

## THIRD PARTY SERVICE PROVIDER – Otherwise known as TPSP

### What is a TPSP?

A Third Party Service Provider (TPSP) is an external business or organization that can be used to provide an activity or event to Guiding. They provide qualified, experienced staff to organize and run the activity. They also provide the Safety Response Planning for the group. The Guiding group must provide its own ratio for the activity, as the TPSP staff are not included in ratio. Examples of a TPSP include a Charter Bus Company, Museum, Zoo, Horseback riding facility, swimming pool, gym, and others listed in Safe Guide. A TPSP activity can be Green, Yellow or Red level.

### Contracts

If the venue requires a contract to be signed, you must send it to the contract signer before you pay any money to the venue. Do not sign it yourself. Please be aware that the paper may not look like a contract or may be called something different. eg. Letter of agreement. If you are unsure, send it in and the contract signer will confirm. Send the contract to either [any-contractsnorth@girlguides.ca](mailto:contractsnorth@girlguides.ca) or [any-contractssouth@girlguides.ca](mailto:any-contractssouth@girlguides.ca)

### What do I need to add to my forms if the activity is Yellow or Red?

SG1 – Let the caregivers know that venue staff could be male or female. In some cases, there also may be other non-Guiding groups attending the event.

SG3 – Page 1 – check the TPSP box at the top of the page.

Page 2 column beside the chart – check SG7 OR put in the website; not both.

SG4 – Page 1 – Missing person: Guiders should first check washrooms and ask the other girls if they know where she went. If not found immediately, inform the staff. They are more familiar with the venue and are aware of possible places where the girl might be and can check them quickly. This will not be the first missing child they have dealt with! Assist the TPSP in carrying out their missing person procedure.

Evacuation: Follow staff directions. The venue will have their own Emergency Response Plan which you are required to follow. You will not be allowed to follow any alternate plans you made yourself. The venue will call for emergency assistance if needed. Obtain from TPSP their emergency meeting location. Upon arrival ensure girls and Guiders know where it is. Do a head count and reassure participants.

Intruder: Inform TPSP and follow their instructions for moving girls to a safe space. Do a head count and keep girls reassured and quiet. Lock doors and windows.

Injury: Minor things can be dealt with by your own first aider. For major problems, the first aider will attend to the injured person and the RG Guider will notify TPSP to contact EMS. Follow staff directions. They will call 911 and meet EMS and direct them to the problem.

Do not use your own cell to call 911. Venue staff will do this as part of their emergency plan. If you use your own phone and a 2<sup>nd</sup> (or more) ambulance arrives, you may be required to pay for the unnecessary extra ambulance yourself. Multiple calls may cause confusion and result in delays. Leave it to the staff. Guiders will remove girls from the area and remain with them to reassure and if appropriate continue program away from the trauma.

SG.5 – Guiding only needs this signed by the caregivers if it is a conditional or adventure activity as listed in Safe Guide. The venue may require their own Waiver, which caregivers can sign and give to the venue. This means that caregivers might only have to sign 1 waiver, or they might sign both.

SG.7 – This must be filled in if the activity is Near Shore or Open Water boating, horseback riding, rock climbing on a natural rock face, scuba diving, surfing, waterskiing or white water rafting. For other activities, check the Activity Guide “Third Party Service Provider” to see if you need to fill in this form. An SG.7 is not needed for public institutions such as museums, zoo etc. or for businesses such as dance studios, gym, craft studio, charter bus, ski resort instructor, etc.

For Details regarding TPSP activities, see the Activity Guide for Third Party Service Providers, and Appendix H Emergency Response Guidelines in Safe Guide.