitting the surface, the forward momentum can drive the body into the neck and compresses the spinal cord causing of serious spine and head injuries, and even paralysis.

RISK IDENTIFICATION:

- Use of slide on a hill can create dangerous increased speeds.
- Dry slip 'n slides lack the slickness necessary to create safe, effective sliding.
- Skidding, scrapes, and burns possible from a dry slide.
- Older individuals are more at risk of serious spine and head injuries.
- Obstacles or objects are under the slide or in the landing area.
- Water hose may create a tripping hazard.

RISK MINIMIZATION:

- Follow the manufacturer's safe operating instructions.
- As per manufacturer's recommended age range (typically 5 – 12 years; potential of injury increases with size of the child). Not to be used by teenagers and adults.
- Instruct the children how to use the slide safely.
- Install slide on flat grass surface only – placing on slope may create dangerous speeds.
- Carefully examine area before placing slide; ensure no rocks, sticks, or other unsafe objects.
- Flowing water from a hose to provide essential movement of the slide.
- No racing, one child at a time.
- Ensure enough space to allow children to safely get off slide, move around it, and run toward it without negotiating barriers or obstacles.
- Avoid adding features/products (i.e. soaps and oils) that make slide slipperier and that increase sliding speed.

Instructor's Qualifications: N/A Instructor

Instructor to Student Ratio:

- 1 to 10, minimum of two leaders

Ability/Responsibility of Participant:

- Participants to follow leader's instructions

Equipment Considerations:

- Commercially manufactured Slip and Slides to be used. Make-shift slides, and plastics not intended for sliding, not to be used.
- Consider length of slide and available space prior to selecting a slip 'n slide.
- First Aid kit should be readily available

Environment:

- Area to be cordoned off to ensure safety of participants and non-participants.
- Appropriate drainage required – consultation to ensure damage to surface can be mitigated.

ADULT AND GENERAL – Outdoor – Camping

PROGRAM DESCRIPTION:

This is any overnight camping program taking place in a designated camping area, which is accessible by vehicle.

RISK IDENTIFICATION:

- Although the risk factor may not be as extreme as in backpacking, hazards often exist in camping areas (e.g. cliffs; rivers).
- Hazards should be determined and made known to the campers.

For additional description of potential camping risks reference: Children and Youth – Swimming and Wading on Out trips and Adult and General – Outdoor Backpacking; Outdoor Hiking and Snowshoeing

RISK MINIMIZATION:

Instructor's Qualifications:

- At least one of the two leaders should be knowledgeable in outdoor leadership practices, hold a current first aid certification or wilderness first aid certificate (for remote areas) and be competent in camping skills.
- Thorough understanding of potential hazards and how to deal with them is essential.
- Lifeguarding qualifications required for wading and swimming – see page 41.
- Police record checks to be successfully completed to MARS standard for activities that involve children and youth.

Instructor to Student Ratio:

- 2 leaders to 13 participants maximum.
- All co-ed trips involving participants 18 years and under must have 1 male and 1 female leader/volunteer.

Ability/Responsibility of Participant:

- Adult participants must complete the ACKNOWLEDGEMENT OF RISK, WAIVER, RELEASE & INDEMNITY form for 19+ years.
- PARENT/GUARDIAN CONSENT, ACKNOWLEDGEMENT OF RISK, WAIVER, RELEASE & INDEMNITY form must be completed for any individual 18 years or under.

Equipment Considerations:

- Pre-trip meeting should take place to inform participants of appropriate clothing, equipment, logistics and protocols.
- Checklists should be distributed.
- All group equipment tents, tarps, stoves, cooking utensils, etc. should be checked prior to trip and be of good quality and appropriate for the number of people involved and the areas in which it is to be used.

Environment:

- Areas traveled to should be free of unnecessary hazards (e.g.: unsafe road conditions (logging); unsanitary surroundings (overuse, polluted water); hidden cliff areas; inadequate waste disposal facilities).
- All participants to be instructed to observe campfire bans, fire restrictions, safe water practices and local compliance requirements.
- Participants to be instructed and comply with proper camping etiquette.

COMMENTS: A complete itinerary should be left with the community center office, including emergency phone numbers. For further information on designated camping area please contact the B.C. Camping Association Sasamat Outdoor Centre at 604 939-2268 www.bccamping.org or Ministry of Environment – BC Parks

- [Transportation Policy](#) to be followed.
- [Camping Guidelines](#) and [Camping Letter](#) to be followed.

ADULT AND GENERAL – Outdoor – Backpacking

PROGRAM DESCRIPTION:

This is any overnight program, where participants upon reaching a designated starting point, travel under their own power with the necessary supplies, to a pre-determined destination.

RISK IDENTIFICATION:

- Participants may over exert themselves in an effort to keep up with others in the age group.
- Cardiovascular problems, fatigue, or dehydration.
- Various injuries associated with inappropriate or ill-fitting equipment (back packs), footwear and clothing.
- Gastro intestinal problems associated with spoiled food, improper cooking and cleaning procedures.
- Serious allergic reactions to insect bites or food.
- See also, Adult and General - Outdoor - Camping, and Outdoor - Hiking and Snowshoeing.

RISK MINIMIZATION:

Instructor's Qualifications:

- All leaders\Instructors should be competent with proven experience in backpacking and wilderness survival.
- Successful completion of a recognized outdoor leadership program and\or outdoor leadership experience is desirable.
- Leaders\Instructors should have a thorough understanding of map and compass procedures, appropriate emergency evacuation procedures, preventative survival, pre-trip planning, wilderness first aid, and appropriate campsite procedures (e.g.: sanitation).
- Leaders should be physically capable of the challenges associated with the trip.
- Lifeguarding qualifications required for wading and swimming – see page 41.
- Police record check to be successfully completed to MARS standard for activities that involve children and youth.

Instructor to Student Ratio:

- 2 leaders to 13 participants (all overnight excursions should have 2 leaders).
- Programs involving co-ed participants 18 years and under must have 1 female and 1 male leader/volunteer.

Ability/Responsibility of Participant:

- Adult participants must complete the ACKNOWLEDGEMENT OF RISK, WAIVER, RELEASE & INDEMNITY form for 19+ years.
- PARENT/GUARDIAN CONSENT, ACKNOWLEDGEMENT OF RISK, WAIVER, RELEASE & INDEMNITY form must be completed for any individual 18 years or under.
- All potential participants should be informed about the exertion level, length and anticipated difficulties of the activity.
- Instructor and candidate should determine suitability for participation.
- All participants should be screened prior to participating on a backpacking excursion.
- The extent of the screening should be based on the difficulty and length of the trip.
- Doctor's approval is advised for any trip considered moderate to high in difficulty.

Equipment Considerations:

- Checklist for both the leaders and the participants should be prepared.

-
- A pre-trip meeting should take place to check participant's equipment and clothing to ensure it is appropriate
- Equipment should be adequate for the anticipated conditions.
- All emergency and first aid equipment must be checked and be suitable for the anticipated conditions.

Environment:

- Programs should take place in areas with designated trails and free from any unnecessary hazards.
- A reconnaissance of the area is advisable to determine difficulty and potential risk factors.
- All participants to be instructed to observe campfire bans, fire restrictions, safe water practices and local compliance requirements.
- Participants to be instructed and comply with proper camping etiquette.

COMMENTS:

A complete itinerary of the trip, emergency phone numbers, class lists, expected time of return, etc. should be left with community centre staff.

For further information, contact the Outdoor Recreation Council of BC, #1101 - 207 West Hastings Street Vancouver BC V6B 2N4 604 873-5546. outdoorrec@orc.bc.ca For information on wilderness first aid courses and wilderness leadership programs, contact Capilano University 2055 Purcell Way, North Vancouver 604-986-1911.

- [Transportation Policy](#) to be followed.
- [Camping Guidelines](#) and [Camping Letter](#) to be followed.

ADULT AND GENERAL – Outdoor – Hiking & Snowshoeing

PROGRAM DESCRIPTION:

This is any one-day hike or snowshoe, taking place in a wilderness (non-urban) environment. Hiking: the act of walking on a path that may include rocks, roots or other ungraded terrain.

RISK IDENTIFICATION:

- Hazards vary with the terrain being traveled, weather conditions, and the fitness of the participants.
- Common hazards to all hiking/snowshoeing situations are getting lost and/or becoming injured.
- Trail markers may not be visible when snow level is high
- Common injuries include: twisted ankles; foot injuries\blisters; sunburn; heart problems.
- Injuries specific to cold weather seasons include: hypothermia and frostbite.
- Injuries specific to hot weather seasons include: hyperthermia; heat exhaustion and heatstroke.
- Snow blindness is a hazard whenever snow is encountered at higher elevations.
- Cardiovascular problems may result if an individual is unfit.

RISK MINIMIZATION:

Instructor's Qualifications:

- Leaders should have a clear understanding of backcountry travel with considerable experience in route finding, map and compass, evacuation procedures and wilderness first aid emergencies.
- Leader should be physically capable of the challenges associated with the trip.
- Certification in an approved wilderness leadership program is desirable.
- Police record check to be successfully completed to MARS standard for activities that involve children and youth.

Instructor to Student Ratio:

- Adults 1 to 10. Trips considered moderate to high in difficulty (e.g. The Lions) should have an assistant.
- 2 leaders for maximum 13 children and youth.

Ability/Responsibility of Participant:

- Adult participants must complete the ACKNOWLEDGEMENT OF RISK, WAIVER, RELEASE & INDEMNITY form for 19+ years.
- PARENT/GUARDIAN CONSENT, ACKNOWLEDGEMENT OF RISK, WAIVER, RELEASE & INDEMNITY form must be completed for any individual 18 years or under.
- All potential patrons should be informed about the exertion level, length and anticipated difficulties of the trip.
- Instructor and patron should determine suitability for participation.

Equipment Considerations:

- Proper footwear, clothing and equipment should be adequate for the anticipated condition.
- All emergency and first aid equipment must be checked and be suitable for the anticipated conditions.
- Check list for both the leaders and the participants must be prepared to ensure essential equipment requirements are met.

Environment:

- Transportation Policy to be followed.
- Hikes and snowshoe trips should take place in areas with designated trails and free from any unnecessary hazards.
- A reconnaissance of the area is advisable to determine difficulty and potential risk factors.

COMMENTS:

A complete itinerary of the trip, emergency phone numbers, class list, expected time of return; etc. should be left with community centre staff.

For further information, contact the Outdoor Recreation Council of BC #1101 - 207 West Hastings Street Vancouver BC V6B 2N4 604 873-5546 outdoorrec@orbc.ca. Information on wilderness first aid courses and wilderness leadership courses can be obtained through Capilano University 2055 Purcell Way, North Vancouver - 604 987-1911.

ADULT AND GENERAL – Outdoor – Ski and Snowboarding Lessons/Tours

PROGRAM DESCRIPTION:

This is any program involving instruction or guidance in skiing (cross country or down hill) and snowboarding.

RISK IDENTIFICATION:

- Falls and/or collisions may result in muscular skeletal injuries.
- Unsupervised skiers (e.g. during free time) could get lost in unfamiliar terrain.
- Injuries specific to cold weather seasons include hypothermia and frost bite.
- Avalanche and any other adverse weather conditions.

RISK MINIMIZATION:

- Ski and snowboard instruction to be provided by the resort/mountain operator.

Instructor's Qualifications:

- Lesson minimum: Current LEVEL 1 - CANSI certification (Canadian Association of Nordic Ski Instructors).
- Tours: Leaders should have experience in conducting cross-country ski tours – CANSI certification is desirable.
- All instructors must have a current first aid certification and a clear understanding of wilderness emergency situations and procedures.
- Police record checks to be successfully completed to MARS standard for activities that involve children and youth.

Instructor to Student Ratio:

- Adults 1 to 10. Trips considered moderate to high risk should have an assistant.
- Children and youth 2 to 13 and may vary with the age and ability of the participants and the destination.

Ability/Responsibility of Participant:

- Adult participants must complete the ACKNOWLEDGEMENT OF RISK, WAIVER, RELEASE & INDEMNITY form for 19+ years.
- PARENT/GUARDIAN CONSENT, ACKNOWLEDGEMENT OF RISK, WAIVER, RELEASE & INDEMNITY form must be completed for any individual 18 years or under.
- All potential patrons should be informed about the exertion level, length and anticipated difficulties of the trip.
- Instructor and patron should determine suitability for participation.

Equipment Considerations:

- If equipment is rented it should be checked prior to use (loose bindings; cracks).
- Proper footwear, clothing and equipment should be adequate for the anticipated condition.
- All emergency and first aid equipment must be checked and be suitable for the anticipated conditions.
- Checklist for both leaders and participants must be prepared to ensure essential equipment requirements are met.
- [Transportation Policy](#) to be followed.

