

## THIRD PARTY SERVICE PROVIDER – Otherwise known as TPSP

This is a summary of the Activity Guide for Third Party Service Providers (pg. 82) and Appendix H Emergency Response Guidelines (pg. 182) in [Safe Guide](#). It does not replace Safe Guide.

### 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 during the activity. The Guiding group must provide its own ratio for the activity, as the TPSP staff are not included in ratio.

### Contracts

Only authorized contract signers at the provincial level may enter into contractual agreements on behalf of Girl Guides of Canada. 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 (e.g. Letter of agreement). If you are unsure, send it in and the contract signer will confirm. Send the contract to and documents requiring signature to [bc-contracts@girlguides.ca](mailto:bc-contracts@girlguides.ca).

**All contracts must be submitted to the provincial office for review and signature at least 14 days, but preferably 21 days, prior to the effective date of the contract. Late requests will not be considered, and will be returned to you, unsigned.**

The Request for Certificate of Insurance Form (INS.02) can be obtained directly through Member Zone. It is the responsibility of the Guider in charge to obtain the insurance forms and the insurance provider will send a certificate to the facility, with a copy forwarded to you for your records.

### What are things I need to think about adding to my forms?

#### SG1

- In the activity description give parents information about the TPSP (e.g. Attached brochure, website etc.). Provide a reference to any waivers needed to be signed by the parents for the TPSP and whether this is a private or public event (i.e.. other non-Guiding groups attending).
- In the supervision section let the parents know that venue staff could be male or female and reference any COVID safety protocols.
- Info about the TPSP if they are providing transportation (e.g. Chartered bus)
- Activity listed in the “specific activities section” if not a conditional or adventurous activity

#### 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**.
- A TPSP activity facilitator (of any gender) can be the First Aider if they have the appropriate level first aid training and the TPSP agreement indicates that the TPSP is responsible for first aid during the event.

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SG4 – See pg 182 of Safe Guide 2021 for guidance on how to include your TPSP in procedures for Missing Persons, Evacuation, Intruder, & Injury

SG.5 – Guiding only needs this signed by the parents if it is a conditional or adventure activity as listed in Safe Guide. Only the conditional/adventurous activity needs to be listed, all others are listed on the SG.1.

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 Wild Play, dance studios, gym, craft studio, charter bus, ski resort instructor, etc.