

Safe Guide

2022

Activity Planning and Safety Management



**Girl
Guides**

Guides



Safe Guide

Activity Planning and Safety Management

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North Vancouver, BC V7M 0E9

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Provincial Emergency Contact for SG.4: 1-888-884-2711

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Questions: on-safeguideadviser@girlguides.ca

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on-accessibility@girlguides.ca or
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Québec Council

c/o Girl Guides of Canada

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Toronto, ON M4S 1A3

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Questions: qc-safeguide@guidescanada.ca

Website: www.girlguides.ca/qc-en

Saskatchewan Council

200-1530 Broadway Avenue

Regina, SK S4P 1E2

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Fax: 306-347-0995

Forms: ggcportal.smapply.ca

Questions: sk-safeguide@girlguides.ca

Website: www.girlguides.ca/SK



Section One Safe Guide Introduction

Supporting Girl-driven, Inspiring and Safe Activities

In Guiding girls are at the centre of all we do. The Guiding program provides the platform for empowering girls to take the lead, jump into awesome activities and explore what matters to them. By facilitating empowering, girl-driven experiences, Guiders make it possible for girls to have a voice, have choice and make a difference in their world.

Safe Guide – Activity Planning and Safety Management provides the guidelines for a safe foundation on which Guiders plan dynamic activities for girls. With details on everything from supervision ratios to health and first aid, travelling to a new country or what to bring to camp, Safe Guide supports Guiders as they offer each girl the opportunity to be everything she wants to be.

What's in Safe Guide

General Procedures

The General Procedures form the basis for all Girl Guides of Canada–Guides du Canada (GGC) activities. These procedures are the backbone of planning and managing exciting, successful and fun activities.

This section explains the procedures for:

- Obtaining parent/guardian permission
- Determining supervision ratios
- First aid training for Guiders
- Emergency response planning
- Orienting participants, buddy systems, clothing, etc.

Activity Guides

This section is a collection of step-by-step how-to guidelines for popular Guiding activities. These Activity Guides supplement the General Procedures and help you plan and manage specific activities. Each activity outlines how to set up, plan and run a fun and safe event.

Planning Guides

These cover groups of similar activities such as water activities, international travel and homestays. These activities do not fit into the format of the Activity Guides as they provide overall planning and procedures for specific activities. For example, water activities have specific procedures for swimming in different settings and different types of boating.

Tip for using Safe Guide

Consider using the search function by typing “ctrl + f” on a PC, or “cmd + f” on a Mac, to search for key words.

Activity Levels

Girl Guide activities are classified within one of three colour-coded activity assessment levels:

Green Level Activities

- Plan and go!
- Typically, these are unit activities with lower risk
- Safe Guide paperwork does not need to be submitted to an assessor.

Yellow Level Activities



- Slow down, plan thoroughly, record, check-in and go!
- These are out-of-the ordinary activities and have an elevated level of risk that requires more care in planning and preparing participants, as well as a higher level of supervision, additional parent/guardian permission and GGC approval prior to the activity.
- Safe Guide paperwork must be submitted to an assessor at least 14 days prior to the event for acknowledgement.

Red Level Activities

- Stop, plan thoroughly, record, obtain authorization and go!
- These are exceptional activities with an increased level of risk that requires careful detailed planning and preparation and specific training and skills to supervise. These activities require parent/guardian permission and GGC authorization.
- Safe Guide paperwork must be submitted to an assessor at least 21 days prior to the event for approval.

Refer to the [Activity Planning Chart](#) on page 17 in the General Planning for Activities section to determine if the activity you are considering is Green, Yellow, or Red level.

Authorization Process

The authorization process goes hand-in-hand with the activity levels. Green level activities do not require specific GGC authorization or additional parent/guardian consent. Yellow and Red levels and international travel require additional parent/guardian permission and are sent to a specially trained team of GGC Assessors who review the planned activities and events. The Assessors will work with Guiders to ensure the planned activities are a great success.

GGC Sanctioned Activities

As a member of GGC, you have a responsibility to follow the policies and procedures of the organization. This is outlined in the Code of Conduct. (See [Appendix F](#), page 177). This includes following the procedures outlined in Safe Guide. By following these procedures your activities are sanctioned by GGC.

Our insurance policy covers members and guests attending GGC events and activities. The policy only applies when interacting with each other, supporting or providing supervision to members or performing duties on behalf of GGC.

Members may not engage in any activity that is in conflict with current public health guidelines or government regulations

If a Guider undertakes an activity that is not permitted or is organized in a way that does not follow Safe Guide, our insurance may not respond in the event of a claim. (See page 8, [Insured, Not Permitted and Conditional Activities](#) for more information)

You may not under any circumstances:

- Do an activity that is listed as not permitted
- Go ahead with a Yellow or Red level or International activity that has not been assessed
- Go ahead with an activity that has been declined by an assessor
- Decide “not be a Guide group for the day” and go ahead with an activity

Doing so could result in the termination of your appointment as a Guider.

If you believe that there are extenuating circumstances involved in an activity that require special attention or support, you must contact your provincial Safe Guide Adviser (see contacts in [Girl](#)



[Guides of Canada Contact Information](#) or safeguide@girlguides.ca). It is critical that you do not undertake activities without proper permission.

Interpretation of Safe Guide

If there is a discrepancy regarding the interpretation of procedures in Safe Guide, please contact your provincial Safe Guide Adviser (see contacts in [Girl Guides of Canada Contact Information](#)). If further questions remain, please contact the national office at safeguide@girlguides.ca for clarification. The decision made at the national level is final.

Adult Only Activities

For adult only activities, including but not limited to LINK and Trefoil Guild activities and training activities, Guiders are expected to apply the same principles of thorough forethought and safe planning. Please see [Appendix A](#) for details.

Social Media Guidelines

Social media is a great place for Guiders to share photos, videos and memories with the Guiding community. Below are important considerations for social media use:

- Ensure Image Release forms (IR.1) are signed for every person whose photo may appear online.
 - For group photos where some members have not consented to having their image shared, consider placing an emoji or other image over their face
 - For photos of virtual meetings, please ensure the names of girls are hidden, removed, or edited out
- You are a GGC ambassador, please ensure the content you are sharing is in line with GGC's values
- Use the hashtags that are recommended by GGC: #girlguidesofcanada, #girlguidecookiesTag Girl Guides of Canada @girlguidesofcanada on Instagram and @girlguidesofcan on Twitter or share directly on our Facebook page: Girl Guides of Canada
- It is recommended that Guiders keep their profiles private

Insured, Not Permitted and Conditional Activities

Insured Activities

In accordance with the terms of Girl Guide's General Liability Policy, coverage is provided only to sanctioned activities of GGC when interacting with each other, supporting or providing supervision to members or performing duties on behalf of GGC. In some cases, insured activities are considered high risk and have conditions placed on them requiring additional documentation.

Not Permitted Activities

The following activities are NOT PERMITTED and are therefore uninsured:

- Aircraft flight activities (however, commercial air flights, e.g., Air Canada, etc. or tours of a stationary aircraft, with engine off, not being pushed or towed, are permitted.)
- Bungee jumping
- Hot air ballooning
- Paragliding / parasailing
- Open water scuba diving (note: scuba in pools is permitted; see below)
- Jet skiing / personal watercraft use
- ATVs, off-road motorized vehicles or snowmobiles used as an activity



NOTE: In provinces/territories where an ATV, off-road motorized vehicles or snowmobile is considered to be a vehicle (according to the provincial/territorial licensing regulations), it would be treated in the same manner as an automobile. The responsibility for insuring an automobile rests with the owner of the vehicle. See the Primary Automobile Insurance section of the Insurance Booklet for additional information.

- Alpine/downhill ski racing and/or snowboard racing
- Ice climbing
- Lead climbing
- Bouldering on an outdoor natural rock face without a climbing harness and rope
- Home trampolines

Conditional Activities

The General Liability Policy covers the activities listed below when specific conditions are met. The Responsible Guider is expected to comply with and/or verify that these conditions are adhered to. This is in addition to following the procedures outlined in Safe Guide. See [Appendix B - Conditional Activities](#) on page 168 for the details of these conditions.

- [Alpine/downhill skiing and/or snowboarding](#)
- [Boating with Third Party Service Providers](#), near shore or open water (see definitions)
- [Helicopter travel](#)
- [Horseback riding](#)
- [Rock Climbing on a Natural Rock Face](#)
- [Scuba diving in a pool](#) (scuba in open water is not permitted)
- [Surfing at a beach or waterfront](#)
- [Trampoline Parks](#)
- [Waterskiing](#)
- [Whitewater rafting](#)

More information on GGC insurance is found in the [Insurance Booklet](#), found on www.girlguides.ca.

Key Terms

Activity Facilitator: an individual who is responsible for leading, instructing, or running an activity. This includes instructors, resource persons, guides, adult members, GGC employees or non-members acting in this capacity. The Responsible Guider is responsible for the overall care and safety of participants during the activity. (See also [Third Party Service Provider](#).)

Some examples of an activity facilitator include:

- A student who facilitates a science session at a university
- An artist who leads a pottery making class at an art studio
- A librarian who gives your unit a tour of the local public library
- A firefighter that gives your unit a tour of the local fire station
- A museum guide, zookeeper or conservation officer that comes to a sleepover with animals as part of an educational/conservation program
- A Guider who has recognized external certifications in canoeing who volunteers to come to your weekend camp to teach the girls canoeing
- Someone (volunteer or paid) who has expertise in the use of specialized equipment (see definition)
- A local athlete who volunteers to lead a sporting event



Adult: for the purpose of supervision, an adult is an individual of provincial/territorial age of majority as defined in the legislation in the province/territory in which they live.

Adult member or Guider: interchangeable terms for the purpose of Safe Guide. A Guider is a registered adult member. Adult members are provincial/territorial age of majority and have completed the screening process (application, PRC and reference checks, interview and Orientation to Guiding). Women or non-binary adults who are in the process of becoming an adult member are called potential members. See [Supervision](#) for more details.

Adult participant: An adult participant is an adult member who due to cognitive or developmental disabilities is not able to act in a leadership capacity and participates in a unit under the supervision of other adult members. She must not have a supervisory role nor be counted as part of the girl supervision ratio. Adult participants may be exempt from completing mandatory training.

Adventure activity: any activity that poses a significant element of risk and/or potential for injury to those participating and requires skilled leadership and pre-activity instruction/training for all participants. Adventure activities require a Release of Liability, Waiver of Claims, Assumption of Risk and Indemnity Agreement (SG.5) form to be completed prior to participation. If these activities are under a Third Party Service Provider, use the [Third Party Service Provider Activity Guide](#).

Examples include:

- Day trips (hiking, canoeing, kayaking, cycle touring, etc.) more than four hours from EMS
- Adventure camping (see below)
- Adventure tripping (see below)
- Caving, also known as spelunking, that requires helmets, ropes, climbing harnesses, etc.
- Mountain biking
- High ropes course, ziplines, canopy tree walks, or challenge courses
- Moving water canoeing or kayaking
- Rock climbing on a natural rock face
- Windsurfing
- Surfing at a beach or waterfront
- Waterskiing
- White water rafting
- Winter camping without access to warm shelter

Adventure camping: an adventure activity where participants are camping at a stationary base camp that is only accessible by backpacking (snowshoeing, skiing, horse packing, dog sledding, etc.), boating (canoe or kayak, sail, power boat, etc.) or biking. This activity must follow the Adventure Activity requirements.

Adventure tripping: an adventure activity where girls are camping at multiple campsites that are accessed by backpacking (snowshoeing, skiing, horse packing, dog sledding, etc.) or boating (canoe or kayak, sail, power boat, etc.), or biking. This activity must follow the Adventure Activity requirements as well as the Trip Lead and Trip Assist requirements (see below) or be led by a Third Party Service Provider.

Assessors: members appointed by each province who are responsible for assessing Yellow and Red level activities as well as water activities and international travel. Each province has its own administration process for assessing activities. Please consult your provincial office for details.

Commercial boating: commercially operated boat for the purpose of transportation (i.e., car or passenger ferry), commercially operated tours or rides at public facilities.



Conditional activities: activities that must meet specific conditions set out by our insurance policy. See [Appendix B - Conditional Activities](#).

CPR (cardiopulmonary resuscitation): an emergency procedure for a person who has collapsed, has no pulse and has stopped breathing. It attempts to restore circulation of the blood and prevent death or brain damage due to lack of oxygen. It is taught with first aid courses. Only first aid courses that include CPR are acceptable to GGC. Any level of CPR course is acceptable.

Disability: a physical disability, condition of mental impairment, developmental disability, learning disability, mental disorder, or an injury or disability. Disabilities can be invisible and/or short-term (e.g. a broken leg).

Emergency first aid certificates: a certificate for a course that covers urgent health care and cardiopulmonary resuscitation (CPR); must be from a recognized agency and be a minimum of six and half hours in length. Certificates must be current. Blended learning courses (online courses with an in-person hands-on learning component) are acceptable. Courses only offered through online e-learning courses are not acceptable.

EMS response time: the length of time it takes an EMS (Emergency Medical Service) agency to respond to a medical emergency in the location where your event is taking place. If the EMS response time will change over the course of the activity, you must use the longest response time to determine the risk level of the activity. EMS may include ambulance, fire (career and volunteer), police, land management (park staff) and other types of services available to a specific area/location such as a community nursing station.

In some northern or very remote communities, the availability of EMS is limited and response times may be longer. In this situation the EMS response time consideration may be left out of the Activity Planning Chart if the activity is happening in the community. However, if the activity occurs away from the community (e.g., out on the land or travel to another community), then this component of the table must still be considered.

Equipment:

- **Ordinary Equipment** – includes any tool, machine or device commonly used by participants. Examples include arts and craft supplies (scissors, glue guns), kitchen equipment (utensils, knives, mixer, stove), basic sports equipment (balls, beanbags, nets), playground equipment, tools (hammers, screwdrivers, fasteners), machinery (photocopiers, computers, elevators, escalators, phones), or a sewing machine.
- **Specialized Equipment** – equipment that requires additional training, skill and/or attentive supervision for safe use. Whether equipment is considered specialized depends on the age and experience of each group of girls. For example, a power drill may be considered specialized equipment for a group of Sparks but not a group of Rangers familiar with the use of handheld power tools. Often activities using this equipment are led by a Third Party Service Provider or Activity Facilitator. Some examples include:
 - Chemical-based products (with Workplace Hazardous Materials Information System [WHMIS], corrosive or toxic warning labels)
 - Power tools or soldering tools
 - Rock climbing, rappelling, alpine skiing, snowboarding, horseback riding, gymnastics and archery.
- **Power Equipment** – motorized equipment used in a commercial/industrial setting. Use of such equipment may require specific industry recognized training and must be supervised by qualified personnel. Please note that handheld power tools are not included in this category; see Specialized Equipment for information about handheld power tools.



First Aider/First Aider Assistant: an individual who has current (not expired) first aid certification from a recognized agency such as, but not limited to, St. John Ambulance, Red Cross, Canadian Ski Patrol, or, for activities within Canada, is a health care professional (see definition below for more information). See [First Aiders](#) on page 35 for information on roles. First aiders must be the provincial age of majority. 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.

GGC large group event: any event organized by GGC for other units, the public or other organizations that involves complex planning and many participants, including girls, Guiders, non-member volunteers and others involved in managing the event.

GGC employee: An individual employed by GGC. For the purposes of Safe Guide, she/they must be a woman or non-binary adult to be counted as a supervisor.

Girl: a member or guest who is registered as a participant in a program designed and described as being for girls. Girls have not yet attained the provincial/territorial age of majority as defined in legislation in the province/territory where they reside.

Girls in groups unaccompanied during a portion of an event: occasionally occurs during a scavenger hunt or similar activity, where small groups of girls participate in programming that involves them being on their own for short periods. Girls must be Pathfinder branch or higher to participate in these activities.

Guests: adults or children who participate in a Guiding activity who are not registered members of GGC.

Guider: See Adult member.

Guiding activities: unit meetings, planned outings, events, camps, trips and get-togethers sanctioned by GGC for members and their invited guests.

Health care professional: a licensed practical nurse, registered nurse, nurse practitioner, physician assistant, paramedic, emergency medical technician or responder, or physician who is licensed and insured to provide health care and is currently working in a relevant field of health care. Relevant fields are those that routinely treat airway, breathing circulation emergencies, wound care, environmental emergency (hypo/hyperthermia, and allergic reactions). A health care professional must be current in CPR practices. As long as the individual is acting in a volunteer capacity and the care is not pre-arranged, the GGC insurance policy will respond with respect to “incidental medical malpractice.” Contact safeguide@girlguides.ca if an individual health care professional not included in this list has expertise that may make them eligible for the role of first aider.

Home contact person: an adult member, GGC employee or non-member volunteer who does not attend the activity or event and who serves as the communications link between the activity participants and their families back home. The home contact person is given information about the group and its plans so that they can assist in the resolution of a situation, which may or may not be an emergency. They must have completed an A.7 and it is recommended they have a completed PRC. See [Appendix J](#) – Home Contact Person for more details.

Homestay: when Guiding members stay with a family to participate in Guiding events. Homestays are often associated with international camps, where the host community organizes opportunities for girls to extend their stay by living with a family. Or they are organized as an exchange between units in different communities across the country.



iMIS: the GGC membership database. It lists contact information and Guiding activities for each member (girls and adults) and non-member volunteers.

International travel: any trip outside Canada, including crossing the border to the United States.

Junior Leader: girls who are typically two branches above the branch they are assisting in. For Green level activities in a Spark, Ember or Guide unit, a Junior Leader who is between 16 years old and the provincial/territorial age of majority may assist in a supervisory capacity, under the direction of a Guider. For Green activities only, she counts as a supervisor for the calculation of ratios in addition to the two adult supervisors who must still be present with the group. See [General Supervision Ratio](#) for more information.

Non-member Volunteer: an individual who is not a member of Girl Guides but has completed an A.7 and PRC and may assist at an activity or event. Some common examples are Unit Assistants, Unit Treasurers or support person.

Notary Public/Commissioner of Oaths: a person legally empowered to witness and certify the validity of documents under their official seal and signature. In most of Canada, only a Notary Public has the authority to sign these documents. In Quebec, some Commissioners of Oaths have this authority. This person is usually a lawyer. Contact your provincial office for guidance.

Notification and authorization: the process by which GGC assesses activities to establish that they are being managed safely and according to Safe Guide procedures. All Yellow and Red level, water activities and international travel activities must be assessed by GGC before they can proceed.

Overnight activities: activities that start on one day and end on another day. Typically, these include but are not limited to sleepovers, camps, as well as other all-night activities sometimes known as wakeovers.

Participant: any adult or child, member or non-member, who joins in an activity offered by GGC.

Permission/Consent: the documented agreement of custodial parent(s)/guardian(s) that includes information about their girl's participation in GGC activities. Safe Guide outlines the parameters and frequency of permission for activities.

Potential member (PMBR): someone who has applied for membership but has not completed all the steps of screening (application, an interview and Orientation to Guiding, two reference checks, a police records check and Safe Guide training).

Provincial Safe Guide Adviser: the individual appointed by the province to facilitate the implementation of Safe Guide procedures in her province; support the provincial Safe Guide assessors; and liaise with the national level for the resolution of issues. (See [Provincial Office Contacts](#) for your Provincial Safe Guide Adviser's contact information).

Ratio: the number of supervisors in proportion to the number of girls present at an activity. Specific ratios are required for every activity. Only screened women or non-binary adults are counted in the supervision ratio. (See [Supervision section](#) for details).

Responsible Guider: a fully screened Guider or woman or non-binary GGC employee who has completed the Safe Guide training module and assumes the overall responsibility for an activity including delegation of work to other adults.



Self-Assessment: a questionnaire used to notify the unit if a person is experiencing COVID-19 symptoms or has been exposed to the virus. This questionnaire should be completed by all attendees prior to any in-person Guiding event.

Substitute group leader: an adult woman or non-binary adult who meets the screening criteria for ratio who can take responsibility for the group if the Responsible Guider is indisposed. She may be a Non-member Volunteer, depending on the circumstances.

Supervisor: a woman or non-binary adult who takes responsibility for children on behalf of GGC. The procedures under Supervision in Section Two – General Planning for Activities outline who can be considered as a supervisor based on the situation.

Standard first aid certificate: a certificate for a course covering urgent health care and situation monitoring and includes cardiopulmonary resuscitation (CPR); must be from a recognized agency and be a minimum of 13 hours in length. Certificates must be current. Blended learning courses (online courses with an in-person hands-on learning component) are acceptable. Courses only offered through online e-learning are not permitted.

Support person: An individual who accompanies someone with a disability to assist them with communication, mobility, personal care or medical needs or with taking part in a GGC activity. An A.7 form and PRC is required for any support person who is taking part in an overnight activity.

Third Party Service Provider (TPSP): A Third Party Service Provider (TPSP) is an external business or organization to whom GGC entrusts the care and management of GGC participants for the duration of an activity or event which requires skill and experience beyond that of a Guider. A TPSP will provide personnel (guides or instructors) and safety response planning. When specialized equipment is necessary, a TPSP will also provide this equipment. A TPSP activity may be Green, Yellow or Red depending on the activity being offered.

While GGC always maintains its duty of care over its members, when TPSPs are used, the organization is entrusting the control of the activity or event to an external expert. Although the TPSP assumes the responsibility for managing the activity, the Responsible Guider is still responsible for determining that the TPSP is knowledgeable, experienced, qualified and can be trusted to provide the standard of care that you, GGC and the parents expect.

Use the [Third Party Service Provider Activity Guide](#).

Trip lead: an activity facilitator who has the primary responsibility for the planning, management and leadership of an adventure trip. See [Training, Experience and Qualifications](#) for more information.

Trip assist: an activity facilitator who plays a supporting role in planning, managing and leading an adventure trip.

Unit assistant: a Non-member Volunteer who volunteers more than two times per Guiding year to support unit activities, such as meetings, camps, or outings, and interacts directly with girls. Unit assistants must be women or non-binary adults who are over the provincial age of majority and registered in iMIS using the Non-member Volunteer form (A.7) with a valid police record check (PRC).

Volunteer: any person voluntarily performing duties on behalf of GGC, including Guiders, instructors, teachers, parents or any other approved volunteers. They may be members or non-members.



Wilderness: a remote geographical location where EMS is more than four hours away from the furthest point of the activity.

Wilderness first aid: a course that covers long-term urgent health care and situation monitoring and includes cardiopulmonary resuscitation (CPR) or has current CPR as a pre-requisite; must be a minimum of 16 hours in length. Blended learning courses (online courses with an in-person hands-on learning component) are acceptable. Courses only offered through online e-learning are not permitted. See the first aid equivalency chart ([Appendix L](#)) for a list of acceptable courses from common providers.



Section Two - General Planning for Activities

Pre-planning and Activity Levels

When organizing GGC activities/events, Guiders and other supervisors must:

- ☐ Inform themselves of, and comply with, relevant government laws and regulations.
- ☐ Make every reasonable effort to follow the GGC procedures set out in this document.
- ☐ Plan activities that support the girls' program and that are age appropriate.
- ☐ Work with girls and their parents/guardians to evaluate and gain a mutual understanding of the suitability of activities for participants' age, ability and maturity level. This includes that wherever possible persons with disabilities are given opportunity equal to that given to others to obtain, use and benefit from GGC's services in accordance with the principles of integration and accessibility.
- ☐ Review and adhere to the requirements set out in the [Insured, Not Permitted and Conditional Activities](#) section (page 7) and [Appendix B - Conditional Activities](#) (page 168) if doing conditional activities.
- ☐ When any activity or event requires a signed contract with a third party (for example with an outfitter, a bus or boat tour, hotel, etc.), it must only be signed by a provincially-designated contract signer. Members CANNOT sign contracts. Contact your provincial office or Commissioner/ACL for information about getting a contract signed.

NOTE: Booking several hotel rooms using a credit card does not require an official GGC signature.

Guiders planning GGC activities must refer to the [Activity Planning Chart](#) to determine the Activity Level.

NOTE: Review the Activity Plan (form SG.1) at the start of your planning as a prompt and basic starting point for planning.

Travel in Canada 72 hours or More and all International Travel must be preauthorized using the [Travel Preauthorization form \(SG.8A\)](#). This includes:

- Travel within the home province/territory or Canada over 72 hours
- Both international travel under and over 72 hours

Travel must be approved BEFORE commencing detailed planning for travel (e.g. making any financial commitments for accommodation, transportation, tours, etc.). In addition, **if fundraising for this type of travel, the Travel Preauthorization (SG.8A)** must be approved and submitted with the [Application for Fundraising Approval \(FR.1\)](#).

All fundraising (above and beyond the sale of cookies) must be approved using the Application for Fundraising Approval (FR.1) before fundraising begins. For more information see the [Fundraising Procedures and Guidelines](#) (found on Member Zone under the Admin tab).

Activity Age and Participant Restrictions

Girls joining Guiding for the first time or moving up a branch are not considered part of that branch until the start of the Guiding year, which is September 1.



General Activity & Travel Age and Participant Restrictions

Guide branch or higher	
<ul style="list-style-type: none"> Travel in Canada 72 hours or more 	For all travel activities more than 72 hours, all participants (girls and adult supervisors) must be members of GGC.
<ul style="list-style-type: none"> Travel to USA (excluding Puerto Rico and Hawaii) or St. Pierre et Miquelon 	<p>International Travel <u>outside of the USA is not permitted</u> for Guide age girls.</p> <p>See the International Travel - 72 Hours or More Planning Guide (on page 136) for details.</p> <p>For all travel activities more than 72 hours, all participants (girls and adult supervisors) must be members of GGC.</p>
Pathfinder branch or higher	
<ul style="list-style-type: none"> Adventure camping or adventure tripping Winter camping without access to warm shelter Hiking more than four hours from EMS 	<p>Recommended minimum number of participants, including Guiders, is five and the maximum is 12. Requests for larger groups to include an additional Guider(s) must meet the following criteria:</p> <ul style="list-style-type: none"> The girls' experience and safety will not be compromised. The Responsible Guider (adventure camping) or the Trip Lead (adventure tripping) feels the group is a manageable size. The adult supervision ratio is met. The additional Guider(s) has relevant experience to support the group. <p>All requests must be assessed by the Provincial Safe Guide Adviser (or her designate) for approval.</p>
<ul style="list-style-type: none"> Unaccompanied for part of the activity 	Plans must include periodic check-ins with adult supervisors. Details on how supervision and communication with groups will be managed must be provided to parents/guardians.
<ul style="list-style-type: none"> International travel outside of the USA. 	<p>See the International Travel - 72 Hours or More Planning Guide (on page 136) for details.</p> <p>For all travel activities more than 72 hours, all participants (girls and adult supervisors) must be members of GGC.</p>

Swimming Age and Participant Restrictions

See [Swimming Planning Guide](#) (on page 100) for details.

Boating Age and Participant Restrictions

See the [Boating Planning Guide](#) (on page 117) for details.



Activity Planning

Read through the factors on the chart to assess your activity. It is assessed at the highest level checked. For example, if two items fall under Green, three under Yellow and one under Red, then the activity is considered Red level.

Activity Planning Chart

Factors Affecting Activity Planning	Green	Yellow	Red
PEOPLE			
Attending a GGC Large Group Event (See Key Terms)	✓		
Girls in groups unaccompanied during a portion of an event (See Key Terms)		✓	
Use of a Third Party Service Provider (see Key Terms)	Refer to the Third Party Service Provider Activity Guide		
PLACE			
Transportation:			
Arranged by unit using public transportation (transit, taxi, bus, charter bus, train, ferry, commercial boat tours)	✓		
Renting a vehicle (car, van, truck)		✓	
Walking in a parade	✓		
Riding on a float in a parade, hayrides, sleigh rides		✓	
Commercial air travel			✓
Location of activity:			
Regular unit meeting place	✓		
Private home or community / public location (e.g., fire station, library, park, campground)	✓		
ENVIRONMENT			
EMS response time: (See Key Terms)			
EMS response available within 30 mins	✓		
EMS response 30 mins up to 1 hour		✓	
EMS response time greater than 1 hour and less than 4 hours			✓
EMS response time greater than 4 hours			✓
Food preparation:			
Campfire with <u>no cooking</u>	✓		
Preparing food / cooking in typical kitchen	✓		
Sparks, Embers, or Guides - cooking on a camp stove, campfire or BBQ		✓	
Pathfinder or Rangers - cooking on a camp stove, campfire or BBQ	✓		
Equipment: (See Key Terms)			
Ordinary equipment	✓		
Specialized equipment		✓	
Power equipment			✓

Continue on next page



Factors Affecting Activity Planning	Green	Yellow	Red
ACTIVITY			
Situation specific:			
Activity takes place overnight (regardless of duration)		✓	
Adventure activities, adventure camping or adventure tripping (See Key Terms)			✓
Water Activities:			
Swimming/boating in a public pool or waterpark where the facility provides aquatic supervision (refer to the Swimming Planning Guide)	✓		
All other water activities (swimming or boating)	Refer to the Swimming or Boating Planning Guide		
Travel/International Travel:			
Travel in Canada 72 hours or more (See Key Terms)			✓
International travel (crossing the border) under 72 hours.	Refer to the Travel: International Under 72 Hours Activity Guide		
International travel 72 Hours or more	Refer to the International Travel 72 Hours or More Planning Guide		

The Activity Guides and Planning Guides should be checked to see if there is an Activity or Planning Guide for the activity you are planning. The procedures for activities included in these areas complement the General Planning procedures. However, the Activity or Planning Guides procedures sometimes set a higher standard than the General Planning procedures.

Activity Guide Links

- [Accommodations](#)
- [Activities in the Community](#)
- [Activities in the Outdoors](#)
- [Indoor Camping](#)
- [Outdoor Camping](#)
- [Cookie Sales](#)
- [Horseback Riding](#)
- [Ice Skating](#)
- [Sledding, Tobogganing, and Snow Tubing](#)
- [Sleepover](#)
- [Third Party Service Provider \(TPSP\)](#)
- [Travel in Canada – 72 Hours or More](#)
- [International Travel – Under 72 Hours](#)

Planning Guide Links

- [Swimming](#)
- [Boating](#)
- [International Travel – 72 Hours or More](#)
- [Homestay](#)

Parent/Guardian Notification and Permission

Guiders must make reasonable efforts to keep parents and guardians informed of the activities and events being undertaken by their units. Pertinent information for parents/guardians includes, but is not limited to:

- Information on transportation
- Personal kit list
- Clothing for outdoor activities



- Contact information
- Location
- Meeting time, etc.
- Details of activities taking place during the event
- GGC's Return to In-Person Guiding stage and associated protocols

Refer to the Activity Plan (SG.1) form for more information on what to include. For camps and events, attach the list of activities to this form.

For camping, adventure activities, adventure tripping and travel in Canada 72 hours or more, this information must include a detailed schedule of activities, itinerary and/or route description. Provide this information on the Activity Plan (SG.1). Attach additional information as needed.

Guiders must make reasonable efforts to conduct a parent/guardian information meeting at the beginning of the Guiding year. At a minimum, this meeting should include:

- An overview of the Guiding program
- General plans for the unit
- A review of the Code of Conduct
- An opportunity for parents/guardians to ask questions about their own and their child's/ward's involvement in the Guiding program
- **Personal Health Form for Girl Members (H.1)** must be completed annually.

If the group goes off-site during a regular meeting, the Responsible Guider must post the location of the off-site activity at the regular meeting location. This only applies when the girls have been dropped off at the regular meeting place. This does not apply if the unit meets at another location.

Girl Registration

The Responsible Guider must **ensure that girls are registered in their unit** by confirming that girls are included on their unit roster. Girls must be registered annually. Unit rosters are available on [Member Zone](#).

NOTE: When parents/guardians register their daughter, they agree to the Code of Conduct and General Consent, and also complete the Image Release (IR.1) form.

Before photos are taken that might be used for GGC publicity (for example, in any publication or photo display for membership recruitment) or by the media, it must be confirmed by checking the unit roster that a signed Image Release (IR.1) form is recorded in our membership database (iMIS).

A **Personal Health Form for Girl Members (H.1)** must be completed annually for girl members and available at all unit activities with unit documents. In BC ePACT replaces the H.1 form.

NOTE: Periodically ask parents/guardians to let you know if there has been any change to their daughter's/ward's health information since the form was completed.

Older girls, at the age defined in provincial/territorial health regulations, may complete their own Personal Health Form (H.1) and make health-related decisions on their own. Please check with your provincial/territorial ministry of health to determine the age at which this applies in your province/territory.



The Responsible Guider must confirm that she has correct information from parent(s)/guardian(s) on who has permission to pick up their girls, emergency contact numbers, etc. This information is recorded on the Personal Health Form for Girl Members (H.1).

NOTE: The individuals listed should be in addition to the custodial parent or guardian or emergency contacts listed on page 1 of the form.

Parent/Guardian Notification and Permission Required for Green Level Activities

Additional parent/guardian consent is not required. However, you will need to provide parents/guardians with details of activities. For some activities, providing the Activity Plan (SG.1) form to parents/guardians may assist you in ensuring that they have the information they need.

Parent/Guardian Notification and Permission Required for Yellow and Red Level Activities

The Responsible Guider must provide parents/guardians with the Activity Plan (SG.1) form and Parent/Guardian Permission (SG.2) form. She must obtain a completed, signed Parent/Guardian Permission (SG.2) form for each participant.

For Conditional Activities and Adventure Activities (see [Key Terms](#), page 8), a parent/guardian must sign the Release of Liability, Waiver of Claims, Assumption of Risk and Indemnity Agreement (SG.5) form.

NOTE: If you are hiring a Third Party Service Provider (TPSP) and they require a waiver to be signed, the TPSP waiver must be signed by the parent/guardian.

To assist you in introducing and explaining the Release of Liability, Waiver of Claims, Assumption of Risk and Indemnity Agreement (SG.5) form to parents, a sample letter is provided in [Appendix B – Conditional Activities](#) (see page 168).

It is recommended that Guiders host a parent/guardian pre-activity meeting for camp, travel and Red level activities whenever possible to provide parents with information about the activity and so they can ask questions. Alternatives to face-to-face parents' meetings might include email communication, conference call with group, one-on-one phone calls, etc.

Permission for Participation by Guests

Before guests participate in any Green level activity, the Guider must obtain emergency contact and pertinent health information (e.g. allergies) from their parent(s)/guardian(s). Guiders have the option of using the [Guest Sign-in for Green Activities form](#), found on Member Zone, to collect this information. They do not have to complete a full Personal Health Form for Girl Members (H.1) for Green level activities. If parents/guardians will be in attendance for the duration of the activity, there is no requirement to collect this information.

For Yellow and Red level activities, a Parent/Guardian Permission (SG.2) form and Health Form (H.1) must be provided. For Conditional Activities and Adventure Activities the Release of Liability, Waiver of Claims, Assumption of Risk and Indemnity Agreement (SG.5) is also completed.



Waivers and Third Party Service Providers

When hiring a Third Party Service Provider (TPSP) the Responsible Guider must determine whether the TPSP requires the participant's parent/guardian to sign a waiver. If a waiver is required, a copy must be obtained beforehand and provided to the parent/guardian to sign. Guiders must never sign a waiver for a child who is not their own. Guiders must not comment on or provide further explanation on the contents of any waiver. If a parent/guardian is unclear, they should be directed to the TPSP. Guiders must not claim to TPSP that the GGC Liability, Waiver of Claims, Assumption of Risk and Indemnity Agreement (SG.5) is signed for the benefit of the TPSP.

GGC Notification or Authorization

All units must be registered in our membership database (iMIS) prior to conducting unit meetings/activities with girls.

NOTE: Please provide your Commissioner/ Administrative Community Leader (in Ontario) with information about your activities. For example, send her a copy of information sent to parents, monthly overview of activities taking place, etc.

For Green Level Activities:

GGC notification or authorization is not required. The Responsible Guider does not need to notify or obtain permission from GGC to conduct these types of activities.

For Yellow Level Activities:

At least 14 days prior to the activity, the Responsible Guider must submit the following forms/information for assessment according to her provincial process (see [Girl Guides of Canada Contact Information](#)):

- Activity Plan (SG.1) with the schedule of activities as provided to parents/guardians
- Activity Notification or Authorization (SG.3)
- Emergency Response Plan (SG.4)
- A list of all adults in attendance
- Water Activity Plan (WA.1) when required
- Waiver (SG.5) if a conditional activity as provided to parents/guardians
- Activity leader and supervisor qualifications, such as the first aider qualifications if not listed in the membership database (iMIS)

NOTE: If the SG.3 is submitted in hard copy (paper), the Guider must make a copy to keep for herself to note the response from the Assessor and to keep for activity records.

The following forms have been completed and provided to parents/guardians:

- Activity Plan form (SG.1)
- Parent/Guardian Permission (SG.2) with additional details about the activity as necessary.
- Waiver (SG.5) if a conditional activity

For swimming or boating, see the [Swimming](#) or [Boating](#) Planning Guides. If required, include the Water Activity Plan (WA.1) with attachments listed on the form.

For Yellow Level Activities with more than 75 participants

At least 21 days prior to the activity.



Assessing larger events, such as district, area or provincial camps or activities is more complex and requires additional time.

Multiple Yellow Level Activities for Pathfinder and Ranger-aged girls

Assessors can approve a series of activities for Pathfinders- and Rangers-age girls under the following conditions:

1. Activities take place during regular meetings or for daylong events such as hikes.
2. The maximum time period for the series of activities is two months.
3. If adults change or are not on the original submission, the Responsible Guider must notify Assessor for additional approval.
4. If the activity requires a first aider, the Responsible Guider must confirm that one will be in attendance.
5. The Emergency Response Plan (SG.4) must include location specific information for each activity.
6. Overnights and water activities are not permitted. However, a boat training course (e.g. canoe training) for a specific series of dates for the course is permitted.

Multiple Yellow Level Cooking Activities for Spark, Ember and Guide-aged girls

Assessors can approve a series of Yellow level cooking activities for Sparks, Embers and Guides using the “Multiple Yellow Level Activities for Pathfinder and Ranger-aged girls” procedures, provided they involve the following:

1. Cooking on a camp stove
2. Cooking on a barbecue
3. Cooking on a campfire

For all other Yellow level activities, the appropriate forms must be submitted for each activity.

If using an Activity Facilitator for specialized equipment, the Responsible Guider is required to provide the documents and/or current certificates that give details of the facilitator’s training and/or credentials. Attach this information to the Activity Notification or Authorization (SG.3).