Environment:

- Preferably flat, non-crowded areas where conditions are generally predictable and stable (e.g.: Manning Park).

- Programs should not take place in areas exposed to rocks or sharp objects, or in poor weather conditions or in areas where avalanche hazards are rated “considerable”, “high” or “extreme”.
- Terrain Parks are not to be used.
- Lessons\ tours should take place in patrolled areas only.

COMMENTS:

A complete itinerary of the trip, emergency phone numbers, class list, expected time of return; etc. should be left with community centre staff. Information regarding CANSI courses (Nordic Ski Instructors) and general information on local ski areas can be acquired through the Outdoor Recreation Council of BC – #1101 - 207 West Hastings Street Vancouver BC V6B 2N4 604-873-5546 outdoorrec@orc.bc.ca For avalanche information contact www.avalanche.ca

ADULT AND GENERAL – Outdoor – Sledding and Tubing

PROGRAM DESCRIPTION:

Use of Resort Operator's sliding equipment/tubes on slopes designated for such purpose.

RISK IDENTIFICATION:

- Falls and/or collisions may result in muscular skeletal injuries.
- Injuries specific to the cold weather season include hypothermia and frost bite.
- Adverse weather conditions.

RISK MINIMIZATION:

- Review resort's snow tubing safety information with participants prior to departing.
- Ensure sliding route is clear of obstacles.
- Position self on sliding equipment as instructed by resort operator.

Instructor's Qualifications:

- Not applicable.

Instructor to Student Ratio:

- 2 adults to 13 children and youth (may vary with the age and ability of the participants).

Ability/Responsibility of Participant:

- Good winter tread on footwear and appropriate clothing for weather conditions.
- Knowledge of sliding area/tube park responsibility code and rules.
- Adult participants must complete the ACKNOWLEDGEMENT OF RISK, WAIVER, RELEASE & INDEMNITY form for 19+ years.
- PARENT/GUARDIAN CONSENT, ACKNOWLEDGEMENT OF RISK, WAIVER, RELEASE & INDEMNITY form must be completed for any individual 18 years or under.

Equipment Considerations:

- Sliding equipment (i.e. sledding tubes) to be provided by the mountain operator.
- [Transportation Policy](#) to be followed.

Environment:

- Sledding and tubing to take place in areas designed by the mountain's operator specifically for such use.
- Should not take place in areas exposed to rocks or sharp objects, or in poor snow surface or weather conditions.

COMMENTS:

Resorts may have a height requirement for participants. A complete itinerary should be left with the community center office, including emergency phone numbers.

ADULT AND GENERAL – Outdoor – Orienteering

PROGRAM DESCRIPTION:

This is any instructional program or event involving the use of a map and compass to navigate around a particular area. Environments can range from low risk (controlled) settings to rugged backcountry locations.

RISK IDENTIFICATION:

- Getting lost in unfamiliar terrain.
- Uneven\rugged terrain (creek crossing, cliffs, etc.).
- Injuries generally involving the ankle or foot, however environmental conditions can lead to a variety of wilderness emergency situations.
- See, Adult and General – Outdoor - Hiking and Snowshoeing.

RISK MINIMIZATION:

Instructor's Qualifications:

- For instructional programs\events in a low risk setting, (e.g. Stanley Park), Level I Coaching (National Coaching Certification Program) is strongly recommended, or the equivalent in experience.
- Any program or event taking place in a non-urban environment should have an Instructor/Leader with Level I N.C.C.P. (National Coaching Certification Program) and an understanding of wilderness first aid procedures.
- Instructors should have a thorough understanding of the area where the program\event is being held and any potential hazards.
- Police record checks to be successfully completed to MARS standard for activities that involve children and youth.

Instructor to Student Ratio:

- Dependent on the ability of the participant and the setting.
- Adults (for programs in a low risk setting) 1 to 12.
- Children and youth 2 to 13.

Ability\Responsibility of Participant:

- Adult participants must complete the ACKNOWLEDGEMENT OF RISK, WAIVER, RELEASE & INDEMNITY form for 19+ years.
- PARENT/GUARDIAN CONSENT, ACKNOWLEDGEMENT OF RISK, WAIVER, RELEASE & INDEMNITY form must be completed for any individual 18 years or under.
- Minimum age - 7 years.
- Age groups can be mixed.

Equipment Considerations:

- Proper footwear, clothing and equipment should be adequate for the anticipated condition.
- All emergency and first aid equipment must be checked and be suitable for the anticipated conditions.
- Check list for both the leaders and the participants must be prepared to ensure essential equipment requirements are met.
- [Transportation Policy](#) to be followed.

Environment:

- Route choice should provide participants with the option of avoiding rugged terrain.
- Unnecessary risks should be avoided.
- Participants should be made aware of any potential hazards.
- A reconnaissance of the area is desirable to determine difficulty and potential risk factors.

COMMENTS: A complete itinerary of the trip, emergency phone numbers, class list, expected time of return; etc. should be left with community centre staff.

For additional information, contact the Orienteering Association of B.C. www.orienteeingbc.ca or the Greater Vancouver Orienteering Club, gvoc.outreach@gmail.com 604 873-5546.

ADULT AND GENERAL – Outdoor – Parkour

PROGRAM DESCRIPTION:

Parkour (free running) is a way of moving efficiently from A to B while using only the human body and propulsion to overcoming obstacles. It involves run-jump-climb, acrobatic components, and discovering body limits.

RISK IDENTIFICATION:

- Contusion/bruises, sprains/strains, fractured bone from landing incorrectly, failing a move, impacting an obstacle or falling.
- Attempting to perform moves beyond the participant's level of skill and physical fitness.

RISK MINIMIZATION:

- Parkour to take place only on equipment designed for parkour activity.
- Check equipment surfaces and surroundings to ensure safe for use.

Instructor's Qualifications:

- Instructor to have i.e. gymnastics qualifications or similar coaching certification.
- Police record checks to be successfully completed to MARS standard for activities that involve children and youth.

Instructor to Student Ratio:

- 1 to 10 recommended.
- Dependent on the ability of the participant and the setting.

Ability/Responsibility of Participant:

- Step outside comfort zone in small portions.
- Proper footwear and clothing for active play.
- Minimum 6 years of age.
- Adult participants must complete the ACKNOWLEDGEMENT OF RISK, WAIVER, RELEASE & INDEMNITY form for 19+ years.
- PARENT/GUARDIAN CONSENT, ACKNOWLEDGEMENT OF RISK, WAIVER, RELEASE & INDEMNITY form must be completed for any individual 18 years or under.

Equipment Considerations:

- To take place on equipment designed for parkour.

Environment:

- Parkour activities are not allowed on City property unless designed for parkour use.

COMMENTS:

Built in 2015, Vancouver Park Board's Hastings Parkour Park is located next to Empire Fields at the P.N.E.

ADULT AND GENERAL – Outdoor – Canoeing

PROGRAM DESCRIPTION:

Flat water or moving water canoeing (instruction/tours) for the beginner or novice. Flat water includes pools, lakes, and areas of the ocean where current and tides are not hazardous. Moving water includes rivers and areas of the ocean where currents and tides may be hazardous.

RISK IDENTIFICATION: Hypothermia

- Drowning
- Head injuries (hitting a submerged object while in an overturned position).

RISK MINIMIZATION:

Instructor's Qualifications:

- Minimum certification as suggested by Recreational Canoeing Association of BC for leadership role and water situation.
- Police record checks to be successfully completed to MARS standard for activities that involve children/ youth.

Instructor to Student Ratio (all situations)

- Adults 1 to 6 recommended. Children and Youth 1 to 5 recommended.

Ability\Responsibility of Participant:

- Adult participants must complete the ACKNOWLEDGEMENT OF RISK, WAIVER, RELEASE & INDEMNITY form for 19+ years.
- PARENT/GUARDIAN CONSENT, ACKNOWLEDGEMENT OF RISK, WAIVER, RELEASE & INDEMNITY form must be completed for any individual 18 years or under.
- Instruction and leading should take place in environments appropriate to the skill level of participants.
- Strong and weak paddlers should be paired together. Participant should be strong enough to handle the equipment.
- Participants should be screened for paddling and swimming ability.
- Minimum age 8 years - age restrictions depend on the availability of equipment (re: sizing).

Equipment Considerations:

- Equipment should meet the specifications outlined by the B.C.R.C.A
- All participants must wear an approved personal flotation device (PFD) or life jacket at all times when on the water.
- [Transportation Policy](#) to be followed.

Environment:

- Instruction/leading should take place in environments appropriate for skill level of participants.
- Instruction should not take place in extremely cold conditions or when visibility is low.
- A reconnaissance of the area is desirable to determine difficulty and potential risk factors.

COMMENTS: Canoeing programs are intended to be introductory and recreational. Higher level and more challenging experiences are to be carried out by an accredited contractor with liability insurance that meets the City's guidelines. A complete itinerary of the trip, emergency phone numbers, class list, expected time of return; etc. should be left with community centre staff. For further information, contact Recreational Canoeing Association of BC & Canoe Kayak BC.

ADULT AND GENERAL – Outdoor – Kayaking and Paddleboarding

PROGRAM DESCRIPTION:

Kayak and Paddleboarding (instruction/tours) close to shore, or in flat water, or in moving water for the beginner or novice. Flat water includes pools, lakes and areas of the ocean where current and tides are not hazardous. Moving water includes rivers and ocean areas where currents and tides may be hazardous

RISK IDENTIFICATION:

- Hypothermia and/or drowning.
- Head Injuries (hitting a submerged object while in an overturned position).
- Getting hit by another watercraft.
- Capsizing waves, wind.

RISK MINIMIZATION:

Instructor's Qualifications:

- Minimum certifications as suggested by industry standards (i.e. Paddle Canada) for leadership role and water situation.
- Police record checks to be successfully completed to MARS standard for activities that involve children/youth or vulnerable adults.

Instructor to Student Ratio:

- Adults 1 to 6 recommended. Children and Youth 1 to 5 recommended.

Ability\Responsibility of Participant:

- Adult participants must complete the ACKNOWLEDGEMENT OF RISK, WAIVER, RELEASE & INDEMNITY form for 19+ years.
- PARENT/GUARDIAN CONSENT, ACKNOWLEDGEMENT OF RISK, WAIVER, RELEASE & INDEMNITY form must be completed for any individual 18 years or under.
- Participant should be strong enough to handle the equipment.
- All potential participants should be informed about exertion level, length and anticipated difficulties of the activity.
- Instructor and patron should determine suitability for participation.
- Minimum age 8 years - age restrictions depend on the availability of equipment (re: sizing).

Equipment Considerations:

Safety equipment as outlined in the Transport Canada Safe Boating Guide including:

- Throw bag, whistle or noise maker;
- Guide equipment – tow belt, communication device, first aid certificate, spare paddles;
- Wearing of PFDs mandatory.

Environment:

- Instruction should not take place in extremely cold conditions or when visibility is low.
- Particular attention must be given to sea conditions and weather forecasts.

COMMENTS: Kayaking and Paddleboarding programs are intended to be introductory and recreational. Higher level and more challenging experiences are to be carried out by an accredited contractor with liability insurance that meets the City's guidelines. A complete itinerary of the trip, emergency phone numbers, class list, expected time of return; etc. should be left with community center staff. For additional information, contact Canoe Kayak BC 3713 Kensington Avenue Burnaby BC V5B 0A7 604 465-5268.

ADULT AND GENERAL – Outdoor – Small Craft Boating

PROGRAM DESCRIPTION:

Any program involving the use of vessels under 8 metres in length, including: powered pleasure craft; sailing vessels; canoes; kayaks; and rowboats.

RISK IDENTIFICATION:

- Obvious common hazards include hypothermia and drowning.
- Specific hazards and injuries are dependent upon the type of vessel being used, e.g.: explosions/fires on power vessels.
- See, Adult and General, Outdoors - Canoeing\Kayaking for hazards and injuries related to those activities.

RISK MINIMIZATION

Instructor's Qualifications:

- Police record checks to be successfully completed to MARS standard for activities that involve children and youth or vulnerable adults.
- Required certifications are dependent upon the nature of the program, see ADULT and GENERAL - Canoeing\Kayaking.
- Completion of a Canadian Power Squadron course (or equivalent) is required desirable for Instructors using powered vessels.
- All Instructors\Leaders must have a thorough understanding of water safety with respect to weather, navigation, boating laws, equipment, and first aid.

