



GGC MAKE A DIFFERENCE DAYS

GREAT CANADIAN SHORELINE CLEANUP



Youth Site Coordinator Guide



A CONSERVATION INITIATIVE OF





Youth Site Coordinator Guide

Introduction

The Great Canadian Shoreline Cleanup (Shoreline Cleanup) is a conservation initiative of the Vancouver Aquarium and WWF-Canada. It aims to promote understanding of shoreline litter issues by engaging Canadians to rehabilitate shoreline areas through cleanups. It is one of the largest direct action environmental events in Canada, engaging tens of thousands of participants annually in every province and territory to make a positive change in their communities.

As the Youth Site Coordinator, you will be the lead organizer of a local cleanup with your GGC unit! Your role is the same as a Site Coordinator. The only difference is that the Shoreline Cleanup website requires the registering Site Coordinator to be 19+ years old, so you will need to find an adult to assist you with this step. The Site Coordinator:

- should be one of your Guiders
- will need to oversee your cleanup, so make sure to keep her informed throughout the project

Other than that, you have full reign of the cleanup, so make sure you read through this document carefully!

Registering a site

On the **Great Canadian Shoreline Cleanup website** (<http://www.shorelinecleanup.ca/>), click on “Search for a Cleanup” (under Take Action) to find a cleanup location. Your Site Coordinator will have to create an account on the website in order to view this, so you may ask for the login information from her or ask her to register the location on your behalf.

Cleanup locations that are in need of a Site Coordinator and are open to registration will be listed in **green**. Locations that have already been registered and are open to the public to join will be in **blue**. If there is a public cleanup location that you are interested in, you may message the organizer to see if you can join! Locations that have already been registered and are private (not open to the public) will be in **red**.

If there is a place in your community that you would like to clean, but it is not listed on the Shoreline Cleanup website this means it is a brand new shoreline for the program. Simply use the “Submit a new Site” tool on the registration map for program staff to review.

This is a great opportunity for a bridging activity between branches of Guiding. You may want to contact units in your community to join in on one giant cleanup. This may also be helpful for units in smaller communities who have fewer cleanup locations to choose from.

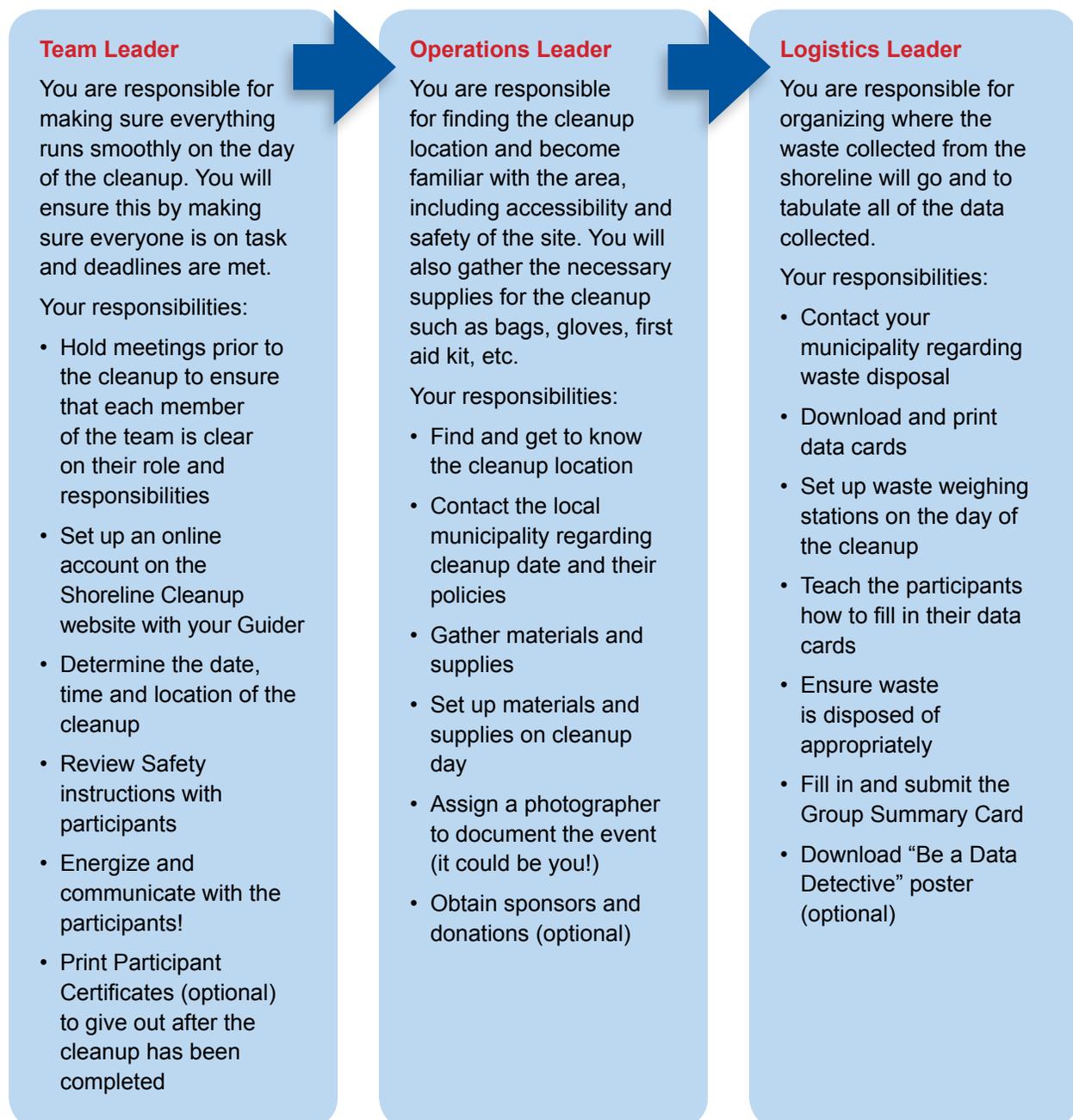
Remember: **Anybody can participate! You do not need to live by the coast to clean a shoreline!** We define a shoreline as any place where land connects with water. This could be a local wetland, lake, river, pond, beach or even be a local park where there is a drainage system. Any water going through the drain will eventually lead back to our waterways.