- NOTE: For Activities run by a Third Party Service Provider (TPSP), see the [Third Party Service Provider \(TPSP\) Activity Guide](#).

The information will be reviewed by an Assessor who will communicate in person, by telephone, email or in writing prior to the activity to acknowledge she understands the nature of the activity and that she considers the activity to be appropriate for the unit. The Assessor may request additional information, documents or clarification to assist with the assessment of the activity.

The Responsible Guider will record the date and means of the Assessor’s acknowledgment in the appropriate location on the Activity Notification or Authorization (SG.3) form and keep a copy for her records. The Assessor will also note her acknowledgement. (See [What to do with your Safe Guides forms after the activity date](#) for information on form retentions.)

In the event the Assessor considers the activity to be problematic for the unit to undertake, she will inform the Responsible Guider of her concerns and refer the activity to her Provincial Safe Guide Adviser (PSGA). The PSGA will then contact the Guider directly to review the situation.



In the event the matter gets referred to the PSGA, the Guider will not undertake the activity until the issue is resolved.

NOTE: If you are unsure if an activity requires Red level Assessor review, it is recommended that you submit your SG.3 form or contact your Assessor prior to the 21-day timeframe for Red level activities, to allow for the potential consultation process.

For Red Level Activities:

At least 21 days prior to the activity, the Responsible Guider must submit her activity planning information for assessment according to her provincial process (see [Girl Guides of Canada Contact Information](#)). She must include the following forms/information:

- Activity Plan (SG.1) with the schedule of activities as provided to parents/guardians
- Activity Notification or Authorization (SG.3)
- Emergency Response Plan (SG.4)
- A list of all adults in attendance
- Water Activity Plan (WA.1) when required
- A copy/scan of activity leader and supervisor qualifications, such as the first aider qualifications, if not listed in the membership database (iMIS)
- Waiver (SG.5) if adventure or a conditional activity as provided to parents/guardians
- Itinerary and/or Adventure Camping/Tripping Plan (SG.6) when relevant

The information is reviewed by an Assessor who will either:

- Return the Activity Notification or Authorization (SG.3) with signed approval of the activity;
or
- Contact the Guider to consult with her on some of the details of the activity/event. She will indicate what needs to occur in order to obtain approval; *or*
- Contact the Guider to indicate that the activity has not been approved.

The Responsible Guider may only undertake the activity once she has received authorization from the Assessor.

NOTE: For activities run by a Third Party Service Provider (TPSP), see the [Third Party Service Provider Activity Guide](#) on page 82.

For travel in Canada – 72 hours or more within your province or to other provinces, see the [Travel: In Canada – 72 Hours or More Activity Guide](#) on page 86 for deadlines.

Overview of Forms

The Responsible Guider manages the Safe Guide forms used in the planning and delivery of activities. The chart below lists forms that you will need to refer to for your activities. This list will also assist the Responsible Guider in understanding how the forms are handled and kept secure throughout the process. The form management process has three stages:

1. The initial planning of the activity/event, completion of forms and their submission for notification/approval
2. The completion of the actual activity
3. Sending the forms to province for proper storage

NOTE: Consideration needs to be given to making these forms and/or the information they contain accessible by persons with disabilities. Efforts must be made to discuss with the individual what options and formats can be made available to them.



For a complete listing of forms see [Appendix M – Form List](#).

Activity Level	GGC Approval		Parent/Guardian	
	Forms to be completed	Timing for submission	Permission forms	Timing for sign-off or distribution
Green Level	SG.4 (ERP) As relevant: SG.7 (TPSP)		Registration form (online) H.1 (Health form) IR.1 (Image Release)	Before participating in GGC activities
			As relevant: SG.1 (Plan)	Optional: to inform of special events and activities.
Yellow Level	Submitted to Assessor SG.3 (GGC acknowledgement) Along with: SG.1 (Plan) SG.4 (ERP) As relevant: SG. 5 (Waiver) SG.7 (TPSP) WA.1 (Water activity)	<u>Under 75 participants</u> At least 14 days before the activity <u>75+ participants</u> At least 21 days before the activity	SG.1 (Plan) SG.2 (Permission for activity) As relevant: SG.5 (Waiver)	Before girl participates in the activity
Red Level	Submitted to Assessor SG.3 (Approval) Along with: SG.1 (Plan) SG.4 (ERP) As relevant WA.1 (Water plan) SG.5 (Waiver) SG.6 (Adventure Camping/Tripping Plan) SG.7 (TPSP)	At least 21 days before the activity	SG.1 (Plan) SG.2 (Permission for activity) As relevant: SG.5 (Waiver)	Before girl participates in the activity



What to do with your Safe Guide forms after the activity date

When the forms listed below are used, they must be stored safely, until the end of the Guiding year. The retention of these forms is a requirement of our insurance policy. Should a claim be made after an event or activity, it is important that we have records of parent permission, medication distribution, and emergency response plans to be able to provide to the insurance company. Contact Guiders will receive information about how to submit the forms for retention.

Forms for Safe Guide package:

- SG.1 - Activity Plan
- SG.2 Parent/Guardian Permission for Non-Regular Unit Activities
- SG.3 - Activity Notification or Authorization
- SG.4 - Emergency Response Plan
- SG.5 - Release of Liability, Waiver of Claims, Assumption of Risk and Indemnity Agreement
- SG.6 - Adventure Camping/Tripping Plan
- SG.7 - Third Party Service Provider Interview Checklist
- SG.8 - Travel Preauthorization
- SG.9 - Travel in Canada 72 Hours or More Planning Timeline
- H.3 - Medication Plan and Administration Record
- H.4 - First Aid Treatment Record
- H.5 - Wellness Statement
- H.6 - First Aid Examination Checklist for Wilderness Out-Trips
- WA.1 - Water Activity Plan
- IT.3 - International Group Trip Authorization
- IT.4 - International Group Trip-Guider Application
- IT.5 - Parent/Guardian Permission for International Travel
- IT.6 - Release, Waiver and Assumption of Risk for International Group Travel
- IT.7 - Guarantee of Financial Responsibility International Group Trips (Sponsored or Independent)
- IT.11 - International Group Trip – List of Participants

(Note: All International forms are kept throughout the planning process)

H.1 and H.2 Personal Health forms are to be securely destroyed or given to the parent of the girl or the adult member at the end of the Guiding year or after the event for which it was provided.

WA.2 forms for swim and boating tests are forwarded to the provincial office for iMIS input separately as there are specific steps for retaining these documents and the qualifications are entered in iMIS.

SG.9 and IT.1 must be destroyed after the event.

Protecting Your Paperwork

When planning an activity, you are required to obtain and retain a great deal of information on individuals, events and places. After the activity is over it is important that the information is retained or destroyed properly.

Always remember when you have been entrusted with personal information you must do your best to keep it confidential. When travelling or attending an event, as is practical, keep the information on your person and secured so that it is not easily read by someone. At home and at your meeting location, paperwork should be kept secure when not in use. Paper copies should be in sealed envelopes or locked cabinets.



Documents that do not require retention, or that are only on hand for the purpose of a Guiding year are to be securely destroyed at the end of the year or after an event. Secure destruction is required to ensure that personal information cannot be reconstituted after shredding. For secure destruction, cross cut shredding or its equivalent must be used. (Continuous or single strip shredding is not acceptable for personal information). If you do not have access to a cross cut shredder, contact your Commissioner (Unit Administrator in Ontario) or local office for assistance.

What to do if paperwork is lost or stolen:

In the event of unauthorized access to personal information (theft, loss, or unintentional disclosure), please do the following:

- Notify police in cases of theft.
- Immediately notify your Commissioner (or in Ontario your Administrative Community Leader) who will contact your Provincial Council. They will contact national office and develop a plan of action. Ensure that you provide them with the following information:
 - Date and location of the incident
 - Type of information that was compromised
 - Estimated number of individuals affected
 - Individual's relationship to GGC (girl, adult member, parent)
 - Level of security around the information at the time of theft
 - Police actions (if any)
 - Determine the cause of the breach – was the theft of personal information intentional or a by-product of other theft (i.e. your car was broken into after a unit meeting and only the papers were taken, or the car was stolen with the papers in it).
- Submit an Incident Report using the online [Incident and Girl Protection Report submission form.](#)

Tips for preventing breaches of confidentiality:

- Only carry the forms you will need for the meeting or event you are attending (e.g. do not bring forms from past events)
- Never leave personal information unattended (e.g., do not leave documents containing personal information in your car while you go into a store after a unit meeting)
- Always keep personal information in your custody when travelling with it
- Avoid reviewing forms or personal information in a public place (e.g. at a coffee shop or your workplace)
- When storing personal information in your home or at your meeting location, keep it out of sight and secure
- Always keep personal information that you have or are aware of confidential
- Send your forms for storage immediately after an event or at the end of the year
- Do not keep copies after the Guiding year provided the originals have been forwarded

Supervision

Guiders who have completed the screening process and are registered as members of GGC or woman or non-binary GGC employees take on primary responsibility for supervising girl members.

Responsible Guider

Every Guiding activity must have an adult member or a woman or non-binary GGC employee who has completed the Safe Guide training module and agreed to co-ordinate planning and



supervision. She is designated as the Responsible Guider. While she has overall responsibility for the activity, she may delegate aspects of the planning to others.

The Responsible Guider must orient herself to the facility/location/activity(ies) and conduct an on-site orientation with Guiders and other supervisors in advance of the girls participating.

The Responsible Guider may also act as the First Aider, however it is preferable that another person be assigned to this role.

Safe Guide Training for Adult members

All adult members and woman or non-binary employees of GGC who plan and/or deliver activities for girls and/or adults must complete the Safe Guide training module prior to the delivery of any activity. (See [Guiding Essentials](#) for details). The Safe Guide Training e-module is required as part of the screening process and provides a basic orientation to the principles and contents of Safe Guide.

It is **strongly encouraged** that individuals take an in-person or, online synchronous, Safe Guide Training, particularly if they will be the Responsible Guide for Red or Travel activities. For more information on live Safe Guide Training, contact your Provincial Safe Guide Adviser.

Role of Supervisors

Guiders (and other supervisors) must be continually monitoring and assessing the physical and emotional well-being of participants and provide the necessary support to maximize the safety and success of the activity.

Guiders (and other supervisors) must behave as described in the Code of Conduct (see [Appendix E](#)). Guiders must make a copy of the Code of Conduct available for non-member volunteers if requested.

All adults must avoid any situation or opportunity where they may be one-on-one with a girl who is not their daughter/ward.

NOTE: As a best practice, set-up guidelines for accompanying younger girls to the washroom; the supervision of sleeping areas at camps etc. to avoid opportunities for adults being alone with a girl.

Guiders must review with all participants (supervisors and girls) the responsibility they have in creating a safe space for all based on the Code of Conduct.

Adult members/GGC employees must review the Girl Protection Procedures with all adult supervisors, noting that when there are reasonable grounds to suspect abuse, it must be reported.

NOTE: As a best practice, provide copies of "[Protecting Yourself from Allegations of Abuse](#)" and "[What to do if you suspect a girl member is being abused](#)".

All supervisors and Activity Facilitators (Guiding and non-Guiding) must be oriented to the activity and their role.

Guiders (and other supervisors) must educate themselves thoroughly on all applicable practices and procedures before the activity. They must also familiarize themselves with the **Emergency Response Plan (SG.4) and Guidelines ([Appendix H](#))**.



Guiders should only release a Spark, Ember or Guide from a Guiding activity to those listed on the Personal Health Form for Girls (H.1) or on the Parent/Guardian Permission form (SG.2). In an emergency, parents/guardians can provide permission by phone, text message or email for someone else to pick-up their child. Ideally, permission should be witnessed by another adult. For a text or email message, ask parent/guardian to confirm permission. An Incident Report (INS.01) must be completed. If unable to reach a parent/guardian see [Emergency Response Guidelines \(Appendix H\)](#) on page 182.

Youth Members as Supervisors

For Green level activities only, **a member between 16 years of age** but under the provincial/territorial age of majority (**for example a Junior Leader**), may assist in a supervisory capacity, under the direction of a Guider, for Spark, Ember and Guide units, or girls of similar age. She counts as a supervisor for the calculation of ratios in addition to the two adult supervisors who must still be present with the group.

Supervision and support for persons with disabilities

Guiders must work with the individual and if applicable the parent/guardian and seek assistance as necessary to support individuals with disabilities. When relevant, this includes seeking information about their service animal or assistive devices.

An individual working one-on-one with a person with a disability must not be counted in supervision ratios.

Whenever reasonably possible, Guiders must ensure that a person with a disability who is accompanied by a service animal or who is using an assistive device has access to the premises where the activity is taking place. If another person's health or safety would be severely impacted by the presence of a service animal, the Guider must consider all relevant factors and options and try to find a solution that meets everyone's needs.

Guiders must make every reasonable effort to ensure that a person with a disability who is accompanied by a support person is not prevented from accessing that support person while participating in activities.

Supervision Ratios

The Responsible Guider must be present during activities. Only women or non-binary adults who meet the following screening criteria may be counted in supervision ratios:

- Adult Members (see [Key Terms](#))
- GGC employees
- Potential members (PMBR) who have a clear PRC and have completed Safe Guide training.
- Unit Assistant (see [Key Terms](#))

Potential members and non-members must be under the supervision of a fully screened adult member.

NOTE: Check unit rosters to determine who has been screened. The following codes indicate their status: MBR = member; PMBR = potential member; NM = non-member volunteer

If an individual is listed as an **Adult Participant** on a unit roster she must not be counted in supervision ratios. See [Key Terms](#) and [Guiding Essentials](#) for more information on this role.



For all groups, an adult member or woman or non-binary GGC employee must be present as girls arrive and depart.

The Responsible Guider must cancel the activity if supervision ratios cannot be met and/or maintained.

General Supervision Ratio

There must always be one Guider or adult staff present for all activities.

	Sparks or Embers		Guides		Pathfinders		Rangers	
	Min. # supervisors	Ratio	Min. # supervisors	Ratio	Min. # supervisors	Ratio	Min. # supervisors	Ratio
Green	2	1:8	2	1:15	1	1:15	1	1:15
Yellow	2	1:5	2	1:7	1	1:7	1	1:15
Red	2	1:5	2	1:7	1	1:7	1	1:15
Adventure Activity	2	1:5	2	1:7	2	1:7	2	1:7
Travel over 72 hrs	2	1:5	2	1:7	2	1:7	2	1:7
International travel	n/a	n/a	2	1:7	2	1:7	2	1:7
For swimming activities see the Swimming Planning Guide								
For boating activities see the Boating Planning Guide								

* Virtual ratios: Virtual meetings are Green level activities. When Sparks, Embers and Guides use breakout rooms, a supervisor must be present in each room.

Supervision Ratio for Multi-Branch units and events

Multi-branch units and/or events should determine the number of supervisors required by calculating the number of supervisors required for each branch individually, and then adding those totals together. This can be done in two ways:

Simple Addition Method

This method is the easiest to use and works well for small to medium size groups, or groups with branches that are close in age.

To use the Simple Addition Method:

1. Determine the number of supervisors required for each branch
2. Add the branch totals together
3. This final number is the number of supervisors required.

For example, the Simple Addition Method calculation for a Yellow Level activity with 7 Embers, 11 Guides and 16 Rangers would be:

2 supervisors for the Embers + 2 for the Guides + 2 for Rangers = 6 supervisors

Multiply by Ratio Method

This method is more complicated, but more accurate when determining the supervisor needs for larger groups, or groups with members from branches that are not close in age.



To use the Multiply by Ratio Method:

1. Multiply the number of girls in each branch by the supervision ratio (keep the answer to two decimal places)
2. Add all the numbers together to give a supervisor number (again to two decimal places)
3. Always round up to the next whole number, which is the number of supervisors required.

For example, the calculation for a Yellow Level activity with 7 Embers, 11 Guides and 16 Rangers would be:

$$7 \text{ Embers} \times 1/5 + 11 \text{ Guides} \times 1/7 + 16 \text{ Rangers} \times 1/15$$

$$1.40 \text{ supervisors for Embers} + 1.57 \text{ for Guides} + 1.07 \text{ for Rangers} = 4.04 \text{ supervisors}$$

Since it's impossible to have 0.04 supervisors, the number is rounded up to 5 supervisors.

The **Multi-Branch Activity Supervision Calculation Form** (found on the [Safe Guide page of Member Zone](#)) can be used to determine the number of supervisors required for multi-branch activities. An example of using the form is below.

Yellow	# of girls	Ratio	Total	# of Supervisors Required
Sparks	0	1/5	0.00	5
Embers	7	1/5	1.40	
Guides	11	1/7	1.57	
Pathfinders	0	1/7	0.00	
Rangers	16	1/15	1.07	
			4.04	

Minimum # of Supervisors for S/B/G = 2

Minimum # of Supervisors for P/R/ = 1

Supervisors bringing non-member children

Ratios must **include all girls and non-member children**.

When supervisors bring their younger children to any GGC activity, they may sometimes be distracted from their regular supervisory duties to attend to their children. These are some guidelines for managing this situation:

- Have a discussion with all supervisors on how to manage this potential situation. Consider increasing the supervision ratio.
- Inform all girls and their parents beforehand and take their concerns into consideration.
- The supervision and care of the child should be the sole responsibility of the caregiver. Girls or other supervisors should not take part in the child's care.
- For camps or sleepovers, ideally, the child and caregiver should have a separate sleeping area to ensure that the sleep of others is not interrupted or impacted.
- Consider feeding schedules as well as diaper and toileting arrangements for infants or toddlers.
- Follow the [Men in Guiding](#) requirements (page 35).
- As a best practice, boys the same age as the girls or older should not attend. (e.g. six-year-old with Sparks). Boys over the age of eight should not attend.



Substitute group leaders

When an activity requires two or more adult supervisors, the Responsible Guider must identify a **substitute group leader** who can take responsibility for the group if the Responsible Guider is indisposed. It is not necessary for this person to have the qualifications of the Responsible Guider. However, she must be able to determine the safe continuance of the activity in extenuating circumstances. A substitute group leader must meet the screening criteria for supervision ratios.

Supervisors with potentially debilitating or life-threatening health issue

A supervisor with a potentially debilitating or life-threatening health issue; who has a disability or is taking a medication that could have an impact on her ability to supervise girls must inform the Responsible Guider, first aider and other supervisors of the situation. As in all circumstances, the Responsible Guider must ensure a plan is in place that will account for the ongoing safety and management of the girls in the event a supervisor becomes incapacitated. This may include increasing the supervision ratio to accommodate for the environment the supervision team is monitoring.

Girls attending non-GGC Events

In situations **where GGC facilitates girl members attending a non-GGC event** where supervision is not provided by GGC (e.g. several Rangers attend a Scouts Canada youth event, girls representing GGC at a youth conference, etc.) the Responsible Guider must contact and obtain approval from the Provincial Commissioner. The request must provide information on who will be supervising and their level of screening. Note that adults must make every endeavor to avoid being one-on-one with girls.

NOTE: The ratios set out here provide for contingency planning in the event of an emergency. They are set so that there are enough Guiders and other supervisors to look after girls if there is an incident which requires a supervisor to be temporarily absent or that will divert her attention from supervisory duties. For some activities, you may prefer to increase the ratio based on the age or experience of the participants.

From time to time, girls travel on their own to attend GGC events or conferences. For more information see page 176 ([Appendix D](#) – Girls Travelling on Their Own to GGC Events or Attending Conferences).

Ratios for chartered buses or coaches

When travelling by bus or coach chartered for GGC members, ratios may be amended to:

Branch	Bus travel ratio (supervisor to girl)	Min. # of supervisors	Min. # Guiders
Sparks	1:12	2	1
Embers	1:12	2	1
Guides	1:20	2	1
Pathfinders	1 per bus	N/A	1
Rangers	1 per bus	N/A	1

These ratios apply only while the group is on the bus. If stops are going to be made along the way, the regular ratios outlined in the Supervision section apply.



NOTE: The purpose of this bus transportation ratio is to allow some of the adult supervisors to travel to the destination ahead of time to get organized for the group's arrival. This ratio may also assist in situations where one bus cannot accommodate all participants.

Supervision during Big/Little sleepovers

Big/Little sleepovers and camps, are activities where each girl is coming with a woman or non-binary caregiver or another significant woman or non-binary adult selected by the family. Each girl will be under the care of this person for the duration of that activity.

PRCs are not required for this type of activity, because each girl is under the care of their caregiver.

All activities must be supervised by fully screened adult member or woman or non-binary GGC employee. For example, an unscreened adult cannot lead an activity, supervise a meal, etc. without an adult member or woman or non-binary GGC employee present.

If a few girls do not have an accompanying woman or non-binary adult with them, then an attending adult member or a woman or non-binary employee GGC may agree to be responsible for the girl's direct care.

If at any time the following criteria are met, the activity is considered a regular sleepover.

- More than 10% of girls are unaccompanied by a woman or non-binary caregiver or another significant woman or non-binary adult or
- More than half of the supervisors are required to be responsible for a girl's care (other than their own child(ren))

During regular sleepovers, all supervisors must complete the Non-member Volunteer form (A.7) and have a PRC on their record in iMIS. See [Appendix E](#) (page 177) for more details on the PRC requirements.

Non-member Volunteers

Non-member volunteers play an invaluable role in assisting with our programming and activities. **Non-member volunteers must be under the supervision of a fully screened adult member or woman or non-binary GGC employee** when they support a group of girls. They must never be one-on-one with a girl who is not their daughter/ward. Only women or non-binary adults are counted in supervision ratios.

Non-members are individuals who volunteer as:

- a Unit Assistant (women or non-binary adults who work with girls during unit meetings more than twice during a Guiding year, volunteer at day camps or overnight camps or any other day or overnight events)
- a Treasurer (handling GGC funds)
- a Support Person who regularly accompanies a person with a disability

To register as a Non-member Volunteer individuals must:

- Submit the Non-member Volunteer Application (A.7)
- Agree to the Code of Conduct
- Provide a Police Records Check that meets GGC standards if they are a Unit Assistant, Treasurer or Support person



Non-members who volunteer as a Home Contact Person must submit the Non-member Volunteer form (A.7) and agree to the Code of Conduct. It is recommended that they provide a PRC.

Non-member youth cannot volunteer or assist in units.

See also [Men in Guiding](#) on page 35.

NOTE: For details on the process for non-member volunteer PRCs please see [Appendix E](#). (page 177).

Use of Tobacco, Cannabis and Alcohol

Use of Tobacco, Nicotine product or non-nicotine vaping liquid

- No adult member, GGC employee or non-member volunteer shall smoke, chew or vape tobacco, nicotine product or non-nicotine vaping liquid in the presence of girls at a GGC property, or at a GGC activity or event. GGC strongly recommends that all GCC events be smoke-free.

Use of Cannabis

- Cannabis edibles are never permitted on any GGC property or at any GGC activity due to the potential risk of them being eaten unintentionally by girls or any member or volunteer.
- Consumption of non-prescription topicals, oils, sprays and any other cannabis product as well as smoking or vaping of non-prescription cannabis is not permitted at any time, at any location during activities that are planned primarily for girl members. For example, Guiders and non-member volunteers may not smoke cannabis even after the girls have gone to bed.
- Responsible consumption of non-prescription topicals, oils, sprays and any other cannabis product as well as smoking or vaping of non-prescription cannabis is only permitted at activities planned primarily for adults, and may or may not include Rangers, such as banquets or trainings. If Sparks, Embers, Guides or Pathfinders are present at adult activities, cannabis may not be consumed at any time.
- Consumption of doctor prescribed cannabis is permitted medication that could have an impact on a supervisor's ability to supervise girls must not be taken by those in a supervisory capacity (See [Supervision Ratios](#) for details about medication that could have an impact on a supervisor's ability to supervise girls.) If consumption is through smoking it must not be smoked or vaped in the presence of girls.

Use of Alcohol

- Consumption of alcohol is not permitted at any time during activities that are planned primarily for girl members. For example, Guiders and non-member volunteers may not have a glass of wine even after the girls have gone to bed.
- During banquets, training and educational activities planned primarily for adults, and where Rangers have been invited, alcohol may be responsibly served with dinner to those of the legal drinking age but may not be consumed by the Responsible Guider or those directly responsible for the supervision of the Rangers. If Sparks, Embers, Guides or Pathfinders are present at adult activities, alcohol may not be consumed at any time.



Men in Guiding

Men may support a unit activity on an occasional and casual basis as Non-member volunteers. They are not part of the leadership nor counted in ratio. When required by Screening procedures, they must register and have a PRC in iMIS. See [Guiding Essentials](#) for more on Men in Guiding.

Men under the age of majority cannot volunteer or assist in units.

Men can take on a variety of supporting roles, including First Aider, Treasure, Camp Cook/Quartermaster or Activity Facilitator, as long as the following requirements are met:

- A list of any men assisting at events must be attached to the Activity Notification or Authorization (SG.3).
- A Guider or woman or non-binary GGC employee must be present at all times when men are with girl participants.
- When washroom and washing facilities must be shared, men must not use the facilities at the same time as girls.
- Men must have a separate sleeping areas, ideally in a different building, than the girls.

Training, Experience and Qualifications

Guiders must have experience in the activity that they are leading and/or participating in. This experience must be from the same geographic location or similar setting/terrain as the current activity (i.e., you cycled a similar terrain prior to facilitating a Guiding activity with girls).

In the group, at least one Guider (or other supervisor) must have relevant skills and experience for the activity so she can determine if the activity is age appropriate. In addition, to lead the activity, her experience, skill and training must be equal to or higher than what is required for the activity.

Refer to the Activity and Planning Guides for training and qualification requirements related to specific activities. Specifically, note the following:

- [Accommodations](#)
- [Third Party Service Provider Activity Guide](#)
- [Outdoor Camping](#)
- [Travel: In Canada – 72 Hours or More](#)

Activity Facilitators

Activity Facilitators for Green and Yellow Level activities

- The activity facilitator must be a minimum of 16-years-old. However, if the activity facilitator is arranged through another organization (e.g. a sport organization), the sport's age limit on activity facilitation is acceptable to GGC.
- When an activity facilitator is not the provincial age of majority, this individual's parent/guardian permission must be obtained using the Activity Plan (SG.1) form and the Parent/Guardian Permission (SG.2) form. The Activity Plan (SG.1) must include the setting, the number and age of the participants as well as the support provided by adults.

Activity Facilitators for Red level activities

- Activity facilitators must be the provincial age of majority or older. Before an Activity Facilitator leads an activity, the Responsible Guider must check their credentials and with others who have used them before.
- If an Activity Facilitator is to be counted in supervision ratio, she/they must be a woman or non-binary adult and provincial age of majority. If they are a non-member, follow the non-



member volunteer process for PRCs. (If hiring a Third Party Service Provider, see the [TPSP Activity Guide](#).)

NOTE: First-hand experience in the activity and in the specific area/location is of great importance in understanding risk factors and avoiding known risks – it increases the margin of safety. In choosing an activity facilitator, asking about the following will help you make a good choice:

- Can other Guiders recommend them?
- Are they well known in the community, and do they work regularly with members of the public?
- Do they deal regularly with children?
- Do they have specific qualifications, licenses or training?
- Do they follow sport or industry guidelines and standards?
- Do they provide equipment suitable for the size/age of girls?

Activity Facilitators for Adventure Tripping

For adventure tripping the activity facilitators must have the following experience as an adult:

Trip Lead

- 10 nights (do not have to be consecutive) of relevant tripping experience over a minimum of three trips.
- Two of these trips must have been in a supervisory role with children or youth.
- At least one trip must have taken place in the last seven years and been in a supervisory role with children or youth.

Trip Assist

- 5 nights (do not have to be consecutive) of tripping experience, with or without children or youth.
- Experience in trip organization and management.

NOTE: the Activity Facilitator should submit a trip log similar to the log in the OAL Adventure Camping Participant Package (TR.11) to confirm her trip leading/assisting experience.

For training, experience and qualifications for adventure camping or tripping on water see the [Boating Planning Guide](#).

Orientation and Planning with Participants

Guiding activities must be planned in support of the girls' program and should be **age appropriate**. The Responsible Guider must ensure all participants (adults, girls, guests, non-member adults, etc.) have a preparatory orientation that explains the potential risks and the safety measures that have been put in place to help control the risks.

The Responsible Guider must review with the participants at the beginning of the year (and whenever needed) the information in the **Code of Conduct** (see [Appendix F](#)) and their responsibility in maintaining the code. The Responsible Guider must ensure that all Pathfinder and Ranger age girls sign the Code of Conduct annually and a copy is in the unit files. At the end of the year it is destroyed (i.e., shredded).

Guiders must plan activities in a way that allows **girls to learn in a logical, graduated fashion**. For example, offer opportunities for girls to participate in a 1 km hike, then a 3 km hike before a wilderness hike.



The Responsible Guider must conduct a **pre-activity orientation** with all participants that includes:

- Safety procedures
- Appropriate clothing and footwear for the activity
- A clear communication procedure in the event of an emergency
- Evacuation, fire and any other emergency procedures
- A practice session with all participants to clarify the emergency procedures and their role, as appropriate
- Instructions not to go off alone and to know the activity boundaries
- Use of the buddy system (refer to the [Buddy System](#) found under Activity Planning) to ensure that someone is always aware of each participant's whereabouts

And where applicable:

- A review of the kit list
- Food and water/drink appropriate for the activity/event
- Equipment familiarization and proper use
- Identification of the Responsible Guider/first aider and/or first aid station
- Physical exertion training for trip preparation

Health and First Aid

Guiders are responsible for coordinating the management of girls' health during Guiding activities. This includes obtaining health information, as well as first aid and medical advice or services as necessary.

Health Information

All participants must complete GGC's Illness Self-Assessment before attending any GGC meeting or event. Anyone showing symptoms of any communicable illness may not attend an in-person GGC activity.

Responsible Guiders must obtain annually the **Personal Health Form for Girl Members (H.1)** for all girls. This form is an important part of activity planning and **must be readily available for all activities.**

The Responsible Guider or her designate must review each Personal Health Form (H.1) and when health issues are identified (for example diabetes, severe allergies, etc.), she must discuss the situation with the girl and her parent/guardian and make reasonable effort to develop a plan to manage her care.

Individuals with severe allergies or health issues must be identified to all supervisors. Parents/guardians must be asked to provide information about typical signs of a reaction and the treatment required. This information must be shared with all supervisors. (See below regarding assisting girls with life-saving medications.)

All parents/guardians must be asked to inform the Responsible Guider of any changes to the overall health and wellbeing of the girl(s) over the course of the year. Periodically (for example before overnight activities), ask parents to review the Personal Health Form for Girl Members (H.1) and initial any changes they make or if they prefer, have them complete a new form.



The Personal Health Form for Girl Members (H.1) contains confidential information. After an initial review, they are to be kept secured so that they are only available to Guiders (and other adult supervisors) to check information relevant to the care of the girl.

NOTE: It is important to understand and respect the confidentiality of personal information received in discussions with girls or parent(s)/guardian(s) or on their Personal Health Form (H.1). This information should only be discussed with those involved in their care.

For Guiding activities where girls participate individually without their unit, Guiders must instruct girls and their parent(s)/guardian(s) that girls will need to carry a copy of their Personal Health Form (H.1) with them to the event. An up-to-date form must also be provided to first aiders at the event.

A photo must be included with the Personal Health Form for Girl Members (H.1) for activities where girl participants are not familiar to Guiders (and other supervisors).

All adults must complete a **Personal Health Form for Adults (H.2) for overnight activities** and all Red level activities. The Personal Health Form for Adults (H.2) may be kept by the adult who will inform the Responsible Guider of its location in case of an emergency, or it may be handed in to the Responsible Guider for the activity. It should be reviewed and updated throughout the year. **For Adventure camping and adventure tripping and travel over 72 hours, the** Personal Health Form for Adults (H.2) must be provided to the first aider.

All adults whose ability to supervise could be affected by a life-threatening or health related condition or a medication they are taking must inform the Responsible Guider, first aider and other supervisors as appropriate.

If a situation develops where there is concern about an individual's (girl or adult) ability to participate or the ability of the group to manage her health need(s) in an activity, this should be addressed as follows:

- For girls, the Responsible Guiders discusses the concerns with the parent/guardian
- For adults, the Responsible Guider discusses the concerns the individual. If the situation is not resolved, she should discuss it with her Commissioner (in Ontario, the Administrative Community Leader) or Safe Guide Assessor

For girls, if the Guider's concerns relate to a medical condition/situation she may insist on a letter from the girl's doctor indicating she is fit to participate in the activity/event. In these cases, it is important to provide the parents with details of the activity for the doctor to review. The Wellness Statement (H.5) form may aid in this process.

Volunteers and staff should wherever possible assist persons with disabilities, so they have equal access to Guiding opportunities in accordance with the principles of integration and accessibility. However, when there is concern that the individual's participation cannot be accommodated without putting her health or safety, or the health or safety of others, at risk contact Provincial Safe Guide Adviser or the national office (safeguide@girlguides.ca) for assistance in resolving the situation.

The Responsible Guider must encourage the use of **sun safety practices** such as using sunscreen, wearing a hat and T-shirt etc.



Medications

If a girl will require medication during an activity/event, Guiders must instruct parent(s)/guardian(s) and/or participants to complete the **Medication Plan and Administration Record (H.3)** and to bring necessary medications (prescription or over the counter).

Over-the-counter medication must:

1. Be in original packaging
2. Not be expired
3. Labeled with:
 - a. The girl's name
 - b. The dosage
 - c. The route of administration (taken orally, by injection, etc.) and,
 - d. The frequency with which the medication should be administered.

Prescription medications must:

1. Be labeled with the original pharmacy label on the bottle/box
2. Not be expired
3. Labeled with
 - a. The girl's name
 - b. Name of the medication
 - c. The dosage
 - d. The route of administration and,
 - e. The frequency with which the medication should be administered.

Please note that only cannabis or cannabis derived products that are *medically prescribed* to the girl will be allowed and/or administered during activities/events.

Upon arrival at the activity, Guiders must obtain all medications from girls and confirm that they fully understand all instructions detailed on the Medication Plan and Administration Record (H.3). Adults must supervise girls taking medication and document it as indicated on the Medication Plan and Administration Record (H.3).

All medications must be self-administered by the participant. However, adult supervisors must be prepared to help younger girls with self-administration of medication. This could include opening a medication container, ensuring medications are taken on time, etc. Adult supervisors are able to provide assistance to anyone experiencing a life-threatening allergic reaction or asthma attack by assisting in the use of an EpiPen/epinephrine autoinjector or inhaler, or by administering epinephrine using an EpiPen/epinephrine autoinjector.

For medications required for life-threatening allergies or medical conditions (e.g. asthma inhaler, EpiPens/epinephrine autoinjector, insulin, etc.) and/or where directed by parent(s)/guardian(s), the Responsible Guider must review the instructions for those medications with the girl and discuss safe handling of her own medications. The Responsible Guider may assign another adult supervisor to do this for her. The girl may then store and administer these medications as appropriate. These types of medications must be readily available at all times.

In an urgent situation, Guiders may obtain verbal consent by phone from parents/guardians to give a girl fever or cough medication to relieve symptoms. They must tell the parent/guardian:

- The type and brand name (i.e., fever medication –Tylenol) and the dose
- Another supervisor must repeat to the parent/guardian the above medication information and confirm consent



- An Incident Report (INS.01) and H.3 must be completed

Girls taking Prescription Medication without their Parent /Guardian Consent

In Canada minors are permitted to make decisions regarding medical treatment, including the taking of medications, without their parent/guardian's consent, as long as the physician, nurse practitioner or other prescriber has determined that the individual is competent to make those decisions.

At a GGC activity, a girl is permitted to take medication that their parent/guardian is not aware of, as long as the medication has been prescribed to the girl and is in its original container, etc. Some examples of medication that girls may be taking without parent/guardian consent could be birth control pills, medication for depression/anxiety, etc.

It is important to maintain the confidentiality of the girl and approach this situation in a supportive and non-judgmental way.

In these situations, the girl must complete an additional H.3 form with the medication listed on it.

Medications Consent (H.7) Form for Red level or large camps/events

At the discretion of the Responsible Guider, the Medications Consent (H.7) may be used to obtain parent/guardian permission in advance for giving girls medication when attending Red level activities/camps or large events (e.g., provincial, national or international camp). The form includes medications that can be administered without direct parent/guardian approval and under what term the medication can be administered. The first aider:

- Reviews the Medications Consent form (H.7) and consults a pharmacist for advice on what medical conditions they cover and the dosage
- Is thoroughly familiar with the Medications Consent and understands her limitations in providing only the medications listed on the form

Activities where EMS response time is more than 4 hours:

- Guiders must obtain a completed signed copy of the Medication Consent form (H.7) from all participants and carry them with the first aid kit.

First Aid

NOTE: Please see the list of [Key Terms](#) located at the beginning of the document for further definitions of the various types of first aid discussed here.

A **first aid kit** appropriate for the activity and environment must be on-hand for all activities, including regular unit meetings. The kit should contain, as a minimum, bandages to stop bleeding, a CPR facemask or shield and protective gloves. The kit should be checked before each activity and restocked as needed. Keep a copy of the First Aid Treatment Record (H.4) with your first aid kit.

Universal precautions that protect you from body fluids of others (blood, saliva, etc.) must be followed at all times when providing first aid treatment. See [Appendix G](#).

For all first aid treatment other than minor conditions (such as skin irritations, cuts and scrapes and blisters), the Responsible Guider or first aider must keep records of first aid treatment. The information recorded must include the date and time of treatment, who was treated, who did the treating and what was done, as well as any other relevant information. Use the First Aid Treatment Record (H.4) form or the First Aid Examination Checklist for Wilderness Out-trips (H.6) form.



Guiders must inform parent(s)/guardian(s) of any first aid treatment given to their daughter/ward.

All participants must be informed at the start of an activity/event of who and where to go to for first aid assistance.

For Green or Yellow Level special events involving multiple units or groups or a large number of participants, the Emergency Response Plan (SG.4) must include the management of first aid.

First Aiders

First aiders must be provincial/territorial age of majority. See [Key Terms](#) for requirements for first aiders.

Please consult the first aid equivalency chart ([Appendix L](#)) for a list acceptable first aid certifications from common providers. Other first aid training providers may have other names for their certifications. If a course is not listed in the chart, please contact your Safe Guide Adviser to confirm the course is acceptable.