Instructor to Student Ratio:

- Dependent upon the nature of the program and type of vessels being used.

Ability\Responsibility of Participant:

- Adult participants must complete the ACKNOWLEDGEMENT OF RISK, WAIVER, RELEASE & INDEMNITY form for 19+ years.
- PARENT/GUARDIAN CONSENT, ACKNOWLEDGEMENT OF RISK, WAIVER, RELEASE & INDEMNITY form must be completed for any individual 18 years or under.
- All programs should take into consideration the age and skill level of the participants.
- All participants should be able to swim.

Equipment Considerations:

- All equipment should meet the requirements outlined by Transport Canada when applicable, e.g.: lifejackets; pumps; fire extinguishers; flares.
- Vessel should be properly licensed.
- [Transportation Policy](#) to be followed.

Environment:

Programs should take place only in areas appropriate to the skill level of the participants.

COMMENTS:

For information on power boating, contact the Vancouver Power & Sail Squadron, vpsboat.org 604 816 8576. See, Adult and General, Canoeing\Kayaking\Sailing for information specific to those activities. Additional information can also be acquired through the Canadian Coast Guard.

ADULT AND GENERAL – Sports – Outdoor - Cycling

PROGRAM DESCRIPTION:

Any program involving instructional or the recreational (non-competitive) use of bicycles on paved trails or roads. Mountain biking on unpaved trails or cycle touring requires completion of a special program approval form. (See Outdoor – Camping for additional information on overnight tours).

RISK IDENTIFICATION:

- Doors being opened by parked cars; lacerations, collisions, fall.
- Equipment failure and terrain hazards.
- Inadequate road safety knowledge.

RISK MINIMIZATION:

Instructor's Qualifications:

- CAN-BIKE SKILLS LEVEL 4 or equivalent. I.e. National Coaching Certification (NCCP) Community Cycling Initiation Course. Qualifications to align with the cycling experience.
- Basic first aid certification.
- Police record checks to be successfully completed to MARS standard for activities that involve children and youth or vulnerable adults.

Instructor to Student Ratio:

- 1 to 8 depending on age, ability and traffic/terrain.

Ability/Responsibility of Participant:

- Adult participants must complete the ACKNOWLEDGEMENT OF RISK, WAIVER, RELEASE & INDEMNITY form for 19+ years.
- PARENT/GUARDIAN CONSENT, ACKNOWLEDGEMENT OF RISK, WAIVER, RELEASE & INDEMNITY form must be completed for any individual 18 years or under.
- Children should not be taught riding on the road nor be permitted to participate on a tour before age 9.
- Control tests should be given to all students to determine their skill level and grouped accordingly (lessons only).

Equipment Considerations:

- Safety checks should be given to all bikes prior to each cycling session.
- Helmets are mandatory.
- Bright clothing should be worn.
- [Transportation Policy](#) to be followed.

Environment:

- Caution should be exercised when cycling on roads - use of safety flags and reflective apparel is encouraged.
- Parking lots and school grounds should be used only with written permission from the owner.
- Cycling should take place during daylight hours only.

COMMENTS:

For more information, contact canbikecanada.ca (Cycling Canada).
A complete itinerary of the trip, emergency phone numbers, class list, expected time of return; etc. should be left with community centre staff.

ADULT AND GENERAL – Outdoor Running Clinics

PROGRAM DESCRIPTION:

Any program where participants are trained in running distances in a variety of environments (pavement; cross-country).

RISK IDENTIFICATION:

- Twisted ankles, knee injuries, foot injuries, slipping, cuts and bruises.
- Potential complications of the cardiovascular system.

RISK MINIMIZATION:

Instructor's Qualifications:

- Instructor should possess a Level I Fitness Instructor's certification, be experienced in running distances of 10km or more, and have attended a running clinic themselves.
- The equivalent of above in training and experience is acceptable.
- Police record checks to be successfully completed to MARS standard for activities that involve children and youth and vulnerable adults.

Instructor to Student Ratio:

- Dependent on the experience of the participant.

Ability/Responsibility of Participant:

- Instructors should recommend participants fill out a Participant Activity Readiness Questionnaire (for their own information only).
- All potential participants should be informed about exertion level, length and anticipated difficulties of the activity.

Equipment Considerations:

- Proper footwear and running attire is essential.
- Reflective attire or vests are recommended.

Environment:

- Training areas should be free of traffic, slippery sections (ice), or other hazards that can be avoided without seriously decreasing the quality of the program.

ADULT AND GENERAL – Sports Indoor/Outdoor - Archery

PROGRAM DESCRIPTION:

Any program involving the use of archery equipment, e.g.: lessons; target shooting, archery tag.

RISK IDENTIFICATION:

- Inappropriate environments and/or faulty equipment may result in accidents.
- Injuries include: punctures to the skin; cuts and abrasions; bow or strings breaking could result in a facial injury.

RISK MINIMIZATION:

Instructor's Qualifications:

- Correct NCCP, BC Archery Association coaching certification for level of instruction.
- Police record checks to be successfully completed to MARS standard for activities that involve children and youth or vulnerable adults.

Instructor to Student Ratio:

- Dependent upon the qualifications of the Instructor.
- For new Instructors, maximum should not exceed 6 participants.

Ability/Responsibility of Participant:

- Children under 8 years may not be strong enough to participate.
- Students should be grouped according to their skill level.

Equipment Considerations:

- Equipment should be checked prior to each session. E.g.: Bow with splits or cracks in the fiberglass should be thrown away (not repaired).
- Strings should be checked for fraying.

Environment:

- Range rules should be developed for each program and strictly enforced (e.g.: appropriate archery net to protect walls and prevent ricochet).
- Archery tag to be played at a venue designed for this purpose.

COMMENTS:

For further information, contact the B.C. Archery Association at: www.archeryassociation.bc.ca

ADULT AND GENERAL – Animals – Critters / Reptiles (Displays) and Petting Zoos

PROGRAM DESCRIPTION:

Any program involving petting zoo animals or displaying critters (living creatures) and/or live, non-venomous reptiles. *Programs displaying venomous reptiles are not permitted.*

RISK IDENTIFICATION:

- Animal or snake bites; possibility of Salmonella poisoning from handling turtles.
- Fecal/oral transmission or airborne transmission.
- Animals in petting zoos and on farms that have been the source of diseases include: cows, goats, sheep, horses, rabbits, pigs and chickens.
- Contact with the animals' environment including enclosures, fencing, bedding and feed
- Poor sanitation and ill or distressed animals.

RISK MINIMIZATION:

Instructor's Qualifications:

- Individuals responsible for the display\program should have a competent understanding of herpetology (study of reptiles).

Instructor to Student Ratio:

- Not applicable.

Ability\Responsibility of Participant:

- Participants to wash hands after animal contact and before going home to protect from infectious organisms.
- Participants to keep fingers away from mouth to reduce potential of ingesting dirt and bacteria.

Equipment Considerations:

- Not applicable.

Environment:

- Reptiles should be kept in appropriate cages or tanks.
- Food should not be consumed while in a petting zoo or room with animals/critters/reptiles. Eat in designated eating areas only.

Reference:

BC Centre for Disease Control: Communicable Disease Control Guidelines for Prevention of Zoonotic Diseases from Petting Zoos and Open Farms March 2011

COMMENTS:

Parental permission should be obtained for minors to touch animals and critters such as snakes, frogs, centipedes, parrots, beetles, rodents or crustaceans. Children under five years of age are at an increased risk due to increased hand-to-mouth contact and still-developing immune systems. To review good hand washing techniques with participants prior to visit.

For further information, contact the Westcoast Society for the Protection and Conservation of Reptiles (WSPCR) www.wspcr.com 604 519-7727

ADULT AND GENERAL – Animals – Dog Training

PROGRAM DESCRIPTION:

Any program involving the training of dogs in obedience. *Training dogs for aggressive purposes (e.g.: guard dog training) is not permitted. Training of dangerous breeds is also not permitted.*

RISK IDENTIFICATION:

- Biting.
- Communicable diseases from animal excrement.
- Allergies.

RISK MINIMIZATION:

Instructor's Qualifications:

- Trainer should have completed a course in dog obedience training and have several years' experience in working with dogs.
- Trainers should watch for signs of aggression and be familiar with recognized methods for correcting such behavior.
- Dogs should have required immunization.
- Police record check to be successfully completed to MARS standard for activities that involve children and youth and vulnerable adults.

Instructor to Student Ratio:

- 1 to 15 dogs and their owners.

Ability/Responsibility of Participant:

- Dogs should be encouraged to relieve themselves before entering the facility.
- Dogs should be kept on a leash at all times (except for advanced classes).
- Dogs that exhibit aggressive behavior consistently, which cannot be corrected by the trainer, should be removed from the class.

Equipment Considerations:

- Trainers bring their own equipment.

Environment:

- Room should consist of a non-carpeted floor which is easily cleanable.
- Training area should be free of children's toys.
- Training area should not take place in a room where food is prepared.
- Rooms used should be posted that they are used for dog training.

ADULT AND GENERAL – Bouncy Castles – Inflated Amusement Devices

PROGRAM DESCRIPTION:

The following air-supported, inflatable amusement devices require operating permits from Technical Safety BC: 1) inflated devices (i.e. **bouncy castles**) that have a bounce surface higher than .25 metres from the base and have inflated walls and/or roof that enclose the bounce surface, 2) inflated slides and 3) inflated climbing walls. Inflatable amusement devices are regulated under the Elevating Devices Safety Regulation which is administered by Technical Safety BC (formerly BC Safety Authority).

RISK IDENTIFICATION:

The following hazards have been known to occur:

- Instability and blowing away in windy conditions.
- Situations caused by loss of pressure as a result of:
 - Failure of the fabric, zips and seams
 - Failure or loss of power to the blower; disconnection of blower
 - Material blocking the intake of blower
- Falls/ejection from the structure.
- Tripping over mats and anchors.
- Colliding and injuries caused by boisterous behavior or overloading.
- Electrical hazards.
- Inadequate means of escape in case of fire.
- Suffocation & entrapment.
- Lifting injuries.

RISK MINIMIZATION:

Vendor supplied amusement devices: Park Board and Community Association representatives are not to sign vendor agreements that transfer liability back to the Park Board/City. Specific product approval is required before booking an inflatable product.

Facility owned amusement devices:

Bouncy castle activities/program must be indemnified through inclusion on the *ActiveNet Seasonal Activity Indemnification* form or by the Risk Management *Program Special Approval* form. Inflatable devices (i.e. bouncy castles) are to remain on site, be operated only by trained centre staff and not to be booked without such trained staff. Inflatable devices are also not to be rented to external groups as by doing so Park Board would assume liability as a party facility renter. Inflatable amusement devices must undergo periodic inspections and tests as per Technical Safety BC guidelines. Risk assessments to be conducted utilizing manufacturer's information and instructions for safe operation.

Regulation requirements:

Prior to use of a regulated product:

- The inflatable must include a Technical Safety BC approved CSA certified blower or equivalent (i.e. ETL) and a GFCI power bar.
- Inflatable's fabric must have passed the ignition resistance test (NEPA 701 test).
- An *Amusement Device Drawings and Specifications Submission* form, fee, a technical description and an operations maintenance manual must be submitted to Technical Safety BC for the inflatable to obtain registration (receive a unit #) and valid operating permit for each regulated product.
- An inflatable device training program is to be submitted to Technical Safety BC and attendants must be trained in a training program approved by a Provincial Safety Manager. A record of training must be kept.

- An *Application For Amusement Ride Contractor's Licence* form must be submitted, with fee, to Technical Safety BC to obtain a valid Amusement Device Contractor's Licence. Operating permits are valid for one year.
- Contact Technical Safety BC Safety Officer to arrange an inspection of inflated device at 778-396-2070.

For more info & forms go to www.technicalsaftybc.ca – search: Inflatable Devices.

Instructor qualifications:

The approved Technical Safety BC training program, at a minimum, provides individuals with the necessary knowledge, skills and ability in respect of:

- Installation and maintenance manual review;
- Operating rules, maintenance safety requirements and evacuation procedures;
- Maintenance inspections & logs;
- Relevant regulations and codes.

User Capacity:

Unit capacity as specified by manufacturer must be adhered to. Participants should be of similar age and size and maximum user ratios based on ages is to be posted. A minimum of one trained adult operator is required to supervise, ensuring entry/exits remain unblocked and that there is clear view of participants.

Ability/Responsibility of Participant:

Fair play rules to apply. No footwear, glasses, sharp objects, jewelry, flipping/tumbling or roughing.