Roles and responsibilities

There are many responsibilities that come with being a Youth Site Coordinator. Since this can be a big project, it may make sense to divide up the responsibilities and invite other girls to take on leadership roles. This will be especially relevant for Pathfinders who are working towards their Canada Cord award through a leadership event.

The following roles are suggestions for how to divide the responsibilities. Of course, you may organize your cleanup in a way that makes most sense to you and your group. If this means that you will take on more than one role, that is acceptable!





To-Do List

Here is what you need to do in the weeks leading up to your event!

Team Leader:

- o Ask a supervising adult (Site Coordinator) to create an online account for you on the Shoreline Cleanup website (www.shorelinecleanup.ca).

Once an account has been created, access your online dashboard called “My Dashboard” to access all of the online tools to assist you!

- o You should also provide your team members (Operations Leader and Logistics Leader) with login access to the website.
- o Work with your team to pick a date, time and location for the cleanup.
 - Your Operations Coordinator should have recommendations for this.
- o Once this has been decided, you are responsible for logging into the account and updating that information under “My Cleanups.”

Contact all of the participants to let them know the event details:

- o when and where to meet
- o how long the cleanup will be
- o what to wear and bring
- o safety information

Throughout the project, work with your team to ensure all tasks are completed and deadlines are met.

As the Team Leader, it is important for you to understand each team members’ responsibilities to ensure everybody is on task.

On the day of the cleanup:

- o Thank everyone for participating and let them know why you decided to lead a cleanup.
- o Remind everyone why it is so important to remove and collect shoreline litter.
- o Explain that even the smallest item of litter is important to remove.
- o Split the participants into groups of 2-4 to share cleaning supplies. One person per group should be the designated Data Recorder.
- o If you have younger girls participating in the cleanup, make sure an adult is assigned to their groups for safety considerations and to be the Data Recorder.
- o Give your Logistics Leader time to explain to the Data Recorders how to record the data properly before they are sent off for their cleanup.
- o Let your whole cleanup group know if you have any other activities planned for the day.
- o At the end of the day, allow participants to submit their individual data cards to the Logistics Leader and weigh in their garbage.



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After the cleanup:

- o You will need to submit the group summary card and online evaluation form via your Shoreline Cleanup online account. You may ask for the login information from your Site Coordinator or ask her to submit the information on your behalf.

Operations Leader:

Find a cleanup location!

- o Make sure you read our definition of a shoreline before you start looking at possible cleanup locations.

It is recommended that you and a guardian visit the site before your team selects the location.

Here are some things to consider when you are making your decision on a cleanup location:

- o an accessible meeting location that is easy to find and get to
 - o if there is a spot to set-up and distribute supplies and materials
 - o public washrooms
 - o parking and/or access to public transit
 - o existing garbage and recycling bins
 - o safety – any steep and slippery sections, holes, tripping hazards etc.
- o If your shoreline is affected by tides, make sure to check local tide tables to confirm the ideal date and time to host your cleanup.

Contact your local municipality

- o It is important to check that the area you want to clean is available and that there are no other events scheduled for the same day and time.
- o You should also check the Shoreline Cleanup website (www.shorelinecleanup.ca) to see if there are any registered cleanups in your location already (See “Search for a Cleanup” under Take Action).
- o You will need to obtain permission to clean the area you have registered.