First aiders must provide a copy of their certificate or have their current certification recorded in their profile in the membership database (iMIS.) Non-members, including TPSP Activity Facilitators, can be first aiders. However, they must be under the supervision of an adult member or woman or non-binary GGC employee.

First Aider assistants

For events requiring multiple first aiders, first aiders can be supported by a first aider assistant who is a girl member 16 years of age or older. First aider assistants can be counted in the first aid ratio. They must be supervised by a first aider in a ratio of one first aider for every first aider assistant.

First aider assistants can only provide first aid. They are not permitted to:

- Have access to any Personal Health forms (H.1 or H.2)
- Give medication
- Sign first aid forms

The supervising first aider must provide her assistant with an orientation that includes:

- A summary of any significant health and wellness conditions

NOTE: Health information is confidential and not to be discussed with anyone other than the patient or other first aiders or supervisors, as needed.

First aider assistants must have parent/guardian permission. Use the Activity Plan (SG.1) form and the Parent/Guardian Permission (SG.2) form. The Activity Plan (SG.1) must include information about the event or setting (e.g. camp, sleepover); who her first aider supervisor is; the number and age of the girls they are supporting and how emergency services will be contacted.

First Aid Training

While there are many different levels of first aid used in Canada, Safe Guide refers to three different levels of first aid: **Emergency First Aid (EFA)**, **Standard First Aid (SFA)** and **Wilderness First Aid (WFA)**. Other levels of first aid may be accepted as equivalent to EFA, SFA or WFA. Consult the first aid equivalency chart ([Appendix L](#)) for a list of acceptable first aid certifications from common providers.

- WFA – meets Safe Guide requirements for SFA and EFA



- SFA – meets Safe Guide requirements for EFA

First Aid Training Summary Chart

This chart details the minimum required and recommended First Aider for all non-water activities. For swimming and boating see the [Aquatic Personnel Qualification Chart](#) and [Boating Planning Guide](#) for first aid requirements.

	Activity Level	Required	Recommended	First Aider to Participant* Ratio
Green	General	None	1 EFA	No minimum
	<ul style="list-style-type: none"> • Pathfinder or Rangers cooking on a camp stove, campfire or BBQ 	1 EFA	-	
Yellow	General	None	1 EFA	1:25
	With: <ul style="list-style-type: none"> • EMS response 30 min up to 1 hour • Sparks, Embers or Guides cooking on a camp stove, campfire or BBQ • Specialized equipment • Sleepover or camping 	1 EFA	2 EFA	
Red	General	1 SFA	2 SFA	1:25
	With EMS response time over 4 hrs	1 WFA	WFA and 1 SFA	

* Participants including both adults and girls

* For events requiring multiple first aiders, first aiders can be supported by a first aider assistant. First aider assistants can be counted in the first aid ratio. They must be supervised by a first aider in a ratio of one first aider for every first aider assistant.

NOTE: It is recommended that health care professionals consult with their employer with regards to their professional insurance before taking on the role of first aider.

Safety and Emergency Response

Minor Incident

A **minor incident** can be dealt with entirely by Guiders at the same location as the activity. Minor incidents are unlikely to have future repercussions.

For example:

- A minor illness or injury
- A behavioural incident that stops the activity but can be quickly resolved
- A change in activity due to inclement weather (thunderstorm, being windbound during a canoe trip, etc.)

Serious Incidents

A **serious incident** is defined as an incident that may require urgent response. There are two types of serious incidents an **emergency** and a **crisis**.



Emergency

An **emergency** is a serious incident that falls within the scope of the organization's resources to respond to. It does **not** threaten GGC's ability to operate.

Emergencies can involve any of the following:

- A situation which requires assistance from authorities (fire, police, ambulance, etc.)
- Participants who are emotionally and/or psychologically distressed
- Behaviour that severely impacts other people
- A stay in a hospital
- Serious illness or injury (threat to life of limb)
- A situation with future health care-related repercussions

Crisis

A **crisis** is an event that is, or has the potential to be, a turning point in the organization. A crisis may overwhelm the organization's available staff and resources and impact its ability to operate. Examples of crisis may include:

- A fatality during a GGC activity or at a GGC-owned or operated site
- A multiple injury or illness incident during GGC activity or at GGC-owned or operated site
- Widespread illness of multiple participants (e.g. at a large event/camp)
- Any incident which has the potential to pose a serious or significant negative impact on GGC and/or have future insurance implications
- Any incident which would have future negligence and/or criminal repercussions
- Any significant vehicle incident
- A missing girl or adult (who is not located after preliminary search as outlined in Safe Guide)
- An abduction
- A Guider arrested and/or charged with abuse
- An active shooter
- A mass walk-out or refusal to work
- A natural disaster such as a flood, forest fire, earthquake, ice storm, etc.
- Extensive property damage
- Infrastructure failure
- A prolonged power outage
- Civil unrest

Incident Response

For every GGC activity or event, Guiders must prepare an **Emergency Response Plan (SG.4)** that deals with expected and unexpected situations. The Emergency Response Plan (ERP) will include the Emergency Response Guidelines (see [Appendix H](#)) that outline a number of specific situations and a corresponding course of actions for responding to serious incidents. Additional measures must be developed for potential situations not addressed in the guidelines and noted on the ERP (SG.4).

NOTE: Guiders play a key role and are responsible for the management of unexpected situations or an emergency. Prevention is the key objective. Consider possible scenarios and take steps to minimize or prevent their occurrence. Guiders should plan for how they would deal with an serious incident and unexpected or unusual circumstance.



At all activities, Guiders must have the Emergency Response Plan (including the Guidelines), a list of participants and the schedule of activities or itinerary available to all Guiders and other supervisors. All supervisors must have reviewed and be familiar with the ERP.

The Emergency Response Plan must include specific actions required to support a girl or adult with a disability who may need assistance during an serious incident. These actions must be determined through discussion with the girl and/or her parents/guardians or the adult before the event or activity.

For Pathfinders and Rangers when only one Guider is present or when girls are temporarily unaccompanied during a portion of an event, the Emergency Response Plan must be reviewed with the girls.

Guiders and other supervisors must inform girl participants of related safety and emergency procedures before the activity.

The Responsible Guider must confirm participants' understanding of **site/facility safety precautions** such as waterfront rules and fire procedures or other site/facility safety precautions.

The Responsible Guider must instruct participants as to the location of **the phone or designated means of communication** and how to use it. This includes on-site phones, pay phones and personal cell phones carried by Guiders (it also includes radiophones, satellite phones and/or personal locator beacons). Though phone use is not encouraged during activities and events, it is essential that all participants know where and how to make an emergency call at all times.

In a regularly used location, the Responsible Guider must **conduct a fire drill** at the beginning of the year. Girls are to be instructed on emergency exits and the gathering place outside. This is reviewed at least once every three months.

Before a sleepover, camp or when travelling, the Responsible Guider must indicate the locations of fire exits and instruct all participants in fire drill procedures, including a specific meeting place away from danger.

NOTE: It is recommended that as soon as possible at a sleepover or camp, a fire drill that includes evacuation of the building or site is conducted, taking into consideration weather and length of stay.

When girl participants become ill or are injured during an event/activity to the extent that they need medical care, the Responsible Guider must communicate this to the girl's parent(s)/guardian(s) and, through consultation with the parent(s)/guardian(s), determine an appropriate course of action which may include making arrangements for the girl to be sent home.

The Responsible Guider must inform parent(s)/guardian(s) of the specifics of the care that will be provided if the participant remains at the event/activity.

When an accident or injury occurs, the Guiders must take corrective actions immediately to help prevent its reoccurrence (i.e. if a fall occurs due to a broken chair, remove or fix the chair). See [Incident Reporting](#) on page 41.

For multi-day wilderness trips (e.g., canoe, kayak or hiking trips) Guiders must notify the police responsible for the area or park authorities (depending on their location) and inform them of the date of departure, trip route and expected return date/time. (See sample letter in [Appendix I.](#))



Home Contact Person

When a group is away from their community, the Responsible Guider must arrange for a person in the community who is provincial/territorial age of majority and is not going on the trip to be designated as the local Home Contact Person (HCP). If the HCP is a non-member, they must sign the Non-member Volunteer form (A.7) which includes a statement of confidentiality and the Code of Conduct.

NOTE: It is recommended that your Home Contact Person has a police records check. As a best practice use a member or a non-member volunteer who is registered in iMIS with a police records check.

The HCP must be provided with the following information so they can assist in the resolution of a situation, which may or may not be an serious incident:

- Final detailed trip itinerary, including probable stopping points, contact information for accommodations, and the physical description of the group, e.g., size, tent colors, automobiles, etc.
- Names and addresses of participants, their parents/guardians and emergency contacts
- Copy of the Emergency Response Plan (SG.4)

Examples of types of activities where an HCP is used are:

- Camps
- Day trips away from the community
- Canoe/kayak/sail tripping or other adventure activities
- Travel in Canada
- International travel

See [Appendix J](#) for more information about the Home Contact Person.

For adventure tripping activities, an Adventure Camping/Tripping Plan (SG.6) must be left with a Home Contact Person. This plan includes a detailed itinerary and schedule of activities and/or route description as provided to parents(s)/guardian(s).

Communication

The Responsible Guider must plan for group communication to be reliable and supported by back-up plans.

Guiders must plan for a communication method between group members. This may include, but is not limited to, use of the buddy system, walkie-talkies, cell phones, whistles, signaling, etc.

Guiders must carry or have access to a communication device that works in the area in which the activity is taking place (i.e. on-site phone, cell phone, radio phone, satellite phone, etc.) that they can use to contact emergency services or the Home Contact Person.

The Responsible Guider must:

- Determine the procedure for making calls in an serious incident
- Decide who is called first and by whom
- Clarify when in the emergency process you call for assistance
- Determine who calls, clarify when participants' relatives are called and who calls, and clarify if and when GGC (provincial or national) is contacted and who calls them



- Include this information on the ERP (SG.4); some provincial websites include an emergency number for members to call for support in a crisis situation

If adventure camping or tripping, a call to the Home Contact Person must be scheduled to confirm safe return of the group. As appropriate, additional calls may be scheduled during the trip.

The Responsible Guider must confirm that she has accurate EMS contact information for the location where the activity is to take place.

In the event of a situation where EMS has been contacted, the Responsible Guider must also contact the parents of the girl(s) as well as her Commissioner or, in Ontario, the designated emergency phone number to report the situation.

In the event of a crisis, after taking steps to deal with the immediate situation and the needs of the girls, the Responsible Guider must initiate contact with GGC through her Commissioner (in Ontario through the designated emergency phone number) to make them aware of the nature of the incident. See the Communication Plan Guidelines on the Emergency Response Plan (SG.4).

NOTE: Personal Health Forms (H.1 for girls or H.2 for adults) provide the emergency contact information, description, and photo of each participant. It is essential for Guiders to have access to them in the event of an serious incident.

Incident Reporting

Guiders must document all incidents, including all **minor incidents, serious incidents (emergency and crisis)** that occur during a GGC-sanctioned activity. An incident is an out of the ordinary occurrence, including an illness (for example, a COVID-exposure, gastrointestinal illness, etc.), injury, discipline problem, conflict, frightening situation or any unusual or unexpected situation that takes place during a GGC activity/event.

Incidents during virtual meetings should also be reported. They may include security incidents (where the security of a meeting is breached), incidents involving participants or an incident where something is witnessed in the background of a meeting.

Follow the Emergency Response Plan (ERP) will include the Emergency Response Guidelines (see [Appendix H](#))

Should any questions arise about an incident direct the inquiry to the national office.

The adult at, or closest to, the incident must complete an Incident Report Form (INS.01) or Girl Protection Form (GP.01 or GP.02).

An INS.01 form must be downloaded, filled out, and submitted through [the Incident and Girl Protection Submission Form](#) as soon as possible following the incident. Find these forms at www.girlguides.ca/IncidentGirlProtectionSubmission

The information contained in incident reports is confidential and should not be shared with any other persons.

For serious incidents, the following information should also be included along with the Incident Report Form (INS.01).

- Activity Plan (SG.1)



- Copies of notes/statements related to the incident.
- Copies of the following for all participants directly involved in the incident (when applicable): Permission Form (SG.2), Release of Liability, Waiver of Claims, Assumption of Risk and Indemnity Agreement (SG.5), Activity Notification or Authorization (SG.3).

NOTE: The purpose of the Incident Report (INS.01) is to ensure GGC has details of the incident should questions arise. It is a tool to protect and support both the Guiders and the organization. A copy should be on hand during unit activities.

Incidents are confidential and are only discussed with:

- Parent/guardian of a girl participant for whom the incident is reported
- Those who are involved in its resolution or the care of the participant

Guiders and other supervisors have a legal responsibility to notify their local child protection agency (intake worker) or the police if they have reasonable grounds to suspect that a child needs protection. Please see GGC's [Girl Protection Procedures](#) on our website or contact incidents@girlguides.ca for more details.

General Activity Planning

Transportation

When GGC organizes transportation to and/or from an activity/event, Guiders must inform parent(s)/guardian(s) that they need to provide written notification to the Responsible Guider outlining alternate arrangements if girls are to travel to or from the activity by means other than those arranged by the Guiders or the activity's organizing committee.

NOTE: With parents'/guardians' permission, Guiders can provide contact information so parents/guardians can organize dropping-off and picking-up girls at the activity location (carpooling).

If parents/guardians are driving other girls, it is recommended that their daughter/ward is first in and last out.

If it is unreasonable for parents/guardians to organize transportation themselves and the Guider (or GGC representative) becomes involved, it is advised that the group consider using public transportation or a commercial transportation service.

Depending on the time of year and your location, the risks associated with transportation may vary. Transportation may well be one of the highest-risk factors for many activities. Plan carefully to proactively manage risks associated with transportation. Understand that transportation risk factors are involved before participants reach a destination and also as they return from an activity.

Circumstances may arise where Guiders have to drive girls during an event. Guiders are permitted to do so provided they follow the insurance requirements listed below.

Auto Insurance for Driving

If members or other volunteers are driving girls, Guiders must remind all drivers to check their personal vehicle insurance with their broker.



Information about auto insurance is included on the Activity Plan (SG.1). Always use this form to provide information about any activities where volunteers may be driving, including transportation during the activity.

The owner of a vehicle is responsible for maintaining their vehicle insurance and is responsible for any injury to anyone or physical damage to their vehicle, another vehicle, resulting from its use for a GGC sanctioned activity. Guiders, parents/guardians, and/or volunteers who use their own vehicles to drive members to or from and/or during an activity should check with their insurance broker to inform them about the use of the vehicle and ensure that they have adequate liability insurance for their vehicle.

Members must ensure they have appropriate insurance for a **vehicle rented for a GGC event or trip**. See the [Insurance Booklet](#) for details on short-term rental vehicle insurance and GGC's non-owned vehicle insurance.

NOTE: Because of the way vehicle insurance is organized in Canada, coverage is only available through the vehicle owner. The owner of a vehicle is responsible for maintaining their vehicle insurance and is responsible for any injury to anyone or physical damage to their vehicle or another vehicle, resulting from its use for a GGC sanctioned activity. Guiders, parents/guardians and/or volunteers who use their own vehicles to drive members to or from and/or during an activity should check with their insurance broker to inform them about the use of the vehicle and ensure that they have adequate liability insurance for their vehicle.

Guidelines for Driving

The following are guidelines to support volunteers involved in driving girls:

- Drivers have been informed that they should contact their broker to confirm they have appropriate liability insurance.
- Driver's daughter/ward is the first in the vehicle and the last out.
- Drivers are never one-on-one with a girl who is not their daughter/ward.
- Before moving, confirm that all passengers are wearing their seatbelts.
- Ensure children have booster seats, as required by provincial law.
- Pull off the road if girls become unruly.
- Drivers should have a strategy for roadside assistance in case of a breakdown, flat tire, tow, accident, etc., if travelling where there is no cell phone service.
- Follow the Emergency Call script on the SG.4 to call for help.
- For long distance highway travel:
 - Drivers are well-rested before beginning travel.
 - For lengthy journeys, especially after long days of activities, consider having two drivers per vehicle.
 - Each driver knows the route, has the maps and a copy of the Emergency Response Plan (SG.4).
 - When there is more than one vehicle, they travel in a convoy. Have a communication plan so drivers can stay together and connected.
 - A first aid kit and emergency kit suitable for every season is in each vehicle.
 - The driver has access to a hands-free cell phone or another passenger who can relay messages.
 - The home contact person is notified when the group has arrived at their destination and when they return home.
 - A home contact person has:
 - The route



- A list of people in each vehicle and their emergency contact info
- The number for the cell phone in each vehicle

Buddy System

Guiders must use a buddy system during all activities, regardless of location.

Guiders must pair participants carefully in order to meet the needs of all participants, including individuals with disabilities who may require assistance with being alerted to, evacuating and sheltering in the event of an serious incident.

Guiders must review the importance of the buddy system with all participants and remind each that they have a shared responsibility to look out for their assigned buddy and her safety.

Guiders must instruct participants that they must be aware at all times of the location of their buddy. Ideally, they should always be together.

If the group must be split up in an serious incident (i.e., to go and get help), Guiders must review the buddy list and reassign as necessary, to ensure that each participant has a buddy within their group. The individual(s) going for help should also be with a buddy.

NOTE: As a team leader, the buddy system will increase your ability to effectively supervise the group. Giving each group member a partner to be responsible for enhances participant awareness and helps to prevent the “where is so-and-so” scenario.

Pair up individuals who are stronger in an area with those who require support or assistance in that area. This type of pairing is critical for maximizing group safety.

Reviewing participants’ responsibilities in the buddy system raises the overall level of safety awareness within a group and encourages participants to shoulder greater responsibility for the group’s safety.

A buddy system is good for morale and keeps participants looking out for each other as well as themselves. The buddy system supports such issues as equipment checks and assignment of responsibility for group work tasks.

Clothing and Kit List

Guiders must provide a kit list, appropriate for the activity and possible weather conditions, to each participant in advance. (See Important Information on Clothing for Outdoor Activities in [Appendix K.](#)) This must be reviewed with girls prior to the activity/trip so they have enough time to prepare.

Guiders (and other supervisors) must address concerns related to the wearing of jewelry, long hair, loose clothing, etc. Identify safety concerns that they may pose because of the nature of activity, environment or weather and plan accordingly to minimize risk.

Guiders and other supervisors must monitor the clothing a group wears to ensure it is practical and appropriate to the activity.

NOTE: Information on proper clothing for outdoor activities that will occur in your regular unit meetings can be given to girls and parent(s)/guardian(s) at the beginning of the year. This will help them be prepared as the outings are organized. For special, out of the ordinary activities, additional information specific to the activity should be provided.



Food and Water

Guiders and other supervisors must review the Personal Health Form for Girl Members (H.1), so they are aware of girls with food allergies.

The Responsible Guider must take appropriate precautions so that all participants with food allergies or dietary restrictions have food that meets their needs (for example, designating events as nut free).

Individuals with **severe food allergies must be made known to supervisors**. Supervisors must be provided with typical signs of a reaction and the treatment required.

Guiders must make every reasonable effort to develop with a girl's parent/guardian a plan to manage food allergies so that the food of severely allergic participants will not be cross-contaminated by contact with traces of foods that trigger their allergies.

The Responsible Guider must encourage groups to plan snacks based on Canada's Food Guide to Healthy Eating provided by Health Canada. Guiders and other supervisors must also adhere to provincial/territorial health regulations for the safe preparation and storage of all perishable foods.

Information on **food handling regulations** from local health departments must be readily accessible to all participants and parents/guardians at any Guiding activity where meals are prepared and consumed.

Guiders and other supervisors must ensure that all food preparation areas are thoroughly cleaned immediately after use. If meals are to be purchased for the group, the group must determine in advance of the activity who will pay for the meals (e.g., through fundraising, unit funds or girls will bring money with them).

Guiders must ensure that dishwashing is done by following local health authority guidelines where possible.

There are potential legal liabilities with members of GGC selling as a fundraiser for GGC food products which are not officially sanctioned by the organization. Therefore, all Safe Guide procedures for food preparation and storage as well as all relevant government regulations must be followed when food is being prepared, served and sold by members of GGC. For details see the [Fundraising Procedures and Guidelines](#) (found on Member Zone under the Admin tab)

Guiders must ensure that safe drinking water is available in sufficient quantities for the duration of the activity. All water from aboveground sources (surface water) must be filtered and/or purified before use.

General Safety Requirements for Girls Cooking

General cooking safety requirements

- Plan according to the age, abilities, and skills of your group
- Wash or sanitize hands before handling food
- Tie back hair, roll up sleeves and remove loose clothing
- Review basic food handling guidelines with girls
- Ensure a first aid kit is readily available
- Review age-appropriate knife safety with girls
- Have potholders and/or oven mitts available
- Wear close-toed shoes



- Ensure supervision through the activity

Cooking in a kitchen

Cooking meals in a kitchen is a Green level activity for all branches.

When girls are cooking in a kitchen follow these guidelines:

- Review stove, oven, and other appliance operating instructions
- Review the location of fire extinguishers
- Review the location of emergency exits

Cooking over a campfire, camp stove or BBQ

Cooking over a campfire, camp stove or BBQ is a Yellow level activity for Sparks, Embers and Guides and a Green level activity for Pathfinders and Rangers.

When girls are cooking over a campfire, camp stove or BBQ follow these guidelines:

- Check for fire restrictions or fire bans
- Review fire, camp stove or BBQ safety
- If applicable, review camp stove or BBQ operation instructions
- Always use a fire pit if available, if not, build a fire pot on bare rock, soil or sand
- Have a bucket of water or sand nearby
- Consider setting a boundary around the cooking area to keep girls who are not cooking away
- Always extinguish a campfire fully. Campfires are completely extinguished when they are wet and cold to the touch

Equipment

Clear, verbal, age-appropriate instructions on how to use the equipment must be given to all participants or written instructions must be posted where applicable. Adult supervision appropriate to the age of participants and size of the group must be provided for the safe use of the equipment.

If at any time a participant is using any equipment in an unsafe manner, she must be shown the correct method, or the activity is stopped.

Guiders and other supervisors must read directions and warnings before using any unfamiliar equipment. The area in and around the equipment and the equipment itself must be checked to determine that it works and is safe for use (e.g., no frayed electrical cords, no sharp edges, cracks or splinters, area around equipment is clear and free from hazards). If equipment is determined to be unsafe, it must immediately be removed from use, repaired and rechecked before use. If girls are permitted to bring their own equipment for an activity (e.g., toboggans), the girls and their parent(s)/guardian(s) must be informed that they must check that the equipment is in good working order and is suitable for personal use.

NOTE: Equipment includes any tool, machine or device used by participants. See [Key Terms](#) regarding equipment.

Protective safety gear should be used by participants. It must fit the user and they should be trained in its use.



Parents must be informed that if they wish their child to wear a helmet for downhill skiing, snowboarding, tobogganing, skating or cycling, they must provide one. Guiders must follow municipal/provincial regulations concerning helmet use.

Location

The Responsible Guider must make a pre-activity visual check of the facility to check for safety factors such as adequate lighting (inside and out), general repair, washroom facilities, exits, fire extinguishers, etc.

The Responsible Guider must identify and remove hazards that create, or may potentially create, a risk in the activity. Potentially hazardous immovable objects (e.g., goal posts, stages, stairs, wall climbers, trees) must be brought to the attention of the girls.

For all indoor activities, Guiders must not use walls and stages as turning points or finish lines in running games. A line or pylon could be used in advance of the wall.

Guiders must verify that storage boxes and equipment/furniture stored around the perimeter of the room do not present a safety hazard when girls are active. If they do, remove the item or mark it off with pylons or caution tape and make the girls aware of the equipment/furniture.

For all outdoor activities, Guiders must verify that the playing surface is free of potential hazards (e.g., glass, rocks).

A GGC certificate of insurance must be provided if requested by the facility. The Responsible Guider must contact the facility before their activity to determine requirements. If required, the Responsible Guider must contact her provincial office or the [Insurance section of Member Zone](#) for a copy of the Request for Proof of Insurance form (INS.02).

If a facility requests a contract or waiver be signed by GGC for the use of the location, the Responsible Guider must contact her provincial office at least two weeks in advance regarding obtaining an authorized signature. Members are prohibited from signing contracts and leases.

In regularly used meeting places, Guiders must check that emergency equipment (e.g., fire extinguishers, rescue devices) is accessible and has been maintained.

Guiders must ensure that group size is within occupancy limits for the location and never exceeded.

Guiders must endeavor to provide an environment which is accessible to all persons in your group, including those with disabilities.

Environmental Considerations

The Responsible Guider must check all local weather and environmental advisories prior to the start of any activity. If the forecast indicates that participants could be at risk due to the weather (i.e., in the case of extreme heat or cold warnings, severe thunderstorm, etc.), activities should be modified or postponed. It is essential that the Responsible Guider takes into account the equipment, buildings and resources available as well as the experience and outerwear worn by all participants when making the decision to either continue with, or postpone, the activity.



Extreme Temperatures

Extreme temperature can often impact the safety of activities. Be sure to take into account how humidity or windchill may contribute to extreme temperatures.

In the case of extreme temperatures, it may be possible for activity modifications to include:

- Shortening the length of activity
- Moving outdoor activities to indoor spaces with adequate temperature control (heating or cooling)
- Changing the timing of the activity so it is possible to remain indoors or in the shade during the times with the most extreme weather.
- Postponing the activity to another day

Air Quality

The Air Quality Health Index (AQHI) is a rating system that evaluates the quality of air. It is recommended that events be re-scheduled, cancelled, or moved to another venue when the AQHI rating is 7 or higher. Find the AQHI rating using the Government of Canada's Air Quality page and selecting the region of your event here: [Air Quality - Environment Canada](#)

Refer to [Public Weather Alerts for Canada](#) for current weather statements issued by the Government of Canada.



Section Three - Activity Guides

Activity Guides are available for:

- [Accommodations](#)
- [Activities in the Community](#)
- [Activities in the Outdoors](#)
- [Indoor Camping](#)
- [Outdoor Camping](#)
- [Cookie Sales](#)
- [Horseback Riding](#)
- [Ice Skating](#)
- [Sledding, Tobogganing, and Snow Tubing](#)
- [Sleepover](#)
- [Third Party Service Provider \(TPSP\)](#)
- [Travel: In Canada – 72 Hours or More](#)
- [Travel: International – Under 72 Hours](#)

Each activity guide is structured as follows:

Activity Specific Procedures: These mandatory procedures expand on the General Planning for Activities procedures and/or are based on additional safety considerations. They include:

Pre-activity Planning: a quick review of some of the key procedures in General Planning for Activities

Conditional Activity Requirements: lists specific conditions that must be met for insurance requirements

Best Practice Guidelines: These guidelines will help enhance participants' enjoyment and help you manage the safety of an activity. Some of them may apply and some may not. Please note that Guiders must abide by public health guidelines for all activities. You may find that there are other things not listed that are relevant based on your personal experience and judgment of the situation. The information under this heading is intended to assist you in determining how to set up your activity to maximize safety and fun and with the flexibility to suit the activity and the group. This section includes:

- Participant instructions: tips for organizing girls and orienting them to the activity
- For further information and training for this activity: list of related references for the activity

Planning Checklist: A quick reference of the things you need to cover in organizing your activity.

Girl Protection: The following processes are relevant to all the Activity Guides:

All adults must avoid any situation or opportunity where they may be one-on-one with a girl who is not their daughter/ward.

NOTE: As a best practice, set-up guidelines for accompanying younger girls to the washroom and the supervision of sleeping areas at camps to avoid opportunities for adults being alone with a girl.

Adult members or woman or non-binary GGC employees must review with all adult supervisors the Girl Protection procedures, noting that when there are reasonable grounds to suspect abuse, it must be reported.

NOTE: As a best practice, provide copies of "[Protecting Yourself from Allegations of Abuse](#)" and "[What to do if you suspect a girl member is being abused](#)".



Accommodations

(Groups planning stays in hotels, hostels, university residences or community buildings)

Activity Specific Procedures

- At least one Guider must have a minimum of two two-night overnight supervisory experiences (Guiding or otherwise) with a comparable number of children or youth in a similar setting within the last seven years.
- If girls are sharing beds, parents/guardians must give permission specific to the sleeping arrangement.

Pre-activity Planning

- Review General Planning for Activities. For International Activities use the International Travel Activity or Planning Guide.
- Determine the activity planning level based on the [Activity Planning Chart](#) on page 18. Travel that includes accommodation will be a Yellow or a Red level activity or international travel depending on method of transportation and itinerary or leaving the country.
- Based on the Activity Planning Chart, Travel: In Canada – 72 Hours or More Activity Guide or the International Travel Activity or Planning Guide, follow the appropriate procedures for parent/guardian permission and GGC notification or authorization.
- Review additional related Activity and Planning Guides for activities that will be included in this excursion (i.e., swimming, boating, travel in Canada – 72 hours or more).
- Complete an Emergency Response Plan (SG.4) that includes a review on arrival of fire exits and layout of the facility. While you may not have this information until you arrive, collect it as soon as possible and review with participants. Review the ERP with supervisors.

Supervision

- Review ratio and supervision as per General Planning for Activities or the International Travel Activity or Planning Guide. Take special note of procedures regarding non-member PRC requirements, men in GGC activities, membership requirements for international travel, no alcohol consumption and no smoking in front of girls.
- Responsible Guider upon arrival takes time to familiarize herself with the layout and facilities.
- No adult shares one-on-one accommodation with a single girl who is not her daughter/ward.
- Adults must never be one-on-one alone in a room with a girl, unless in an emergency. They can be with groups of girls or with another adult present.
- A room check must be done at lights out.
- Girls are given the room numbers and contact information for their supervisors.
- When girls are in their rooms one supervisor is available in the sleeping area at all times.
- A copy of the ERP with emergency phone numbers is available to all supervisors.

Best Practice Guidelines

- When making reservations, request rooms on the same floor and the same area of the floor
- There are a minimum of two girls to a room. If a hotel policy requires an adult in a room, then there must be at least two girls assigned to the room.
- Each girl has her own bed. However, girls may share a bed if they know each other and agree with the arrangement and there has been discussion with parents/guardians, who have been given details of the sleeping arrangements. As an option in hotels, a cot (or fold-out couch or similar) can be requested so up to three girls can each have their own bed and share a room.



- In hotels, when doing a room check, adults ensure they see the face of everyone in the room.
- If the group is sleeping together in a large room, adults sleep by exits.
- All members of the group use the same type of accommodations (hotel, hostel, homestay etc.). When participants stay with family members or friends, the dynamics of a group can change. For travel in Canada, this is an individual event decision. See [International Travel Activity](#) or [Planning Guide](#) for information on international trips.
- Hold a meeting for parents/guardians to orient them to the itinerary, travel and accommodations.
- Establish 'out of bounds' areas and emergency procedures such as emergency exits and fire procedures for the area of their rooms.
- Buddy system organized in advance; ideally buddies stay in same room.
- GGC strongly recommends against the use of homestay apps such as Airbnb, Vrbo, etc. due to concerns regarding the lack of standardized home safety equipment (i.e., smoke & CO detectors, fire extinguishers) and inspections, the lack of clarity with regards to deposits and payment, and the issue of homestay hosts (unscreened adults) having access to the premises.

Participant instructions

Participants should be instructed on:

- Location layout and out of bounds areas
- Emergency procedures and what to do if lost
- Expectations for behaviour
- Any facility specific rules

Accommodation Planning Checklist

- ☐ Girls want to travel!
- ☐ Location(s) and accommodations identified
- ☐ Date and time booked with facility (if necessary)
 - If a contract is required, it is signed by a provincially-designated contract signer
- ☐ Arrangements made for travel
- ☐ As per GGC Notification and Authorization
 - Submit appropriate forms to Assessor
 - Send home and obtain Parent/Guardian Permission forms
- ☐ Determine who is coming
- ☐ Complete an ERP for the location and review with supervisors
- ☐ Ensure non-member supervisors have a PRC
- ☐ Receive completed permission forms
- ☐ Girls provided with list of clothing and equipment appropriate to season and activities
- ☐ Food planning and purchasing arranged
- ☐ Responsible Guider plans time to become familiar with the facility upon arrival
- ☐ A first aid kit is readily available
- ☐ Map to location and contact information are obtained

On arrival...

- ☐ Accommodations reviewed by Responsible Guider and other supervisors
- ☐ Ask facility staff about safety procedures, recommended meeting place for fire evacuation and other information for emergencies
- ☐ Do an attendance check and implement the buddy system
- ☐ Review boundaries
- ☐ Walk through location to familiarize girls



- ☐ Girls and supervisors have been briefed on guidelines for stay
- ☐ Review emergency response procedures for lost participants, fire, intruder and first aid
- ☐ Keep track of 'who goes where'
- ☐ Have fun!



Activities in the Community

(Fire hall, picnic, visit to store)

Activity Specific Procedures

- Plan for the following safety considerations:
- Choose locations with limited crowds or outdoor locations whenever possible
 - Hazards associated with driving, walking, vehicle traffic and group travel along roadways, parking lots, sidewalks, and in unfamiliar locations
 - Lost person or group splits up
 - Location's normal operating activities that occur at time of visit
 - Theft
 - Other hazards associated with activity and environment/facility
 - Campfires, camp stoves, BBQs

Pre-activity Planning

- Review General Planning for Activities.
- Determine the activity planning level based on the [Activity Planning Chart](#) on page 18. Unit activities in the community will most likely be a Green level activity. However, it could be Yellow level depending on your location.
- Based on the Activity Planning Chart follow the appropriate procedures for parent/guardian permission and GGC notification or authorization.
- Arrange for supervision ratios as indicated in the General Planning for Activities.
- Prepare an Emergency Response Plan (SG.4) with emergency phone numbers.

Best Practice Guidelines

- As appropriate, make an appointment for the visit – ask for permission from location's management or notify the facility/location of your plans.
- Determine whether a familiarization trip to meet the location's management, become familiar with the location and assess the hazards of the location is necessary.
- If including a campfire, camp stove or BBQ include a first aider as a supervisor
- Consider how the location's normal operating activities and hazards may necessitate additional supervision above those recommended (i.e., machinery in operation, large crowds, age of girls, etc.).
- Consult with facility management prior to activity for any location specific instructions.
- Responsible Guider should have some means of communicating 'stop' or 'gather', such as a whistle.
- As appropriate, participants should have some means of communicating 'emergency', such as a whistle.
- As for all activities it is recommended at least one supervisor is trained in first aid and the Responsible Guider have some means of communication (phone at location or personal cell phone).
- Introduce location attendant or Activity Facilitator to girls (when appropriate).
- Consider managing group with a 'lead' and 'sweep' adult supervisor.
- Periodically perform a head count to ensure group is together.
- Establish a meeting location and time if group is splitting up.
- Have a hand wash system available before preparing or eating food.



Participant instructions

Participants should be instructed on:

- Etiquette and manners in public locations
- Group travel and staying with group
- What to do in case of separation from the group
- Meeting location and time if group is splitting up
- Any facility specific rules

For further information and training for this activity

- Research local resources in this area

Activities in Community Planning Checklist

- ☐ Girls want to visit an interesting place in the community!
- ☐ Location(s) identified and researched
- ☐ Date and time booked with facility (if necessary)
- ☐ Notify parents/guardians of date, location and drop off and pick-up times
- ☐ Determine who is coming
- ☐ Girls told to dress appropriately before meeting for the activity; provide a written clothing list if any specific clothing or footwear is required.
- ☐ Arrangements made to get girls to location or to meet at location
- ☐ Complete an ERP for the location and review with supervisors
- ☐ Location is familiar to at least one supervisor
- ☐ A first aid kit is accessible at the activity
- ☐ Reminder notice posted on door of normal meeting place, if appropriate

On arrival...

- ☐ Do an attendance check and implement the buddy system
- ☐ Establish 'out of bounds' areas and emergency procedures for location
- ☐ Investigate washroom availability
- ☐ Area scanned for hazards by supervisors
- ☐ Check in with location attendant
- ☐ Have fun!



Activities in the Outdoors

(Walks, nature hikes, short day hikes)

Activity Specific Procedures:

- Plan according to the age, abilities, skills of your group, weather conditions, terrain, etc.
- Ensure supervision is adequate for the activity, location
- Plan for the following safety considerations depending on your activities:
- Lost girls or group splits up
- Hazards associated with the environment (uneven terrain, rough trail, bodies of water, heights, steep drops)
- Wildlife encounters
- Severe weather
- Other hazards associated with activity and environment/facility
- Cooking, stove and campfire related injuries (burns, cuts)
- Hygiene, food and water related illness
- If using portable camp stoves, at least one Guider must have experience in lighting, re-fueling and basic maintenance

Pre-activity Planning

- Review General Planning for Activities.
- Determine the activity planning level based on the [Activity Planning Chart](#) on page 18. Walks within your community will most likely be Green level. However, it could be Yellow or Red level activity depending on your location or activity.
- Based on the Activity Planning Chart, follow the appropriate procedures for parent/guardian permission and GGC notification or authorization.
- Arrange for supervision ratios as indicated in the General Planning for Activities.
- Prepare an Emergency Response Plan (SG.4) with emergency phone numbers, taking into considerations the activity specific procedures outlined above. If using a cell phone, ensure there is coverage.
- Confirm availability of drinking water or plan to bring water with you. Plan meals and snacks that take into consideration participants' dietary restrictions and allergies.

Supervision

- Responsible Guider is familiar with facilities and location or takes time to familiarize herself with location upon arrival.
- Responsible Guider has some means of communication (phone at location or personal cell phone).
- A copy of the ERP is available to all supervisors.

Best Practice Guidelines

- Ensure progressive learning of the knowledge and skills the girls will need in order to have a successful outdoor activity (e.g., try a 1 km hike, then a 5 km hike before the activity).
- At unit meetings prior to the activity, discuss with girls what clothing, food and water they will need to bring.
- Consult with facility/locale management (or land owner) prior to activity for any specific instructions.
- As appropriate, make an appointment for the visit – ask for permission from location's management or notify the facility/location of your plans.
- Check all local Environment Warnings (heat warnings, smog advisories, forest fires, etc.)