Equipment Considerations:

Prior to each use

A walk-through and visual inspection, utilizing an inspection check list, is required:

- Inspect surface area before set-up to ensure it is clean and free of debris.
- Ensure blower plugged into the required GFCI outlet.
- Set up mats to cover all hard surfaces and entry & exit points.
- Inspect all inside surface area for rips, tears and leaks.
- Inspect all outside surface area for rips, tears and leaks.
- Inspected blower to ensure connected firmly to inflatable.
- Inspect the blower to ensure air intakes are clear.
- Inspect blower for strange noises or smell.

Closing Process

- Wipe down the surface area.
- Inspect unit for rips, tears and leaks.
- Report all defects, concerns and accidents to supervisor.

Environment:

Place on a hardwood surface when possible, as concrete surfaces increase risk. Ensure surface safety mats are connected in such a way to minimize danger of tripping, slippage or other injury.

Barricade blower unit and protect from public. Blow overs and blow-aways are an identified risk – ensure unit is anchored as per manufacture's specifications. Determine if weather conditions are acceptable.

Some inflatables may only be approved for indoor use.

COMMENTS:

Approval to purchase an inflatable is required from City Risk Management.

Inflatable Operational Policies & Procedures should be in place and include: Set Up (indoor & outdoor),

Hazard Recognition, Safety Rules, Operating Guidelines, Equipment Maintenance, pre-use Inspection Checklists, and first aid Accident Reporting Procedures.

Technical Safety BC may not require an operating permit for inflated amusement devices operated exclusively at private events where access is restricted to invited guests of the event organizer (i.e. company events, private parties) however, an operating permit is still required for use on City property. Incidents are required to be reported immediately to the Technical Safety BC Safety Officer at 778-396-2070.

Technical Safety BC 505 - 6th Street Suite 200 New Westminster V3L 0E1
Phone: 778 396-2000 1 866 566-7233 Fax: 778 396-2064 www.technicalsaftybc.ca

ADULT AND GENERAL – Dance - Ballet

PROGRAM DESCRIPTION:

This is any ballet program involving children or adults.

RISK IDENTIFICATION:

- Students who attempt moves which exceed their ability.
- Incorrect posture, indirect muscle contraction, slipping.
- Injuries include: pulled muscles; torn ligaments and tendons; injuries to the knee, lower back, groin, ankle and foot.
- Preschoolers may be prone to developmental injuries and particular care should be taken in designing exercises appropriate to the age of the participant.

RISK MINIMIZATION:

Instructor's Qualifications:

- Based on experience for the level of class being taught.
- Instructors must have the ability to convey correct style and body posture.
- Training through a recognized School\Syllabus and professional dancing experience is desirable. Reference checks are recommended.
- Teachers of preschoolers should have additional training, which emphasizes appropriate exercises for young children.
- Police record checks to be successfully completed to MARS standard for activities that involve children and youth and vulnerable adults.

Instructor to Student Ratio:

- 1 to 12 maximum.

Ability\Responsibility of Participant:

- As ballet is progressive, students should successfully complete one level before proceeding to the next.

Equipment Considerations:

- Appropriate footwear.
- Bars should be stable and appropriate in height to accommodate different age groups.

Environment:

- Classes preferably take place on unvarnished wood floors (non-concrete).

COMMENTS:

For further information, contact the Canadian Dance Teachers Association, BC Branch.

ADULT AND GENERAL – Dance – Dancing (Ballroom, Folk, Tap, etc.)

PROGRAM DESCRIPTION:

This is any instructional dance program utilizing traditional dance steps. Programs should not include: lifts; drops; or tricks.

RISK IDENTIFICATION:

- People who exceed their ability, slipping injuries.
- Collisions with other dancers.

RISK MINIMIZATION:

Instructor's Qualifications:

- A recognized dance-teaching certificate is desirable or the equivalent inexperience.
- Police record checks to be successfully completed to MARS standard for activities that involve children and youth or vulnerable adults.

Instructor to Student Ratio:

- 1 to 30

Ability/Responsibility of Participant:

- Students should successfully complete one level before proceeding to the next (instructor's discretion).

Equipment Considerations:

- Appropriate footwear.

Environment:

- Students should be able to clearly see and hear the instructor.
- Floor should not be overly waxed.
- Room size should be adequate to accommodate a safe number of participants.

COMMENTS:

For more information, contact the Canadian Dance Teachers Association, BC Branch.

ADULT AND GENERAL – Dance – Jazz / Modern Dance / Hip Hop

PROGRAM DESCRIPTION:

Any dance program involving high kicks, quick jerky movements, fast direction changes, stretching, jumps, or isolations.

RISK IDENTIFICATION:

- Fast direction changes could lead to injuries to the knees or other joint areas.
- Excessive stretching could result in lower back problems.
- Isolation movements (improperly performed) could result in dislocations.
- Collisions with other dancers.

RISK MINIMIZATION:

Instructor's Qualifications:

- Based on experience for the level of class being taught.
- Instructors should have the ability to convey proper warm up techniques, correct body posture, position, and movements.
- Professional dancing experience is desirable.
- References are recommended.
- Police record checks to be successfully completed to MARS standard for activities that involve children and youth or vulnerable adults.

Instructor to Student Ratio:

- 1 to 20.
- Dependent upon the experience of the Instructor.

Ability/Responsibility of Participant:

- Should be physically capable of performing the kinds of moves described above.
- Chronic problems or past injuries should be reported to the Instructor.

Equipment Considerations:

- Appropriate footwear is recommended.

Environment:

- Classes preferably take place on unvarnished wood floors (non-concrete).

COMMENTS:

For more information, contact the Canadian Dance Teachers Association, BC Branch.

ADULT AND GENERAL – Face Painting

PROGRAM DESCRIPTION:

Face painting is defined as the application of water-based paint or make-up on the face to create a design.

RISK IDENTIFICATION:

- Possible allergic reactions and spread of skin infections between individuals.
- Difficult removal of product from skin.
- Contamination of products.

RISK MINIMIZATION:

- Hygiene and sanitation to prevent any possible allergic reactions and spread of skin infections between individuals.
- Face paint to be hypoallergenic, non-toxic, cosmetic-grade, and suitable for applying to the face.
- All face paints used should be easily removable with make-up remover, baby wipes, or with regular soap and water.
- A temporary hand washing station should be set up at the face painting station with running water, liquid hand soap and paper towels. If not possible, disposable wet towelettes or alcohol based hand sanitizer for hand cleaning between clients to be provided.
- Tips of pencils to be wiped in between use with disposable towelettes.
- Common use brushes to be cleaned and sanitized in-between customer use.
- Application on the face to be with single use disposable applicators.

Face Painting Artist Requirements:

- Permission from the parent or caregiver should be obtained prior to applying on a child.
- Artist hands must be clean and free of sores and open cuts.
- Non-latex gloves may be worn, but they should be changed frequently.
- Hand cleaning between clients.
- Wipe tips of pencils in between use with disposable towelettes.

Instructor to Student Ratio:

- 1:1

Ability/Responsibility of Participant:

- To be clear of visible sores, conjunctivitis (pink eye), open cuts, skin rashes or other skin conditions.

Equipment Considerations:

- Face paint must be non-toxic, cosmetic-grade.
- Paints must be hypoallergenic.
- Garbage container at the work station.

Environment – Face Paint Application:

- Do not apply paint to any person who has visible sores, conjunctivitis (pink eye), open cuts, skin rashes or other skin conditions.
- Area on the skin where the paint will be applied must be cleaned with single use alcohol wipes, baby wipes, or face cleanser (dispensed with a disposable applicator e.g. cotton swab).
- To test for an allergic reaction, paints can be applied to the arm first.
- Creams and paints should be dispensed in small quantities onto a disposable paper/cup/container (left over paint and paper must be discarded after each customer).

- Avoid application of paints too close to the eyes or lips.
- Application on the face must be with single use disposable applicators such as: sponges, swabs, cotton tipped applicators, disposable brushes, applicator sticks.

COMMENTS:

Event organizers should have the contact information for the face painting artist(s). The event organizers or artist(s) can contact the local Health Department for more information on standards and procedures for applying the paints and make-up to prevent the spread of diseases or contamination of the products.

REFERENCES

BC Ministry of Health Guideline for Personal Services Establishments (PSEs)
BC Personal Services Establishment regulations
Vancouver Coastal Health Face Painting standards and procedures

ADULT AND GENERAL – Fitness Classes – Group

PROGRAM DESCRIPTION:

Low intensity: Any class involving little or no bouncing\jumping and are slower paced. These classes are appropriate for individuals who are de-conditioned or who have joint problems as they are taught at a slower tempo and designed to reduce the stress associated with jumping on hard surfaces.

High intensity: Any class involving jumping, bouncing, running, fast direction changes as well as complex and challenging movements e.g. Pre-ski conditioning, Bootcamp, HIIT classes, TRX and Kettlebell.

RISK IDENTIFICATION:

- Large classes may make it difficult for instructors to observe participants who are doing exercises incorrectly.
- Participants who have not been properly oriented (screened) by the Instructor may over exert themselves in an attempt to keep up with others in the class. This could result in: injury or aggravation to muscle groups and/or joints unaccustomed to exercise; complications to the cardiovascular system.

RISK MINIMIZATION:

Instructor's Qualifications:

- BCRPA Certification, Basic Group Fitness or equivalent; or
- ACE, ACSM, YMCA, or CFES certified; or
- Personal Training and/or Weight Training Instructor for non-music based group training classes;
- CPR and first aid.

Ability/Responsibility of Participant:

- Instructors should recommend that participants fill out a Participant Activity Readiness Questionnaire (PAR-Q) for the participant's own information only.
- Signage, handouts, or a verbal announcement regarding completing the PAR-Q form and doing exercises correctly within one's limitations must precede each class.
-

Equipment Considerations:

- Usage of weights and weight amounts should be determined by instructor based on their training; by participants based on their own level of abilities; and by type of group fitness class.
- All equipment should be checked for flaws or damage prior to use in class.
- Steps, stability balls and other ancillary equipment should meet the standards of the Vancouver Park Board.
-

Environment:

- The Instructor should be able to clearly observe all the participants.
- Participants should be able to clearly see and hear the Instructor.
- Floor should be checked prior to each class for sharp objects or substances, which could cause slipping.
- Room should be properly ventilated to ensure adequate oxygen flow.
- Drinking water should be easily accessible.
- Rate of Perceived Exertion (RPE) or Training Heart Rate Target poster should be easily visible for participants to monitor their exertion level or heart rate when exercising.

COMMENTS:

Information regarding Instructor certification courses, recertification courses and upgrading may be acquired by contacting the BC Recreation and Parks Association at #301 – 470 Granville Street, Vancouver BC V6C 1V5 604 629-0965

ADULT AND GENERAL – Fitness – Pre/Post Natal Fitness

PROGRAM DESCRIPTION:

Pre-Natal: A fitness program which incorporates some elements of regular fitness classes, but emphasis is placed on maintaining rather than increasing fitness levels. Exercises are selected for both comfort and benefit and are designed to strengthen muscles related to childbirth.

Post-Natal: Similar format as above, but emphasis is placed on bringing the woman to the point where she can begin participating in regular fitness classes.

RISK IDENTIFICATION:

Pre-Natal: Increasing the heart rate to an unsafe level could put system into an anaerobic state which could deprive the fetus of sufficient oxygen.

RISK MINIMIZATION:

- Pre/Post Natal: Incorrect posture may result in problems to the lower back and joints. See also ADULT and GENERAL - Aerobic Classes

Instructor's Qualifications:

- Minimum, Level 1 B.C.R.P.A. Fitness Instructor Certification and should have specific training in Pre/Post Natal Fitness (see comments below).

Instructor to Student Ratio:

- 1 to 20. Also dependent upon room size.
- Instructor should be able to clearly observe participants at all times.

Ability/Responsibility of Participant:

- List of standard considerations related to pre/post-natal exercising should be distributed to participants.
- Anyone experiencing one or more of the symptoms should be advised to see their doctor before participating.
- Instructors should recommend that participants fill out a Participant Activity Readiness Questionnaire (for the participant's own information only).
- Signage, handouts, or a verbal announcement regarding doing exercises correctly and realizing one's limitations should precede each class.

Equipment Considerations:

- Ancillary equipment to meet standards of Vancouver Park Board.

Environment:

- Good ventilation.
- The Instructor should be able to clearly observe all the participants.
- Participants should be able to clearly see and hear the Instructor.
- Floor should be checked prior to each class for sharp objects or substances, which could cause slipping.
- Room should be properly ventilated to ensure adequate oxygen flow.
- Drinking water should be easily accessible.
- Training heart rate target poster should be easily visible for participants to monitor their heart rate when exercising.