Obtain cleaning supplies

- o garbage bags
- o recycling bags
- o gloves (work gloves, gardening gloves, rubber gloves etc.)
- o data tally sheets
- o pens or pencils



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Additional supplies to consider:

- o first aid kit
- o clipboards
- o garbage pickers
- o hand-held scale
- o flagging tape
- o two-way radios
- o camera
- o any rigid container/sharps container for dangerous items such as needles and broken glass

Basic supplies are easy to find and you can ask the participants to bring their own gloves and pencils, plus any other items that you are unable to bring yourself/having a hard time locating.

- o Before collecting any biohazard or medical waste, please contact your local municipality or police service to find out how to properly dispose of them. Do not dispose of syringes or syringe containers in a garbage can or dumpster.
- o On the day of the event, distribute the cleaning supplies to each team and send them on their way!

Logistics Leader:

- o Contact your municipality to find out where to dispose of the litter and recycling that is collected
 - A template called "Municipality Script" is available under the "My Resources" section of the online dashboard to help guide your conversation with your Municipality contact
 - Ensure travel arrangements are made for the day of the cleanup if the garbage needs to be transported to another location
- o Log into your account on the Shoreline Cleanup website (www.shorelinecleanup.ca) and familiarize yourself with the data cards and how they are to be filled out.
 - Your participants should be divided into groups of 2-4 people. One person per group will be designated as the Data Recorder. They will fill out the individual data card
 - You will need to explain to the Data Recorders how the cards are to be filled out
- o On the day of the cleanup, you will need to set up a weigh station to estimate and record the weight of your litter.
 - Remind groups to bring back all bags of collected garbage to be weighed



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At the end of the cleanup

Ask each group go to the weigh station to weigh their filled bags. If exact weights can't be obtained, use the estimates listed below.

Item	Estimate Weight
Full bag of garbage	10lbs or 5kg
Tire	30lbs or 15kg
Shopping cart	30lbs or 15kg
Bicycle	15lbs or 7kg

- o Remind them to be specific on whether the weight is in **pounds (lbs)** or **kilograms (kg)**.
- o Ask them to record the total weight of all collected garbage on their data cards.
- o Collect all of the individual data cards filled out by the Data Recorders.
- o Using this information, complete and submit the group summary card and online evaluation form via your Shoreline Cleanup online account. You may ask for the login information from your Site Coordinator or ask her to submit the information on your behalf.
- o Inform participants how to dispose of items they collect.

Crests are free and will be mailed to the address listed on the Site Coordinator's online account. Remember, crests will only be mailed once evaluation forms are received, so make sure this is done as soon as possible!

Safety Considerations

- **Make sure you and your Site Coordinator reviews your activity under our Safe Guide guidelines to ensure all safety precautions are considered, such as completing and submitting relevant forms. Specifically, read the "General Planning for Activities" chapter (page 14) and the "Activities in the Community" section (page 50) under the "Activity Guides" chapter.**
- When collecting garbage, always wear gloves and proper footwear. Hiking boots, work boots or other reliable closed-toed shoes are best. Avoid sandals and open-toed shoes.
- Before the cleanup, let the girls know that they should never handle sharp objects such as glass shards and syringes. Only adults should handle such objects.
- Use "Sharps" and "Broken Glassware" containers for disposal of glass shards, hard plastic and metal. Do not allow girls to handle sharp items.
- Though uncommon, syringes can be found on some shorelines. Wear heavy-duty work or canvas gloves when collecting syringes. Always pick up syringes with the needle pointing down and away from your body. Place the syringe, needle end first, in a rigid container. A glass container with a properly fitted lid works well.
- Needle punctures must be treated immediately. If a participant is pricked, take them to the nearest



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hospital as medical treatment may be necessary.

- If no one in your cleanup group is comfortable collecting syringes, please clearly mark the location of any syringes on the beach and contact local authorities for collection.
- If you encounter any waste you think may be hazardous or toxic, mark the area with flagging tape and contact local authorities immediately.
- Have a first aid kit, emergency phone numbers and a floatation device (if appropriate) on hand. Keep these in a central location under the supervision of a responsible adult and ensure that all cleanup participants know to go to this person if they are injured.
- If your cleanup is along an ocean shoreline, make sure you are aware of local tide changes (tides can come in very quickly) and never turn your back on the ocean. You never know when a large wave might roll in.
- If your cleanup is along a river shoreline, keep your participants a safe distance from the water. River currents can be much stronger and deeper than they appear.
- Never approach any animal dead or alive. If you encounter a live entangled animal, please notify appropriate authorities (i.e. Humane Society, SPCA, your local conservation authority). Never attempt to detangle an animal yourself. You will cause it considerable stress and possible injury, as well as endanger yourself.

Other Considerations

- You may encounter sensitive biohazardous items such as condoms and tampons. If you have young girls participating in the cleanup, you will want to let them know beforehand that these are hygienic items that only adults should handle.
- We strongly recommend you to use our instant meeting before the cleanup to teach girls about the importance of a cleanup.

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