- Determine whether a familiarization trip is necessary for the supervisors to meet the location's management, become familiar with the location and assess the hazards of the location.
- Consider how the location's normal operating activities and hazards may necessitate additional supervision above those recommended (i.e., machinery in operation, large crowds, age of girls etc.).
- Responsible Guider should have some means of communicating 'stop' or 'gather', such as a whistle.
- As appropriate, participants should have some means of communicating 'emergency', such as a whistle.
- As for all activities it is recommended at least one supervisor is trained in first aid and the Responsible Guider have some means of communication (phone at location or personal cell phone – ensure that location has cell phone coverage).
- Introduce location attendant or Activity Facilitator to girls (when appropriate).
- Consider managing group with a supervisor in the lead and at the end (the lead and the sweep).
- Periodically perform a head count to ensure group is together.
- Establish a meeting location and time if group is splitting up.
- Have a hand wash system available before preparing or eating food.
- Have a buddy system organized in advance and put into practice upon arrival at the location/facility.
- Establish 'out of bounds' areas and emergency procedures for location.
- Consider establishing fire or camp stove groups to safely manage food preparation and/or cooking.

Participant instructions

Participants should be instructed on:

- Group travel, buddy system and staying with group
- Meeting location and time if group is splitting up
- Location layout and oriented to hazardous (out of bounds) areas
- All relevant emergency procedures – strangers, animals, separation from the group, medical emergency, hypo/hyperthermia, weather, etc.
- Use of whistle and/or hand signals for communication
- Proper hygiene and hand washing procedures
- Any facility specific rules
- Disposal of garbage (no littering, use facility's garbage disposal or take it home)
- Expectations for behaviour
- If cooking on a fire or camp stove, review safety guidelines for equipment and food handling
- Campfire safety (hair tied back, no loose clothing, no reaching across fire, no rambunctious play near the fire)
- What to do if clothing catches fire

Outdoor Activities Planning Checklist

- ☐ Girls want to go outside!
- ☐ Determine what the girls want to do outside
- ☐ Identify a location
- ☐ Book date and time with facility (if necessary)
- ☐ Notify parents/guardians of date, location and drop off and pick-up times
- ☐ If required by GGC Notification and Authorization
 - Submit appropriate forms to Assessor



- Send home and obtain Parent/Guardian Permission forms (SG.2)
- ☐ Determine who is coming – girls and adults
- ☐ Complete an ERP for the location and review with supervisors
- ☐ Provide girls with a written kit list that includes footwear, clothing appropriate to the season and activities, and food and water they need to bring with them
- ☐ Make arrangements to get girls to and from location
- ☐ Determine and confirm activities for the outing
- ☐ Ensure that location is familiar to at least one supervisor, or that the Responsible Guider plans time to become familiar upon arrival
- ☐ Have a first aid kit readily available
- ☐ Have a map to location and contact information
- ☐ Post reminder notice on door of normal meeting place, if appropriate

On arrival...

- ☐ Responsible Guider or other supervisor scans for hazards
- ☐ Do an attendance check and implement the buddy system
- ☐ Review boundaries
- ☐ Brief girls and supervisors on the location guidelines and basic use of equipment
- ☐ Review emergency response procedures for lost participants, intruder and first aid
- ☐ Keep track of 'who goes where'
- ☐ Constantly review the activity and adjust plans to ensure its continued safe management
- ☐ Have fun!



New Camping Terminology

GGC is committed to taking action to become more inclusive for all girls in Canada. A key component of this commitment is removing barriers to inclusion and full participation for Indigenous girls, women, and non-binary individuals including examining the language we use and taking action to address and remove causes of harm.

One of the changes that we have identified as essential to our anti-racism work is to stop using the term “residential”. The impact of the residential school system continues to be felt by Indigenous peoples and GGC’s continued use of the word “residential” causes harm. To better serve our Indigenous members, and all our members, we are replacing the term “residential camping” with Indoor Camping.

Our thanks to the National Indigenous Advisory Circle, the Youth Equity Focus Group, members involved in the Youth Leader’s Space, and Safe Guide and Camping Advisors for their support, input and selection of the new terminology.

Indoor Camping

For groups using cabins, dorm-style buildings, or other permanent structures for accommodations while camping)

Activity Specific Procedures:

- If using portable camp stoves, at least one Guider must have experience in lighting, re-fueling and basic maintenance
- Plan for the following safety considerations:
 - Lost girls
 - Cooking, stove and campfire related injuries (burns, cuts)
 - Hygiene, food and water related illness
 - Wildlife encounters
 - Severe weather
 - Other hazards associated with activity and environment/facility

NOTE: Refer to [the OAL Guide to Camping](#) (available on Member Zone) for information on organizing a camp.

Pre-activity Planning

- Review General Planning for Activities.
- Determine the activity planning level based on the [Activity Planning Chart](#) on page 18. An indoor camp will most likely be a Yellow level activity depending on your location.
- Based on the Activity Planning Chart, follow the appropriate procedures for parent/guardian permission and GGC notification or authorization.
- Review additional related Activity and Planning Guides for activities that will be included in this excursion (i.e., swimming, canoeing, hiking).
- Complete an Emergency Response Plan (SG.4) for the location and review with supervisors
- Confirm availability of drinking water or plan to bring water with you. Plan meals and snacks that take into consideration participants’ dietary restrictions and allergies.



Supervision

- Review ratio and supervision as per General Planning for Activities. Note procedures regarding:
 - Non-member PRC requirement
 - Including non-member children in ratios
 - No alcohol consumption and no smoking in front of girls
- Determine who will be the first aider.
- Determine who your Home Contact Person will be.
- Responsible Guider is familiar with facilities and location or takes time to familiarize herself with location upon arrival.
- Supervisors' sleeping accommodations are near the girls so that they can monitor nighttime activities.
- No single adult shares one-on-one accommodation with a single girl who is not her daughter/ward.
- Responsible Guider has some means of communication (phone at location or personal cell phone with coverage in the area).
- A copy of the ERP with emergency phone numbers is available to all supervisors.
- For Sparks, Embers and Guides direct supervision is provided for stove related tasks.
- There is 24-hour access to a vehicle.

Best Practice Guidelines

- At least one Guider has one two-night overnight supervisory experience (Guiding or otherwise) with a comparable number of children or youth in a similar setting within the last seven years.
- For younger girls, especially those for whom this may be a first-time experience, hold a meeting for parents/guardians to orient them to the camping activity and discuss clothing/equipment, cost, and dietary and health management.
- It is recommended that Guiders meet any non-member youth (Bring a Friend) prior to any overnight activities.
- Consult with facility management prior to activity for any specific instructions.
- Obtain information about kitchen facilities.
- Confirm availability of drinking water.
- Buddy system organized in advance.
- One supervisor is present any time girls are in the sleeping quarters. Avoid situations where an adult is one-on-one with a girl who is not her daughter/ward.
- For Sparks and Embers, arrangements are made for nighttime supervision for trips to toilet.
- Establish a hand washing procedure before serving food.
- Establish 'out of bounds' areas and emergency procedures for location.
- For multi-night camps, parents/guardians are informed that their daughter/ward will be sent home at their expense for misconduct that is counter to the Code of Conduct.
- If using bunk beds, [consider these bunk bed safety tips](#).

Participant instructions

Participants should be instructed on:

- Location layout and out of bounds areas
- Emergency procedures for fire drill/evacuation and an intruder
- Proper hygiene and hand washing procedures
- Cooking, stove, and food safety guidelines
- Night time trips to toilet



- Any facility specific rules
- Disposal of waste (sorting of garbage, food, grey water)
- Expectations for behaviour
- Campfire safety (hair tied back, no loose clothing, no reaching across fire, no rambunctious play near the fire)
- What to do if clothing catches fire

Indoor Camp Planning Checklist

- ☐ Girls want to go camping!
- ☐ Location identified
- ☐ Date and time booked with facility (if necessary)
- ☐ As per GGC Notification and Authorization
 - Submit appropriate forms to Assessor
 - Send home and obtain Parent/Guardian Permission forms
- ☐ Determine who is coming
- ☐ Complete an ERP for the location and review with supervisors
- ☐ Obtain PRCs for non-member supervisors and volunteers
- ☐ Receive completed permission forms and if required signed waivers from all participants
- ☐ Provide girls with a kit list that includes appropriate bedding, clothing appropriate to the season and activities, and toiletries
- ☐ Arrangements made to get girls to location or to meet at location
- ☐ Food planning and purchasing arranged
- ☐ Daily schedule is established
- ☐ Program plans are developed and Activity Facilitators are engaged (if necessary)
- ☐ Location is familiar to at least one supervisor, or Responsible Guider plans time to become familiar upon arrival
- ☐ A first aid kit is readily available
- ☐ Map to location and contact information

On arrival...

- ☐ Facility is scanned for hazards by Responsible Guider and other supervisors
- ☐ Do an attendance check and implement the buddy system
- ☐ Review boundaries
- ☐ 'Walk through' facility to familiarize girls
- ☐ Girls and supervisors have been briefed on location guidelines and basic use of equipment
- ☐ Review emergency response procedures for lost participants, fire, intruder and first aid
- ☐ Keep track of 'who goes where'
- ☐ Have fun!



Outdoor Camping

For groups using tents, tarps, lean-tos or other non-permanent structures for accommodations while camping. Camping can occur at established campsites with potable water and toilets/latrines (for example, front-country provincial campground), or at unestablished campsites, (for example, private property or camping on crown land)

Activity Specific Procedures:

- At least one Guider must have a minimum of two two-night overnight supervisory experiences (Guiding or otherwise) with a comparable number of children or youth in a similar setting within the last seven years
- If using portable camp stoves, at least one Guider must have experience in lighting, re-fueling and basic maintenance
- Stove fuel must be clearly marked and stored separately
- At least one Guider must have experience in putting up tents and basic maintenance
- All food must be stored in a vehicle or animal proof containers overnight (no food in tents)
- All garbage must be packed out if garbage facilities do not exist.
- Plan for the following safety considerations:
 - Lost girls
 - Cooking, stove and campfire related injuries (burns, cuts)
 - Hygiene, food and water related illness
 - Wildlife encounters
 - Severe weather
 - Other hazards associated with activity and environment/facility

NOTE: Refer to the [OAL Guide to Camping](#) (available on Member Zone) for information on organizing a camp.

Pre-activity Planning

- Review General Planning for Activities.
- Determine the activity planning level based on the [Activity Planning Chart](#) on page 18. Camping will be a Yellow or a Red level activity depending on your location.
- Based on the Activity Planning Chart follow the appropriate procedures for parent/guardian permission and GGC notification or authorization.
- Review additional related Activity and Planning Guides for activities that will be included in this excursion (i.e., swimming, canoeing, hiking).
- Complete an Emergency Response Plan (SG.4) for the location and review with supervisors.
- Confirm availability of drinking water or plan to bring water with you. Plan meals and snacks that take into consideration participants' dietary restrictions and allergies.

Supervision

- Review ratio and supervision as per General Planning for Activities. Note procedures regarding
 - Non-member PRC requirement
 - Including non-member children in ratios
 - No alcohol consumption and no smoking in front of girls
- Determine who will be the first aider.
- Determine who will be your Home Contact Person.



- Responsible Guider is familiar with location or upon arrival takes time to familiarize with location.
- Supervisors' sleeping accommodations are as close as reasonable to the participants' tents so that they can monitor nighttime activities.
- No adult shares one-on-one accommodation with a single girl who is not her daughter/ward
- One supervisor is at the tent location any time girls are at the site or in a tent. Avoid situations where an adult is one-on-one with a girl who is not her daughter/ward.
- Direct supervision is provided for fire, stove and refueling related tasks.
- For Sparks and Embers, supervision is provided for travel to the water or toilet facilities.
- Responsible Guider has some means of communication (phone at location or personal cell phone with coverage in the area).
- A copy of the ERP with emergency phone numbers is available to all supervisors.
- There is 24-hour access to a vehicle.

Best Practice Guidelines

- Hold a meeting for parents/guardians to orient them to the camping activity and discuss clothing/equipment, cost, and dietary and health management
- It is recommended that Guiders meet any non-member youth (Bring a Friend) prior to any overnight activities.
- Review the [Seven Principles of Leave No Trace](#)
- Consult with facility management prior to activity for any location specific instructions
- Confirm location of potable water and toilet facilities
- Consider leading group to water and toilet facilities if route is not obvious
- For younger age groups, consider having one adult volunteer in each tent – discuss pros and cons during planning stage and communicate decision to parents
- Establish a hand washing procedure if facilities do not exist
- Establish 'out of bounds' areas and emergency procedures for location
- Inspect the tent location for hazards: tree limbs, wires, nearby water ways or dry stream beds, road or traffic flow, wildlife activity, security from other users
- All participants should have some means of communicating 'emergency', such as a whistle
- Tents should be located away from the cooking area, if possible
- No flame or fire in or near tents
- Buddy system organized in advance; ideally buddies stay in same tent
- Store all valuables in a locked vehicle while group leaves tent sites

Participant instructions

Participants should be instructed on:

- Location layout and out of bounds areas
- Emergency procedures and what to do if lost
- Campfire safety (hair tied back, no loose clothing, no reaching across fire, no rambunctious play near the fire)
- What to do if clothing catches fire
- Proper hygiene
- Cooking, stove, fire and food safety guidelines
- "Leave no trace" guidelines
- Disposal of waste (garbage, food, grey water)
- Nighttime trips to toilet
- Wildlife sightings or encounters
- Expectations for behaviour



- Any facility specific rules

Camping/Campground Planning Checklist

- ☐ Girls want to go camping!
- ☐ Local campground location(s) identified
- ☐ Date and time booked with facility (if necessary)
- ☐ As per GGC Notification and Authorization
 - Submit appropriate forms to Assessor
 - Send home and obtain Parent/Guardian Permission forms
- ☐ Determine who is coming
- ☐ Complete an ERP (SG.4) for the location and review with supervisors
- ☐ Obtain PRCs for non-member supervisors
- ☐ Receive completed permission forms and if required signed waivers from all participants
- ☐ Girls provided with list of camping equipment and clothing appropriate to season (provide gear and clothing list)
- ☐ Arrangements made to get girls to location or to meet at location
- ☐ Food planning and purchasing arranged
- ☐ Location is familiar to at least one supervisor, or Responsible Guider plans time to become familiar upon arrival
- ☐ A first aid kit is readily available
- ☐ Map to location and contact information

On arrival...

- ☐ Area scanned for hazards by Responsible Guider and other supervisors
- ☐ Do an attendance check and implement the buddy system
- ☐ Review boundaries
- ☐ Walk through location to familiarize girls
- ☐ Girls and supervisors have been briefed on location guidelines and basic use of equipment
- ☐ Review emergency response procedures for lost participants, fire, intruder and first aid
- ☐ Keep track of 'who goes where'
- ☐ Have fun!



Cookie Sales

(Door-to-door, community centres, malls, drive-throughs and other public spaces)

Activity Specific Procedures

- If girls and Guiders are handling money, strict hand hygiene practices must be followed
- Guiders must manage all public sales (i.e., in a mall or door-to-door sales)
- Sparks and Embers must be accompanied to the door when selling door-to-door
- In door-to-door sales, girls must be able to make change or have someone with them who can
- Girls must not carry large amounts of cash
- Plan for the following safety considerations:
 - Hazards associated with driving, walking, crossing the street and group travel along roadways, parking lots, sidewalks and in unfamiliar locations
 - Lost person or group splits up
 - Theft
 - Hazards associated with approaching strangers: harassment, abuse, inappropriate behaviour
 - For drive-through sales: traffic flow and management
 - Other hazards associated with activity and environment/facility
- When planning neighborhood cookie sales events, men may participate if the following guidelines are followed:
 - The activity is under the overall supervision of a fully screened Responsible Guider
 - The required ratio of women or non-binary adults to girls is met
 - Parents know the driving plan, including who is driving with whom
 - The male's own daughter/granddaughter etc., is in the car with him at all times, i.e., must be first in and last out

Pre-activity Planning

- Ensure cookie order submitted as per guidelines.
- Review General Planning for Activities.
- Determine the activity planning level based on the [Activity Planning Chart](#) on page 18. Unit activities in the community will most likely be a Green level activity. However, it could be Yellow level depending on your location.
- Based on the Activity Planning Chart follow the appropriate procedures for parent/guardian permission and GGC notification or authorization.
- Check supervision ratios.
- Prepare an Emergency Response Plan (SG.4) with emergency phone numbers.
- Discuss with your Commissioner (in Ontario check with other local Guiders) to ensure that your plans are coordinated with other cookie selling events in your community.

Best Practice Guidelines

- Consult municipal bylaws; apply for permission or permits as required
- As for all activities it is recommended at least one supervisor is trained in first aid
- Consider additional supervisors depending on the sales activity, location/neighbourhood and age group
- Determine whether a trip to familiarize yourself with the selling location is necessary
- As for all activities it is recommended the Responsible Guider have some means of communication (phone at location or personal cell phone)



- Girls' participation is voluntary
- Involve girls in planning and goal setting; provide training on courteous and effective selling
- Girls wear uniform, enrolment pin or carry some form of identification associating them with GGC
- Familiarize girls with neighbourhood or selling location with a 'drive through' or 'walk through' before they start selling
- Establish boundaries, emergency location points, communication options (whistle, cell phone, etc.)
- When dealing with larger groups, Responsible Guider notes 'who is where' to keep track of girls, and creates check in system
- Girls have the Responsible Guider's phone number for re-orders or complaints
- Girls do not give out personal phone numbers
- Establish a cash collection point supervised by Guider; transfer cash to secure location upon reaching a pre-determined amount
- Girls are instructed and reminded of personal protection practices:
 - Always sell with a buddy
 - Tell supervisors where you are going
 - Travel safely on sidewalks and roadways
 - Do not enter homes
 - Do not release personal information
- Girls carry Responsible Guider's emergency contact information
- A first aid kit must be accessible

Participant instructions

Participants should be instructed on:

- Courteous and effective selling
- Personal protection practices
- Boundaries and check in times
- What to do in case of emergency or lost
- How to dress appropriately for the location or weather
- Any facility specific rules

For further information and training for this activity

- See [Cookie page of Member Zone.](#)

Cookie Selling Planning Checklist

- ☐ We're selling cookies!
- ☐ Order cookies as per guidelines
- ☐ Plan location and timing; obtain permission as required
- ☐ Date and time booked with facility (if necessary)
- ☐ Notify parents/guardians of date, location and drop-off and pick-up times
- ☐ Determine who is coming
- ☐ Arrangements made to get girls to location or to meet at location
- ☐ Complete an ERP for the location and review with supervisors
- ☐ A first aid kit is accessible at the activity
- ☐ Reminder notice posted on door of meeting place, if appropriate

On arrival...

- ☐ Do an attendance check and implement the buddy system
- ☐ Review boundaries



- ☐ Share phone numbers
- ☐ Area scanned for hazards by supervisors
- ☐ 'Walk through' location to familiarize girls
- ☐ Establish check-in time and location for cash drop and emergency
- ☐ Keep track of 'who goes where'



Horseback Riding

Activity Specific Procedures:

- Riding helmets (ASTM or BSI/BS EN approved) must be worn while horseback riding
- Plan for the following safety considerations:
 - Injuries from falling / throw from horse
 - Injuries from impact with objects (fence, post, limbs)
 - Injuries from horse kick, bite or stepping on person
 - Injuries from entanglement with tack (i.e., foot stuck in stirrup while falling)
 - Allergies (dust, hay)
 - Other hazards associated with activity and environment/facility

Pre-activity Planning

- Review General Procedures Planning for Activities.
- Based on the [Activity Planning Chart](#) on page 18, follow the appropriate procedures for parent/guardian permission and GGC notification or authorization. Note that horseback riding is considered to be using specialized equipment therefore it is generally a Yellow level activity (although it could be Red depending on EMS response time if it is part of adventure camping, adventure tripping, etc.).
- Specific expertise and knowledge is required to lead this activity. A Third Party Service Provider must be used for this activity; refer to Third Party Service Provider in [Key Terms](#) and the [Third Party Service Provider Activity Guide](#).
- If a contract is required, it is signed by a provincially-designated contract signer.
- A first aid kit must be accessible.

Conditional Activity Requirements

- This activity must take place at and be sub-contracted to a reputable, commercial riding establishment. Use the [Third Party Service Provider Activity Guide](#).
- The establishment must provide GGC with a certificate of insurance (to be kept on file by the unit) showing evidence of liability coverage for their commercial operations, including injury to participants with minimum limits of \$2,000,000.
- The Release of Liability, Waiver of Claims, Assumption of Risk and Indemnity Agreement (SG.5) must be signed and witnessed for all participants (or if they are a minor, by their parent/guardian) and collected by the Guider in advance of the activity.

Best Practice Guidelines:

- Contact the stable/outfitter in advance to ensure they have experience with young girls and first time riders. Determine if parents/guardians need to sign a waiver from the stable/outfitter.
- As for all activities, it is recommended that at least one supervisor is trained in first aid.
- Girls are not in contact with horse (leading, brushing, riding) unless under the direct supervision of trained riding instructor.
- Girls are assessed for ability and assigned appropriate tasks, horse and riding area.
- All riders are instructed on proper leading, mounting, dismounting and riding technique
- All riders are instructed on horse behaviour and safety.
- The riding instructor saddles all horses and re-checks tack before rider mounts and during activity.
- Riders practice in a fenced corral or ring; any rider having difficulty receives extra instruction or changes horse.



- Riders must demonstrate competence at a walking pace before trotting (in a corral or ring) and canter.
- Trail riding:
 - Trail difficulty must match group ability
 - Only participants who can control their horse (start, steer, stop) participate in trail rides
 - Girls walk horses up and down steep hills
 - Instructor manages horse crowding, pace and line up of animals
 - Trail riding is limited to walking pace
- Appropriate clothing includes long pants and snug clothing; dangling or flapping clothing is unsafe
- Appropriate footwear includes heeled boots; certain stirrups accept athletic shoes; barefoot, sandals and lugged hiking boots are not allowed

Participant instructions

Participants should be instructed on:

- Supervision requirements
- Only approaching horse when instructed
- Corral, ring and gate etiquette
- Horse psychology and any particular idiosyncrasies of particular horses
- Safely approaching animals and avoiding spooking
- Leading, mounting, dismounting and riding horse
- Crowding and avoiding other horses
- What to do in case of horse halting, bolting or bucking
- Emergency dismounting
- How to control speed
- Trail riding safety and technique (if going trail riding)
- To anticipate horse speeding-up upon returning to barn from trail ride
- Boundaries and out-of-bounds locations
- What to do in case of emergency or lost
- Any facility specific rules

For further information and training for this activity

- Equine Canada and other riding and horsemanship associations

Horseback Riding Planning Checklist

- ☐ The girls want to go riding!
- ☐ Assess group for fitness and judgment suitable to independently manage a large animal
- ☐ Plan location and timing
- ☐ As per GGC Notification and Authorization:
 - Submit appropriate forms to Assessor
 - Send home and obtain Parent/Guardian Permission forms
- ☐ Determine who is coming
- ☐ Receive completed permission forms and signed waivers from all participants
- ☐ Date and time booked with facility
- ☐ Girls told to dress appropriately for activity and conditions
- ☐ Arrangements made to get girls to location or to meet at location
- ☐ Received proof of insurance from TPSP
- ☐ Complete an Emergency Response Plan (SG.4) for the location and review with supervisors



On arrival...

- ☐ Do an attendance check
- ☐ Supervisors meet with facility staff to obtain safety instructions for boundaries
- ☐ Check that girls are dressed appropriately
- ☐ Area scanned for hazards by supervisors
- ☐ Boundaries established



Ice Skating

Activity Specific Procedures

Natural ice surface (i.e., frozen pond, waterfront):

- Ice condition must be confirmed to be a minimum 15 cm deep across the entire skating area and must consist of clear, hard ice
- To confirm depth, holes should be made in the ice or obtain information from a reliable source
- Skating boundaries must be clearly marked
- Appropriate rescue equipment must be on hand in case of ice failure / ice rescue such as a throw bag/ring buoy or a reaching aid
- At least one supervisor should be familiar with ice safety and rescue procedures

NOTE: At a public facility that monitors the ice surface, public safety and provides information on the safety of the ice conditions, the above is not required.

- Plan for the following safety considerations:
 - Cold injuries (frostbite, hypothermia) due to inadequate clothing
 - Falling and collisions
 - Natural ice surface failure; falling through ice and related cold/potential drowning, if skating on a natural ice surface
 - Other hazards associated with activity and environment/facility

Pre-activity Planning

- Review General Planning for Activities.
- Determine the activity planning level based on the [Activity Planning Chart](#) on page 18. Skating on a public rink will most likely be a Green level activity. However, skating on natural ice could be Yellow or Red level depending on your location.
- Based on the Activity Planning Chart, follow the appropriate procedures for parent/guardian permission and GGC notification or authorization.
- Check supervision ratios.
- Prepare an Emergency Response Plan (SG.4) with emergency phone numbers.

Best Practice Guidelines

- Consult with facility management or people familiar with the conditions of natural ice depth prior to activity for any location specific instructions.
- A first aid kit must be accessible.
- For younger age groups, volunteers are needed to assist tying skates and preparation, so supervisor can concentrate on supervising ice surface.
- Some supervisors should be on the ice surface at all times, others are off the ice supervising change rooms, girls resting, etc.
- Supervisor should have some means of communicating 'stop', such as a whistle
- Instruction should be given to beginner skaters on safety and skating technique, including stopping and getting up from a fall
- If possible, have a separate area for beginner skaters. The ice surface can be divided in half to account for differing abilities.
- Let parents know that if they want their child to wear a helmet, they must provide one.
- The supervisor should be aware of crowding and traffic flow. If the ice surface is so crowded that there is a risk of collisions, consider splitting the group and each participates in timed shifts.



- On an outdoor skating surface, be extra vigilant for cold injuries (frost bite, hypothermia) and changing environmental conditions, especially wind chill.
- If not at a public facility, it is recommended that at least one supervisor is trained in first aid and the Responsible Guider have some means of communication (phone at location or personal cell phone)

Participant instructions

Participants should be instructed on:

- Rink etiquette
- Direction of travel
- Not to obstruct or swerve into other skaters
- Yield right-of-way to those skaters already on the ice surface
- Appropriate games
- Fallen skater quickly gets up, unless injured
- Falling skaters do not grab others
- Skaters do not shove or trip other skaters
- Any facility specific rules

For further information and training for this activity

- Skate Canada – National association
- Consult your local arena or recreation department for skating programs and coaching

Ice Skating Planning Checklist

- ☐ Girls want to go skating!
- ☐ Local skating location(s) identified
- ☐ Date and time booked with facility (if necessary)
- ☐ Parents are provided with date, location and time for drop off and pick-up
- ☐ Determine who is coming
- ☐ If Yellow or Red level activity:
 - Submit appropriate forms to Assessor (as per GGC Notification and Authorization)
 - Send home and obtain Parent/Guardian Permission forms
- ☐ Complete an ERP for the location and review with supervisors
- ☐ Arrangements made to get girls to location or to meet at location
- ☐ Girls told to bring skates and instructed beforehand how to dress appropriately
- ☐ Location is familiar to at least one supervisor
- ☐ A first aid kit is accessible at the activity

On arrival...

- ☐ Area scanned for hazards by supervisors
- ☐ Do an attendance check and implement the buddy system
- ☐ If on natural ice, ice depth is confirmed to be at least 15 cm and skating boundary area is established (if required)
- ☐ Girls have been briefed on guidelines and basic use of equipment
- ☐ Get equipment on and go skating!



Sledding, Tobogganing, and Snow Tubing

Activity Specific Procedures

- All sliding (on a sled, toboggan, snow tube or other snow sliding means) will be in a feet first or upright position (no head first sliding)
- Plan for the following safety considerations:
 - Cold injuries (frostbite, hypothermia) due to inadequate clothing or temperature and wind chill conditions
 - Slips, trips and falling on hard packed or ice surfaces
 - Collision with fixed objects (trees, fences, signs, or other)
 - Collision with moveable objects (other sliders, run away sleds, or other)
 - Other hazards associated with activity and environment/facility

Pre-activity Planning

- Review General Planning for Activities.
- Determine the activity planning level based on the [Activity Planning Chart](#) on page 18. Snow sledding, tobogganing and snow tubing will most likely be a Green level activity. However, it could be Yellow or Red level depending on your location.
- Based on the Activity Planning Chart follow the appropriate procedures for parent/guardian permission and GGC notification or authorization.
- Check supervision ratios.
- Complete an ERP for the location and review with supervisors.

Best Practice Guidelines

- Consult with facility management prior to activity for any location specific instructions.
- A first aid kit must be accessible.
- As for all activities it is recommended at least one supervisor is trained in first aid.
- As for all activities it is recommended the Responsible Guider have some means of communication (phone at location or personal cell phone).
- Establish 'out of bounds' areas and emergency procedures for location.
- Inspect the location for hazards: rocks, sheet ice, trees, posts, fences, snow jumps.
- One supervisor should be present at the top or bottom of sliding surface at all times.
- Responsible Guider should have some means of communicating 'stop', such as a whistle.
- For younger age groups, assign supervisors to assist girls with sled retrieval and others to manage sliding surface traffic.
- Establish a sliding/downhill lane and an uphill/walking lane.
- The Responsible Guider should be aware of crowding and traffic flow. If the sliding surface is so crowded that there's a risk of collision, consider splitting the group and each participates in timed shifts; or leaving the location and return another time.
- Ensure the run out zone at the bottom of the hill is adequate for speed of sliding. If run out is inadequate, have girls start only a portion of the way up the sliding hill to match run out length
- Establish safe distance for sliders to follow previous slider; manage traffic from top of sliding surface, if possible.
- Create clear directions regarding snow packed jumps on sliding surface (either out of bounds or guidelines on when/how they can be negotiated).
- Instruction should be given to girls on safety and feet first or upright sliding technique, including stopping and clearing the sliding surface after a fall.



- Inspect sliding equipment prior to use: eliminate dangling ropes and sharp objects; do not allow the use of potentially unsafe sliding equipment.
- Sliding equipment is to be used in the way it was designed.
- Determine whether sliding equipment is appropriate for the location or girls using it; if not, do not permit its use.
- Let parents know that if they want their child to wear a helmet, they must provide one.
- Ensure girls keep mitts on and long scarves/hair tied up and tucked in.
- Extra vigilance must be paid to injuries due to cold and changing environmental conditions, especially wind chill.

Participant instructions

Participants should be instructed on:

- Location boundaries
- Traffic flow; sliding lane/uphill lane
- Not to obstruct, play on surface or jump over other sliders
- Always look uphill for oncoming traffic when dismounting
- Fallen sliders quickly get up, unless injured
- Any facility specific rules

For further information and training for this activity

- Municipal recreation department

Sledding Planning Checklist

- ☐ Girls want to go sledding!
- ☐ Local sledding location(s) identified
- ☐ Determine who is coming
- ☐ Date and time booked with facility (if necessary)
- ☐ If Yellow or Red level activity:
 - Submit appropriate forms to Assessor
 - Send home and obtain Parent/Guardian Permission forms
- ☐ Complete an ERP for the location and review with supervisors
- ☐ Arrangements made to get girls to location or to meet at location
- ☐ Girls told to bring appropriate sledding equipment and how to dress appropriately before meeting for the activity (provide clothing list)
- ☐ Responsible Guider is familiar with location or upon arrival takes time to familiarize with location
- ☐ Weather conditions confirmed as suitable for day of sledding
- ☐ A first aid kit is accessible at the activity
- ☐ Reminder notice posted on door of normal meeting place, if relevant

On arrival...

- ☐ Area scanned for hazards by Responsible Guider
- ☐ Do an attendance check and implement the buddy system
- ☐ Inspect girls' sliding equipment
- ☐ Girls have been briefed on guidelines and basic use of equipment
- ☐ Review with supervisors their roles for managing the sliding traffic
- ☐ Go sliding!



Sleepover

(In the community)

Activity Specific Procedures:

- Plan for the following safety considerations:
 - Lost girls
 - Intruder
 - Evacuation
 - Allergies
 - Food safety

Pre-activity Planning

- Review General Planning for Activities
- Determine the activity planning level based on the [Activity Planning Chart](#) on page 18. A sleepover will likely be a Yellow level activity depending on your location
- Based on the Activity Planning Chart follow the appropriate procedures for parent/guardian permission and GGC notification or authorization
- Complete an Emergency Response Plan (SG.4) for the location and review with supervisors
- Plan meals and snacks that take into consideration participants' dietary restrictions and allergies
- If in a private home if animals are present, check health forms and with parents/guardians regarding allergies or girls' fear of animals

Supervision

- Review ratio and supervision as per General Planning for Activities. Note procedures regarding non-member PRC requirement, mother/daughter sleepovers, no alcohol consumption and no smoking in front of girls.
- Determine who will be the first aider.
- When sleepovers are in a home all adults living in the home during the sleepover are required to complete the Non-member Volunteer form (A.7) with a PRC entered in iMIS.
- Girls must not be left one-on-one with any adult.
- Responsible Guider is familiar with location or takes time to familiarize herself with location upon arrival.
- Responsible Guider has some means of communication (phone at location or personal cell phone).
- A copy of the ERP with emergency phone numbers is available to all supervisors.

Best Practice Guidelines

- For younger girls, especially those for whom this may be a first-time experience, hold a meeting for parents/guardians to orient them to the activity
- It is recommended that Guiders meet any non-member youth (Bring a Friend) prior to any overnight activities.
- Consult with facility management prior to activity for any specific instructions
- Establish a hand washing procedure before serving food
- Establish 'out of bounds' areas and emergency procedures for location
- For Sparks and Embers, supervision is provided for trips to toilet facilities
- Buddy system organized in advance
- If in a private home:
 - It is recommended that adult members' homes are used



- Parents/guardians are provided with a list of family members and their ages, genders and sleeping arrangements
- Girls have toilet and washing facilities separate from the rest of the family if possible
- Make sleeping arrangements that provide privacy from males in the household

Participant instructions

Participants should be instructed on:

- Location layout and out of bounds areas
- Emergency procedures for fire and an intruder
- Proper hygiene
- Cooking, stove and food safety guidelines
- Night time trips to toilet
- Any facility specific rules

Sleepover Planning Checklist

- ☐ Girls want to have a sleepover!
- ☐ Location identified
- ☐ Date and time booked with facility (if necessary)
- ☐ As per GGC Notification and Authorization
 - Submit appropriate forms to Assessor
 - Send home and obtain Parent/Guardian Permission forms
- ☐ Determine who is coming
- ☐ Complete an ERP for the location and review with supervisors
- ☐ Obtain PRCs for adult non-members
- ☐ Receive completed permission forms and if required signed waivers from all participants
- ☐ Provide girls with a kit list that includes appropriate sleeping pad and bedding, clothing, and toiletries
- ☐ Arrangements made to get girls to location or to meet at location
- ☐ Food planning and purchasing arranged
- ☐ Location is familiar to at least one supervisor, or Responsible Guider plans time to become familiar upon arrival
- ☐ A first aid kit is readily available
- ☐ Map to location and contact information

On arrival...

- ☐ Do an attendance check and implement the buddy system
- ☐ Review boundaries
- ☐ Walk through facility to familiarize girls
- ☐ Girls and supervisors have been briefed on location guidelines and basic use of equipment
- ☐ Review emergency response procedures for lost participants, fire, intruder and first aid
- ☐ Keep track of 'who goes where'
- ☐ Have fun!



Third Party Service Provider (TPSP)

A Third Party Service Provider (TPSP) is an external business or organization to whom GGC entrusts the care and management of GGC participants for the duration of an activity or event which requires skill and experience beyond that of a Guider. A TPSP will provide personnel (guides or instructors) and safety response planning. When specialized equipment is necessary, a TPSP may also provide equipment.

Some examples of a TPSP:

- Rafting company
- Climbing gym
- Charter bus company
- Scuba diving company for diving in a pool
- Facility providing aerial courses (for example a tree top walk, a high or low rope courses or zip line)
- Facility that provides hay/sleigh rides or horseback riding
- Ski resort
- Canoe/kayak, dog sledding, snowshoeing guiding (outfitter) business

While GGC always maintains its duty of care over its members, when TPSPs are used, the organization is entrusting the control of the activity or event to an external expert. Although the TPSP assumes the responsibility for managing the activity, the Responsible Guider is still responsible for determining that the TPSP is knowledgeable, experienced, qualified and can be trusted to provide the standard of care that you, GGC and the parents expect.

To find an appropriate TPSP for your activity, ask others for recommendations or use the Internet to find a website or reviews.

NOTE: You must first determine your activity level based on the Activity Planning Chart. Depending on the activity, a TPSP may be Green, Yellow or Red.

A TPSP activity facilitator (of any gender) can be the first aider if they have appropriate level of first aid training. The TPSP agreement must indicate that the TPSP is responsible for first aid during the event and that the TPSP activity facilitator has the appropriate level of first aid.