COMMENTS:

For more Pre or Post Natal information contact your local Health Unit through the Vancouver Coastal Health Authority 604 675-3800.

ADULT AND GENERAL – Fitness – Yoga (Iyengar)

PROGRAM DESCRIPTION:

Iyengar Yoga stresses correct body alignment, endurance, and development of strength and flexibility. Participants practice asana (poses), which exercise joints, muscles, and nerves and provides benefit to internal organs. Proper alignment and maximum extension of the spine is also taught. Static stretching, as opposed to ballistic stretching, is emphasized in Iyengar Yoga.

RISK IDENTIFICATION:

- Incorrect body posture resulting in: pulled muscles; irritation of old injuries; overstretched ligaments.

RISK MINIMIZATION:

Instructor's Qualifications:

- Should be recognized by the B.K.S. Iyengar Yoga Association of B.C. as a trained teacher.

Instructor to Student Ratio:

- 1 to 20 maximum.

Ability/Responsibility of Participant:

- Levels of achievement in B.C. include: Level 1 –4.
- Participants should successfully complete one level before proceeding on to the next (determined by the Instructor).
- Instructors should recommend that participants fill out a Participant Activity Readiness Questionnaire (PARQ) for the participant's own information only.
- Signage, handouts, or a verbal announcement regarding doing exercises correctly and realizing one's limitations should precede each class.

Equipment Considerations:

- Equipment generally includes blankets, straps, blocks, sandbags, chairs and tables.
- Care should be taken to ensure equipment is hygienically safe and stored in a moisture free environment.
- Tables and chairs should be checked for loose parts, which may render them unsafe for supporting body weight.

Environment:

- Wood floors are preferred to linoleum.

COMMENTS:

For further information, contact the B.K.S. Iyengar Association - P.O. Box 60639 Granville Park Post Office Vancouver BC V6H 4B9 www.iyengaryogavancouver.ca

With other Yoga disciplines, similar RISK MINIMIZATION should be followed.

ADULT AND GENERAL – Fitness Massage

PROGRAM DESCRIPTION:

The kneading or massaging of the human body for the purpose of relaxation only.

RISK IDENTIFICATION:

Participants who possess certain conditions (contra-indications) may experience any number of problems if massaged. Contra-indications include: obvious injuries; high blood pressure; varicose veins; and infectious disease.

RISK MINIMIZATION:

Instructor's Qualifications:

- Instructors (massage therapists) must be registered and licensed in B.C. (regulated through the Physiotherapists Act of B.C.)
- Massage therapists are permitted to teach massage for the purpose of relaxation only (non-treatment).
- Verification of qualifications is recommended.
- Police record checks to be successfully completed to MARS standard for activities that involve children and youth or vulnerable adults.

Ability/Responsibility of Participant:

- Participants should inform the Instructor of any pre-existing or potential health problems. A proper assessment as outlined by The College of Massage Therapists of B.C. will be conducted. See www.cmtbc.bc.ca for more details.
- Instructors should recommend that participants fill out a Participant Activity Readiness Questionnaire (PAR-Q) for the participant's own information only.

Equipment Considerations:

- Participants should be encouraged to bring their own mats or mat covers.

Environment:

- Room should be properly ventilated to ensure adequate oxygen flow.

COMMENTS:

To determine if an Instructor is registered and licensed to teach massage in BC, contact the College of Massage Therapists of BC 604 736-6500. For general information, contact the Massage Therapy Association of BC at Suite 180 Airport Square 1200 West 73rd Avenue Vancouver BC V6P 6G5

ADULT AND GENERAL – Food – Banquets / Lunches / Dinners

PROGRAM DESCRIPTION:

Any one session program where a full course meal is served. This includes banquets, luncheons and dinners (i.e. Christmas dinner for seniors) prepared on site. Foods can be prepared on-site if kitchen has a Vancouver Coastal Health permit or a VCH Special Event permit, which includes a facility food safety and sanitation plan requirement. If the kitchen does not have a permit, licensed caterers should provide meals prepared off premises. Programs involving preparing and serving food on a regular basis requires at least one staff member with a current “Foodsafe – level 1” certificate or equivalent.

RISK IDENTIFICATION:

- Allergies and allergic reactions.
- Mishandling of food can lead to food borne illness; e.g. salmonella, E.coli
- Serving food with unclean hands can lead to food borne illness; e.g. Hepatitis.
- Food handler coughing or sneezing in food preparation area can lead to illness; e.g. Staph Infections. Note: Food handlers who are sick (cold, flu) should not be permitted to handle food or be in the food serving area.
- Improperly canned food can lead to illness; e.g. Botulism. Note: Home canned goods are strongly discouraged.
- Unclean serving utensils and equipment can lead to illness.
- Cleaning agents may spill into food if not kept in the appropriate locations.
- Preparation and serving of hot foods can have the additional hazard of burns to the body or fires.

RISK MINIMIZATION:

Instructor's Qualifications:

- At least one individual on-site should have Foodsafe training, and if possible, the Foodsafe certified individual should be present while foods are prepared/served. When conducting food preservation sessions, training in safe food methods (drying, freezing or canning) via BC Produce Preservation Program, Food Bank or equivalent.
- All food handlers should be familiar with preventative measures regarding contamination, i.e.: temperature control (refrigeration); perishable items. Refer to the facility’s Food Safety and Sanitation plan.
- Food handlers should be able to recognize obvious signs of contamination.
- At least one individual should have a current First Aid Certificate or have access to another person on site with current qualifications.
- Police record checks to be successfully completed to MARS standard for activities that involve children and youth or vulnerable adults.

Instructor to Student Ratio:

- Dependent on room size.

Ability/Responsibility of Participant:

- Instructor should determine if participants have any food allergies and take appropriate precautions.

Equipment Considerations:

- All common use dishes, utensils and items in storage must be washed and sanitized properly.
- Use a commercial dishwasher or a 3-compartment sink washing method to clean dishware when available. Single service utensils (e.g.: paper plates, plastic knives and forks) should be used if there is no commercial dishwasher or 3 compartment sink. See the facility’s Food and Sanitation plan including

- 3 compartment dishwashing method.
 - Ovens, stovetops, refrigerators, etc. should be clean.
 - Washcloths should be cleaned after use - items too soiled should be thrown out. Throughout food preparation activities, sanitation solution should be available (e.g. properly diluted bleach).
 - Fire extinguisher and first aid kit must be readily accessible.
 - Grease laden foods should be prepared in facilities with proper ventilation and fire suppression.
Note: the VCH permit will dictate the type of cooking that is permitted.

Environment:

- Food preparation area should be kept clean and free from hazards such as grease accumulation, slippery sections, broken windows above preparation area; areas of ceiling where paint is falling off; cleaning agents near food; and insecticides.
- Area for washing hands must be easily accessible.

COMMENTS:

General inquiries regarding safe food preparation and handling, and in acquiring an Operator's Permit can be directed to the VCH Environmental Health Department at 604-675-3800.

Individuals interested in acquiring their Foodsafe Certificate can contact www.foodsafe.ca or phone 604-675-3800.

ADULT AND GENERAL – Food – Preparing Foods in an Instructional Setting

PROGRAM DESCRIPTION:

This program involves the preparation and eating of foods in an instructional setting. As per Vancouver Coastal Health requirements, food permits are required and a facility Food Safety and Sanitation plan must be developed to ensure systems are in place to prevent biological, chemical and physical contamination of food.

RISK IDENTIFICATION:

- Allergies and allergic reactions.
- Mishandling of food can lead to food borne illness; e.g. salmonella, E.coli
- Serving food with unclean hands can lead to food borne illness; e.g. Hepatitis.
- Food handler coughing or sneezing in food preparation area can lead to illness; e.g. Staph Infections. Note: Food handlers who are sick (cold, flu) should not be permitted to handle food or be in the food serving area.
- Improperly canned food can lead to illness; e.g. Botulism. Note: Home canned goods are strongly discouraged.
- Unclean serving utensils and equipment can lead to illness.
- Cleaning agents may spill into food if not kept in the appropriate locations.
- Preparation and serving of hot foods can have the additional hazard of burns to the body or fires.
- Specific to sushi making: Fish that has not been appropriately frozen can result in parasitic food poisoning.

RISK MINIMIZATION:

Instructor's Qualifications:

- At least one individual on-site should have Foodsafe training, and if possible, the Foodsafe certified individual should be present while foods are prepared / served.
- All food handlers should be familiar with preventative measures regarding contamination, i.e.: temperature control (refrigeration); perishable items. Refer to the facility's Food Safety and Sanitation plan.
- Food handlers should be able to recognize obvious signs of contamination.
- At least one individual should have a current First Aid Certificate or have access to another person on site with current qualifications.
- Police record checks to be successfully completed to MARS standard for activities that involve children and youth or vulnerable adults.

Instructor to Student Ratio:

- 1 to 12
- This may vary depending upon the size of the room and to the degree of involvement by the participants.
- Classes involving demonstrations are restricted only by room size.

Ability/Responsibility of Participant:

- Instructor should determine if participants have any food allergies and take appropriate precautions.

Equipment Considerations:

- All common use dishes, utensils and items in storage must be washed and sanitized properly.
- Use a commercial dishwasher or the 3-compartment sink washing method to clean dishware. Single service utensils (e.g.: paper plates, plastic knives and forks) should be used if there is no

commercial dishwasher or 3 compartment sink. See the facility's Food and Sanitation plan including 3 compartment dishwashing method.

- Ovens, stovetops, refrigerators, etc. should be clean.
 - Washcloths should be cleaned after use - items too soiled should be thrown out. Throughout food preparation activities, sanitation solution should be available (e.g. properly diluted bleach).
 - Fire extinguisher and first aid kit must be readily accessible.
 - Grease laden foods should be prepared in facilities with proper ventilation and fire suppression.
- Note: the VCH permit will dictate the type of cooking that is permitted.

Environment:

- Food preparation area should be kept clean and free from hazards such as grease accumulation, slippery sections, broken windows above preparation area; areas of ceiling where paint is falling off; cleaning agents near food; and insecticides.
- Area for washing hands must be easily accessible.

COMMENTS:

General inquiries regarding safe food preparation and handling, and in acquiring an Operator's Permit can be directed to the VCH Environmental Health Department at 604-675-3800.

Individuals interested in acquiring their Foodsafe Certificate can contact www.foodsafe.ca or phone 604-675-3800.

ADULT AND GENERAL - Food - Potlucks and Shared Meals

PROGRAM DESCRIPTION:

A potluck is an event in which each guest or family who attends brings a portion of the meal to share with everyone. It's a great opportunity to taste a wide variety of foods and to share family recipes. It is an easy and affordable way to bring community members together. Potlucks not open to the general public (e.g. members of a parent / baby group or a Tai Chi group or an event where people sign up in advance) are preferred. Potlucks open to the public require a food permit and a facility Food Safety and Sanitation plan as per Vancouver Coastal Health requirements.

An alternate meal sharing model is 'stone soup', where members prepare a meal together on-site (e.g. everyone brings a vegetable for a soup).

RISK IDENTIFICATION:

- Cross-contamination or the presence of unknown ingredients can lead to allergic reactions.
- Transportation / travel time makes it difficult to maintain food safe temperatures.
- Poor hand washing or poor food preparation techniques can lead to food borne illness; e.g. salmonella, E.coli, hepatitis.
- Improperly canned food can lead to illness; e.g. botulism.

RISK MINIMIZATION:

Instructor's Qualifications:

- At least one individual on-site should have Foodsafe training, and if possible, the Foodsafe certified individual should be present.
- The Foodsafe certified individual should be able to provide guidance / education regarding basic food safety (e.g. temperature control, avoiding high risk foods).
- Police record checks to be successfully completed to MARS standard for activities that involve children and youth and vulnerable adults.

Instructor to Student Ratio:

- Dependent on room size.

Ability/Responsibility of Participant:

- Follow safe food preparation practices, including washing hands properly, using foods that are in good condition, and preparing food in a clean environment.
- Plan for travel time. Those traveling long distances should bring less perishable foods such as breads and baked goods.
- Transport cold food in a cooler with ice or ice packs to keep the food at 4°C.
- Transport hot foods in insulated bags and insulated carrying cases or wrap serving dish in foil, then newspaper and then heavy towels.
- Display a written list of ingredients of the recipe to help those with food allergies.
- Avoid bringing high risk foods such as home-canned foods, raw meats/fish (e.g. sushi, carpaccio) or home-smoked/salted/preserved meats/fish. Store-bought versions of these foods are fine.

Other tips for safety:

- Instructor should determine if participants have any food allergies and take appropriate precautions (e.g. labelling).
- Clean all serving and eating areas with soap and water before and after potluck. Then sanitize with a solution of one teaspoon of regular-strength chlorine bleach mixed in 4 litres of warm water.
- Wash hands before laying out and serving all food. All participants should do the same.

-
- Plan to serve the food as soon as guests arrive.
- Have a large supply of tongs and serving spoons so that guests will not handle foods with bare hands and utensils will not be shared between dishes.
- Use hot-holding equipment such as slow cookers and chafing dishes.
- Place cold food on ice.
- Replace empty dishes and platters with fresh ones. Do not add fresh food to dishes left out at room temperature.
- Keep an eye on the clock. Throw out any food left out at room temperature for more than **two** hours.
- When food needs to be out for two or more hours, serve the food in smaller portions. Store the unserved food in the refrigerator or oven until the next batch is needed.

Equipment Considerations:

- All common use dishes, utensils and items in storage must be washed and sanitized properly.
- Use a commercial dishwasher or the 3-compartment sink washing method to clean dishware. Single service utensils (e.g. paper plates, plastic knives and forks) should be used if there is no commercial dishwasher or 3 compartment sink. Refer to the facility's Food and Sanitation plan.
- Ovens, stovetops, refrigerators, etc. should be clean.

Environment:

- Food preparation and service area should be kept clean and free from hazards such as slippery sections, cleaning agents near food, etc.
- Area for washing hands must be easily accessible.

COMMENTS:

General inquiries regarding safe food preparation and handling, and in acquiring an Operator's Permit can be directed to the VCH Environmental Health Department, #1200 – 601 West Broadway Vancouver BC V5Z4C2 604-675-3800.

Individuals interested in acquiring their Foodsafe Certificate can contact www.foodsafe.ca or phone 604-675-3800.

Information on potlucking safely is adapted from: Michigan State University Extension's [Preventing Potluck Paranoia](#)

The BC Centre for Disease Control [Guidelines for Food Distribution Organizations](#) (see p. 11/12) provides an assessment of liability and reassurance in food provision that liability is based on intention and on a reasonable standard of care.

ADULT AND GENERAL – Lectures - Nutrition

PROGRAM DESCRIPTION:

Any program that provides nutritional guidelines for improving general health, or for preventing/treating: heart disease; cancer; obesity; or other similar physiological ailments.

RISK IDENTIFICATION:

Unqualified Instructor providing incorrect information, e.g.: consuming unsafe products.

RISK MINIMIZATION:

Instructor's Qualifications:

- Undergraduate degree in dietetics, nutritional science, biochemistry, or food science is desirable.
- The equivalent in proven experience is acceptable.
- Reference checks are recommended.

Instructor to Student Ratio:

Not applicable.

Ability\Responsibility of Participant/Instructor:

- Not applicable.
- Information provided to the participant should be done for general interest purposes only and should not be intended as medical or prescriptive fact.

Equipment Considerations:

Not applicable.

Environment:

Not applicable.

COMMENTS:

Qualifications of nutrition course Instructors can be expected to vary widely; utilize only those with dietitian qualifications that are part of a regulated health profession.

ADULT AND GENERAL – Sports - Indoor – General Guidelines

The following information applies to any activity listed under Sports - Indoor and Martial Arts. Additional information has been prepared for those activities involving instruction, supervision, or a higher than normal element of risk.

RISK IDENTIFICATION:

- Gym programs present the hazards of slipping, tripping, running into objects and collisions with other participants.
- Related injuries include: sprained or broken ankles; torn ligaments; cuts and abrasions; and injuries to the upper torso and head.
- Programs involving a high energy output could result in cardiovascular problems for participants in poor condition.
- Properly maintained equipment, a clean and safe environment, and common sense are the best precautions against injury.

RISK MINIMIZATION:

Instructor Qualifications:

- Police record checks to be successfully completed to MARS standard for activities that involve children and youth or vulnerable adults.
- Appropriate qualifications are desired for programs involving instruction or supervision. An ability to recognize potentially dangerous situations and deal with them in an appropriate fashion is required by all instructors/program supervisors.
- An ability to maintain control and enforce authority if necessary is essential.
- All instructors/program supervisors should be aware of appropriate emergency/evacuation procedures.
- Knowledge of first aid is desirable.

Instructor to Student Ratio:

- Dependent upon the difficulty of the activity, space, equipment, and maturity/age of the participant.

Ability/Responsibility of Participant:

- Some activities may require a participant to possess certain skills or level of competency. This should be decided by the instructor or, for non-instructional programs, the programmer, e.g.: drop in volleyball; cosom hockey age minimums.

Equipment Considerations:

- Equipment checks for common use items must be carried out on a regular basis.
- Protective equipment should be encouraged for activities involving contact with other participants and equipment (e.g.: blade hockey), where the potential for falling is high (e.g. competitive volleyball), or where the potential for eye injury is high.

Environment:

- The environment should be checked prior to each program for: slippery sections; small items which could cause slipping or tripping; large items unrelated to the activity involved which could result in collisions; poor lighting or unprotected lighting; poor ventilation.

ADULT AND GENERAL – Sports - Indoor – Cosom/Blade Hockey

PROGRAM DESCRIPTION:

Cosom hockey uses plastic sticks and pucks.

Blade hockey is similar to Cosom Hockey except the game uses fiberglass or wooden sticks.

RISK IDENTIFICATION:

- Twisted ankles from slipping or tripping.
- Injuries to the body through body checking, crosschecking, slashing, spearing or highsticking which are not to be permitted.
- Eye and facial injuries.
- Over exertion from high energy output which could result in cardiovascular problems for participants in poor condition.
- Improperly maintained equipment, dirty and slippery floors.

RISK MINIMIZATION:

Instructor's Qualifications:

- Police record checks to be successfully completed to MARS standard for activities that involve children and youth or vulnerable adults.
- Experience in supervising participants in a safe and controlled manner.
- Coaching Level 1 certificate is desirable.

Instructor to Student Ratio:

- Maximum should not exceed safe limits for the size of the space and the skill level of the activity being played.

Ability/Responsibility of Participant:

- Staff should make participants aware of rules and standards of conduct.
- Programs and leagues will be “non-contact”.
- Rules will ensure that sticks are kept low (preferably waist high, not to exceed shoulder height).
- Fighting or rough play will not be permitted.
- Violation of the rules should result in a warning to the participant and if violations continue the offender should be asked to leave.
- Players should be grouped according to their age and ability.

Equipment Considerations:

- All sticks and blades should be checked for safety prior to use.
- Eye guards with shatterproof lenses are required for all participants aged 18 years and under.
- Eye guards are strongly recommended for participants aged 19 years and over.

Environment:

- The environment should be checked prior to each program for: slippery sections; small items which could cause slipping or tripping; large items unrelated to the activity involved which could result in collisions; poor lighting or unprotected lighting; poor ventilation.

ADULT AND GENERAL – Sports - Indoor – Dodgeball

PROGRAM DESCRIPTION:

This is a game whereby the main objective of each team is to eliminate all members of the opposing team by hitting them with thrown balls, catching a ball thrown by a member of the opposing team, or forcing them to move outside the court boundaries when a ball is thrown at them.

RISK IDENTIFICATION:

- Injuries from slipping, tripping, running, diving or stretching.
- Injuries to the body through improper attire, body contact or inappropriate ball contact which are not to be permitted.
- Eye and facial injuries.
- Over exertion from high energy output which could result in cardiovascular problems for participants in poor condition.
- Incorrect use of balls, dirty and slippery floors.

RISK MINIMIZATION:

Instructor's Qualifications:

- Police record checks to be successfully completed to MARS standard for activities that involve children and youth or vulnerable adults.
- Experience in supervising participants in a safe and controlled manner.
- Knowledge of the International Dodgeball Association official rules
- Coaching Level 1 certificate is desirable.

Instructor to Student Ratio:

- Maximum should not exceed safe limits for the size of the space and the skill level of the activity being played.

Ability/Responsibility of Participant:

- Staff should inform participants and referees of rules and standards of conduct.
- Rules will ensure that balls are thrown below chest height or shoulder height.
- Fighting or rough play will not be permitted.
- Violation of the rules should result in a warning to the participant and if violations continue the offender should be asked to leave.
- Players should be grouped according to their age and ability.

Equipment Considerations:

- Balls specifically designed for dodgeball to be used.
- The size of balls typically used in Canada are 7" to 8.25" in diameter, and are made of a soft foam with an exterior coating.

Environment:

- The environment should be checked prior to each program for: slippery sections; small items which could cause slipping or tripping; large items unrelated to the activity involved which could result in collisions; poor lighting or unprotected lighting; poor ventilation.
- At least 2 feet should be allotted for an out of bounds area.
- Playing field shall be at least 50 feet long and at least 30 feet wide.

COMMENTS:

Underhand throws and a larger playing surface can further minimize risks. For more information go to <http://playdodgeball.org/official-dodgeball-rules/>

ADULT AND GENERAL – Sports - Indoor – Open Gym

PROGRAM DESCRIPTION:

Any unstructured gym program allowing participants of varied age groups over 7 years of age to play a mixed variety of sports and games.

RISK IDENTIFICATION:

- Overcrowded conditions could lead to collisions with other participants.
- Small children are particularly at risk when playing at the same time as older children and adults.
- Hazards are also dependent upon the mix of activities involved.
- See, Adult and General, Sports (Indoor) – General Guidelines and Children and Youth Indoor Sports – General Information.

RISK MINIMIZATION:

Instructor's Qualifications:

- Police record checks to be successfully completed to MARS standard for activities that involve children and youth.
- Spot checks by community centre staff should be carried out to identify potentially hazardous situations and correct them.
- An understanding of the rules and standards of good play for those sports and games involved is desirable.

Instructor to Student Ratio:

- Dependent upon the activities involved and the ages of the participants.
- Maximums should be such that the potential for collisions or for activities overlapping is minimized.
- Supervision for an open gym activity will vary according to the site, age and mix of the participants and the activity.
- Volunteer supervision, with spot checks by community centre staff, may be allowed for small groups if participants are engaged in one specific activity.
- Staff supervision is recommended when there are multiple activities occurring, or where there are a variety of age groups involved, or if there are more than 15 participants.

Ability/Responsibility of Participant:

- Young children should be supervised by their parents/guardian and kept a safe distance from adult play.

Equipment Considerations:

- See, Adult and General, Sports (Indoor) - General Guidelines and Children and Youth Indoor Sports – General Information.

Environment:

- Prior to an Open Gym session the facility and equipment should be checked for hazards and safety. The environment should be checked for: slippery sections; small items which could cause slipping or tripping; large items unrelated to the activity involved which could result in collisions; poor lighting or unprotected lighting; poor ventilation.
- See, ADULT and GENERAL - Sports - Indoor - General Guidelines and Children and Youth Indoor - Sports – General Information

ADULT AND GENERAL – Sports - Indoor - Fencing

PROGRAM DESCRIPTION:

Instructional and competitive fencing is a combat sport encompassing physical fitness, agility, and speed and eye/hand coordination.

RISK IDENTIFICATION:

- Fencing is a physically demanding activity.
- Participants who are not physically prepared for such an activity could experience joint/muscular injuries and/or cardiovascular problems.
- Faulty equipment is the cause of most injuries. A foil blade breaking while lunging towards an opponent could result in a puncture wound.
- Tripping and slipping hazards.

RISK MINIMIZATION:

Instructor's Qualifications:

- Level 1, N.C.C.P. (Technical) or the equivalent in experience.
- Police record checks to be successfully completed to MARS standard for activities that involve children and youth or vulnerable adults.

Instructor to Student Ratio:

- 1 to 20.

Ability/Responsibility of Participant:

- Children under the age of 9 may have problems handling the equipment.
- Participants must wear protective equipment/clothing while fencing.
- Adult participants must complete the ACKNOWLEDGEMENT OF RISK, WAIVER, RELEASE & INDEMNITY form for 19+ years.
- PARENT/GUARDIAN CONSENT, ACKNOWLEDGEMENT OF RISK, WAIVER, RELEASE & INDEMNITY form must be completed for any individual 18 years or under.

Equipment Considerations:

- Equipment must include a protective mask, padded jacket, gloves to protect the fingers, hands, and which attach to the jacket (prevents blade from going up the sleeve), appropriate footwear to prevent slipping (e.g. rubber soles).

Environment:

- Environment should be clutter free to prevent tripping.
- Solid walls are preferable to rooms with many windows (limits the possibility of windows being hit; and outside glare).
- Room should be large enough so that individuals do not collide with one another.