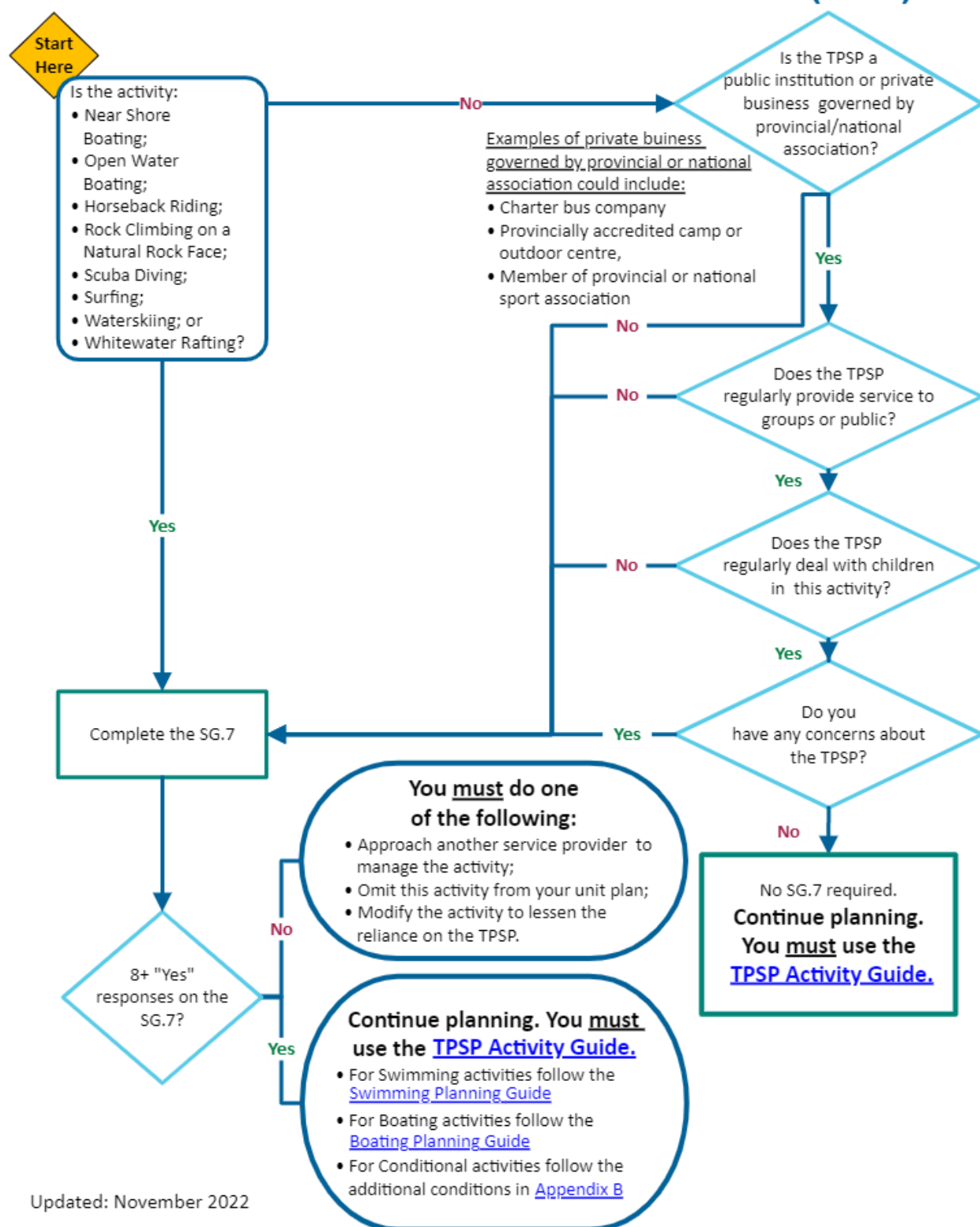
When selecting a TPSP, consider the needs of anyone in your group who has a disability. When you make a request for accommodations, provide as many details to the provider as you can so they can determine what they can provide or allow. Involve the person with the disability or her parents as appropriate to determine what accommodation she needs and how best to make the program work.



Activity Specific Procedures

Guiders must use the following process and answer these questions when selecting a TPSP:

When to Use the TPSP Interview Checklist (SG.7)



Updated: November 2022



NOTES:

- As the TPSP is a recognized expert in their field, their activity specific policies and procedures may be outside of GGC's Safe Guide procedures and guidelines. The TPSP is not bound by the same procedures as the Responsible Guide. For example, if a TPSP is hired to teach a canoe course, their internal training and practices may differ from Safe Guide requirements. This is acceptable. However, they must comply with our insurance requirements listed in [Appendix B – Conditional Activities](#).
- See relevant Activity Guides for all TPSP activities. Note the helmet requirement for horseback riding.
- For all swimming and boating activities see the [Swimming](#) and [Boating](#) Planning Guides for more information on using a TPSP for these activities.

Supervision

- Guiders must follow [Supervision ratios in General Planning](#).
- TPSP personnel are not included in supervision ratios and must never be one-on-one with a girl member. However, they can support groups of girls.
- For boating and swimming follow the supervision ratios and requirements in [Swimming](#) and [Boating Planning Guides](#)
- When EMS is more than four hours away, a TPSP instructor or guide (adult of any gender) with higher level first aid qualifications (e.g. wilderness first aid) can be the first aider if they have the appropriate level of first aid training and the TPSP agreement indicates that the TPSP is responsible for first aid during the event. It is recommended that a GGC adult supervisor has first aid training as well. See [First Aid Training](#) for details.

NOTE: TPSPs are responsible for determining whether their personnel require a police records check.

Pre-activity Planning

Follow the relevant procedures in General Planning and any relevant information in the Activity or Planning Guides with special attention to:

- Having contracts signed by a provincially-designated contract signer.
- Supervision procedures including avoiding situations where an adult is alone with a girl who is not her daughter/ward (this includes the TPSP staff).
- Orienting participants in preparation for the activity
- Ensuring you have health forms and any relevant health information regarding medication
- Kit lists
- Food and water
- Emergency response for the activity is the responsibility of the TPSP; your ERP (SG.4) will only be for any activities outside of the time you are under the care of the TPSP

Parent/Guardian Notification and Permission

- Follow the procedures for [Parent/Guardian Notification and Permission](#).
- For conditional and adventure activities, the Release Waiver of Claims, Assumption of Risk and Indemnity Agreement (SG.5) must be completed.
- If the TPSP provides a waiver that must be signed by participants, it is signed in addition to the GGC Waiver (SG.5). Be sure to obtain a copy beforehand and provide it to parents/guardians for their signature. Guiders must never sign a waiver for a child who is not their own.



Emergency Response

Emergency response is primarily the responsibility of your TPSP. On your Emergency Response Plan (SG.4), your actions will support the TPSP's plan. For more information, see [ERP for Third-Party Service Provider Activities](#) in [Appendix H: Emergency Response Guidelines](#).

Your ERP (SG.4) will also need to include any part of the activity that is not under the care of the TPSP (for example, travel to the event).

GGC Notification or Authorization for Yellow and Red level activities

NOTE: For swimming and boating, see the [Swimming](#) and [Boating](#) Planning Guides

- At least 14 days before a Yellow level activity and 21 days before a Red level activity, the Responsible Guider must submit the following forms/information for assessment according to her provincial process (see [Girl Guides of Canada Contact Information](#)).
- Activity Plan (SG.1) with the schedule of activities as provided to parents/guardians
- Activity Notification or Authorization (SG.3)
- Emergency Response Plan (SG.4)
- A list of all adults in attendance
- Information about the TPSP such as a web address, PDF document or brochure that contains information about the company. If an interview with the TPSP was required, the completed TPSP Interview Checklist (SG.7) must also be attached.

Best Practice Guidelines

- Hold a meeting for parents/guardians to orient them to the activity and discuss clothing/equipment, cost, and dietary and health management
- Provide parents/guardians with information about the TPSP and details of the activity
- Consult with facility management prior to activity for any location specific instructions
- As appropriate ensure that participants are briefed on emergency procedures
- The Responsible Guider and her team are oriented to the TPSP's emergency response plan and that everyone knows their role in the event of an emergency or incident

Participant instruction

ALL participants (including supervisors) should be instructed on and/or oriented to:

- Who the activity leaders are and how to communicate with them
- How to use specialized equipment
- Safety procedures to avoid injury to themselves or others
- Location layout and out of bounds areas
- Emergency procedures
- What to do if lost
- Expectations for behaviour
- Any facility specific rules



Travel: In Canada – 72 Hours or More

(Within your province/territory or to other provinces/territories)

In addition to this Activity Guide, follow the other Activity Guides or Planning Guides relevant to the activities you will be doing on your trip, for example: the [Accommodations](#) or [Camping](#) Activity Guides; or the [Swimming](#) or [Boating](#) Planning Guides.

GGC will not approve any travel in Canada – 72 hours or more where the experience and the itinerary is for the most part entertainment and/or vacation based. Non-approved travel includes, but is not limited to: cruises, all-inclusive resorts or vacation destinations, or any other generally perceived “vacation” travel.

Activity Specific Procedures

- The Responsible Guider must verify that at least one Guider has at least two, two-night supervisory experiences with a comparable number of children/youth. This experience does not have to be in Guiding.
- All Guiders must start with the group and remain with the trip for its duration, from point of departure to the return. Joining the trip late or remaining at the trip destination for further travel is not permitted.
- Refer to procedures in General Planning as they also apply. The procedures below are in addition to or supersede the General Planning.
- All participants (girls and adult supervisors) must be members of GGC. Guider's children who do not meet the membership and age requirements cannot participate. An adult non-member woman or non-binary individual can participate as a one-on-one support person to assist a girl member requiring accommodation for a disability with the approval of the Provincial Safe Guide Adviser (or Travel Assessor) according to provincial process.
- Only girls Guide branch or higher can participate in Travel in Canada 72 hours or more.
- The trip must be pre-approved using the Travel Preauthorization form (SG.8). This form must be submitted with a list of all participants (adults and girls) that includes:
 - Their names
 - iMIS #
 - For girl participants, their date of birth
 - The Planning Timeline (SG.9) or similar timeline planning document must be submitted with the SG.8
- To be considered as a girl participant on the trip, a Parent/Guardian Permission (SG.2) must be completed

NOTES:

- Girls joining Guiding for the first time or moving up a branch are not considered part of that branch until the start of the Guiding year, which is September 1.
- Members who sign-up for a trip as a girl member and become age of majority before departure can sign their own waiver forms and do not need parent/guardian permission. However, they are counted as a girl participant and have no supervisory responsibility and must comply with procedures for girl members.
- Fundraising must be approved before beginning fundraising. Review the [Fundraising Procedures and Guidelines](#) (found on Member Zone under the Admin tab). Fundraising approval is a two-step process:
 - First, the trip must be pre-approved by submitting the Travel Preauthorization (SG.8)
 - Second, the Application for Fundraising Approval (FR.1) must be submitted with the **approved** Travel Preauthorization (SG.8) attached.



- If at any time during planning, the number of girl participants drops so that the ratio of Guiders to girls falls to 1:3, the Responsible Guider must provide details about the trip and rationale for the small ratio to her Provincial Safe Guide Adviser (or assessor according to provincial processes). In consultation with her Provincial Commissioner (or her designate) she will work with the group to determine whether the trip can go ahead based on the size of the group and the circumstances. Consideration will be given based on situations such as a small community with few girls available to travel.
 - A support person providing one-on-one assistance to a girl member requiring accommodation for a disability is not counted in the supervision ratio.
- Preauthorization provides approval that the basic plan for the trip is sound and the group can begin to fundraise for a trip. However, during the planning process approval can be withdrawn for reasons including but not limited to financial or budgeting issues, Guider to girl ratio imbalance, non-compliance with GGC policies and procedures, etc.

Pre-activity Planning

- The Responsible Guider must obtain relevant maps and guidebooks for the destination(s).
- If travelling by air, the Responsible Guider must verify that all participants have, or have made plans to obtain valid identification acceptable to airlines and that all participants' travel documents will be valid for their period of travel.
- When booking travel, major airlines, railways, ground transportation providers and established travel agencies must be used whenever possible. Travel must be booked as a group booking under one reservation (e.g., one locator number). No participant is to book her own travel separately outside of the group reservation or through her travel incentive or reward program.
- All discounts and free trips must have the value distributed among the entire group.
- When booking travel, including travel within Canada, group travel insurance (for missed flights, lost luggage etc.) must be purchased and it must be under one policy
- The Responsible Guider must instruct participants and verify that all documents, money, debit or credit cards and travelers' cheques are carried safely and securely (e.g., under clothing, in a money belt, in a zippered purse).
- The Responsible Guider must obtain contingency and/or emergency funds (approximately 10 to 15 percent of the total cost of the trip) in either credit or cash from the unit or trip sponsor (e.g., province, outside sponsor, etc.) or have it available personally. Contingency funds cover unforeseen expenses while at an event/camp/activity (e.g., taxi fare, extra supplies, etc.). Emergency funds should be either credit or cash to cover unforeseen expenses during travel (e.g., emergency travel home, emergency medical expenses, etc.).

Request for Alternate Travel Arrangements

- If, during the planning a girl participant asks for alternate travel arrangements (for example, to visit family), the Responsible Guider must direct her parents/guardians to submit a written request explaining their arrangements for their daughter/ward. (See sample letter in [Appendix I.](#)) **Before booking travel**, the request should be prepared by the parent for the Responsible Guider to submit to the Provincial Safe Guide Adviser (PSGA) for approval. The parent/guardian must:
 - Be informed that they are responsible for any additional expenses that may be incurred for the safe transfer of their daughter/ward from/to family whether the expense is pre-planned or if it arises due to a last-minute change of plans.
 - Agree to a pre-arranged back-up emergency plan should there be an unexpected delay that compromises the arrangements.



- Agree to be available by phone at the time of the transfer trip to confirm the arrangements or support any last-minute challenges.
- A copy of the approval by the PSGA should also be included with the Activity Notification or Authorization (SG.3). If the form has already been submitted, then the request should be sent to the assessor handling the event for forwarding to the PSGA. The request will be reviewed to determine that it is feasible and doesn't impact the group. The participant will be contacted (with a copy to the Responsible Guider and the assessor handling the event) to confirm the decision.
- The Emergency Response Plan (SG.4) must include the back-up plan for this individual.

NOTE: If the arrangements are approved outgoing and home-bound flights may have a different group reservation (i.e., locator number).

GGC Authorization

At least 45 days prior to the trip the Responsible Guider must complete and submit the Activity Notification or Authorization (SG.3) and other relevant forms and documents required for Red level activities.

Health Issues and First Aid

- The following procedures are in addition to those covered by the Health and First Aid procedures in General Planning section.
- The Responsible Guider must investigate and assess health issues, and serious food and all other allergies of all participants to ensure that they can be safely managed with the available resources during the trip.
- The Responsible Guider verifies that all participants always carry details of their medical insurance.
- If a participant is treated by a doctor or in a hospital while on the trip, the Responsible Guider must obtain detailed medical records and invoices.
- During the trip, all Guiders are responsible for monitoring all participants' health and mind-set to determine that all necessary support is provided for the safety and success of participants while on the trip.

Safety and Emergency Response Planning

- The following procedures are in addition to those in the Safety and Emergency Response procedures in General Planning section and the information below.
- Responsible Guider must verify that she has 24 hour/7 days a week access to the person she has arranged to be the local Home Contact Person (HCP). This person should be accessible by land line and/or cell phone. See Home Contact Person in [Appendix J](#) for more information.
- Plan for hazards associated with travel and being in an unfamiliar location such as:
 - Lost person or group splits up
 - Missed or cancelled flights
 - Theft
 - Hazards associated with approaching strangers: harassment, abuse, inappropriate behaviour

Best Practice Guidelines

- Use the Trip Planning Timeline (see below) to plan the trip. This includes the basic steps of the planning process along with suggested deadlines.



- Hold a meeting for parents/guardians to orient them to the travel plans and discuss clothing/equipment, cost, dietary and health management, emergency response, Code of Conduct and consequences of inappropriate behaviour.
- Parents/guardians understand their responsibility regarding financial commitment and/or commitment to fundraising.
- Remind parent/guardians to review their custody arrangements regarding permission for their child to travel.
- If travelling out of the province, parent(s)/guardian(s) are informed that provincial/territorial health care plan coverage varies, and they may wish to look into their personal plans and consider purchasing additional health insurance. GGC does not provide travel or medical insurance.
- Contact your provincial office or check your provincial website for information on financial reporting procedures required by your province after the trip. (Some provinces require a financial statement that reports expenses and income including fundraising, donations, subsidies, etc.)
- For confidentiality, during the trip each participant's documents are held securely and opened only in case of emergency.
- It is advisable that participants carry extra contact lenses and/or glasses in case of loss.
- Those who require prescription medication carry sufficient supply.
- The Responsible Guider ensures photocopies of the airline/train/bus tickets, identification documents and travel insurance as well as lists of phone numbers for lost debit/credit cards and serial numbers of travelers cheques are given to participants' parent(s)/guardian(s) or emergency contacts.
- Obtain and review a detailed description of all activities with girls.
 - Early in the planning, facilities are contacted to find out procedures and timing for making a reservation and if there are age requirements.
 - Obtain confirmation of reservations for tour/activity bookings before booking airfares.
 - If using a tour operator, obtain an itinerary, information on the type of shelter, cooking arrangements, kit list and ground transportation from the airport.
 - Plan for the following safety considerations:
 - Establish 'out of bounds' areas and emergency procedures for each location
 - All participants have a Guider's cell phone number to call if they are lost or for other emergencies
 - Buddy system organized in advance; ideally buddies stay in same room
 - Participants have instruction on how to safely store money and valuables

Participant Instruction

Participants should be oriented to:

- Local area and out of bounds areas
- Emergency procedures and what to do if lost
- Cooking and food safety guidelines as appropriate
- Nighttime trips to toilet if using facilities shared by others staying in the accommodations
- Expectations for behaviour and consequences of inappropriate behaviour
- Any event specific rules
- Procedures for accommodations (see [Accommodations Activity Guide](#))

Travel In Canada 72 Hours of More Planning Checklist

- ☐ Girls want to go travelling!
- ☐ Communities to visit and activities in these communities identified
- ☐ If fundraising, fundraising policy is reviewed and permission obtained



- ☐ Determine who is coming
- ☐ Ensure all participants and supervisors are members
- ☐ Receive completed parent/guardian permission forms and if required signed waivers from all participants
- ☐ Date and time booked for facilities or activities (if necessary)
- ☐ As per GGC Notification and Authorization submit appropriate forms to Assessor
- ☐ Complete an ERP (SG.4) for the location and review with girls and supervisors
- ☐ Girls provided with list of equipment and clothing appropriate to season and location
- ☐ Food planning and purchasing arranged
- ☐ At least one supervisor or Responsible Guider plans time to become familiar with the community upon arrival

Emergency Response Guidelines

The following are some general guidelines. You may need to adapt them to your specific situation.

Changes to Itinerary or Accommodations, Delayed or Missed Flight

- Call HCP who will contact the parents to let them know of any changes to the itinerary flight or accommodations.
- For flights, determine options for next flight. Book that flight. (Note: if there is a charge involved, use group emergency funds.) Contact travel agency that booked your flights for assistance. (Contact info should be on your itinerary.)

Missing Participant

- Participants are instructed on how to contact their Guiders, have Guider cell phone numbers programmed on cell phones and know how to use the public telephone system.
- Participants note the name of the street they are on/store they are in, and will phone Responsible Guider.
- Responsible Guider has a cell phone that is on during outings.
- Participants always carry Responsible Guider cell phone number.

Serious Behavioural Issue

- Responsible Guider discusses situation with other Guiders (and event/camp staff if at camp) and, depending on the situation, will determine who will approach the girl.
- Meet privately with the girl one-on-one (in view of other Guiders as per child protection guidelines) to discuss the situation and to review the Code of Conduct.
- Listen to the girl's side of the story and ask open-ended questions to try to determine what is going on. Find out if she is missing her family, not feeling well, tired, stressed by unfamiliar surroundings, etc.
- Support her emotional and physical needs and determine how you can assist her.
- Reinforce positive behaviour, but remind her of the expectations and the consequences.
- If behaviour continues, determine a recommendation for next steps. Responsible Guider contacts her Provincial Commissioner and/or parents to discuss the situation and to share recommendations.
- If it becomes necessary to send the girl home, Responsible Guider or Provincial Commissioner to contact the girl's parents to explain that they will be responsible for the cost of her return flight should there be additional charges.
- Responsible Guider (or HCP) will arrange flight and work with Provincial Commissioner and parents to make sure the girl gets home safely.



Communicable Illnesses

- Self-isolation plan for any member that has symptoms of a communicable illness, including COVID-19, or tests positive for COVID-19 at any point during travel
- Accommodation and supervision plan if any girl member is unable to continue on the trip or board transportation home.
- Accommodation and supervision plan if any Guider or adult supervisor is unable to continue the trip or board transportation home.

Travel in Canada 72 hours or More – Overview of Forms

Pre- Approval		GGC Approval		Parent/Guardian	
Forms to be completed	Timing for submission	Forms to be completed	Timing for submission	Permission forms	Timing for sign-off or distribution
SG.8 Parts A & B (travel approval) Planning Timeline (SG.9) or similar	At least one year before the trip. If fundraising, submit before starting fundraising.	Submitted to Assessor SG.3 (GGC approval) Along with: SG.1 (Activity Plan) SG.4 (ERP)	At least 45 days before the trip	SG.1 (Plan) SG.2 (Permission for activity) As relevant: SG.5 (Waiver)	Before girl goes on the trip
If fundraising, complete: FR.1 (fundraising approval). SG.8 Part A must be approved and sent with FR.1	BEFORE commencing fundraising	As relevant: WA.1 (Water plan) SG.5 (Waiver) SG.6 (Adventure Camping/Tripping plan) SG.7 (TPSP)			



Travel: International Under 72 Hours

To the USA (excluding Hawaii and Puerto Rico) and to St-Pierre-et-Miquelon)

In addition to this Activity Guide, follow the other Activity Guides or Planning Guides relevant to the activities you will be doing on your trip (e.g., [Accommodations](#) or [Camping](#) Activity Guides, the [Swimming](#) or [Boating Planning Guides](#).)

If participating in homestays, see the [Homestay section](#) in International Travel – Over 72 Hours for additional parent/guardian orientation and permission requirements.

- Refer to procedures in General Planning as they also apply. The procedures below are in addition to or supersede the General Planning.
- Consult the following Canadian government website and publications:
 - <https://travel.gc.ca/travelling/publications>.
 - I Declare (<http://www.cbsa-asfc.gc.ca/travel-voyage/declare-eng.html>) available from the Canada Border Services Agency (CBSA)

Copies of these publications can be ordered and provided to participants and parent/guardians.

Activity-specific Procedures Parent/Guardian Permission

- See [Parent/Guardian Notification and Permission for Yellow and Red Level Activities](#) in Safe Guide General Planning
- Parents/guardians must be asked to review their custody arrangements regarding permission for their child/ward to travel out of the country. Provide them with a copy of the Parent/Guardian Permission for International Travel (IT.5). This form gives permission for their daughter/ward to be travelling with the Responsible Guider, based on the written information provided
 - Inform them that the Government of Canada recommends that this permission is notarized.
 - See also Government of Canada – Recommended consent letter for children travelling abroad (see <https://travel.gc.ca/travelling/children/consent-letter>)

NOTE: A document is notarized when it is signed and sealed by a Notary Public (or in Quebec a Commissioner of Oaths) who has the authority to sign documents that leave the province/territory. Please see the list of [Key Terms](#) found at the beginning of the Safe Guide for a definition of Notary Public or Commissioner of Oaths.

Supervision

- One Guider must be at least 21 years of age and there must be at least one additional woman or non-binary adult as a supervisor. The following supervision ratios must be met and maintained from point of departure to return:
 - Guides and Pathfinders: 1 Guider or supervisor to 7 girls
 - Ranger: 1 Guider or Supervisor to 10 girls
- For overnights, at least one Guider must have at least two, two-night supervisory experiences with a comparable number of children/youth. This experience does not have to be in Guiding.
- At least two Guiders must have a Standard First Aid certificate (or higher) or be a Health Care Professional. Having two Guiders with SFA allows for the trip to continue should a Guider with SFA be injured or unable to continue the trip.



Health Issues and First Aid

The following procedures are in addition to those covered by the Health and First Aid procedures in the General Planning section:

- All participants (adult and girls) travelling outside of Canada must have medical/travel coverage for outside of Canada. If necessary, the individuals or their parent/guardians must purchase/arrange for coverage that would pay for expenses related to an accident or illness (i.e., hospitalization costs incurred outside of Canada). GGC's insurance policy does not provide travel/medical coverage outside of Canada.
- The Responsible Guider must confirm that all participants have:
 - Out of country medical insurance and carry this information at all times.
 - Understand the details of their coverage and know how to contact their out of country medical insurance.
- For confidentiality, during the trip each participant's documents must be held securely so that confidentiality of the information is protected. The Personal Health Form (H.1) is only opened in case of emergency.

Pre-activity Planning

- The trip must be preapproved ideally two months before the trip. See below [GGC Authorization](#)
- If travelling to the United States all adults must have appropriate identification (e.g., a passport, Enhanced Driver's License/Enhanced Identification Card, NEXUS etc.) U.S. Customs and Border Protection must be consulted for information on travel documents required for children travelling with a group: [US Custom and Border Protection – Children – Traveling to the United States as a Canadian Citizen](#) Passports are required for any child who is not a Canadian citizen. For non-Canadian citizens, participants and their parents/guardians must determine if they must obtain the appropriate visas or other travel documents. Passports are always required by children if arriving by air.
- The Responsible Guider must carry with her the following documents:
 - Parent/Guardian Permission for International Travel (IT.5) for all girls
 - List of Participants (IT.11)
 - Signed Activity Notification or Authorization (SG.3)
- If travelling to St-Pierre-et-Miquelon you must consult the French Embassy website regarding travel document requirements and provide information to parents/guardians: [Ministry for Europe and Foreign Affairs \(Ministère de l'Europe et des Affaires étrangères\)](#)
- If participating in a Girl Scout (GSUSA) event, inform parents/guardians that you will be following the safety and risk standards of that organization which may be different from those of GGC.
 - Inform them that the group may split up into groups for an activity and girls may supervised by camp staff, not their Guiders.
 - In such circumstances Guiders and supervisors must use their best judgment in looking out for the best interests of the group. Use Safe Guide procedures as a guide. No member may participate in activities that are not permitted by GGC.
- At least one week prior to departure the Responsible Guider must provide information and details to all parent(s)/guardian(s) including a final itinerary that include the address and contact information of all accommodation (including home stays) and emergency contact information.



Overview of the forms process

	GGC Approval		Parent/Guardian	
	Forms to be completed	Timing for submission	Permission forms	Timing for sign-off or distribution
PRE-APPROVAL	SG.8 (Travel Preauthorization) IT.11 (List of Participants) If fundraising, complete: FR.1 (Fundraising approval). SG.8 must be approved and sent with (FR.1)	A minimum of two months before travel and BEFORE commencing planning and fundraising	SG.1 (Activity Plan) SG.2 (Permission for activity)	Before girl is listed on the participant list
FINAL APPROVAL	SG.3 (GGC authorization) Along with SG.1 (Activity Plan) SG.4 (ERP) Updated IT.11 (List of Participants) As relevant: SG. 5 (Waiver) SG.7 (TPSP) SG.6 (Adventure Camping/Tripping Plan) WA. 1 (Water activity)	At least 30 days before the trip	IT.5 (Permission for International Travel) As relevant: SG.5 (Waiver)	Before girl goes on the trip. IT.5 & IT.6 – Before departure

During the trip

- Yellow and Red level activities can only take place on international trips if they have been included on the Activity Plan (SG.1) and Parent/Guardian Permission (SG.2). For adventure activities, an SG.5 must also be signed. Guiders are reminded that only a parent/guardian can sign these forms or any waiver required by a Third Party Service Provider.
- No member may participate in activities that are not permitted by GGC. (See [Insured, Not Permitted and Conditional Activities](#) on page 8.)
- The following up-to-date health forms must be carried with the group:
 - Personal Health Forms (H.1& H.2) with a photo. How to contact her out of country medical insurance must be attached to her form.
 - Medication Plan and Administration Record (H.3)
- If a participant is treated by a doctor or in a hospital while on the trip, the Responsible Guider must obtain detailed medical records and invoices.



- GGC permission forms (IT.5, IT. 11, SG.3) must be carried with the group.

Best Practice Guidelines

- Use the Trip Planning Timeline (see below) to plan the trip. This includes the basic steps of the planning process along with suggested deadlines.
- Remind parent/guardians to review their custody arrangements regarding permission for their child to travel
- Those who require prescription medication should carry sufficient supply.
- Obtain and review a detailed description of all activities with girls.
 - Early in the planning, facilities are contacted to find out procedures and timing for making a reservation and if there are age requirements.
 - Obtain confirmation of reservations for tour/activity bookings before any contracts are signed for buses, etc.
 - If using a tour operator, obtain an itinerary, information on the type of shelter, cooking arrangements, kit list, etc.
 - Plan for the following safety considerations:
 - Establish 'out of bounds' areas and emergency procedures for each location
 - All participants have a Guider's cell phone number to call if they are lost or for other emergencies. Guider's cellphone plan must have coverage at destination.
 - Buddy system organized in advance; ideally buddies stay in same room
 - Participants have instruction on how to safely store money and valuables

Participant instruction

Participants should be oriented to:

- Local area and out of bounds areas
- Emergency procedures and what to do if lost
- Cooking and food safety guidelines as appropriate
- Nighttime trips to toilet if using facilities shared by others staying in the accommodations
- Expectations for behaviour and consequences of inappropriate behaviour
- Any event specific rules
- Procedures for accommodations (see [Accommodations](#) Activity Guide)

Emergency Response Guidelines

The following procedures are in addition to those in the Safety and Emergency Response procedures in General Planning section:

- At least one adult must confirm that she has a cell phone that has coverage during their travel and at their destination.
- Responsible Guider must verify that she has access 24 hours a day, 7 days a week access to the person she has arranged to be the local Home Contact Person (HCP). See below.
- Plan for hazards associated with travel and being in an unfamiliar location such as:
 - Lost person or group splits up
 - Theft
 - Hazards associated with approaching strangers: harassment, abuse, inappropriate behaviour

Home Contact Person

(See [Appendix J](#), Home Contact Person for more information.)

A person in the group's community must be designated as the Home Contact Person (HCP). Their role is to assist in the resolution of a situation, which may or may not be an emergency.



The HCP should be accessible 24 hours a day by land line and/or cell phone.

A detailed itinerary is given to the Home Contact Person (HCP). Include the following:

- Trip routes and scheduled stopping points.
- Other transportation information (e.g., bus or train travel). As appropriate, include a description of the vehicle and license plate number.
- Contact telephone numbers for hotels, youth hostels, and home stays where applicable.
- Names and addresses of participants, their parents/guardians and emergency contacts. This information must be destroyed (i.e., shredded) at the end of the trip.
- Copy of the Emergency Response Plan.

The following are some general guidelines for emergency response. You may need to adapt them to your specific situation.

Depending on the activity(ies) these guidelines can make up all or part of the Emergency Response Plan. Additional measures must be developed for situations not addressed in the guidelines and noted on the ERP (SG.4).

Changes to Itinerary or Accommodations:

- Call HCP who will contact the parents to let them know of any changes to the itinerary, flight, or accommodations.

Missing Participant:

- Participants are instructed on how to contact their Guiders, have Guider cell phone numbers programmed on cell phones and know how to use the public telephone system.
- Participants note the name of the street they are on/store they are in and will phone Responsible Guider.
- Responsible Guider has a cell phone that is on during outings.
- Participants always carry Responsible Guider's cell phone number.

Lost Passport:

- Contact Canadian embassy/consulate
- Provide photocopy of passport signature page to the embassy to expedite the process
- Contact parents/guardians to inform them of the situation
- If situation is not resolved within 72 hours of planned departure, contact parents/guardians and possibly Home Contact Person for assistance with authorities in Canada
- Home Contact Person should contact the Provincial Commissioner to inform her of the situation and next steps

Medical Issues:

- Check the individual's health insurance and call contact number before obtaining medical assistance.

If attending an event, obtain from the organizers information on procedures for medical emergencies. Inform event organizers that the Responsible Guider must be notified if a member of the group needs medical assistance.

Communicable Illnesses

- Self-isolation plan for any member that has symptoms of a communicable illness, including COVID-19, or tests positive for COVID-19 at any point during travel



- Accommodation and supervision plan if any girl member is unable to continue on the trip or board transportation home.
- Accommodation and supervision plan if any Guider or adult supervisor is unable to continue the trip or board transportation home.

Scenario	Home Contact Person	Provincial office and/or PC	National office
Delays during travel	✓		
Change in accommodations	✓		
Minor illness or injury (i.e., nausea, cut, sprained ankle)	✓		
Serious illness or injury (e.g., epidemic, hospitalized)		✓*	✓*
Missing person		✓*	✓*
Death		✓*	✓*

* The Provincial Commissioner will follow-up with the national emergency contacts. The appropriate person to contact the parent(s)/guardian(s) and others as necessary will depend on specific circumstances and will be determined at the national level.

GGC Authorization

- The trip must be pre-approved ideally two months before the trip using the Travel Preauthorization form (SG.8) and before fundraising can begin. The List of Participants (IT.11) must be submitted with this form.
- If fundraising, the Application for Fundraising Approval (FR.1) must be completed. Follow the provincial process for approval of fundraising. For more information read the [Fundraising Procedures and Guidelines](#) (found on Member Zone under the Admin tab).
- At least 30 days before the trip the Responsible Guider must complete and submit the Activity Notification or Authorization (SG.3) and other relevant forms and documents required for the activities.
- Activity Plan (SG.1) with the schedule of activities as provided to parents/guardians
- Activity Notification or Authorization (SG.3)
- Emergency Response Plan (SG.4)
- Updated proposed List of Participants (IT.11)
- TPSP Interview Checklist (SG.7) if required
- Water Activity Plan (WA.1) when required
- A copy/scan of Activity leader and supervisor qualifications, such as the first aider qualifications, if not listed in the membership database (iMIS)
- Waiver (SG.5) if adventure or a conditional activity as provided to parents/guardians
- Itinerary and/or Adventure Camping/Tripping Plan (SG.6) when relevant
- Overnight accommodations information (contact number and address)
- Camp or event information if attending one
- Tour company information if using
- If the trip includes any activities that are not part of the program of an event held by Girl Scouts of the USA, Safe Guide procedures for that activity must be followed. The Authorization forms for these activities are sent to the International Assessor for processing. (See General Planning and the [Swimming](#) and [Boating](#) Planning Guides.)



- As relevant to the group's activities, the International Assessor collaborates with a Red level or Water assessor for the approval of these types of activities.
- Trips to WOSM events (e.g., Boy Scouts of America) will be considered on an individual basis with approval being given by the International Commissioner. All activities at these events must meet Safe Guide standards.
- 1 week prior to departure the Responsible Guider must provide the following information to the International Assessor:
- Final itineraries that include the address and contact information of all accommodation (including home stays), flight numbers and emergency contact information
- Information pertaining to excursions, adventure activities and/or adventure camping that will take place on the trip
- Contact information for the home contact person.

International Travel Under 72 hours Planning Checklist

- ☐ Girls want to go travelling!
- ☐ Determine who is coming
- ☐ Obtain trip travel pre-authorization (SG.8)
- ☐ If fundraising, obtain fundraising permission (FR.1)
- ☐ Ensure all participants and supervisors have valid travel documents and medical insurance
- ☐ Complete the List of Participants (IT.11)
- ☐ Receive completed parent/guardian permission forms (SG.2 and IT.5) and if required signed waivers from all participants
- ☐ Date and time booked for facilities or activities (if necessary)
- ☐ As per GGC Notification and Authorization submit appropriate forms to Assessor
- ☐ Complete an ERP (SG.4) for the location and review with girls and supervisors
- ☐ Send information to home contact person
- ☐ Girls provided with list of equipment and clothing appropriate to season and location
- ☐ Food planning and purchasing arranged
- ☐ At least one supervisor or Responsible Guider plans time to become familiar with the community upon arrival

Planning Timeline

Date	Who	What
Two to three months before trip	Responsible Guider, girls and parents/guardians	Hold parent/guardian meeting to discuss details such as options for itinerary, fundraising etc.
	Responsible Guider	Gather information, develop basic plan including: <ul style="list-style-type: none"> • Timeline for plans • Proposed itinerary • Prepare List of Participants (IT.11)
Ideally at least two months before trip (if fundraising, before starting fundraising.)	Responsible Guider	Parent/guardians have signed Parent/Guardian Permission (SG.2) and tell them to check custody arrangements and ensure their daughter/ward will have a valid identification or travel documents as explained above in Pre-Activity Planning.



Date	Who	What
		<p>Submit the Travel Preauthorization form (SG.8) through your provincial process. Attach the List of Participants (IT.11)</p> <p>If fundraising, when the SG.8 is approved, complete the Application for Fundraising Approval (FR.1) and attach the SG.8 form and submit as per instructions on the FR.1.</p> <p>As relevant, ensure contracts are signed by provincial contract signer</p>
30 days before trip	<p>Responsible Guider, other Guiders and alternate Guiders</p> <p>International Assessor</p>	<p>Submit to the International Assessor:</p> <ul style="list-style-type: none">• Activity Notification or Authorization (SG.3)• Activity Plan (SG.1) as prepared for parents/guardians with a detailed itinerary• Emergency Response Plan (SG. 4)• List of Participants (IT.11)• Contact information for the local home contact person• If relevant, attach:<ul style="list-style-type: none">• Water Activity Plan (WA.1)• Waiver (SG.5)• Adventure Camping/Tripping Plan (SG.6)• TPSP Interview Checklist (SG.7) <p>Assessor reviews Activity Notification or Authorization (SG.3) to ensure it is complete and signs approval. A copy is sent to the Responsible Guider and the Provincial International Adviser.</p>
1 week prior to departure	Responsible Guider	<p>Provide final contact information and itinerary to all parent(s)/guardian(s)</p> <p>Provide to the International Assessor the final itineraries, List of Participants (IT.11) and contact information for the home contact person.</p>



Section Four – Planning Guides

Planning Guides are available for:

- [Swimming Planning Guide](#)
- [Boating Planning Guide](#)
- [International Travel: 72 Hours or More Planning Guide](#)
- [Homestay Planning Guide](#)

Swimming Planning Guide

Key Terms

Activity facilitator	An individual of the provincial/territorial age of majority who is responsible for leading, instructing, or running an activity. This includes instructors, resource persons, guides, adult members, woman or non-binary GGC employee or non-members acting in this capacity. The Responsible Guider is responsible for the overall care and safety of participants during the activity.
Aquatic director	An individual responsible for the supervision of aquatic personnel and activities at a pool.
Aquatic personnel	Individuals who have current (not expired) certification to provide supervision and/or instruction for water activities. See Aquatic Personnel Qualifications for more information.
GGC supervised pools	When a pool does not provide supervision by a lifeguard, GGC must provide this supervision. Examples of these include backyard and hotel/motel pools.
Lifeguard	Personnel trained to provide aquatic safety supervision for swimming. Lifeguards hold a current National Lifeguard Service (NLS) or Red Cross Lifeguard program certification that is recognized as valid by provincial/territorial legislation.
Lifesaver	Personnel trained to provide aquatic safety supervision for swimming and assist lifeguards in an aquatic setting. Lifesavers hold a current Bronze Cross Award from the Lifesaving Society of Canada.
National Lifeguard Service (NLS)	A lifeguard certification award offered by the Lifesaving Society of Canada. If below provincial age of majority, this individual's parent/guardian permission must be obtained using the Activity Plan (SG.1) form and the Parent/Guardian Permission (SG.2) form. See Aquatic Personnel Qualifications for more information.
Non-swimmer	Person who has not passed the swim test
Personal Floatation Device (PFD)	A Canadian approved floatation device used by an individual to provide buoyancy in water activities. Check the label for Canadian Coast Guard, Fisheries and Oceans Canada or Transport Canada approval. Lifesaving cushions are not acceptable PFDs.