COMMENTS:

For information, contact the B.C. Fencing Association web site at www.fencing.bc.ca .

ADULT AND GENERAL – Martial Arts - Judo

PROGRAM DESCRIPTION:

The sport of Judo is often taught as self-defense, and utilizes moves and exercises in the form of flips and takedowns.

RISK IDENTIFICATION:

- Falling incorrectly can result in skeletal injuries.
- Moves involving resistance and pulling can lead to muscular injuries.
- Participants with low fitness levels run the risk of cardiovascular related problems.

RISK MINIMIZATION:

Instructor's Qualifications:

- Police record checks to be successfully completed to MARS standard for activities that involve children and youth or vulnerable adults.
- Instructors should be ranked a valid brown belt or higher, and be registered with Judo B.C.
- Instructors who possess this certification but are not registered with Judo B.C. may be permitted to teach provided they present documentation of their certification and the process by which it was achieved (subject to Recreation Manager approval).
- In order to start a club, Instructors should possess a black belt recognized by Judo B.C.
- N.C.C.P. Level 1 Theory is desirable.

Instructor to Student Ratio:

- Dependent upon the experience of the Instructor.
- 1 to 12 is desirable.

Ability/Responsibility of Participant:

- The Instructor should take caution in assigning sparring partners.
- Adult participants must complete the ACKNOWLEDGEMENT OF RISK, WAIVER, RELEASE & INDEMNITY form for 19+ years.
- PARENT/GUARDIAN CONSENT, ACKNOWLEDGEMENT OF RISK, WAIVER, RELEASE & INDEMNITY form must be completed for any individual 18 years or under.

Equipment Considerations:

- Tatami mats or equivalent matting is required.
- Appropriate attire is recommended.

Environment:

- Mats should be tightly pushed together to ensure toes and fingers cannot be caught.
- The area directly surrounding the mats should be free from objects that students could fall or roll into while sparring.

COMMENTS:

For more information, contact www.judobc.ca 4438 W 10th Ave #523, Vancouver, BC V6R 4R8 604 333-3513. Information can also be obtained through Judo Canada.

ADULT AND GENERAL – Martial Arts - Karate

PROGRAM DESCRIPTION

Karate emphasizes courtesy, benevolence, and spiritual understanding. This martial art is commonly practiced for the purposes of self-defense and is distinguished by any of the following styles: Chito-Kai; Shotokan; Shiseikai; Shito-Ryu Itosukai; Shoto-Ryu; Tsuruoka; Wado-Kai; and Wado-Ryu. Common exercises involve kicking, punching, and sweeping maneuvers. **Programs operating out of community centres should not allow free sparring and full contact.**

RISK IDENTIFICATION:

- Accidental contact.
- Sharp objects on the floor and/or lifted floor tiles can result in foot injuries.
- Jewelry (rings; watches) or long toefingernails can result in cuts, particularly to the face.
- Toe and finger dislocations are common.
- Participants with low fitness levels run the risk of cardiovascular related problems.

RISK MINIMIZATION:

Instructor's Qualifications:

- Minimum brown belt, whose rank is registered with Karate B.C. or the National Karate Association, and who is under the direct supervision of a 3rd degree black belt (also registered with Karate B.C. or the N.K.A).
- The black belt Instructor must visit classes regularly.
- Instructors who are not registered with Karate B.C. or the National Karate Association may be permitted to teach, provided their certification is equivalent to the above, and can be verified. (Subject to Recreation Manager approval).
- Origin of unknown or non-recognized styles should be thoroughly researched to ensure accreditation.
- Certification in fitness is desirable.
- Police record checks to be successfully completed to MARS standard for activities that involve children and youth or vulnerable adults.

Instructor to Student Ratio:

- Dependent upon the experience of the Instructor.
- 1 to 20 is a desirable maximum when the Instructor does not have an assistant.

Ability/Responsibility of Participant:

- Sparring is not recommended for students 13 years or under, or for adults who are ranked white\yellow belt.
- Adult participants must complete the ACKNOWLEDGEMENT OF RISK, WAIVER, RELEASE & INDEMNITY form for 19+ years.
- PARENT/GUARDIAN CONSENT, ACKNOWLEDGEMENT OF RISK, WAIVER, RELEASE & INDEMNITY form must be completed for any individual 18 years or under.

Equipment Considerations:

- Appropriate attire is recommended.
- Protective equipment (e.g.: knuckle pads, shin pads, mouth guards, etc) is recommended.
- Eyeglasses are not recommended

Environment:

- Gym floor or floor with some spring is recommended.
- Cement floors are not recommended.
- Mats are desirable.

COMMENTS:

For more information, contact Karate BC Suite 2002A - 3713 Kensington Avenue Burnaby BC, V5B 0A7
604 333-3610 or the Japan Karate Association of BC.

ADULT AND GENERAL – Martial Arts Kung Fu

PROGRAM DESCRIPTION:

Kung Fu is a Chinese martial art emphasizing self-defense, fitness, and strong moral attitudes. Many Kung Fu styles incorporate the use of weapons such as swords, spears, staffs, etc. **Programs operating out of community centres should not allow free sparring and full contact.**

RISK IDENTIFICATION:

- Inadequate protective equipment could result in injuries to the hands, feet, face, and groin.
- Accidental contact.
- Participants with low fitness levels run the risk of cardiovascular related problems.

RISK MINIMIZATION:

Instructor's Qualifications

- Should be recognized by the Western Canada Chinese Martial Arts Association as a qualified Instructor and have permission to teach from their Instructor (see Karate or Judo for exceptions).
- Certification in fitness is desirable.
- Police record checks to be successfully completed to MARS standard for activities that involve children and youth or vulnerable adults.

Instructor to Student Ratio:

- Dependent upon the skill level of the Instructor.
- 1 to 20 is a desirable maximum.

Ability/Responsibility of Participant:

- Participants are taught in specific categories relative to their age and skill level.
- Children should not be younger than 6 years.
- Adult participants must complete the ACKNOWLEDGEMENT OF RISK, WAIVER, RELEASE & INDEMNITY form for 19+ years.
- PARENT/GUARDIAN CONSENT, ACKNOWLEDGEMENT OF RISK, WAIVER, RELEASE & INDEMNITY form must be completed for any individual 18 years or under.

Equipment Considerations:

- Protective equipment is recommended and includes: gloves; padded foot protectors; mouth guards; and cups.
- Eyeglasses are not recommended.
- Mats are desirable for practicing takedowns, and sweeps.
- Weapons are to be used only for practicing solo moves. They should not be permitted for sparring.
- Weapons deemed illegal are not permitted.

Environment:

Room should be large enough to allow practicing with weapons without the risk of hitting one another or contacting the surrounding environment. I.e. light fixtures.

ADULT AND GENERAL – Martial Arts - Combative

PROGRAM DESCRIPTION:

The British Columbia Athletic Commissioner oversees the conduct of professional boxing and mixed martial arts (MMA) as well as amateur mixed martial arts, kickboxing, Muay Thai and pankration events throughout the Province of BC. The Athletic Commissioner is committed to the safety and integrity of combat sports in the province.

Programs operating out of community centres will not allow free sparring and full contact. Requests to offer a combative program will be addressed by Risk Management on a case-by-case basis.

To coach or train amateur combat sports in BC, the instructor must have taken the Amateur Combat Sports Coach training program and be registered with the BCAC as an amateur coach or trainer.

COMMENTS:

The B.C. government introduced new regulations in 2013 that give clarity and confidence to the combat sport sector to allow amateur events to go forward. In 2018, the BCAC released an [Amateur Combat Sport Handbook](#) for informational purposes for all participants.

Regulation of amateur combat sport events was required due to recent changes to the Criminal Code of Canada that have had a number of effects:

- Requires provinces to designate amateur combat sport events as either needing or not needing regulation. The B.C. government now will be regulating mixed martial arts, kickboxing, pankration and Muay Thai events. These sports' events now will need permission from the B.C. Athletic Commissioner (BCAC).
- Allows provincial governments to exempt amateur combat sports from regulation if they are on the International Olympic or Paralympic Committee lists. The B.C. government is exempting these sports (boxing, wrestling, tae kwon do and judo) at this time.
- Allows provincial governments to exempt non-Olympic and non-Paralympic combat sports from oversight. The B.C. government will not require event regulation for the sports of wushu, karate, kung fu, grappling and jiu jitsu.

CONTACT:

Office of the BC Athletic Commissioner 1 250 952 6735
Athletic.Commissioner@gov.bc.ca

ADULT AND GENERAL – Sports - Outdoor – Field Hockey

PROGRAM DESCRIPTION:

Field hockey is a fast paced game, played on a grass field using a wooden (fiberglass reinforced) stick and a hard synthetic ball. The game consists of 11 players per side and is similar to soccer with respect to positioning and scoring.

RISK IDENTIFICATION:

- Getting hit by a raised ball or a raised stick.
- Hidden bumps or objects that could cause a ball to rise.

RISK MINIMIZATION:

Instructor's Qualifications:

- Successful completion of the Introductory Coaching course available through Field HockeyBC.
- Level I, II, or III Coaching Certification is desirable.
- Police record checks to be successfully completed to MARS standard for activities that involve children and youth or vulnerable adults.

Instructor to Student Ratio:

- 1 to 11 maximum.

Ability\Responsibility of Participant:

- Players should be grouped according to their age and ability.
- PARENT/GUARDIAN CONSENT, ACKNOWLEDGEMENT OF RISK, WAIVER, RELEASE & INDEMNITY form must be completed for any individual 18 years or under.

Equipment Considerations:

- All players should wear mouth guards and shin guards - goalies should wear chest pads, helmets, masks, and foot protection.
- Playing equipment (balls, sticks, and goals) should meet the required specifications with respect to size and weight.

Environment:

- Games should be played on a grass field with a flat even surface.
- Play area should be 100 yards long by 60 yards wide.
- Area should be checked by coaches, referees, and participants for hidden objects or bumps which could raise the ball to a dangerous level.

COMMENTS:

For further information, contact the Field Hockey BC #202 – 210 West Broadway Vancouver BC V5Y 3W2 604 737-3046.

TRANSPORTATION POLICY - Travel, Tour and Out trips

Please refer to the link below to ensure the Vancouver Park Board/City of Vancouver Transportation Policy is adhered to. This policy includes: preferred, restricted and prohibited modes of transport; driver's qualifications; guidelines; and roles & responsibilities.

[Transportation Policy](#)

To arrange for the mandatory fleet training or annual driver's assessment contact the Park Board Fleet Supervisor at 604 257 8588.

ADULT AND GENERAL – Travel – Group Tours - Inside British Columbia

PROGRAM DESCRIPTION:

Any overnight escorted tour that takes place inside British Columbia boundaries.

RISK IDENTIFICATION:

- Inadequate medical insurance coverage; variable depending upon destination, activity, age.

RISK MINIMIZATION:

Instructor's Qualifications:

- Registration must take place through a registered travel agency.
- If transportation is to be provided by an outside company such as bus lines, the company must be reputable and show proof of a minimum of \$10 million of liability insurance.
- Park Board staff are not permitted to participate as leaders, guides or drivers when external tour companies are utilized. Leadership for the tour must come from an outside source arranged through the travel agency.
- Police record checks to be successfully completed to MARS standard for activities that involve children and youth or vulnerable adults.

Instructor to Student Ratio:

- Dependent on mode of transportation.

Ability\Responsibility of Participant:

- B.C. Medical coverage.
- Additional medical coverage is strongly recommended for out of Province travel.
- Non-B.C. residents should be screened to ensure they have the necessary documentation for traveling outside British Columbia and the necessary medical coverage.
- Trip cancellation insurance is recommended.

Environment:

Not applicable.

COMMENTS:

The Park Board welcomes all participants under the Access to Park Board Services Without Fear policy (2017), regardless as to whether or not they have medical insurance.

DURATIONS AND DESTINATIONS

1) Day Trips in B.C.

- Organizers should exercise care in ensuring that transportation, destinations and planned activities are suitable to the age and ability of participants.
- In situations in which activities have a significant risk factor and are not covered by Risk Management Program Guidelines, the approval of the Recreation Manager is required. Otherwise, all day trips in B.C. require the approval of the Recreation Supervisor.
- Adult participants must complete the ACKNOWLEDGEMENT OF RISK, WAIVER, RELEASE & INDEMNITY form for 19+ years.
- PARENT/GUARDIAN CONSENT, ACKNOWLEDGEMENT OF RISK, WAIVER, RELEASE & INDEMNITY form must be completed for any individual 18 years or under.

2) Travel outside B.C.