Red Cross Lifeguard	A lifeguard certification award offered by the Canadian Red Cross. If below provincial age of majority, permission from this individual's parent/guardian must be obtained using the Activity Plan (SG.1) form and the Parent/Guardian Permission (SG.2) form. See Aquatic Personnel Qualifications for more information.
Spinal board	A long, narrow board that can fit onto an ambulance stretcher and has suitable strapping to immobilize the entire body and head. It has handgrips to allow efficient carrying of the patient.
Spotter	An individual who is at least 16 years or older, who has passed the Advanced Swim Test, assisting in swimming supervision for Rangers. See Ranger branch or higher swimming without aquatic personnel for more information. If below provincial age of majority, this individual's parent/guardian permission must be obtained using the Activity Plan (SG.1) form and the Parent/Guardian Permission (SG.2) form.
Supervisor	A woman or non-binary adult who takes responsibility for children on behalf of GGC. The procedures under Supervision in Section Two – General Planning for Activities outline who can be considered as a supervisor based on the situation.
Swimmer	An individual who has successfully completed the GGC swim test (or equivalent).
Third Party Service Provider (TPSP)	<p>A Third Party Service Provider (TPSP) is an external business or organization to whom GGC entrusts the care and management of GGC participants for the duration of an activity or event which requires skill and experience beyond that of a Guider. A TPSP will provide personnel (guides or instructors) and safety response planning. When specialized equipment is necessary, a TPSP will also provide equipment. Some examples of a TPSP:</p> <ul style="list-style-type: none">• Rafting company• Canoe/kayak guiding (outfitter) business <p>While GGC always maintains its duty of care over its members, when TPSPs are used, the organization is entrusting the control of the activity or event to an external expert. Although the TPSP assumes the responsibility for managing the activity, the Responsible Guider is still responsible for determining that the TPSP is knowledgeable, experienced, qualified, and can be trusted to provide a standard of care that you, GGC, and the parents expect.</p>
Watcher	An adult who assists aquatic personnel by supervising swimmers from the pool deck or the shore at a waterfront. See Aquatic Supervision Requirements for more information.
Water Assessor	GGC appointed individual trained to assess water activities for proactive planning to minimize risks and ensure overall compliance with Safe Guide. This assessment is done through a review of submitted documentation and follow up with the Responsible Guider to seek clarification as necessary.



Waterfront	A section of land within a town, camp or park fronting or abutting on a body of water.
Established waterfront	Any body of water that is staffed by aquatic personnel, follows appropriate provincial/territorial regulations and has lifesaving equipment readily available. An established waterfront may have an area marked off that is designated for swimming, wading, and/or instructional boating (e.g., waterfronts at GGC established camps and properties, provincial parks, conservation areas, municipal beaches).
Non-established waterfront	Any body of water used for swimming or boating that does not have lifesaving equipment readily available nor aquatic personnel. GGC must arrange for aquatic personnel.
Waterfront activity	An activity within a roped off area or clearly defined area either on land abutting water access or in water abutting a beach or waterfront with aquatic personnel. It does not include open water or a situation where a person can find oneself in deep or fast-moving water.
Waterfront director	An individual who is responsible for the supervision of aquatic personnel and activities at a waterfront. See Aquatic Personnel Qualifications for more information.

Introduction

Refer to these sections in General Planning for Activities for procedures relating to:

- [Parent/Guardian Notification and Permission](#)
- [Orientation and Planning with Participants](#)
- [Health and First Aid](#)
- [Safety and Emergency Response](#)
- [Incident Reporting](#)
- [Activity Planning](#)

This section applies for regular swimming activities (going to a beach or municipal pool, having a swimming party in a backyard pool, taking a dip to cool off on a backpacking trip, etc.).

When facilitating water activities, there are proven and effective procedures to ensure a very high level of safety. The information in this Swimming Planning Guide will help Guiders recognize and manage risk factors associated with water-related activities and assist them in providing a safe experience for all participants. While we have attempted to identify and plan for all situations, this section is not all encompassing. Its purpose is to assist you in planning preventative action, a proven method of providing a larger margin of safety for participants in water activities.

Swimming Planning Chart

The Responsible Guider must assess all activities using the following checklist when planning swimming activities. Refer to [Key Terms](#) above for definitions.

Refer also to the [Activity Planning Chart](#) in General Planning as these procedures also apply with regards to parent/guardian permission, emergency response, first aid, etc. If there is a discrepancy, then the information in this Planning Guide is followed.

All swimming activities must follow the provincial/municipal government regulatory standards or Girl Guides of Canada standards, whichever are higher.



The level checked here is the minimum level. Cross check with the main Activity Planning Chart as other factors such as EMS response time may increase the level.

For details on each type of swimming, look under the headings in this section.	Activity Level		
	Green	Yellow	Red
Standing or exploring in shallow water where the water level is below mid-calf on all participants and the water is calm (e.g., slow moving river, creek, wading pool, etc.).	✓		
Swimming in an aquatic facility (e.g., public pool) or established waterfront (beach) where the facility provides aquatic supervision.	✓		
Swimming where GGC is responsible for providing aquatic personnel at pools (for example, backyard and hotel pools) and waterfronts (for example, a beach at a private cottage or cabin).		✓	
GGC led swimming or water play while wearing a PFD		✓	
Scuba diving in a pool. Note: not permitted in open water; must be Pathfinder branch or higher; must be run by a third party.		✓	
Hot tubs		✓	
Snorkeling		✓	
Tubing on a river wearing PFDs, slow current, easily accessible shore to exit water.			✓
Surfing at a beach or waterfront (must be run by a third party)			✓
Establishing a GGC-operated pool or waterfront			✓
Swimming at a non-established waterfront			✓
Pathfinder branch or higher swimming with a lifesaver			✓
Ranger branch or higher swimming without aquatic personnel			✓

Responsible Guider Duties

The Responsible Guider must confirm the following:

- The qualifications of aquatic personnel for swimming activities.
- That the participants' swimming ability has been evaluated and documented by the aquatic personnel and/or the Activity Facilitator/instructor prior to the activity.

Before allowing girls in water, Guiders must assess participants' maturity and their understanding of risk factors and identify any potential safety concerns (e.g. horsing around – pushing others off dock despite being warned).

Safety and Emergency Planning and Response

Aquatic personnel and other supervisors must not allow participants (adult and/or girl) to enter the water for swimming:

- After dark



- During inclement weather
- In rapids or fast-moving rivers
- When there is large wave action
- At an oceanfront with strong tidal currents or undertows

Aquatic and/or boating personnel must monitor the weather and clear the waterfront immediately if thunder is heard and/or lightning seen. Supervisors must wait 30 minutes after the last thunder rumble/boom or lightning flash before resuming water activities.

Guiders must have a discussion with girls about their responsibility for safety when participating in activities in or on water.

NOTE: If an individual has only swum in a pool, she may be apprehensive in a natural body of water where she cannot see the bottom or there is not a clear entry/exit or she is unaccustomed to weeds, fish or cold water. As a best practice ask girls about their previous experience and be ready to provide support as needed.

When participants (adults and girls) are using personal flotation devices (PFDs), it is the duty of the Responsible Guider to ensure they are fitted properly (e.g. won't slip up over participants' ears) according to the government agency labeling on the PFD.

See also the section in General Planning on [Safety and Emergency Response](#).

For Yellow and Red Level Swimming:

The Responsible Guider must consider time as a critical factor in water activity emergencies. When preparing your Emergency Response Plan (ERP), contact EMS to determine the response time for the swimming location that is farthest away from your car or camp. Re-assess the risk level based on the EMS response time and plan accordingly.

The Responsible Guider must work with the aquatic personnel to clarify all roles in the event of a water-related emergency or incident. These are documented in your ERP.

If at a waterfront, the Waterfront Director or the Responsible Guider must post the full ERP near the waterfront, in a place visible and known to all participants at the camp.

NOTE: See [First Aid](#) in General Planning for first aider requirements

Swim Tests

When GGC is responsible for providing aquatic supervision (e.g. lifeguards), anyone (girl and adult) who wants to swim without a personal flotation device (PFD) must successfully complete the swim test. This includes non-members.

All swimming activities must follow the provincial/municipal government regulatory standards or Girl Guides of Canada standards, whichever are higher.

Swim tests do not need to be re-tested.

If a participant does not successfully complete the swim test, they are considered a **non-swimmer** and the Aquatic Personnel must ensure that she does not go in water more than mid-calf-deep without a PFD. The Responsible Guider or Aquatic supervisor must implement a system that allows for the easy identification of which participants have passed the swim test and which ones have not.



The swim test must be conducted in a manner where the participants being tested do not enter directly into water over their heads (no deep-water entry).

Swim Test Standards

Tests are to be administered by aquatic personnel. The Responsible Guider must ensure that they are familiar with the testing requirements.

To successfully complete the test, the swimmer must:

- Swim 50 metres
- Tread water for one minute

The swim test standards are as follows:

- The test must be performed in water without touching a dock or the bottom; ideally, the water will be no more than chest deep
- The swimmer can swim on her front or back
- The swimmer needs to be in a horizontal position and continuously moving forward for the swim portion of the test
- The swimmer must tread water immediately after completing the 50 m
- When treading water, the swimmer's head must be upright and out of the water

This test is not required if the individual has passed the Advance Swim Test.

Equivalency:

- Equivalency will be given to participants who can show proof of completion of one of the following qualifications or higher:
 - Red Cross Swim Kids 5,
 - Lifesaving Society Swimmer 4,
 - YMCA Swimmer or,
 - Equivalent from a recognized swim lesson provider
- Proof of equivalency for a test must be shown to the Responsible Guider in the form of a document with the individual's name. A badge is not acceptable.

Additional Notes:

Swim test results are recorded on the Swim Test and Boating PFD Check Verification form (WA.2). Forms are sent to your Girl Guide office to update individuals' information in our database.

Advanced Swim Test Standards

The testers must hold one of the following qualifications:

- NLS or Red Cross Lifeguard
- Instructor for NLS, Red Cross, YMCA or Lifesaving Society

The Responsible Guider must ensure that testers are familiar with the testing requirements and instruct them to be objective; there are no 'pity passes' (i.e. passing someone just so they won't be excluded).

To successfully complete the test, the swimmer must:

- Swim 200 m
- Any stroke without pauses or stops at the edge of the pool
- Face forward in water for at least 25m/yds (for example, breaststroke or crawl with face in and out of the water for the entire test)
- Without a break after 200 m, tread water for five minutes
 - Keep head out of water



- Comfortable throughout
- Able to turn around and talk throughout
- Goggles are permitted if test done in chlorinated pool or other reasonable explanation given. No masks allowed.

Equivalency:

- Equivalency will be given to participants who can show proof of completion of one of the following qualifications or higher:
- Red Swim Kids 10,
- Lifesaving Bronze Star,
- YMCA Star 7
- The qualification can have been completed anytime in the past.
- Proof of equivalency for a test must be shown to the Responsible Guider in the form of a document with the individual's name. A badge is not acceptable.

Additional Notes:

Swim test results are recorded on the Swim Test and Boating PFD Check Verification form (WA.2). Forms are sent to your Girl Guide office to update individuals' information in our database.

Supervision Ratios for Swimming

The supervision ratios listed below must be met and maintained for all swimming activities. **These ratios supersede the ratios listed in the General Planning Section.**

Supervision must be arranged so that at least one adult is out of the water as a “watcher” and others are in the water. This is especially important with younger girls. See [Aquatic Supervision Requirements](#) for watcher ratios.

NOTES:

- The ratio listed here is the minimum number of Guiders and other supervisors in their capacity of having overall responsibility for the girls. The supervisors are in *addition* to aquatic supervisors. Swimming activities must have Aquatic Personnel with training and experience in the specific activity.
- Aquatic personnel for swimming are not included in these ratios, unless otherwise noted in procedures, and must not take on a dual role.

Supervision Ratios for Swimming						
Branch	Green (e.g. aquatic facility)		Yellow (e.g. backyard pool, swimming while wearing PFDs)		Red (e.g. non-established waterfront at a cottage or cabin)	
	Min. # of women or non-binary adults	Ratio	Min. # of women or non-binary adults	Ratio	Min. # of women or non-binary adults	Ratio
Sparks	3	1:5	3	1:5	3	1:3
Embers	3	1:5	3	1:5	3	1:3
Guides	2	1:7	2	1:7	3	1:7
Pathfinders	1	1:15	1	1:7	2	1:7



Rangers	1	1:15	1	1:10	2	1:7
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Non-swimmers

Non-swimmer children five years of age and under must be directly supervised in and around pools by adults in a ratio of 1:2.

Aquatic Supervision Requirements

(See charts on next page)

All swimming activities must follow the provincial/municipal government regulatory standards or Girl Guides of Canada standards, whichever are higher.

The following requirements for aquatic personnel must be met or exceeded for all swimming activities as noted for the type of water or facility where they occur. This requirement is in addition to the Guiders/supervisors (unless otherwise stated).

Aquatic personnel must have their full attention on the swimmers and cannot be involved in other activities during a swim period.

Aquatic Personnel are not counted in supervision ratios with the exception of watchers. Watchers may be counted in the supervision ratios.

Our insurance covers members and guests attending GGC events and activities. The policy only applies when aquatic personnel are interacting with each other, supporting or providing supervision to members or performing duties on behalf of GGC.

Watchers

Watchers assist aquatic personnel by supervising swimmers from the pool deck or the shore at a waterfront when GGC is providing aquatic supervision.

Watchers do not swim and can be counted in the general supervision ratio.

GGC Supervised Pools

including backyard and hotel pools See also:

- [Pathfinder branch or higher swimming with a lifesaver](#)
- [Ranger branch or higher swimming without aquatic personnel](#)

NOTE:

- Aquatic personnel **are not counted** in supervision ratios with the exception of watchers. Watchers may be counted in the supervision ratios.
- It is recommended that the homeowner check their insurance to ensure they have adequate coverage for groups.

# Swimmers	Watchers	Lifesavers	Lifeguards	Aquatic Director
1-15	1		1	
16-25	1	1	1	
26-50	2		1	1



For each additional 25 swimmers, add	1		1	
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Established Waterfronts

when GGC is providing its own aquatic personnel

NOTE: Aquatic personnel are not counted in supervision ratios with the exception of watchers. Watchers may be counted in the supervision ratios.				
# Swimmers	Watchers	Lifesavers	Lifeguards	Waterfront Director
1-15	1		1	
16-25	2	1	1	
26-50	2		1	1
For each additional 25 swimmers, add	1		1	

Non-Established Waterfronts

when GGC is providing its own aquatic personnel

NOTE: All aquatic personnel may be counted in supervision ratios if they are the provincial/territorial age of majority. See Supervision Ratios for Swimming (See page 106).				
# Swimmers	Watchers	Lifesavers	Lifeguards	Waterfront Director
1-10	1		1	
11-25	2	1	1	
25 + swimmers	The required waterfront /aquatic personnel must be established according to the <i>Lifesaving Society Waterfront Standards</i> and/or provincial/territorial legislation. Contact your province about setting up a waterfront.			

Aquatic Personnel Qualifications

Aquatic personnel's lifesaving certifications are valid for two years. For a certificate to be current, the date on the certificate can be no more than two years old.

If using **aquatic personnel who are not above the provincial age of majority**, permission from this individual's parent/guardian must be obtained using the Activity Plan (SG.1) form and the Parent/Guardian Permission (SG.2) form. See the section [Permission and GGC Notification/Authorization for Yellow and Red Level Swimming](#) for more information.



Aquatic Personnel Qualifications Chart

Position	Qualifications	Role
<p>Waterfront Director</p> <p>Required when GGC runs or sets up a waterfront activity with 26 or more participants</p> <p>E.g. camps running their own waterfront OR GGC providing personnel to cover the use of another facility's waterfront</p>	<ul style="list-style-type: none">• Be at least the provincial/territorial age of majority• Hold a current National Lifeguard Service (NLS) or Red Cross Lifeguard program certification if recognized in provincial/territorial lifeguard legislation• A waterfront specialty is preferred. A pool specialty may be considered at the discretion of the Water Assessor• Current Standard First Aid and CPR• Demonstrated competence and experience in operating and facilitating activity for all boats and equipment at the waterfront• Resume and reference letter(s) documenting at least two years (or 750 hours) of employment experience as a Waterfront Assistant Director or similar position• Must demonstrate a knowledge and understanding of Safe Guide procedures in the Swimming and Boating Planning Guides• If they will be teaching swimming, holds swimming instructor qualifications from a nationally recognized program such as the Red Cross, Lifesaving Society, YMCA or equivalent	<ol style="list-style-type: none">1. The supervision of all aquatic personnel and activities (equipment, boating trips, first aid, emergency procedures, reporting, etc.) for the facility/waterfront. This includes the use of binoculars to visually monitor all participants throughout the activity.2. Defining the roles and responsibilities of all aquatic personnel including the Waterfront Director, lifeguards, lifesavers and watchers.3. Ensuring the facility/waterfront equipment and management conforms to the Lifesaving Society Waterfront Guidelines or municipal and/or provincial/territorial regulations, whichever is higher.4. Ensuring the emergency response plan is effective and the general safety of all waterfront activities.



Position	Qualifications	Role
Aquatic (Pool) Director Required when GGC provides personnel and supervision for 26 or more participants. E.g. GGC rents a pool to use for activities where the facility does not provide aquatic personnel OR a backyard pool party for 26 or more participants	<ul style="list-style-type: none"> Be the provincial/territorial age of majority <ul style="list-style-type: none"> Hold a current National Lifeguard Service (NLS) pool or Red Cross Lifeguard program certification if recognized in provincial/territorial lifeguard legislation Resume and reference letter(s) documenting at least one year (or 375 hours) of employment experience as aquatic personnel Must demonstrate a knowledge and understanding of Safe Guide procedures in the Swimming and Boating Planning Guides Current Standard First Aid and CPR If teaching swimming, holds swimming instructor qualifications from a nationally recognized program such as the Red Cross, Lifesaving Society, YMCA or equivalent 	<ol style="list-style-type: none"> The supervision of all aquatic personnel and activities (equipment, first aid, emergency procedures, reporting, etc.) for the pool facility. Defining the roles and responsibilities of all aquatic personnel including lifeguards, lifesavers and watchers. Ensuring the facility equipment and management conforms to the Lifesaving Society Pool Guidelines or municipal and/or provincial/territorial regulations, whichever is higher. Ensuring the emergency response plan is effective and the general safety of all pool activities.
Lifeguards	<ul style="list-style-type: none"> Be at least 16 years of age Hold a current National Lifeguard Service (NLS) or Red Cross Lifeguard program certification if recognized in provincial/territorial lifeguard legislation A specialty specific to the type of water being guarded is preferred. Another specialty and experience relevant to the type of water being guarded may be considered at the discretion of the Water Assessor Current Standard First Aid is an asset Must demonstrate a knowledge and understanding of Safe Guide procedures in the Swimming and Boating Planning Guides. 	<ol style="list-style-type: none"> Supervision of all participants in the pool or waterfront. Prevention of emergency situations, and where this fails, the timely and effective resolution of emergencies. Must rotate positions every 15 minutes (where applicable) and not be on duty for more than 60 minutes without a break.



Position	Qualifications	Role
Lifesavers	<ul style="list-style-type: none"> • Be at least 16 years of age • Hold a current Bronze Cross Award from the Lifesaving Society of Canada • Must demonstrate a knowledge and understanding of Safe Guide procedures in the Swimming and Boating Planning Guides • Current Emergency First Aid is an asset 	1. Assist lifeguards in aquatic supervision.
Watchers	<ul style="list-style-type: none"> • Must be the provincial/territorial age of majority • Must be comfortable in and around the water <p><u>NOTE:</u> Watchers are not considered aquatic personnel, but assist in the supervision of swimmers.</p>	<ol style="list-style-type: none"> 1. Watching swimmers from the shore, beach or pool deck (do not swim). 2. Assisting aquatic personnel in managing an incident as directed. 3. General supervision of the location and behaviour of swimmers who are not in the water (watchers must not be in a separate pool viewing area or occupied doing anything else). 4. Providing general assistance as directed by aquatic personnel.

Equipment for Pools and Waterfronts

When GGC is providing aquatic personnel at an unsupervised pool or waterfront, the Responsible Guider and/or aquatic personnel must confirm that the following equipment is available:

- Flotation devices (e.g. flutter boards, pool noodles, torpedo buoy, PFD, etc.)
- Reaching aids (shepherd's hook, reaching pole, buoy with line and/or throw bag) for all swimming pools and established waterfronts
- A spinal board with head piece is available at swimming pools and at all established waterfronts that GGC is operating as part of a multi-day event

Third Party Swimming Activities

When using a Third Party Service Provider (TPSP), the TPSP is directly responsible for the care and management of the group and its members. GGC provides general supervision in addition to the supervisors provided by the TPSP. The supervision ratios in this section supersede those in the General Planning for Activities in the main section of Safe Guide.

The TPSP must be knowledgeable, experienced and hold relevant qualifications as well as be recognized by others in their field for their expertise.

Use the [Third Party Service Provider Activity Guide](#) to assess your TPSP. See below for additional requirements for scuba and surfing. Note that the swim test is required for some TPSP swimming activities.



If the type of swimming you wish to do is not listed below, contact your provincial Safe Guide Adviser (see [Girl Guides of Canada Contact Information](#)).

Green level Swimming Activities

Swimming at a Public Facility (e.g. public pool or waterfront)

Swimming in a public aquatic facility is considered a Green level activity. The pool aquatic staff is responsible for aquatic supervision. Follow the Supervision Ratios for Swimming. Some pools may have additional requirements. Check with the facility when making your arrangements.

While a swim test is not required for Green level swimming, as a best practice ask girls' or their parent/guardians about their previous experience and ability and be ready to provide support as needed.

Water play in shallow water

GGC adult members or woman or non-binary GGC employee can supervise girls standing or exploring in shallow water where the water level is below mid-calf on all participants and the water is calm (e.g. slow moving river, creek, wading pool, etc.). Follow the Supervision Ratios for Swimming.

Yellow level Swimming Activities

Swimming while wearing Personal Floatation Devices (PFDs)

When GGC is supervising swimming, if each participant (adults and girls) is wearing a properly fitted PFD, GGC adult members or woman or non-binary GGC employees can supervise swimming and playing in calm water (e.g. pool, low wave action, slow moving river current or tidal action, but not in rapids or at a waterfront with large wave action, at an ocean front with strong tidal currents or undertows). No snorkeling permitted.

If **one or more participant(s) is/are not using a PFD**, then the swim test and swimming aquatic supervision requirements apply.

The Responsible Guider must set clear boundaries and review them with participants.

The maximum number of swimmers permitted is 25. For more than 25 swimmers there must be aquatic personnel in the appropriate ratios.

There must be a watcher who watches swimmers from the pool deck or shore. This watcher is counted in supervision ratios.

At least one adult supervisor must have a current Standard First Aid certificate or is a health care professional. (See definition in [Key Terms](#).)

Scuba diving in pools

Scuba diving must be managed by a Third Party Service Provider (TPSP) and facilitated by a certified scuba instructor with qualifications from the National Association of Underwater Instructors, Canada, or its equivalent. See Conditional Activities in [Appendix B – Conditional Activities](#).

All participants must be Pathfinder branch or higher and have successfully completed the swim test.

Scuba diving in open water is not permitted. **NOTE:** Aquatic personnel are not required in addition to the scuba instructor.



Guidelines for Hot Tubs

When GGC is responsible for managing the activity (e.g. hot tub in a home or hotel), use the following guidelines for supervision:

- Follow the Supervision Ratios for Swimming.
- Adults must be in attendance at the pool and doing a visual check of girls in the tub.
- As a best practice, girls are Guide branch or higher.
- Limit the number of people in the tub according to information provided by the manufacturer about the tub (based on size of tub).
- Heads should be above water at all times.
- Don't allow underwater or active play in a hot tub.
- Keep long hair away from drains and jets.
- Based on age of the girls, reduce the temperature. It should never exceed 40°C or 104°F
- Be careful to avoid dehydration by explaining the possibility, providing plenty of water and encouraging girls to drink.
- Home owners should check that their insurance includes the hot tub.
- Consult with community facilities that provide hot tubs or steam saunas and use their guidelines for guidance.
- Hot tubs do not require aquatic supervision or completion of the Water Activity Plan (WA.1) form. Follow the [GGC Notification or Authorization for Yellow level activities](#). (See page 24).

Snorkeling

When GGC is supervising snorkeling, girls must be Guide age and older and have passed the swim test to participate in snorkeling.

Snorkeling masks, snorkels and fins must be sized to fit the user.

Participants must practice in a pool or shallow area before going into deep water.

Aquatic personnel with experience in snorkeling are required for supervision.

Red level Swimming Activities

Pathfinder branch or higher swimming with a lifesaver

Pathfinder age and older are permitted to swim with a lifesaver (Bronze Cross) under the following conditions:

1. In backyard pools, small pools in hotels and pools at one of the World Centres
2. When backpacking or canoeing, kayaking or sail tripping at a non-established waterfront with low wave action, a slow-moving river current or slow tidal action
3. All participants (adults and girls) have passed the swim test or PFD check for boating

It **does not apply** to unguarded large public pools with many swimmers or public beaches.

Supervision:

1. There is a maximum of 10 swimmers in the water.
2. The group is supervised by a lifesaver (Bronze Cross) and an adult watcher.
 - Lifesavers must be 16 years of age or older.
 - Lifesavers who are under the age of majority must have parent/guardian permission. (See below [Permission and GGC Notification/Authorization for Yellow and Red Level Swimming.](#))
3. Lifesavers must not participate in the activity and should be able to see all participants.
4. A buddy system must be set up for swimmers.



5. A rescue aid such as a pole or throw bag must be available.
6. For pools, one Guider has a cell phone and the local emergency services number.
7. Swims must be limited to 45 minutes followed by at least a 15-minute pause, in order to give the lifesaver and watcher a break. If either needs a break earlier, they must call all swimmers out of the water.
8. When changing watchers, they must ensure there is clear communication between them when they take over.
9. No diving or head-first entry into the water.

Ranger branch or higher swimming without aquatic personnel

Ranger age and older are permitted to swim without aquatic personnel in backyard pools, small pools in hotels and pools at one of the world centres. It **does not apply to** unguarded large public pools with many swimmers or open natural water such as lakes, ponds, rivers or oceans. The following conditions apply:

1. All swimmers and spotters must have passed the Advanced Swim Test
2. Adult supervisors who wish to swim must have passed the Advanced Swim Test
3. Spotters must be members of GGC and have passed the Advanced Swim Test
4. Parents/guardians must be notified using the SG.1 and the SG.2 that there is no aquatic supervision

Those who have not passed the Advanced Swim Test are not permitted to participate in unguarded swims. Guiders will need to ensure their plans include options for these girls.

If the group includes a lifesaver (Bronze Cross), and is smaller than 10 swimmers, follow the Pathfinder branch or higher swimming with a lifesaver.

Supervision of swimming

1. There is a maximum of 14 swimmers in the pool in a ratio of 1 spotter to 10 swimmers.
2. All spotters (girls and adults) must have passed the Advanced Swim Test.
 - Spotters must be at least 16 years or older.
 - Spotters who are under the age of majority must have parent/guardian permission. (See below Permission and GGC Notification/Authorization for Yellow and Red Level Swimming)
3. A buddy system must be set up for swimmers.
4. A rescue aid such as a pole or throw bag must be available.
5. One Guider has a phone and the local emergency services number.
6. Spotters must be able to see all participants and not be swimming.
7. Swims must be limited to 45 minutes followed by at least a 15-minute pause, in order to give the spotters a break. If they need a break earlier, they must call all swimmers to the pool edge.
8. When changing spotters, they must ensure there is clear communication between them when they take over.
9. No diving or head-first entry into the water.

Surfing at a beach or waterfront

Surfing at a waterfront must be managed by a Third Party Service Provider (TPSP) with qualified surfing instructors. The TPSP must provide GGC with a certificate of insurance (to be kept on file by the unit) showing evidence of liability coverage for their commercial operations including injury to participants with minimum limits of \$2,000,000. See [Appendix B – Conditional Activities](#).



Assess the TPSP using the [TPSP Activity Guide](#). Confirm that the TPSP guides have instructor qualifications, are trained in lifesaving and first aid.

All participants must have a signed Release of Liability, Waiver of Claims, Assumption of Risk and Indemnity Agreement (SG.5).

The Responsible Guider must ensure that all surfing at a waterfront occurs:

- Within sight of the launching area.
- All participants must be Pathfinder branch or higher and have successfully completed the Swim Test.

Tubing on a river

Floating on an inflated tube on a river is permitted when there is a slow current; the shore is easily accessible for landing; and accessible for emergency vehicles and assistance.

If the activity is GGC led, at least one supervisor must be a Lifesaver. In addition, at least one supervisor must have experience travelling the river in the same season. Just prior to the activity, she must check for changes in the river flow and the presence of sweepers, strainers and log jams (i.e. low hanging branches, logs or trees just above or snagged at the surface of a river).

All participants must be Pathfinder branch or higher and have successfully completed the swim test.

All participants must wear a properly fitted Canadian-approved PFD. See [Swimming while wearing a Personal Flotation Device](#)

Watchers are in the water with participants, with one at the front of the group and the other at the back.

Watchers must have a waterproofed communication device to contact EMS and/or the supervisor on shore.

All participants must be briefed on river safety and this information must be included on the Emergency Response Plan (SG.4):

- Swim with feet forward and body near the surface
- Avoid foot entrapment by not standing in the current
- Stay away from sweepers, strainers and log jams (i.e. low hanging branches, logs or trees just above or snagged at the surface of a river)

A supervisor must remain on shore at the river's edge and track the participant's progress and return to a shuttle. They must have access to a vehicle to provide assistance as needed.

If using a TPSP assess the TPSP using the [TPSP Activity Guide](#). Confirm that the TPSP staff are trained in lifesaving and first aid. All participants must have completed the swim test.

(For riding a towed inflatable, see "[Waterskiing, wakeboarding, riding a towed inflatable](#)" in the Boating Planning Guide.)

Permission and GGC Notification/Authorization for Yellow and Red Level Swimming

Parent/Guardian Permission

The following forms have been completed and provided to parents/guardians:

- Activity Plan form (SG.1) with the schedule of activities



- Parent/Guardian Permission (SG.2)
- Waiver (SG.5) if a Conditional Activity and/or an Adventure Activity

If using **aquatic personnel who are not provincial age of majority**, this individual's parent/guardian permission must be obtained using the Activity Plan (SG.1) form and the Parent/Guardian Permission (SG.2) form. The Activity Plan (SG.1) must include the setting (e.g. pool or waterfront, water depth, provisions for non-swimmers etc.), the number and age of swimmers as well as the additional supervisors and how emergency services would be contacted if needed.

GGC Authorization

The Responsible Guider must submit the following forms/information for assessment according to her provincial process (see [Girl Guides of Canada Contact Information](#)):

For **Yellow level** at least **14 days** prior to the activity

For **Red Level** at least **21 days** prior to the activity

- Activity Plan (SG.1) with the schedule of activities as provided to parents/guardians
- If required, the Release of Liability, Waiver of Claims, Assumption of Risk and Indemnity Agreement (SG.5) as provided to parents/guardians
- Emergency Response Plan (SG.4)
- Activity Notification or Authorization (SG.3) with a list of all adults in attendance
- Water Activity Plan (WA.1)
- A copy/scan of the lifeguard's qualifications if they have not been previously submitted and are not in the membership database (iMIS)
- If required, a copy/scan the first aider qualifications if not listed in the membership database (iMIS)
- If using a Third Party Service Provider (TPSP), attach information about the TPSP (website link, brochure etc.) and the completed TPSP Interview Checklist (SG.7)
- If aquatic personnel are not provincial age of majority, the SG.1 as provided to parents/guardians.

These activities are reviewed by a Water Assessor.



Boating Planning Guide

Key Terms

Activity facilitator	<p>An individual of the provincial/territorial age of majority who is responsible for leading, instructing, or running an activity. This includes instructors, resource persons, guides, adult members, GGC employees or non-members acting in this capacity. They can take on the roles of Trip Lead or Trip Assist. The Responsible Guider is responsible for the overall care and safety of participants during the activity. (See also Third Party Service Provider.) Here are some examples:</p> <ul style="list-style-type: none"> ▪ A Guider who has recognized external certifications in canoeing who volunteers to come to your weekend camp to teach the girls canoeing ▪ Someone (volunteer or paid) who has expertise in the use of specialized equipment
Adventure camping	<p>An adventure activity where participants are camping at a stationary base camp that is only accessible by boat (canoe or kayak, sail, power boat, etc.). This activity must follow the Adventure Activity requirements.</p>
Adventure tripping	<p>An adventure activity where girls are camping at multiple campsites that are accessed by boat (canoe or kayak, sail, power boat, etc.) This activity must meet the following criteria:</p> <ul style="list-style-type: none"> ▪ The Trip Lead and Trip Assist requirements (see Training, Experience and Qualifications) or be led by a Third Party Service Provider ▪ The adventure activity requirements (see Key Terms)
Boat	<p>Any small vessel or watercraft 20 metres in length or less including canoes, kayaks, rowboats, paddleboats, power boats, sailboats and windsurfs, and self-propelled boats, excluding commercial boats used for public transportation and tour boats.</p>
Boating activity	<p>Any water activity that involves a personal watercraft (e.g. jet ski) or boat (e.g. canoe, kayak, sailboat, cruise/touring boat, dragon boat, power boat, etc.).</p>
Near shore boating	<p>Boating within 100 m of a shoreline with an easily accessible shoreline AND within one hour of EMS response AND no overnights. The shoreline must allow for easy exit from the boat (i.e. places to pull boats out of the water, to rest, bail, wait for help in an emergency, etc.)</p>
Moving water	<p>Water that has a current that may require specific paddling skills to navigate.</p> <p>Moving water and rapids on rivers are rated according to an internationally recognized scale (Class 1-6), based on the difficulty or skill required in navigation.</p> <p>Tidal currents that require specific knowledge and skills to navigate are also considered moving water.</p>



	<p>Whitewater is water that includes rapids with waves that require specialized skills for maneuvering.</p> <p>Any moving water less than Class 1 that has low flow, a clear channel with no obstacles (rocks, logs) is usually safe to paddle by those with basic canoeing skills.</p>
Non-swimmer	Person who has not passed the swim test as outlined in the Swimming Planning Guide.
Open water boating	Open water beyond 100 m of a shore OR an inaccessible shore OR more than one hour of EMS response.
Personal Floatation Device (PFD)	A Canadian-approved floatation device used by an individual to provide buoyancy in water activities. Check the label for Canadian Coast Guard, Fisheries and Oceans Canada or Transport Canada approval. Lifesaving cushions are not acceptable PFDs.
Power boating (pleasure craft)	A pleasure craft is any boat that is used only for pleasure activities like fishing, water sports and entertaining friends. It does not include a boat that is used for work or commercial activities.
Safe Boating Guide	Booklet provided by Transport Canada with the current mandatory requirements for small watercraft (e.g. canoes, kayaks, rowboats, sailboats, etc.) safety, equipment and PFD use in Canada. The information is listed on the Office of Boating Safety website
Sailing authority	An individual who is highly experienced in sailing and an accepted source of expert information or advice (e.g. experienced sailors of a yacht club, provincial sailing association, marina owner/operator, etc.).
Supervisor	A woman or non-binary adult who takes responsibility for children on behalf of GGC. The procedures under Supervision in Section Two – General Planning for Activities outline who can be considered as a supervisor based on the situation.
Swimmer	An individual who has successfully completed the GGC swim test (or equivalent).
Third Party Service Provider (TPSP)	<p>A Third Party Service Provider (TPSP) is an external business or organization to whom GGC entrusts the care and management of GGC participants for the duration of an activity or event which requires skill and experience beyond that of a Guider. A TPSP will provide personnel (guides or instructors) and safety response planning. When specialized equipment is necessary, a TPSP will also provide equipment. Some examples of a TPSP:</p> <ul style="list-style-type: none">▪ Rafting company▪ Canoe/kayak guiding (outfitter) business <p>While GGC always maintains its duty of care over its members, when TPSPs are used, the organization is entrusting the control of the activity or event to</p>



	an external expert. Although the TPSP assumes the responsibility for managing the activity, the Responsible Guider is still responsible for determining that the TPSP is knowledgeable, experienced, qualified and can be trusted to provide a standard of care that you, GGC and the parents expect.
T-rescue	A rescue technique used to right a capsized boat (usually a canoe or kayak) whereby the capsized boat is placed in a “T” position to the rescue boat. Often referred to as a canoe-over-canoe rescue.
Trip Lead	An activity facilitator who has the primary responsibility for the planning, management and leadership of an adventure trip.
Trip Assist	An activity facilitator who plays a supporting role in planning, managing and leading an adventure trip.
Water Assessor	GGC appointed individual trained to assess water activities for proactive planning to minimize risks and ensure overall compliance with Safe Guide. This assessment is done through a review of submitted documentation and follow up with the Responsible Guider to seek clarification as necessary.
Waterfront	A section of land within a town, camp, or park fronting or abutting on a body of water.
Established waterfront	Any body of water that is staffed by aquatic personnel, follows appropriate provincial/territorial regulations and has lifesaving equipment readily available. An established waterfront may have an area marked off that is designated for swimming, wading, and/or instructional boating (e.g. waterfronts at GGC established camps and properties, provincial parks, conservation areas, municipal beaches).
Non-established waterfront	Any body of water used for swimming or boating that does not have lifesaving equipment readily available nor aquatic personnel. GGC must arrange for aquatic personnel.
Waterfront activity	An activity within a roped off area or clearly defined area either on land abutting water access or in water abutting a beach or waterfront with aquatic personnel. It does not include open water or a situation where a person can find oneself in deep or fast moving water.
Waterfront director	An individual who is responsible for the supervision of aquatic personnel and activities at a waterfront as outlined in the Swimming Planning Guide.

Introduction

Refer to these sections in General Planning for Activities for procedures relating to:

- [Parent/Guardian Notification and Permission](#)
- [Orientation and Planning with Participants](#)
- [Health and First Aid](#)
- [Safety and Emergency Response](#)
- [Incident Reporting](#)
- [General Activity Planning](#)



NOTE: Aquatic personnel are only required if participants are also swimming without wearing a PFD.

When facilitating boating activities, there are proven and effective procedures to ensure a very high level of safety. The information in this Boating Planning Guide will help Guiders recognize and manage risk factors associated with water-related activities and assist them in providing a safe experience for all participants. While we have attempted to identify and plan for all situations, this information is not all encompassing. Its purpose is to assist you in planning preventative action, a proven method of providing a larger margin of safety for participants in water activities.

This section refers to any activity involving boats or watercraft. Details of Activity Facilitator qualifications, equipment requirements and other activity-specific rules can be found here.

Boating Planning Chart

The Responsible Guider must assess all activities using the following checklist when planning boating activities. Refer to [Key Terms](#) above for definitions.

Refer also to the [Activity Planning Chart](#) in General Planning as these procedures also apply with regards to parent/guardian permission, emergency response, first aid, etc. Note if there is a discrepancy, then the information in this Boating Planning Guide is followed.

The level checked here is the minimum level. Cross check with the main [Activity Planning Chart](#) as other factors such as EMS response time may increase the level.

For details on each type of boating, look under the headings in this section.	Activity Level		
	Green	Yellow	Red
Boating in a public pool or established waterfront (beach) where the facility provides aquatic supervision	✓		
Commercial water-based transportation (car/passenger ferries)	✓		
Paddleboats or water rides at a recreational amusement park that provides supervision	✓		
Near shore non-motorized boating (canoeing, kayaking, rowboats, paddleboats, stand-up paddle boarding, voyageur canoe, dragon boat etc.). within 100 m of a shoreline with an easily accessible shoreline AND within one hour from EMS response, no overnights		✓	
Boating in a pool where GGC provides aquatic OR boating supervision.		✓	
Power boating (pleasure craft)		✓	
Open water non-motorized boating (canoeing, kayaking, rowboats, paddleboats, stand-up paddle boarding, sailing, windsurfing etc.) beyond 100 m of a shore OR more than one hour from EMS response.			✓
Adventure camping, canoe or kayak or sail tripping			✓
Moving water kayaking or canoeing (Class 1 or 2 only)			✓



Waterskiing			✓
Boats over 8 m OR with living accommodations (e.g. houseboat, cabin cruiser, sailing cruiser etc.)			✓
Establishing a GGC operated waterfront for boating			✓
Boating led by a TPSP (Whitewater rafting, canoeing/kayaking in moving water; open water dragon boat or voyageur canoeing must be led by a third party)	See below Third Party Service Provider Boating		
Swimming during boating activities	Refer to the Swimming Planning Guide		

Third Party Service Provider (TPSP) Yellow and Red Level Boating

TPSP boating is where the TPSP is directly responsible for the care and management of the group and its members. GGC provides general supervision in addition to the guides provided by the TPSP.

The TPSP must be knowledgeable, experienced and hold relevant qualifications as well as be recognized by others in their field for their expertise.

The TPSP (tour boats excepted) must provide GGC with a certificate of insurance (to be kept on file by the unit) showing evidence of liability coverage for their commercial operations including injury to participants with minimum limits of \$2,000,000. See [Appendix B – Conditional Activities](#).

Responsible Guider Duties

The Responsible Guider must:

- Use the [Third Party Service Provider Activity Guide](#) to assess the TPSP. If the type of boating you wish to do is not listed below, contact national office at: safeguide@girlguides.ca.
- Ensure all participants have provided a signed Release of Liability, Waiver of Claims, Assumption of Risk and Indemnity Agreement (SG.5) if a Conditional Activity and/or Adventure Activity.
- Confirm with the TPSP that each participant has been provided with a properly fitted PFD.
- Must ensure that properly fitted Canadian approved PFDs are worn.
- Follow relevant procedures in General Planning for Activities.

NOTE: In preparation for this trip, determine the swimming ability of participants. While a test is not required, identify to the TPSP anyone who is a non-swimmer or has limited ability in the water.

Ratios for TPSP Boating Activities

The ratios in this section are for GGC supervisors and girl participants only. Ratios change depending on the type of boating. TPSP guides must not be counted in the supervision ratio unless noted below. The TPSP will determine the ratio for their guides.

TPSP personnel must never be one-on-one with a girl member. However, they can support groups of girls.

If GGC supervisors are not in the boats, they must be able to see the boats to monitor the activity from the shore and be available to support the girls.



Activity	Sparks/Embers		Guides		Pathfinders/Rangers	
	Minimum Supervisors	Ratio	Minimum Supervisors	Ratio	Minimum Supervisors	Ratio
Canoes	3	1:5	2	1:5	1	1:7
Kayaks	3	1:5	2	1:5	1	1:7
Stand-up Paddle Boards	Not Permitted		2	1:5	1	1:7
Voyageur Canoe	3	1:5	2	1:5	1	1:7
Dragon Boats	3	1:5	2	1:5	1	1:7
Open Water Voyageur Canoe	Not Permitted				1	1:7
Open Water Dragon Boats	Not Permitted				1	1:7
Sail Boats	Not Permitted		2	1:5	1	1:7
Whitewater Rafting*	Not Permitted				2**	1:7
Moving Water Canoeing and Kayaking*	Not Permitted				2	1:5
Overnight Adventure Tripping	Not Permitted				2***	1:7

*TPSP guide must be qualified and must have at least one guide with a Swift Water Rescue Certification.

** If using more than one raft, a supervisor must be in each raft.

***One woman or non-binary TPSP guide with a clear Police Records Check may be counted in supervision ratio. She must complete the Non-member volunteer form (A.7) and provide a PRC. As with all non-members, she would be under the supervision of a GGC adult member or woman or non-binary GGC employee and is never one-on-one with a girl member.

Commercial water-based transportation (car/passenger ferries) and commercial tour boats

Follow the [Activity Planning Chart](#) in Section 2: General Planning for Activities.

Parent Guardian Permission and GGC Notification/Authorization for TPSP Yellow and Red Level Boating

Parent Guardian Permission for Third Party Service Provider Boating

The following forms must be completed and provided to parents/guardians:

- Activity Plan (SG.1) with the schedule of activities
- Parent/Guardian Permission (SG.2)
- Release of Liability, Waiver of Claims, Assumption of Risk and Indemnity Agreement (SG.5)



GGC Notification/Authorization for Third Party Service Provider Boating

At least **14 days before a Yellow level activity** and **21 days before a Red level activity**, the Responsible Guider must submit the following forms/information for assessment according to her provincial process (see [Girl Guides of Canada Contact Information](#)):

- Activity Plan (SG.1) with the schedule of activities as provided to parents/guardians
- Emergency Response Plan (SG.4) for any activities not in the care of the TPSP
- The Activity Notification or Authorization (SG.3)
- Information about the TPSP such as a web address, PDF document or brochure that contains information about the company and the completed TPSP Interview Checklist (SG.7)
- A Release of Liability, Waiver of Claims, Assumption of Risk and Indemnity Agreement (SG.5) as provided to parents/guardians

These activities are reviewed by a Water Assessor.

GGC Managed Boating Activities

GGC managed boating activities are boating activities where GGC members, employees or non-member activity facilitators (e.g. certified canoeing instructor, powerboat operator) are directly responsible for the care and management of the group and its members.

Personal Floatation Devices (PFDs)

The Responsible Guider and/or boating Activity Facilitator are responsible for confirming that each participant is wearing at all times while on the water a properly fitted Canadian-approved PFD when in any type of boat under 8 metres (e.g. canoeing, sailing, kayaking, rafting, paddle boats, stand-up paddle boards, windsurfing and water-skiing). The Responsible Guider must ensure that the sizing instructions on the PFD are followed.

Permission for Use of Boats

When using a **camp facility with boats**, the Responsible Guider must confirm prior to the activity that the facility contract includes approval to use boating and related equipment. If it is not included in the contract, participants must NOT use the equipment.

Safety and Emergency Planning and Response

See the section in [General Planning on Safety and Emergency Response](#).

Supervisors must not allow participants (adult and/or girl) to be on the water without supervision, in the dark or during inclement weather.

The Responsible Guider and/or the boating Activity Facilitator is responsible for ensuring that the number of persons in each boat is appropriate to the type and size of boat being used.

Guiders must have a discussion with girls about their responsibility for safety when participating in activities in or on water.

The Responsible Guider must consider time as a critical factor in water activity emergencies. When preparing your Emergency Response Plan (ERP), contact EMS to determine the response time for the boating location that is farthest away from your base or launch. Re-assess the risk level based on the EMS response time and plan accordingly.



The Responsible Guider must specify in their ERP time criteria for implementation of a search if a group is overdue or a member is missing.

The Responsible Guider must work with the aquatic and/or boating personnel to clarify all roles in the event of a water-related emergency or incident. These should be documented in your ERP.

If at a waterfront, the Waterfront Director or the Responsible Guider must post the full ERP near the waterfront, in a place visible and known to all participants at the camp.

When GGC is facilitating boating that includes adventure camping or tripping, an Adventure Camping/Tripping Plan (SG. 6) must be left with a Home Contact Person. This plan includes a list of participants, a detailed itinerary and schedule of activities and/or route description as provided to parents(s)/guardian(s).

For open water Red level outings with no overnights, the Emergency Response Plan must include route details including launch location and a list of relevant maps or charts being carried by the group. This information must be left with a Home Contact Person.

Weather Safety

The weather and marine forecast must be checked just prior (within one hour) to the boating activity. Never go boating if a small craft warning has been issued.

Aquatic and/or boating personnel must monitor the weather and clear the waterfront immediately if thunder is heard and/or lightning seen. This means no boating or swimming during these conditions.

Supervisors must wait 30 minutes after the last thunder rumble/boom or lightning flash before resuming water activities.

Responsible Guider Duties

The Responsible Guider must confirm that:

- The facilitators/instructors who are responsible for leading boating and other water activities have the appropriate qualifications (see information for each type of boating)
- Boating Activity Facilitators are provincial age of majority
- The ratios for activity facilitators are followed
- The participants' competency (e.g. swimming ability, and/or skill in steering a canoe, boating rescues, etc.) has been evaluated and documented by the aquatic personnel and/or the Activity Facilitator/instructor prior to the activity.

Swimming procedures also apply when participants go swimming during boating activities. Please see [Swimming Planning Guide](#) for more information.

The Responsible Guider must ensure that the appropriate Activity Facilitators are present at all times.

Guiders must assess participants' maturity and their understanding of risk factors and identify any potential safety concerns (e.g. horsing around – pushing others off dock, despite being warned).



Prerequisites for Boating

Non-Swimmer PFD Check for Boating Standards

Tests are to be administered by Activity Facilitator aquatic personnel, a registered adult member, or GGC staff familiar with the type of boating. The Responsible Guider must ensure that they are familiar with the testing requirements.

To successfully complete the Non-Swimmer PFD Check for Boating while wearing a properly fitted PFD, participants must:

- Girls: Swim 25 m
- Adults: Swim 75 m
- Demonstrate the HELP position for one minute

Equivalency:

- Girls or adults who have completed the Swim Test (or equivalent) do not need to do the Non-Swimmer PFD Check.
- Equivalency will be given to who can show proof of completion of one of the following qualifications or higher:
 - Red Cross Swim Kids 3,
 - Lifesaving Society Swimmer 3,
 - YMCA Dolphin or,
 - Equivalent from a recognized swim lesson provider
- Proof of equivalency for a test must be shown to the Responsible Guider in the form of a document with the individual's name. A badge is not acceptable.

Additional Notes:

Results are recorded on the Swim Test and Boating PFD Check Verification form (WA.2). Forms are sent to your Girl Guide office to update individuals' information in our database.

Equipment Required for Boats

The Responsible Guider must confirm that the appropriate equipment is available in each boat.

Equipment in all boats must comply with the regulations outlined in the [Safe Boating Guide](#) available from Transport Canada.

These requirements vary based on the type of boat (canoes, kayaks, un-powered, powered, etc.) and length of vessel.

Canoes, kayaks, rowboats and sailboats, etc., require:

- One Canadian-approved personal flotation device (PFD) of appropriate size for each person on board
- One buoyant heaving line of not less than 15 m in length
- One manual propelling device (i.e. paddle) per boat OR an anchor with not less than 15 m of cable, rope or chain in any combination
- A sound-signaling device or a sound-signaling appliance
- Navigation lights that meet the applicable standards set out in the Collision Regulations if the boat is operated after sunset and before sunrise or in periods of restricted visibility
- One hand-held bailer or manual pump fitted with sufficient hose to pump water over the side; bailers must be secured to the boat to avoid drifting away in the event of a capsized boat

In addition to the above, power boats or those with a fuel burning cooking, heating or refrigerating appliance also require:



- One Class 5BC fire extinguisher

It is recommended that there be one extra PFD and paddle with the group, as appropriate.

GGC Managed Boating Procedures

Boating Activity Facilitators

All Boating Activity Facilitators must be provincial/territorial age of majority.

When GGC is managing boating, the Activity Facilitators must have the specific training, experience and/or qualifications as outlined in the procedures below. As an option, Activity Facilitators can provide documentation that confirms their training and experience as well as a reference letter. The documentation must include all of the following:

- a) training completed, including dates, time frames and topics covered; and
- b) practical experience including dates, type of activity and supervisory role; and
- c) a written reference from someone who has firsthand knowledge of them and who can make informed statement(s) about their proficiency specific to the activity

The Boating Activity Facilitator must ensure:

- That boats are under control.
- There is a support system (e.g. another nearby instructor/facilitator, safety boat support) in place.
- The Responsible Guider is provided with this information and includes it on the ERP.

First Aid for Boating

At least one adult supervisor must have as a minimum a current **Standard First Aid** certificate or is a health care professional. (See definition in [Key Terms](#).) In situations where **EMS response time is more than four hours**, the Responsible Guider must verify that at least one adult is certified in **Wilderness First Aid** (even if they are a health care professional). See [First Aid Training](#) for details.

GGC Managed Yellow Level Boating

Yellow level boating must not include any overnight camping at boat-access-only sites.

General supervision for Yellow Level boating

The following outlines the basic supervision ratios for Yellow level boating led by GGC. However, depending on the age of the girl, some types of boating require a supervisor in every boat, which will increase ratios. See information below under specific boat types.

There must be at least one **Activity Facilitator with relevant boating qualifications**. Non-members can be Activity Facilitators and included as adults in the supervision ratios if they complete the Non-member volunteer form (A.7), provide a clear PRC, and are in iMIS.

Branch	Minimum number of adults	Adult Ratio (Includes Activity Facilitators)	Activity Facilitators
Sparks and Embers	3	1:5	1:10
Guides	2	1:5	1:10
Pathfinders	2	1:5	1:10
Rangers	1	1:10	1:10



* Adult supervisors or participants who are not activity facilitators must be included in the activity facilitator ratio.

Power Boating (pleasure craft)

All boaters must wear a properly fitted Canadian-approved PFD.

Regulations in the [Safe Boating Guide](#) must be followed.

All boaters (girls and adults) have successfully completed the [Prerequisites for Boating](#) (see page 125).

Activity Facilitators must be familiar with the boat and have experience specific to the water environment in which the boating is taking place.

NOTE: It is recommended that the boat owner checks with their insurance broker to ensure that they have adequate coverage for the group

Near Shore Non-motorized Boating

Using a canoe, dragon boat, kayak, paddleboat, rowboat, sit-on-top kayak, stand-up paddleboard (SUP), etc. must be within 100 metres of an easily accessible shoreline AND within one hour of EMS response.

An easily accessible shoreline is one that allows for easy exit from the boat (i.e. places to pull boats out of the water, to rest, bail, wait for help in an emergency, etc.)

Row Boats and Paddleboats

An Activity Facilitator must participate in a boat on the water to provide instruction to participants and assistance if needed.

A supervisor must remain on land and be within visual contact to provide assistance as needed.

All boaters (girls and adults) have successfully completed the [Prerequisites for Boating](#) (see page 128).

Canoes and Sea Kayaks

All participants (adults and girls) must have successfully completed the [Prerequisites for Boating](#) (see page 125).

Spark and Ember age girls can participate if there is a supervisor in each boat. (For kayaking, this means using tandem kayaks.)

The Responsible Guider must ensure that the Activity Facilitators have explained to participants (before leaving the launching area) what to do in the event of a capsize.

Activity Facilitators must have experience specific to the type of canoe or kayak and water environment in which the activity is taking place.

For **canoeing** each Activity Facilitator must have one of the following:

- [Paddle Canada Intermediate Lake Skills tandem](#); or
- Equivalent course offered in her province/territory; or
- Reference letter and documented experience that includes righting and re-entry into a capsized boat



For **kayaking** each Activity Facilitator must have one of the following:

- [Paddle Canada Sea Kayaking Skills Level 1](#); or
- Equivalent course offered in her province/territory; or
- Reference letter and documented experience that includes righting and re-entry into a capsized boat

Voyageur Canoes

The Responsible Guider must confirm that each Activity Facilitator has one of the following:

- Paddle Canada Intermediate Lake Skills tandem; or
- Equivalent course offered in her province/territory; or
- Documented experience specific to the type of boat and water the activity is taking place in and a reference letter

Canoes must be under the control of an Activity Facilitator who is experienced in managing a voyageur canoe.

All boaters (girls and adults) have successfully completed the [Prerequisites for Boating](#) (see page 125).

The Activity Facilitators must explain to participants (before leaving the launching area) what to do in the event of a capsize (e.g., right the boat, maintain flotation and bail it out).

All voyageur canoes have the following additional equipment:

- Bailing buckets appropriate to the size of the canoe (industrial food buckets make excellent bailers)
- Two 15 m (50-foot), 10 mm (3/8-inch) polypropylene ropes for each voyageur canoe tied to the canoe and coiled ready for use in both bow and stern
- Spare paddles suitable for steering and paddling a voyageur canoe

Dragon Boats

The Responsible Guider must confirm that each Activity Facilitator has documented experience specific to the type of boat and water the activity is taking place in and a reference letter.

Each dragon boat must be under the care and control of an Activity Facilitator who is experienced in managing a dragon boat.

All boaters (girls and adults) have successfully completed the [Prerequisites for Boating](#) (see page 125).

The Activity Facilitators must explain to participants (before leaving the launching area) what to do in the event of a capsize.

Stand-up Paddle Boards (SUP)

Girls must be Guide branch or higher.

All boaters (girls and adults) have successfully completed the [Prerequisites for Boating](#) (see page 125).

The Activity Facilitators must explain to participants (before leaving the launching area) how to fall off safely while maintaining control of their board and paddle.



Activity Facilitators must have experience specific to the water environment in which the activity is taking place.

Each Activity Facilitator must have one of the following:

- [Paddle Canada Touring SUP 1 Skills](#); or
- Equivalent course offered in her province/territory; or
- Reference letter and documented experience that includes righting, basic rescues and towing.

Supervisors must be on the water with the participants.

GGC Managed Red Level Boating

Open water Red level boating includes all boating that is outside of the parameters of Yellow level. (See the [Boating Planning Chart](#).)

For open water Red level boating with no overnights, the Emergency Response Plan must include route details including launch location and a list of relevant maps or charts being carried by the group. This information must be left with a Home Contact Person.

General Requirements

- Activity Facilitators must have specific qualifications/experience as outlined below.
- For non-motorized boating, each boater must demonstrate to the Activity Facilitator their ability to steer/manage the boat and participate in a rescue:
- canoe over canoe T-rescue
- wet exit for kayaks and assisted rescue
- righting a capsized sail dinghy

All participants must have a signed Release of Liability, Waiver of Claims, Assumption of Risk and Indemnity Agreement (SG.5).

NOTES:

There are age restrictions for some Red level boating. See information on each type of boating for details.

Email your Provincial Safe Guide Adviser early in your planning for assistance in determining the feasibility of your outing/trip.

Supervision Ratios for non-motorized open water boating

There must be a minimum of two Activity Facilitators. They can be counted in supervision ratio if they meet the screening requirements by completing the Non-member Volunteer form (A.7) and provide a clear PRC. If your boating is led by a third party, see the section: [Third Party Service Provider \(TPSP\)](#) Boating.

Branch	Open water Red level – no overnights	Red level – Adventure camping or tripping or moving water
Sparks and Embers	Not permitted	Not permitted
Guides	1:2	Not permitted
Pathfinders	1:5	1:5
Rangers	1:5	1:5



Canoeing or Sea Kayaking in Open Water – No Overnights

This includes kayaking on a lake, or other non-moving water kayaking.

- Girls must be Guide branch or higher.
- Guides must have a supervisor in each boat. (For kayaking, this means using tandem kayaks.)
- The maximum size of the group including Activity Facilitators is 12.
- All participants (adults and girls) must have successfully completed the [Prerequisites for Boating](#) (see page 125).
- Activity Facilitators must have experience specific to the type of canoe or kayak and water environment in which the activity is taking place.

For **canoeing** each Activity Facilitator must have one of the following:

- [Paddle Canada Intermediate Lake Skills tandem](#); or
- Equivalent course offered in her province/territory; or
- Reference letter and documented training that includes experience in righting and re-entry into a capsized boat

For **kayaking** each Activity Facilitator must have one of the following:

- [Paddle Canada Sea Kayaking Skills Level 1](#); or
- Equivalent course offered in her province/territory; or
- A reference letter and documented experience that includes righting and re-entry into a capsized boat

Canoe and Sea Kayak Adventure Camping

The recommended maximum size of the group, including Activity Facilitators, is 12. There must be two Activity Facilitators. Requests for larger groups must meet the following criteria:

- The girls' experience and safety will not be compromised
- The Responsible Guider (adventure camping) or Trip Lead (adventure tripping) feels the group is a manageable size
- The adult supervision ratio is met.
- The additional individual(s) has relevant experience to support the group.

All requests must be assessed by the Provincial Safe Guide Adviser (or her designate) and if, in her opinion considered reasonable, forwarded to the national level for approval.

All participants must be Pathfinder branch or higher, have completed the [Prerequisites for Boating](#) (see page 125) and have previous tent camping experience.

Each Activity Facilitator must be an adult and have:

- Experience in the same geographic location or similar setting/terrain or water body
- Have experience, skill and training higher than that required for the activity
- Have previous tent camping experience with a similar age of girls
- [Paddle Canada Wilderness Camping](#) or proof of equivalent training or experience.
- Trips approved by an assessor prior to September 2021 will not require the Activity Facilitator to show completion of the Paddle Canada Wilderness Camping course or equivalent experience.

NOTE: To establish her experience the Activity Facilitator should submit a trip log similar to the log in the OAL Adventure Camping Participant Package (TR.11).



Before the trip, the Activity Facilitator(s) must confirm each participant's canoeing/kayaking and camping skills based on the [Canoe and Kayak Trip Skills Requirements for Participants](#). This includes rescue procedures as noted above in General Requirements.

For **canoeing** each Activity Facilitator has one of the following:

- [Paddle Canada Intermediate Lakes Canoeing \(Tandem or Solo\)](#) or
- Equivalent courses offered in her province/territory; or
- Reference letter or documented training and experience in canoeing the type of body of water and (expected) conditions that includes high competency in performing canoe strokes (J stroke, draw, pry, forward and reverse stroke) and T-rescues (canoe-over-canoe); and experience in waterproofing gear, loading and trimming the canoe, [Safe Boating Guide](#) regulations, and low-impact camping techniques.

For **kayaking** each Activity Facilitator has one of the following:

- [Paddle Canada Sea Kayaking Skills Level 2](#) or
- Equivalent course offered in her province/territory; or
- Reference letter or documented training and experience in kayaking the type of body of water and (expected) conditions that include: high competence in performing strokes (forward, reverse stroke, sweep) and righting and emptying a swamped kayak; and experience in waterproofing gear, loading and trimming the kayak, [Safe Boating Guide](#) regulations and low-impact camping techniques.

For **Canoe or Kayak Adventure Tripping** the Activity Facilitators must **also** have the following Trip Lead and Trip assist qualifications:

Trip Lead

- 15 nights of canoe/kayak tripping over a minimum of three trips OR five nights of backpacking experience and 10 nights of canoe/kayak tripping over a minimum of three trips.
- Two of these trips must have been in a supervisory role with children or youth.
- The nights do not have to be consecutive, but there must be at least one two-night trip.
- At least one trip must have taken place in the last seven years and been in a supervisory role with children or youth.

Trip Assist

- A minimum of five nights of canoe/kayak tripping (do not have to be consecutive) of tripping experience, with or without children or youth.
- Experience in trip organization and management.

If using Activity Facilitators with only documented training and experience as above, the Responsible Guider must request and obtain a written reference letter from an individual who has personally witnessed the Activity Facilitator in the activity and can confirm his/or her competence.

An Adventure Camping/Tripping Plan (SG. 6) must be left with a Home Contact Person. This plan includes a list of participants, a detailed itinerary and schedule of activities and/or route description as provided to parents(s)/guardian(s).

If relevant, see [Moving Water Canoeing and Kayaking](#).



Canoe and Kayak Tripping Skills Requirements for Participants

Participants should be able to perform strokes and move a canoe or kayak smoothly and efficiently, demonstrating teamwork and craft communication skills (when paddling together).

Canoe and kayak tripping requires a qualified Activity Facilitator for the evaluation of participants' skills to ensure they have appropriate paddling and camping ability, and experience as follows:

1. Review the [Prerequisites for Boating](#):
 - a) Know the rules that govern traffic on the waterways and understand the dangers of combining alcohol/drugs with boating
 - b) With a partner, prepare a float plan for a day trip. Obtain a map of your route. Decide what food and equipment is required
2. Participate in rescue procedures. This can be done in a pool or at a waterfront.
3. Demonstrate the following:
 - a) Paddle a straight course of 200 metres
 - b) Stop the boat within one vessel length after the last stroke
 - c) Move the boat sideways in both directions a distance of three metres
 - d) Demonstrate inside and outside pivots
 - e) Demonstrate how to pack and properly trim for various paddlers and equipment and know how to visually identify a properly packed boat
 - f) Show how to change pack and paddler positions for various wind and water conditions
1. With as much assistance as necessary, demonstrate how to portage a canoe or kayak for 50 metres.
2. Explain how to respect plant life and practice minimum impact camping.
3. Understand and demonstrate waterproofing and packing of personal gear.
4. Design menus for a group for a three-day trip. Consider weather, weight of food and the physical needs of the group.

Moving Water Canoeing and Kayaking

All participants must be Pathfinder branch or higher and must demonstrate competency in paddling and safety skills, and in righting and emptying swamped boats. For kayaking, participants must be able to do a wet exit.

The maximum size of the group including Activity Facilitators is 12.

All boaters (girls and adults) have successfully completed the [Prerequisites for Boating](#) (see page 125).

Moving water canoeing and kayaking facilitated by GGC members or an Activity Facilitator must only take place in rapids rated Class 2 or lower. Activities in water of a higher classification must be managed by a Third Party Service Provider.

There must be at least two Activity Facilitators who hold moving water certification from their provincial/territorial canoeing/kayaking body.

Canoeing

Class 1 rapids: One of the Activity Facilitators must have moving water rescue qualifications and Paddle Canada Moving Water 1 or Moving Water Canoe Skills Introduction Tandem.

Class 2 rapids: One of the Activity Facilitators must have moving water rescue qualifications. Both supervisors and participants have Intermediate Moving Water tandem and/or solo skills. Or in an



instructional situation, instructors must have a minimum of Advanced Moving Water skills and Intermediate Moving Water Instructor status.

River Kayaking

Class 1 rapids: There must be at least two Activity Facilitators who hold moving water certification from their provincial/territorial canoeing/kayaking body. One of the Activity Facilitators must have moving water rescue qualifications. Both supervisors and participants must have Paddle Canada River Kayaking level 1. Or in an instructional situation instructors must have a minimum of River Kayak Instructor Level 1.

NOTE: It is critical that participants have practice time and gain competence on Class 1 and Class 2 rapids before adventure tripping on Class 2 rapids.

Safety equipment appropriate for the conditions must be worn/used.

Voyageur Canoes or Dragon Boats

Open water voyageur canoeing or dragon boating is considered Red level and must be managed by a Third Party Service Provider.

Windsurfing

All participants must be Pathfinder branch or higher and have successfully completed the [Prerequisites for Boating](#) (see page 125).

The maximum size of the group including Activity Facilitators is 12.

The Responsible Guider must ensure that all windsurfing occurs within sight of the launching area.

The Responsible Guider must confirm that the Activity Facilitator for all windsurfing activities is a certified windsurfing instructor.

NOTE: Where water depth is sufficient, an emergency power boat should be available to provide assistance.

Sailboats or Dinghy Sailboats

All participants must be Guide branch or higher, and successfully completed the [Prerequisites for Boating](#) (see page 125).

Guide age girls must have a supervisor in each boat.

The maximum size of the group including Activity Facilitators is 12.

The Responsible Guider must ensure that the Sailing Instructor/ Facilitator(s) has one of the following:

- [Bronze Sail Level 4 \(Canadian Yachting Association\)](#); or
- Documented training and experience (minimum of 50 hours) in sailing for the conditions in which the activity will take place, provides a sailing resume and at least two references from a sailing authority

The Responsible Guider must determine with the Sailing Instructor/Facilitator that rudders are attached to hulls with a safety line.



The Activity Facilitator must determine that there is an individual in the boat with appropriate experience to control it based on the sailing conditions.

The Responsible Guider must ensure that an emergency power boat is available at all times to provide assistance.

Waterskiing, wakeboarding, riding a towed inflatable

All participants must be Guide branch or higher and have successfully completed the [Prerequisites for Boating](#).

All participants must wear a properly fitting PFD.

The Responsible Guider must ensure that each boat is driven by a certified boat operator who is above the provincial/territorial age of majority, is competent in the retrieval of a downed skier/boarder/rider and has confirmed hand signals with participants.

The Responsible Guider must ensure that each boat has an observer – a person who observes the skier/boarder/rider, identifies hazards and communicates between the skier/boarder/rider and the boat operator.

All participants must have a signed Release of Liability, Waiver of Claims, Assumption of Risk and Indemnity Agreement (SG.5)

NOTE: It is recommended that the boat owners check their insurance to ensure they have adequate coverage.

Keel Sailboats, Boats with Living Accommodations or Boats Over 8 Meters

The procedures in this section are for:

- open sailboats with a keel used for day sailing
- all boats with living accommodations (e.g. cruising sailboat, houseboat, cabin cruiser)
- all boats over 8 metres.

The Responsible Guider must confirm that the crew includes a certified boat operator who is of provincial/territorial age of majority and a substitute boat operator who can assist in an emergency.

The boat operator must have:

- Documented training and experience (minimum of 50 hours) in boating/sailing for the conditions in which the activity will take place, provides a boating/sailing resume and at least two references from a boating/sailing authority
- Competency in overboard rescue procedures
- Competency in maritime communication devices

Before setting out the boat operator must orient the participants to their role and responsibilities, safety procedures and rescue procedures.

For boats with living accommodations, when the boat is underway, PFDs must be worn on deck. Depending on conditions, when at a mooring, for those who have passed the swim test a separate protocol for wearing PFDs on deck may be established.



Establishing a GGC Operated Waterfront for Boating

When setting up a waterfront that includes boating, there must be a Boating Waterfront director with the following qualifications:

- Experience in coordinating boating instruction lead by qualified instructors/facilitators and providing boating safety support
- A resume and reference letter(s) documenting at least two years (or 100 hours) of previous experience in a similar position with similar responsibilities.
- Must have current instructor level qualifications for at least one of the boating options being provided at the waterfront and demonstrated knowledge in other aspects of boating.
- Current Standard First Aid and CPR
- Must demonstrate knowledge and understanding of the regulations in the Transport Canada [Safe Boating Guide](#).
- Must demonstrate a knowledge and understanding of Safe Guide procedures in the Boating Planning Guide
- Must hold a Pleasure Craft Operators Card and have experience in operating a power boat where there is a power boat on site, and/or able to operate other “rescue” craft on site – e.g. kayak

Equipment for Waterfronts

The following equipment must be available:

- Flotation devices (e.g. flutter boards, pool noodles, torpedo buoy, PFD, etc.)
- Reaching aids (shepherd’s hook, reaching pole, buoy with line and/or throw bag) for all swimming pools and established waterfronts
- A spinal board with head piece is available at swimming pools and at all established waterfronts that GGC is operating as part of a multi-day event

Permission and GGC Notification/Authorization for Yellow and Red Level Boating

NOTE: When boating using a Third Party Service Provider, follow the procedures above in the [Third Party Service Provider \(TPSP\) Boating](#) section.

Yellow Level Boating

Parent/Guardian Permission

The following forms have been completed and provided to parents/guardians:

- Activity Plan form (SG.1) with the schedule of activities
- Parent/Guardian Permission (SG.2)
- Release of Liability, Waiver of Claims, Assumption of Risk and Indemnity Agreement (SG.5) if a conditional activity

GGC Authorization

At least **14 days** prior to the activity, the Responsible Guider must submit the following forms/information for assessment according to her provincial process (see [Girl Guides of Canada Contact Information](#)):

- Activity Plan (SG.1) with the schedule of activities as provided to parents/guardians
- If required, the Release of Liability, Waiver of Claims, Assumption of Risk and Indemnity Agreement (SG.5) as provided to parents/guardians
- Emergency Response Plan (SG.4)
- Activity Notification or Authorization (SG.3) with a list of all adults in attendance
- Water Activity Plan (WA.1)



- A copy/scan of the Activity Facilitator qualifications if they have not been previously submitted and are not in membership data base (iMIS)
- If required, a copy/scan of the first aider qualifications if not listed in the membership database (iMIS)

These activities are reviewed by a Water Assessor.

Red Level Boating **Parent/Guardian Permission**

The following forms have been completed and provided to parents/guardians:

- Activity Plan form (SG.1) with the schedule of activities
- Parent/Guardian Permission (SG.2)
- Waiver (SG.5) if a Conditional Activity and/or an Adventure Activity

GGC Authorization

At least **21 days** prior to the activity, the Responsible Guider must submit the following forms/information for assessment according to her provincial process (see [Girl Guides of Canada Contact Information](#)):

- Activity Plan (SG.1) with the schedule of activities as provided to parents/guardians
- A Release of Liability, Waiver of Claims, Assumption of Risk and Indemnity Agreement (SG.5) as provided to parents/guardians. This document must be provided by all participants (adult and girl)
- Emergency Response Plan (SG.4)
- Activity Notification or Authorization (SG.3) with a list of all adults in attendance
- Water Activity Plan (WA.1)
- A copy/scan of the Activity Facilitator qualifications if they have not been previously submitted and are in the membership database (iMIS)
- A copy/scan of the first aider qualifications if not listed in the membership database (iMIS)
- If adventure camping or tripping, the Adventure Camping/Tripping Plan (SG.6) and a detailed itinerary

These activities are reviewed by a Water Assessor.



International Travel - 72 Hours or More Planning Guide

Making your trip happen: What you need to know and do

This section includes **important prerequisites** for planning international trips 72 hours or more.

The procedures listed here must be taken into consideration at the start of planning. They include what must be done or taken into consideration approximately 2 years to 18 months before departure during the initial research and planning stages. They should be referred to regularly as the trip plans develop.

NOTE: Guiders who are planning to travel with girls must follow their provincial processes that support travel. Orientation and mentoring are available please contact your PSGA for more information.

The Responsible Guider is responsible for confirming that:

- The procedures are followed
- Parent/guardian meetings are held at regular intervals
- Tasks delegated to others are completed
- Finances and fundraising are managed according to GGC procedures
- The trip is thoroughly researched and relevant information is circulated
- Relevant government laws and regulations are followed in the planning and during the trip.

The procedures in General Planning also apply. However, the procedures in this Planning Guide are in addition to or supersede those in General Planning.

Consult the following government website and publications:

- <http://travel.gc.ca/>
- <http://travel.gc.ca/travelling/publications>.
- Bon Voyage, But... Essential Information for Canadian Travellers: <http://travel.gc.ca/travelling/publications/bon-voyage-but>
- Her own way – a woman's safe-travel guide: <http://travel.gc.ca/travelling/publications/her-own-way>
- I Declare, available from the Canada Border Services Agency (CBSA): <http://www.cbsa-asfc.gc.ca/travel-voyage/declare-eng.html>

Copies of these publications can be ordered and provided to participants and parent/guardians.

Travel Objectives

The primary purpose of travel is to provide a girl-focused experience where Guiders support girls in meeting the travel objectives and to support Girl Guide programming.

International travel must meet the following learning objectives:

- Girls will demonstrate an increased awareness and appreciation of global issues
- Girls will develop skills which support active engagement in issues that matter to her
- Girls will gain a stronger awareness of her own identity and culture, by experiencing different cultures and communities
- Girls will develop a sense of belonging to the global sisterhood embodied by the World Association of Girl Guides and Girl Scouts (WAGGGS) and an understanding of the purpose, and the influence and actions that can be achieved through the collective voices within WAGGGS



Girl Guide International Uniform

GGC produces clothing and badges for members representing GGC travelling outside Canada. These items may be ordered at thegirlguidestore.ca. When travelling internationally, members are expected to travel in the GGC international uniform. See [Guiding Essentials](#) for details.

GGC Travel Preauthorization

The Travel Preauthorization form (SG.8) along with the Guider Applications (IT.4) and a draft List of Participants (IT.11) must be approved BEFORE commencing detailed planning for travel (e.g. making any financial commitments for accommodation, transportation, tours, etc.). For further details see:

- Overview of International Travel Forms
- GGC Authorization – Preauthorization for information on additional forms required for this step

The Responsible Guider must describe on the Travel Preauthorization (SG.8) how the trip will meet the travel objectives to the satisfaction of the Provincial International Adviser (or Assessor based on provincial travel procedures).

GGC will not approve any trip experience of which the itinerary is for the most part entertainment and/or vacation based. This includes, but is not limited to, cruises, all-inclusive resorts or vacation destinations, or any other generally perceived “vacation” travel. See [Travel Objectives](#) above.

GGC supports **third party international volunteer programs** that contribute to a sustainable future for the communities they serve. GGC will not approve programs that:

- Do not have long-term stability plans,
- Take paid-work opportunities away from local residents,
- Have a negative impact on the environment, or
- Support practices that are detrimental to children’s healthy development.

For more information on smart volunteering, please see [this brochure](#) from the Australian government. Review the checklist and ensure that you are comfortable answering these questions. If you are unsure of the answers, please check with the TPSPs you will be travelling with or visiting. Guiders are trusted to use their best judgement and make a decision in the best interest of all involved. Assessors must review the Travel Pre-authorization form (SG.8) to determine whether the plan is valid from the Safe Guide perspective.