In addition to the guidelines for travel in B.C., the following applies to travel outside of B.C. and to the U.S.A.:

- Non-Canadian travelers and Canadians with criminal records may face restrictions on travel to other countries and should be advised to check before registering for the trip.
- Restrictions apply to purchases made outside of Canada and shoppers should be advised to check pertinent customs regulations before registering for the trip.
- Staff should not attempt to interpret complex customs and immigration regulations for participants, but should refer individuals to the appropriate government website/department.
- Participants should be advised to carry sufficient medical insurance that provides full reimbursement of costs if they become ill or are injured outside of Canada.
- An approved Risk Management Special Approval Form is required for participants involved in programs traveling outside B.C.
- If community buses or rental vehicles are used, license and insurance requirements for use in the U.S.A. should be checked.
- All trips outside B.C., but within Canada, require the approval of the Recreation Manager.
- All trips outside of Canada, including the U.S.A., require the approval of the Recreation Manager and the General Manager of the Vancouver Park Board.
- Adult participants must complete the ACKNOWLEDGEMENT OF RISK, WAIVER, RELEASE & INDEMNITY form for 19+ years.
- PARENT/GUARDIAN CONSENT, ACKNOWLEDGEMENT OF RISK, WAIVER, RELEASE & INDEMNITY form must be completed for any individual 18 years or under.

3) Overnight Trips

- All co-ed trips involving participants 18 years and under must have one male and one female leader/volunteer program supervisor.
- The Recreation Manager must approve any overnight trip in advance.
- Overnight trips using commercial accommodations and/or commercial transportation are governed by the Business Practices & Consumer Protection Act, Travel Industry Regulation. In accordance with this Act, staff are not to act as travel agents, meaning “a person who engages in the business or occupation of selling or otherwise providing to the public travel services supplied by another person”. Exempt from this Act are persons providing sightseeing or tour guide services if the person is not providing any other travel services.
- The role of staff is generally to assist participants in developing a desired itinerary and to deal on their behalf with an Agent or operator of the tour.
- It is preferable to arrange for payment to be made by participants directly to the tour organizer. However, if payment is collected at the Centre, participants must be informed that this is being done as a convenience and that their contract for travel is with the tour operator or agent.
- Adult participants must complete the ACKNOWLEDGEMENT OF RISK, WAIVER, RELEASE & INDEMNITY form for 19+ years.
- PARENT/GUARDIAN CONSENT, ACKNOWLEDGEMENT OF RISK, WAIVER, RELEASE & INDEMNITY form must be completed for any individual 18 years or under.

SUPERVISION

1) Children and Youth

- Participants 18 years and under must be adequately supervised on all outtrips.
- Adequate supervision ratios are variable, depending on a number of factors, including:
 - a) Age of participants - younger children are generally more dependent and require closer supervision.
 - b) Maturity and behavior patterns of participants - very active or less well-behaved participants will require closer supervision.
 - c) Mode of transportation - some modes make supervision easier as participants can be grouped together and confined to seats (e.g.: charter buses) while others don't facilitate grouping (e.g.: public transit) or confinement (e.g.: ferries).
 - d) Destinations and activities - large crowds or potentially hazardous environments require closer supervision.
 - e) Availability of back-up staff and emergency services - emergency procedures should be planned in advance. Injury or illness of a participant or staff should not result in other participants, particularly younger children, being left unsupervised. Because of the variety of circumstances to consider, it is not possible to set definitive supervisor\participant ratios, but the following should be considered as reasonable limits for routine outings:
 - Preschoolers (3 -5 years) - one leader to 7 or 8 children
 - Children (6 -12 years) - one leader to 10 children
 - Youth (13 – 18 years) - one leader to 18 youths
 - f) The use of a 'buddy' system (pairing of participants) is recommended in certain activities or in environments where direct contact with the program supervisor cannot be maintained. Attendance should be taken at regular intervals.
 - g) All co-ed overnight trips involving participants 18 years and under must have one male and one female leader/volunteer supervisor.
 - h) Police record checks to be successfully completed to MARS standard for activities that involve children and youth or vulnerable adults.

2) Adults, including Seniors

- Supervision generally not required on routine trips or tours for risk management purposes.
- Supervision may be required if the destination or activities present significant risks.
- It may be beneficial, for programming reasons, to assign staff to trips involving adults and seniors.
- Approving staff travel on day trips will remain the responsibility of the facility's Recreation Supervisor.

3) People with Disabilities

- A greater standard of care is required when providing services to people with disabilities.
- Supervision may be required for trips involving people with disabilities, but this and supervisor\participant ratios will depend on the type and degree of disability(ies).
- Whether dealing with a segregated program or integrating individuals with disabilities into regular travel programs, staff must ensure that the trip is suitable for the group or individual(s) involved **and** that extra precautions are taken to reduce any potential risk faced by the participants as a result of their disability (ies).
- Staff who design out trips for people with disabilities are encouraged to check details with City-Wide Recreation Services – Access & Volunteer Services

FORMS, WAIVERS, CONSENTS & MEDICAL INFORMATION

1) Adults, Senior Citizens

- It is not required that medical information is provided prior to taking part in trips or other activities. As a courtesy or convenience, staff may compile information; however, it should not be compulsory for participants to provide information before taking part in tours.
- It is required that whenever medical information is sought from an adult or senior citizen participant that they be informed that the City, Park Board and Association are compiling information as a courtesy only and no responsibility for their health or well-being is being assumed. Participants should be advised to carry pertinent medical or health information with them on any tour.
- When a tour or activity involves relatively strenuous activities, participants may be requested to sign a declaration that they are aware of the activities involved and have no health or medical conditions which indicate that they should not be involved. This should be included as part of the waiver form [Waiver - Adult, 19+](#).

2) Minors

- There exists a greater responsibility with minors to ensure their well-being while they are in our care. It is required that medical and health information be provided by the parent or guardian on any overnight, extended, and risk level category 2-4 trips, and that parents sign a declaration that they are aware of the activities involved and that no health or medical reason exists that will affect their child's participation. Staff must read the information provided and ensure that proper precautions are taken where required. Forms should accompany the trip to ensure that the information is readily available. See [Waiver - Under 19 General](#) for Consent, Acknowledgement of Risk, Waiver, Release & Indemnity form.

STAFF TRAVEL ON TRIPS AND TOURS

1) Day trips within B.C.

- Staff may travel on day trips in B.C. with the permission of the Recreation Supervisor when their participation is deemed beneficial to the program or when required for the supervision of participants (e.g. children, youth, hazardous environments or activities).

2) Overnight trips or trips outside B.C. and within Canada.

- Staff may travel on day trips outside B.C. or on overnight or longer duration trips with permission of the Recreation Manager.
- Staff travel will generally be limited to situations in which staff are required for the supervision of participants (e.g.: children, youth, hazardous environments or activities), which cannot reasonably be provided as part of a package tour.
- Staff should be aware that WorkSafe BC coverage is limited to coverage during actual hours worked. WorkSafe does not cover volunteering.
- Additional travel insurance for staff is strongly recommended and may be covered as a program cost.

3) Day or Overnight – outside Canada, including U.S.A.

- All trips outside of Canada, including to the U.S.A., require the approval of the Recreation Manager and the General Manager of the Vancouver Park Board.

4) Free or Reduced Rates for Staff

- Often, free or reduced rate travel or accommodation arrangements are offered as an incentive to staff assisting in the organization of the tours.
- The City of Vancouver Policy on Conflict of Interest & Confidentiality prohibits staff from accepting such benefits on their own behalf.
- Any such arrangements must be reported to the Recreation Supervisor (day trips in B.C.) or Recreation Manager (within Canada or overnight or longer duration trips) who will make a decision on whether the benefits may be used to reduce the costs of travel for staff or volunteers. Similar benefits or arrangements for trips outside of Canada, including the U.S.A., must be approved by the General Manager of the Vancouver Park Board.

5) Staff as Participants

- Staff may take part in trips and tours on the same basis as regular paying participants on their own time.

6) Working Hours on Trips

- The payment to staff for work done while leading or accompanying trips and tours must be determined prior to the plans for the tour being finalized and requires the approval of the Recreation Supervisor (day trips in B.C.) or the Recreation Manager (within Canada or overnight or longer duration trips) or the General Manager for trips outside of Canada or the U.S.A.

Artists – Contracting for Special Projects and Performances

This section addresses questions relating to the contracting of artists and managing liability for their arts-based activities. For specialized art and cultural activities (i.e. that involve scaffolding or carving) please consult with Park Board's city-wide Arts and Cultural department.

WORKER'S COMPENSATION

WorkSafeBC is mandated to provide compensation to persons affected by a work related personal injury or occupational disease. Contractors/artists working for the Park Board and community associations or those being paid an honorarium are required to have coverage.

Virtually all employers in British Columbia are required by law (under the [Workers Compensation Act](#)) to register for insurance with WorkSafeBC.

Interpretation regarding coverage under WorkSafeBC varies depending on the relationship with the artist. Clarification regarding Worker's Compensation may be obtained from the City's Human Resource Department. The following scenarios identify who is typically responsible for paying WorkSafeBC premiums.

- If the artist works for a business contractor, such as a non-profit or a gallery, which is either registered with WorkSafeBC (with their own WorkSafeBC number), the agreement is with the non-profit and it pays the premiums for the artist.

Note: City or Association staff must determine WorkSafeBC status of contractors or artists who are not on payroll. A clearance letter should be obtained from WorkSafeBC at:

http://www.worksafebc.com/insurance/managing_your_account/clearance_letters/default.asp

- If the artist is hired directly by the Park Board or the Association, the City or Association may provide coverage. Individuals CANNOT register with WCB.

Note: If artists are being contracted by the Park Board (*not Community Associations*) the City may carry 'rare and unique' coverage for this purpose. Annually a list of artists/performers should be submitted to the Manager, Employee Health and Safety (City of Vancouver) providing the name of the artist, contract information, dates and fees.

- In some cases, an individual can apply to WorkSafeBC for Personal Optional Protection. Unless an artist is working full time it is unlikely that they could afford this.

If the artist is not covered by a company making payments to WorkSafeBC, the City and Association could be liable for premiums owing in connection with the work or service being performed and could be charged the total compensation cost related to that injury.

Honoraria

If the artist is being paid an honorarium they may need to be covered. *A monetary honorarium is considered financial recompense and is subject to WCB assessments.*

Food and a T-shirt or other small gifts are not examples of financial recompense. They are gratuities, and thus not considered payment. The individual would be considered a volunteer, and WCB coverage would not be required. Volunteers are not eligible for WorkSafeBC compensation.

INSURANCE

Kinds of insurance

Many kinds of insurance coverage apply to City operations; auto, accident and death, errors and omissions, marine, property and liability. Addressed below is reference to property and 3rd party liability insurance, particularly as it pertains to activities involving the arts initiatives.

Artist relationships with the Park Board are bound by the agreements they sign. These contractual agreements must be vetted by the City of Vancouver's Legal Department to ensure the correct parties are signing the document and legal language provides reasonable protection to the City.

PROPERTY

- 1) Protects against loss or damage to property that is reported and insured under the City's Insurance policy.
- 2) Personal property
Property that is on loan, on display or used for a project is **not** covered by the City. This includes art that is displayed in community centres. Associations may be able to purchase insurance but usually the deductible is greater than the value of the art work. Artwork and equipment should be well secured and the artist should be advised in writing or in their agreement with the centre that there is no insurance coverage in the event of damage or loss of personal property including art work on display.
- 3) Valuing artwork
In the event that the Association takes out property insurance, the artwork must be valued. A recognized appraiser or gallery must establish the value and this is usually based on evidence of previous sales of comparable work.

3rd PARTY LIABILITY

Liability Insurance, also known as Commercial or Comprehensive General Liability Insurance, provides 'compensatory damages' resulting from 3rd party claims for property damage, bodily injury or death. The term 3rd party' is generally used to describe members of the public and does not cover the artist contracted to work on a project who might sustain personal injury. The insurance covers the artist from being sued by members of the public who may be injured because of the activities led by the artist. The artist should obtain their own insurance to protect their own interests.

Risk Assessment

As for all projects, a risk assessment is required. Most community-based art activities are lower risk and do not require additional coverage beyond the City's. Artist and community initiators need to be reminded to keep public safety as a priority.

Contracted artists must be advised that they are not covered by the City's Third Party Liability insurance. If the artist is required to obtain insurance, this cost will need to be factored into the artist fee. Commercial or Comprehensive General Liability can be obtained from an insurance broker.

For assistance with artist contracts, including questions on insurance contact the Coordinator of Arts, Culture and Environment, Vancouver Board of Parks and Recreation.