Preauthorization provides approval that the basic plan for the trip is sound and the group can begin to fundraise for a trip. However, during the planning process approval can be withdrawn for reasons including but not limited to safety in the country to be visited, financial or budgeting issues, Guider to girl ratio imbalance, non-compliance with GGC policies and procedures, etc.

Fundraising & Finance

For fundraising to support activities (including travel), the [Fundraising Procedures and Guidelines](#) on Member Zone (Admin tab) must be followed. Note in particular the Fundraising for Trips.

Fundraising approval is a two-step process:

- First, the trip must be pre-approved by submitting the [Travel Preauthorization \(SG.8\)](#)
- Second, the [Application for Fundraising Approval \(FR.1\)](#) must be submitted with the **approved** Travel Preauthorization (SG.8) attached



When any activity or event requires a signed contract with a third party (for example with an outfitter, a bus or boat tour, hotel, etc.), it must only be signed by a provincially-designated contract signer. Members CANNOT sign contracts. Contact your provincial office or Commissioner/ACL for information about getting a contract signed.

NOTE: Booking several hotel rooms using a credit card does not require an official GGC signature.

Through consultation with parents, determine and document how fundraising will be divided among participants and ensure that it is clear to all participants. Ensure this meets the Fundraising policy, procedures and guidelines. Provide to all participants and parents/guardians.

Your budget must include the following:

Costs:

- Transportation (air, train, bus, on the ground local transit, etc.)
- Insurance (health, trip cancellation)
- Accommodations (hotel, hostels, campsite etc.)
- Food (eating out, prepared by group)
- Activity costs(sightseeing, camp fees, entertainment)
- Administration (phone, mail, photocopies)
- Emergency fund (10 to 15% of Budget)

Income:

- Fund raising (at least 25% from cookies)
- District/Area/Admin Community contribution
- Individual fees (for independent group trips at least 10% of total cost per participant)
- Other income

Use your provincial International Travel Budget template (or similar) for documenting the financial planning for revenue (fundraising, participant fees, cookie sales) and expenses. To obtain a copy of the template, see your provincial website or contact your [provincial office](#).

Contingency and/or emergency funds (approximately 10 to 15 percent of the total cost of the trip) in either credit or cash from the unit or trip sponsor (e.g. national, province, outside sponsor, etc.) must be obtained or available to the Responsible Guider.

NOTE: Contingency funds cover unforeseen expenses while at an event/camp/activity (e.g. taxi fare, extra supplies, etc.). Emergency funds should be either credit or cash to cover unforeseen expenses during travel (e.g. emergency travel home, emergency medical expenses, etc.).

Travel Advisories

The Canadian government issues [travel advisories](#) to assess the safety level for travel. GGC will cancel trips if the risk is determined to be too high based on the following scale.

Refer back to this information regularly during your planning and while on the trip to ensure that there is no new advisory that prohibits travelling to any destination on your itinerary.



Government Travel Advisory	GGC's Assessment
Exercise normal security precautions.	Travel is allowed to this destination.
Exercise normal security precautions; a regional travel advisory is in effect.	
Exercise a high degree of caution. Exercise a high degree of caution; a regional travel advisory is in effect.	Please refer to the process below.
A nationwide travel advisory is in effect.	GGC does not permit travel to this destination.

For trips with an advisory, exercise a high degree of caution or exercise a high degree of caution; a regional travel advisory is in effect, the following additional measures are required:

1. Where appropriate or possible, trip organizers should work with a well-reputed TPSP with experience in youth group travel (vs. going independently). The TPSP should have clear procedures on safety and security measures to be undertaken during the trip, which are in line with GGC Safe Guide guidelines.
2. Travel Preauthorization form (SG.8) must include either information about the TPSP or, for groups making their own plans, include strategies and mitigations for each of the cautionary elements contained in both the Safety and Security and Health sections of the Government travel advisory. This should be the basis for developing their emergency response plans for their travel for preparation of the trip's ERP, as noted below in #5.
3. Parents/Guardians must be made aware of the advisory status, as well as any updates to the advisory status as the trip planning progresses. This information must be included on the Parent/Guardian Permission form (SG.2).
4. Where possible, the Responsible Guider must continue to monitor government sites regularly and keep her Provincial International Adviser/Assessor informed of updates to the advisory status as the trip planning progresses.
5. The Responsible Guider must provide on the Emergency Response Plan (SG.4) submitted with the International Group Trip Authorization (IT.3) updates to their strategies and actions for each of the concerning items outlined in the Safety and Security and Health sections of the travel advisory page for the country in which they are travelling. If using a TPSP, Responsible Guider must ask the TPSP to provide this information.

WOSM and Non-WAGGGS Countries

GGC does not sponsor trips to World Organization of the Scouting Movement (WOSM) events. Independent group trips to WOSM events will be considered on an individual basis with approval being given by the International Commissioner. All activities at these events must meet Safe Guide standards.

When a group is considering travel to a non-WAGGGS country, the Responsible Guider must contact the International Commissioner (through her Provincial International Adviser) to determine whether they can go ahead with their plan as there may be concerns or issues that prevent travel to that country.

Planning Timelines

A written plan and detailed timelines are essential for a successful trip. The International Trip Planning Timeline (IT.1) must be used as the basis for planning the trip. This form includes the deadlines for GGC authorization.



Overview of International Travel Forms

Review the International forms and the information that must be submitted to ensure that you are prepared to provide the information required to include with the forms.

Include on your timeline deadlines for collecting or preparing information that must be included with the forms.

	GGC Approval		Parent/Guardian	
	Forms to be completed	Timing for submission	Permission forms	Timing for sign-off or distribution
PRE-APPROVAL	SG.8 (Travel approval) IT.4 (Guider Applications) IT.11 (List of Participants) SG.1 (Activity plan) Proposed Budget	18 months to two years (minimum of one year) before departure and BEFORE commencing planning and fundraising	SG.1 (Activity Plan) SG.2 (Permission for activity) Information required for IT.11	Before girl is listed on the participant list
ONE YEAR CHECK-IN	Updated: Itinerary IT.4 (new Guider applications) Group Trip Planning Timeline (IT.1) or similar Copy of IT.7 (Financial Responsibility) IT.11 (List of Participants) Updated Budget	One year before departure		



FINAL APPROVAL	IT.3 (Group trip application) IT.4 (updated Guider applications) IT.11 (final List of Participants) SG.4 (ERP) Updated Budget As relevant: SG. 5 (Waiver) SG.7 (TPSP) WA.1 (Water activity)	Six months before departure	IT.7 (Guarantee of financial responsibility) IT.5 (Permission for international travel) IT.6 (Waiver for international travel) As relevant: SG.5 (Waiver) Information required for the IT.11	IT.7 - At least four to six months prior to departure IT.5 and IT.6 - Before departure
	Send significant changes to above information, as well as final itinerary, participant list, and home contact person information	No later than two months before departure	Final itinerary, Home Contact Person, ERP	At least two weeks before departure

Girl and Guider Participation Requirements

All participants (girls and Guiders) must be registered members of GGC. The exception is a non-member woman or non-binary adult who can participate as a one-on-one support person to assist a girl member requiring accommodation for a disability. This must be approved by the Provincial International Adviser (or Assessor based on provincial travel processes).

Swimming or Boating

If swimming or boating activities are part of the program, before leaving Canada participants must successfully complete the relevant swim test or boating test as outlined in the [Swimming](#) or [Boating Planning Guides](#).

As of June 1, 2020, if swimming in pools during international travel, follow swim test requirements for GGC Supervised Pools. Swimming at any type of waterfront without a lifeguard is not permitted.

Girls

All girls must be:

- Guide branch or higher for travel to the USA (excluding Puerto Rico and Hawaii) or St. Pierre et Miquelon.
- Pathfinder branch or higher and regularly participating in Girl Guide programming for all other international travel beyond the USA.

Guider's children who do not meet the membership and age requirements cannot participate.



NOTES:

Girls joining Guiding for the first time or moving up a branch are not considered part of that branch until the start of the Guiding year, which is September 1.

Members who sign-up for a trip as a girl member and become age of majority before departure can sign their own waiver forms and do not need parent/guardian permission. However, they are counted as a girl participant and have no supervisory responsibility and must comply with procedures for girl members.

Guiders

All Guiders must have at least two, two-night supervisory experiences with a comparable number of children/youth. This experience does not have to be in Guiding.

NOTE: Other than for travel to the USA, it is strongly recommended that at least one Guider has international travel experience in a country other than the USA.

All Guiders must have a current Standard First Aid certificate or be a Health Care Professional. (See first aid course requirements in [Key Terms](#)).

All Guiders must start with the group and remain with the trip for its duration, from point of departure in Canada to the return. Joining the group after the trip's departure or remaining abroad for further travel when the rest of the group has returned home is not permitted. This includes all Guiders who may not be needed for ratio.

Ratio

There must be a minimum of two Guiders, of which at least one is 21 years of age or older.

A supervision ratio of 1 Guider to 7 girls must be met and maintained from point of departure to return.

As part of planning, each trip should include at least one alternate Guider who is 21 years of age or older. Her role is to be available to go on the trip should one of the trip Guiders need to drop out at the last minute.

If at any time during planning, the number of girl participants decreases so that the ratio of Guiders to girls falls to 1:3, the Responsible Guider must provide details about the trip and rationale for the small ratio to her Provincial International Adviser (or assessor based on the provincial processes). In consultation with her Provincial Commissioner (or her designate) she will work with the group to determine whether the trip can go ahead based on the size of the group and the circumstances. Consideration will be given based on situations such as a small community with few girls available to travel.

A support person providing one-on-one assistance to a girl member requiring accommodation for a disability is not counted in the supervision ratio.

Health

All participants (girls and Guiders) health issues, serious food and all other allergies must be investigated and assessed to ensure that they can be safely managed with the available resources during the trip.



If safe management of a participant's (Guider or girl) health issues and allergies cannot be assured through discussion with the participant and the girl's parent(s)/guardian(s), provision of further medication, treatment or medical equipment or discussion with the participant's family physician, the Responsible Guider must consult with her Commissioner (Provincial Commissioner in Ontario) and the Provincial International Adviser or Assessor. If deemed necessary after consultation, a participant may be asked to withdraw from the trip. This decision will be made in writing to the participant or the parent(s)/guardian(s), with follow up via telephone or in person.

Determine if vaccinations are required for the destination country as participants will need this information to prepare.

Itinerary

Relevant maps and guidebooks for the destination country(ies) must be obtained.

Girls must be involved in developing the itinerary and activities.

When planning to attend an international Guiding/Girl Scouting event/camp or a visit to a World Centre, follow these steps:

- Contact the Member Organization or World Centre to find out procedures and timing for making a reservation.
- Verify age requirements with centre staff prior to planning.
- Obtain and review a detailed description of all activities offered. Note the activities not permitted by GGC under [Insured, Not Permitted and Conditional Activities](#) on page 8.
- No member may participate in activities that are not permitted by GGC.
- Confirm reservations or attendance before booking airfares.
- Request an itinerary, information on the type of shelter, cooking arrangements, kit list and ground transportation from the host country.

Accommodations

Arrangements for accommodations (hotels, hostels, etc.) must follow the procedures in the [Accommodations](#) Activity Guide. No adult can share one-on-one accommodation with a single girl who is not her daughter/ward.

Parent/Guardian Planning Orientation and Initial Permission to Participate

A tentative itinerary and plan for accommodations must be developed in order for parents/guardians to give their initial permission for their daughter/ward to participate in the trip.

Details about the trip must be provided in writing to parents/guardians. This information must be updated and circulated periodically as plans develop and change and must be given to them to refer to before they give permission for their child to participate in the trip.

NOTES:

Meetings should be organized to orient parents/guardians to your trip plans and to provide them with the information they need to prepare their daughter. These sessions provide opportunities for questions and clarification of information. Ideally, these should be face-to-face if possible. However, other options include: email communication, conference call with group, personal phone call, etc.



The following schedule is the minimum recommended for parent/guardian meetings. On-going communication is essential. In the months before the trip, consider scheduling monthly meetings. Include this schedule in your planning timeline:

- Approximately two years to 18 months before the trip and before submission of the Travel Preauthorization form (SG.8) and parent/guardian permission is given
- Six months before the travel and before the submission of the International Group Trip travel package for GGC Authorization
- Two to three weeks before departure or timed as required for visa applications, a pre-trip briefing where Parent/Guardian Permission for International Travel (IT.5) are signed and notarized.

NOTE: A document is notarized when it is signed and sealed by a Notary Public (or in Quebec a Commissioner of Oaths) who has the authority to sign documents that leave the province/territory. Please see the list of [Key Terms](#) found at the beginning of Safe Guide for a definition of Notary Public or Commissioner of Oaths.

Parent/Guardian Information

Introduce parent/guardians to the basic plan for the trip. Discuss the details with them. As you have more information hold additional meetings and provide updates to the plans.

Before asking parents/guardians to commit to the trip, they must be provided in writing with as many details as possible and as known at the time. (You will need to provide this information with the Travel Preauthorization form (SG.8) before you can start fundraising). Include the following information:

- The tentative itinerary that includes possible activities, types of accommodation, sightseeing opportunities and any other information specific to the trip.
- How the trip will meet GGC's programming travel objectives.
- Any special preparations, physical skills or ability or behaviour the participants will be required to have.
- Estimated costs, including:
- Proposed plans for fundraising, a payment schedule and division of funds.
- The costs that will be covered by fundraising.
- Fee to be paid by each participant. Note for independent group trips each individual must contribute at least 10% of participant fee.
- Costs and procedures for trip cancellation and/or participant (girl or Guider) withdrawal.
- A statement that there are no refunds for any money raised to support the trip. These funds are raised on behalf of GGC belong to GGC
- Costs that they may be responsible for including:
- Medical insurance and examinations
- If vaccinations are required, the cost is each individual participant's responsibility.
- GGC international uniform pieces
- The cost of passports and visas are the participant's responsibility
- Other expenses such as meals, snacks and other incidentals
- Notarizing documents if necessary
- What medical assistance may be available (as lack of medical assistance may pose an unacceptable risk for some health problems).
- Need for contingency/emergency funds and when they would be used (e.g. to cover costs for a last-minute emergency; send a sick participant home; unanticipated taxi fare, etc.)



- The right of the national office to withdraw approval for the trip if the health or safety risks or the risk of political instability in the destination country(ies) is deemed too high (See [Travel Advisories](#)).
- A copy of the Code of Conduct and behaviour expectations.
- Information about appropriate clothing for the destination country(ies), including the expectations for purchasing and wearing GGC International uniform (See [Guiding Essentials](#).)
- If attending an event held by a WAGGGS member Organization or World Centre, the safety procedures of that organization apply. These may be different from Safe Guide. Use the procedures set in Safe Guide as a guide. No member may participate in activities that are not permitted by GGC.

Parent/guardians must be asked to review their custody arrangements regarding permission for their child/ward to travel out of the country.

- Inform them that GGC requires them to provide a notarized Parent/Guardian Permission for International Travel (IT.5) form that gives their permission for their child/ward to travel with the group. Provide them with a copy of the Parent/Guardian Permission for International Travel (IT.5).
- Request that parent/guardians if needed take steps to obtain appropriate documentation and permission for their girl to participate in the trip.

NOTE: The visa application process for some countries requires notarized permission for children to be included with the application. If your destination requires a visa, check the visa application requirements and timing.

Parents/guardians must be asked to provide information regarding their child's citizenship status. This information is submitted on the List of Participants (IT.11) as part of the pre-approval process (see below GGC Authorization).

Parent/Guardian Permission

In order to be considered as a participant on the trip, parents/guardians must confirm that they have reviewed the information about the trip and acknowledge their commitment to support their daughter/ward by:

- Signing the Parent/Guardian Permission (SG.2). Attach the Activity Plan (SG.1) with information as outlined above in Parent/Guardian Information
- Providing the information required for List of Participants (IT.11) form

If participating in homestays, see the [Homestay section](#) for additional parent/guardian orientation and permission requirements.

Insurance

Members travelling outside of Canada must have medical coverage for outside of Canada. GGC's insurance policy does not provide travel/medical coverage outside of Canada. See below under [What parents/guardians need to know and do – Health](#) for more details on medical insurance requirements (page 150)

Travel insurance for a flight cancellation, lost luggage or theft must be purchased by the group when booking travel. This insurance must be booked under one policy.



Health Management

Follow the procedures in the [Health and First Aid](#) in General Planning section.

Consult [Well on Your Way - A Canadian's Guide to Healthy Travel Abroad](#) for suggestions for having a safe travel experience.

One year to go: Planning the Trip Details

The final year in planning international travel will be the busiest. Based on the research done during the previous year(s), the following must be finalized:

- Flights
- Itinerary
- Accommodations
- Budgets

Use the information in the parent/guardian section to create your final to-do list. Much of this information is also needed for GGC Authorization.

Booking Travel

When booking travel, major airlines, railways, ground transportation providers and established travel agencies must be used whenever possible. Travel must be booked as a group booking under one reservation (e.g. one locator number). No participant is to book her own travel separately outside of the group reservation or through her travel incentive or reward program.

All discounts and free trips must have the value distributed among the entire group.

When booking travel group travel insurance (for situations such as cancelled flights, lost luggage etc.) must be purchased and must be under one policy. See above, [Insurance](#).

Final authorization timeline

You must review the deadlines for final approval of your trip as outlined on the **International Trip Planning Timeline (IT.1)**. For further details, see the:

- [Overview of International Travel Forms](#)
- [GGC Authorization sections](#)

The timeline for the authorization steps are:

- **One-Year check-in** with the International Assessor. You will need to provide updates on the itinerary, participant list and budget.
- **Six months Final Authorization** begins with the submission of the international group trip application forms.

What parents/guardians need to know and do

This section explains the steps required to inform parents/guardians about the trip details before they give their final permission for travel. Note that all this information must also be provided to Guiders who will be supervising the girls on the trip.

All participants (girls and Guiders) and parents/guardians must be instructed to check the following:

- Expiration dates of passports. For some destinations, if a passport is due to expire within six months of the trip (both before and after), a new passport must be obtained.
- If they are not Canadian citizens or have dual citizenship, they must determine what their status is in the destination country(ies) and obtain the appropriate travel documents.



- For travel to the United States, consult the [U.S. Customs and Border Protection For International Visitors](#) page.

Review with the parents/guardians the Parent/Guardian Permission for International Travel (IT.5). Remind them that they must check their custody arrangements regarding consent for the sign-off of this form. Ensure that this information is discussed in all orientation meetings with parent/guardians to avoid last minute issues.

Parent/Guardian Information and Permission

Participants and their parent(s)/guardian(s) must be given detailed information about the trip as noted in [Parent/Guardian Orientation](#). They must be given adequate time to thoroughly review, question, and understand all information and permission forms so that they can sign without pressure to commit.

Custodial parents/guardians must provide the following signed documents:

- Parent/Guardian Permission for International Travel (IT.5) that gives permission for their daughter/ward to be travelling with the Responsible Guider, based on the written information provided
- A Release, Waiver and Assumption of Risk for International Group Travel (IT.6) if they are under provincial age of majority.

Parent/Guardian Orientation

It must be explained to parents/guardians that:

- Whenever possible, Guiders will follow the standards set out in Safe Guide. However, when travelling internationally, the standards for safety, transportation and many other aspects of the experience are different than what we would find here in Canada.
- When managing specific activities, there are times and situations where following Safe Guide may not be possible. In such circumstances Guiders and supervisors must use their best judgment in looking out for the safety of the group.

If participating in an international camp or event managed by a WAGGGS Member Organization or World Centre, parents/guardians must be informed that:

- You will be following the safety and risk standards of that organization which may be different from those of GGC. The procedures set in Safe Guide will be used as a guide. Activities that are not allowed by GGC will not be undertaken on an international trip.
- Members of other WAGGGS member Organizations will be providing supervision and their child may not be under the direct supervision of GGC.

The Code of Conduct must be reviewed with participants and their parent/guardians. Explain their responsibility in maintaining the code. Inform them that participants will be sent home at their expense for any serious misconduct that is counter to the Code of Conduct; this includes but is not limited to:

- Use of illegal drugs or narcotics considered illegal in Canada, or in the country they are travelling
- Consumption of alcohol or cannabis
- Sexual activity (mouth-to-mouth kissing, touching, intercourse) with anyone regardless of gender, age, or consent



All participants (girls and Guiders) must have, or have made plans to obtain, travel documents (e.g. passports, visas, proof of citizenship, valid photo identification, etc.), at least **six months before departure**.

Before providing permission to participate in the trip, parents/guardians must be provided with written information that outlines:

- Travel plans including mode of transportation (plane, bus, train, urban transit, etc.)
- Types of accommodation and proposed addresses, if applicable.
- Activities and outings during the trip and any other pertinent information about the planned activities.
- Final cost as known at the time. Note potential unknown costs such as meals, additional activity opportunities that may come up (e.g. entrance fee to a museum, play etc.).
- Kit list for the trip activities including international uniform and appropriate clothing.
- How to contact the group during the trip in case of an emergency at home (e.g. death in the family and need to reach their daughter).
- An agreement to assume the costs of the trip is signed by those providing support, (i.e., custodial parents/guardians or guarantor). The agreement includes the total budget for the trip as well as each individual's expenses. (See Guarantee of Financial Responsibility International Group Trips, IT.7).

NOTE: If a new girl is added to the trip after it is preauthorized, her parents/guardians must sign SG.2 and IT.7 forms before her participation can be confirmed.

Health

At the discretion of the Responsible Guider, the Medications Consent (H.7) may be used to obtain parent/guardian permission for giving girls medication as listed during international travel of 72 hours or more.

If travelling to a destination where special vaccinations or preventative medications may be needed, a physician or an international travel clinic at least six months before departure must be consulted and information provided to parent/guardians.

All participants who do not have their own health insurance coverage for travel must obtain additional medical insurance, as provincial/territorial health plans only cover a portion of costs.

1. Insurance can be purchased by individuals or on behalf of the group.
2. If the Responsible Guider is researching health insurance options for the group, she must confirm with participants and/or parent(s)/guardian(s) that they understand the terms of the insurance.
3. When insurance is purchased on behalf of the group, the details of insurance must be provided to parent/guardians and Guiders.

Confirm that participants (and parents/guardians) who have medical/travel coverage through personal/work health plans understand the details of their coverage and that they are responsible for this coverage. Note some plans only cover dependents when they are travelling with their parent/guardian.

- The Responsible Guider must obtain information about all participant's coverage and procedures for accessing their insurance while abroad and attach it to health forms.

Refer to:



- [Well on Your Way - A Canadian's Guide to Healthy Travel Abroad](#)

Parent/Guardian and Participant Pre-departure briefing

Parents/guardians must be informed that Foreign Affairs recommends that travellers register with the Registration of Canadians Abroad service when travelling. Encourage parents/guardians to register their child by going to [Registration of Canadians Abroad](#) section of the Foreign Affairs and International Trade Canada website. This enables the government and GGC to confirm the health and safety of our members in the event of a natural disaster or civil unrest.

Develop a plan with participants and parents/guardians regarding communication with families while abroad. Ensure participants understand costs and technology requirements for smart phones/cell phones, etc. while out of country.

Parents/guardians and girls and Guiders must be provided with information on:

- How to carry documents, credit cards, bank cards, money and travelers cheques safely and securely (e.g., under clothing, in a money belt)
- How to obtain local currency for the country(ies) they will be visiting
- The use of bank and credit cards in that country(ies)
- Carrying an extra supply of any prescription medication, a duplicate copy of the original prescription and an extra prescription that lists both the generic and trade name of the drug
- Carrying extra contacts or glasses in case of loss
- How supervision will be managed during the trip
- How to register their daughter/ward through the Global Affairs Canada program: Registration of Canadians Abroad (See below Registering Travelers)
- Making photocopies of the information page of their child's passport: one for them to keep and one to give to the Guider

At least two weeks prior to departure, the following information and details must be provided to all parent(s)/guardian(s):

- Final itineraries that include the address for all accommodation (including homestays), flight numbers and emergency contact information
- Information pertaining to excursions, adventure activities and/or adventure camping that will take place on the trip
- Contact information for the Home Contact Person
- Emergency Response Plan
- Photocopies of the airline/train/bus tickets, visas, travel insurance and medical insurance if purchased on behalf of the participant.

Orientation and Planning with Girls

NOTE: All the information below must also be provided to Guiders on the trip.

Refer to the General Planning for Activities sections on [Orientation and Planning with Participants](#) and the [Buddy System](#).

Girls and Guiders must be provided with a pre-trip orientation to the country(ies) they will be travelling to and prepare participants for differences they will encounter. Guiders and girls should research the information together.

This orientation includes information on the following:

- Currency



- Washing and toilet facilities
- Food
- Sources of potable (safe) water for drinking and cooking
- Recommended clothing for the countries you are travelling to. The [Global Affairs Canada's](#) website has cultural tips for countries around the world organized by region.
- Buddy system
- A few key phrases in the language of the destination country
- General customs and culture
- Behavioural and cultural differences
- Voltage and electrical appliance requirements
- Any laws governing activities they will be doing that may be different from those at home
- Telephone procedures in the destination country(ies)
- Instructions for participants to watch their luggage at all times during travel and to never carry envelopes, packages or luggage across the border for someone who is not known to them.

The [Code of Conduct](#) must be reviewed as part of girls' orientation. Remind girls that they will be sent home for serious misconduct including but not limited to the following:

- Use of illegal drugs or narcotics considered illegal in Canada, or in the country they are travelling
- Consumption of alcohol or cannabis
- Sexual activity (mouth-to-mouth kissing, touching, intercourse) with anyone regardless of gender, age, or consent

If travelling to a World Centre or international camp/event, the group must be prepared to do a presentation about Canada.

It is explained to participants that all purchases must be declared and original receipts available for inspection by Canada Border Services Agency officials when they return to Canada.

Emergency Response

The following procedures are in addition to those in the Safety and Emergency Response procedures in General Planning section.

The Emergency Response Plan (ERP) will include both the [Emergency Response Guidelines](#) and the [Emergency Response Guidelines for International Travel](#) (see below) that outline a number of specific situations and corresponding course of actions related to responding to emergencies.

Depending on the activity(ies) these guidelines can make up all or part of the Emergency Response Plan. Additional measures must be developed for situations not addressed in the guidelines and noted on the ERP (SG.4). For example, your ERP should include procedures for:

- Overnight accommodations
- General daytime sightseeing activities
- Medical emergencies etc.

These can be on the same SG.4 and as is feasible list for each location. Your itinerary with contact information for each location/destination and overnight accommodation should be kept with the SG.4.



Home Contact Person

A person in the group's community or a GGC employee must be designated as the Home Contact Person (HCP). Their role is to assist in the resolution of a situation, which may or may not be an emergency. (See [Appendix J](#) – Home Contact Person for more information.)

The HCP should be accessible by land line and/or cell phone 24 hours a day, 7 days a week.

A detailed itinerary is given to the Home Contact Person (HCP). Include the following:

- Trip routes and scheduled stopping points
- Flight details (number, arrival departure etc.)
- Other transportation information (e.g. bus or train travel)
- Contact telephone numbers for hotels, youth hostels, and home stays where applicable
- Names and addresses of participants, their parents/guardians and emergency contacts; this information must be destroyed (i.e., shredded) at the end of the trip
- Copy of the Emergency Response Plan

The home contact must be informed that personal information is held in confidence; must not be shared with anyone or used for personal purposes.

Communication

The following procedures are in addition to those in the [Communication section](#) of the General Planning section.

Responsible Guider must have 24 hour/7 days a week access to the local HCP.

Complete contact information for the Canadian embassy/consulate for the destination country(ies) must be included on the Emergency Response Plan (SG.4). This information is available on the [Foreign Affairs and International Trade Canada website](#).

The Responsible Guider must establish a confirmed method of communication between the travelling group and GGC officials (Provincial International Adviser (or Assessor based on provincial processes), Commissioner, provincial or national office) in Canada. This provides back up in case the Canadian travelling group develops problems communicating with either their Home Contact and/or their international host contacts.

Include this information on the Emergency Response Plan (SG.4).

- The appropriate GGC authorities must be contacted in the event of an emergency or unexpected situation. Contact information must be on the Emergency Response Plan (SG.4). See also the Emergency Response Guidelines.

If an incident occurs while on an International Trip, the Responsible Guider must submit a copy of the Incident Report (INS.01) immediately to the Provincial International Adviser/Assessor and the national office.

Registering Travelers

GGC encourages the Responsible Guider to have all the participants register through the federal government's program: [Registration of Canadian's Abroad](#). This enables the government and GGC to confirm the health and safety of our members in the event of a natural disaster or civil unrest.

All Guiders must register individually. Parents/guardians are provided with information on how to register and can determine whether to register their daughter/ward.



- Periodically during planning and at least one month prior to your trip check regularly (weekly/daily) the [federal government's travel website for any travel advisories](#) which may have been issued for the country or region you plan to travel to.
- If a travel advisory has been issued and it is recommended that you do not travel to that country or region, discuss the matter with your participants and International Adviser (or Assessor based on provincial processes) immediately. See the section on [Travel Advisories](#).
- If a travel advisory or warning has not been issued, participants can register using the [Registration of Canadians Abroad](#) system.

Emergency Response Guidelines for International Travel

The following are some general guidelines to assist in managing these types of situations on an international trip. You may need to adapt them to your specific situation. These are included as part of your ERP.

Lost Passport:

- Contact Canadian embassy/consulate
- Provide photocopy of passport signature page to the embassy to expedite the process
- Contact parents/guardians to inform them of the situation
- If situation is not resolved within 72 hours of planned departure, contact parents/guardians and possibly HCP for assistance with authorities in Canada
- HCP should contact the Provincial Commissioner to inform her of the situation and next steps

Missed Flight:

- Go to airline desk to determine if the group can get on the next flight. If so, book that flight. (Note: if there is a charge involved, use group emergency funds.) Contact travel agency that booked your flights for assistance. (Contact info should be on your itinerary.)
- Call HCP who will contact the parents to let them know of the new arrival time and flight numbers.
- HCP will contact the provincial emergency contact as noted on the ERP to notify them of the situation and next steps.

Missing Participant:

- Responsible Guider has a cell phone adapted to use in that country. Cell phone is on during outings.
- Participants always carry Responsible Guider's cell phone number.
- Participants are instructed on arrival to know how to use the public telephone system. They will note the name of the street they are on/store they are in and will phone Responsible Guider.

Serious Behavioural Issue:

These steps apply to both Guiders and girls.

- If attending a camp or event, the Responsible Guider obtains from the organizer's information on their procedures for disciplinary action.
- Responsible Guider discusses situation with other Guiders (and camp staff if at a camp or event) and, depending on the situation, will determine who will approach the individual.
- Meet privately with the individual one-on-one (for girls do this in view of other Guiders as per child protection guidelines) to discuss the situation and to review the Code of Conduct.



- Listen to the individual's side of the story and ask open-ended questions to try to determine what is going on. Find out if she is missing her family, not feeling well, tired, stressed by unfamiliar surroundings, etc.
- Support her emotional and physical needs and determine how you can assist her.
- Reinforce positive behaviour, but remind her of the expectations and the consequences.
- The Responsible Guider documents all discussions and steps taken.
- If behaviour continues, determine a recommendation for next steps. Responsible Guider contacts her Provincial Commissioner to discuss the situation and to share recommendations and for girls, determine who will contact her parent/guardian.
- If it becomes necessary to send a girl home, Responsible Guider will consult with Provincial Commissioner to determine:
 - If it is necessary for the girl to be accompanied home
 - Who will contact the girl's parents to explain that they will be responsible for the cost of her return flight should there be additional charges.
 - If necessary, how to manage continuing supervision of the remaining girls on the trip
 - Responsible Guider (or HCP) will arrange flight and work with Provincial Commissioner and parents to make sure the girl gets home safely.
 - If an adult is dismissed from the trip, she is responsible for making her own arrangements and covering the costs.

NOTE: See the [Performance and Conduct Management](#) for further information regarding corrective action.

Medical Issue

- Check the individual's health insurance and call contact number before obtaining medical assistance.
- If attending an event, obtain from the organizer's information on procedures for medical emergencies.

Communicable Illnesses

- Self-isolation plan for any member that has symptoms of a communicable illness, including COVID-19, or tests positive for COVID-19 at any point during travel
- Accommodation and supervision plan if any girl member is unable to continue on the trip or board transportation home.
- Accommodation and supervision plan if any Guider or adult supervisor is unable to continue the trip or board transportation home.

Communication Plan Guidelines for International Travel

In the event of an emergency or crisis, the following will assist you on what level support in resolving the situation.

Scenario	Home Contact Person	Provincial office and/or PC	National office
Missed or changed flight	✓		
Change in accommodations	✓		
Minor illness or injury (i.e. nausea, cut, sprained ankle)	✓		



Serious illness or injury (e.g. epidemic, hospitalized)		✓*	✓*
Serious behavioural issue		✓*	✓*
Missing person		✓*	✓*
Death		✓*	✓*

* The Provincial Commissioner will follow-up with the national emergency contacts. The appropriate person to contact the parent(s)/guardian(s) and others as necessary will depend on specific circumstances and will be determined at the national level.

During the Trip

Monitoring Travel Advisories

Continually refer the [Canadian government travel advisory information](#) during your planning to ensure that there is no new advisory that prohibits travelling to any destination on your itinerary.

Supervision

NOTES:

- Review the supervision ratios under Girl and Guider Participant Requirements
- See the Guider Application (IT.4) for Roles and Responsibilities
- Refer to the [Supervision section](#) in General Planning for additional information about supervision

In addition to the health forms, the Responsible Guider must carry the following documents:

- Parent/Guardian Permission for International Travel (IT.5) for all girls
- List of Participants (IT.11)
- Emergency Responses Plan (SG.4)
- Group's travel insurance policy

All Guiders must monitor girls' health and attitudes to determine that all necessary support is provided for the safety and success of participants.

For supervision in accommodations, follow the procedures in the [Accommodations](#) Activity Guide.

Guiders must not consume alcohol at any time (even after girls are asleep) during the trip and ensure that girls also understand alcohol is not allowed.

Guiders must monitor girls to ensure they are wearing clothing, hats and footwear that are appropriate to the culture, activities and environment of the destination country.

Guiders must confirm participants' understanding of travel safety precautions and instruct participants on the phone procedures for the country(ies) they are travelling in.

Guiders must inform or have Activity Facilitators inform girl participants of related safety and emergency procedures before activities.

Guiders must avoid situations where they could be one-on-one with a child who is not their own.



Before the trip, Guiders are expected to review “[Protecting Yourself from Allegations of Abuse](#)” and “[What to do if you suspect a girl member is being abused](#).” When there are reasonable grounds to suspect abuse, it must be reported.

When participating in activities managed by safety standards of a WAGGGS Member Organization or World Centres, Guiders must use their best judgment in looking out for the safety and best interests of the group. Use the procedures set in Safe Guide as a guide.

Yellow and Red level activities can only be included on international trips if they have been included on the itinerary provided to parents/guardians and authorized by GGC as included on the trip. For adventure activities a Release of Liability, Waiver of Claims, Assumption of Risk and Indemnity Agreement (SG.5) must also be signed. Guiders are reminded that only a parent/guardian can sign these forms, or any waiver required by a Third Party Service Provider.

No member may participate in activities that are not permitted by GGC. (See [Insured, Not Permitted and Conditional Activities](#) on page 8.)

Health Management

The Responsible Guider must prepare for and ensure that these procedures are followed during the trip.

The following up-to-date health forms must be carried with the group and their confidentiality protected:

- Personal Health Forms (H.1 & H.2) with a photo. How to contact her out of country medical insurance must be attached to her form.
- Medication Plan and Administration Record (H.3)
- If being used, Medications Consent (H.7)

Health forms (H.1, H.3 & H.7) are carried as follows:

- Original is kept by the Responsible Guider
- One copy is given to a different Guider

Personal Health Forms and copies must be carried securely and their confidentiality protected. They are only opened in the event of an serious incident or to verify or confirm information as required. All participants must carry details of their medical insurance at all times.

All participants must be informed of who to approach for first aid assistance and/or where the first aid station is located.

If attending an international camp or WAGGGS event the Responsible Guider must find out the procedures for getting medical assistance. She should inform the event that she must be notified if a GGC girl or adult needs medical assistance.

If a participant is treated by a doctor or in a hospital while on the trip, the Responsible Guider must obtain detailed medical records and invoices before leaving the country.

Food and Water

Precautions must be taken to determine the safety of food and water:

- In warmer and tropical countries check for the safety of raw foods (for example, salads, fruit)
- Re-heated foods, uncooked shellfish and food from street vendors are to be avoided
- Bottled water must also be checked for safety.



International Homestays

NOTE: International homestay is NOT the first choice of accommodations for our members. For safety and security reasons, hotels and locations where the group can reside together is the first preference. However, homestay does offer a cultural experience like no other.

In organizing your homestay, request the following from the host association:

- At least two girls are in each home and if possible a Guider as well.
- The entire group stays in the same community, not spread across a variety of towns or villages.
- A list of who will be providing the homestays, their addresses and contact phone. When possible this should be provided before leaving Canada.

Parent / Guardian Permission for Homestays

Parent(s)/guardian(s) must be provided with all available information about homestay arrangements; notifying them that home-stays are arranged by the host association, according to their regulations and that relevant health information may be shared with homestay hosts.

Parent(s)/guardian(s) and the HCP must be notified immediately should home-stay information change.

Inform parents that when homestays are arranged in other countries they do not have the same process for screening and police records checks as is done in Canada.

Provide each girl with contact information for their Guiders at all times – for example, a cell phone number (that works in that country), the land line phone number(s) and address(es) where the Guiders are staying.

Emergency Response Plan for Homestays

The following must be added to the Emergency Response Plan (SG.4)

Guiders must check in with girls regarding their homestay experience in the first 24 hours and then on a regular basis.

Guiders must have a list that shows where each member of the group (girls and Guiders) is staying, the name of the family, their addresses and phone number. This homestay contact list must be submitted for approval and a copy given to the Home Contact Person.

An Emergency Response Plan (SG.4) must be provided for the homestay portion of the trip. The plan must include steps to take if a homestay is unsuitable and alternate arrangements made. The homestay contact list must be attached to the form.

All members of the group (both girls and Guiders) must be briefed on the homestay emergency response plan, have copies of it, and be able to also contact local emergency services.

GGC Authorization

The Responsible Guider must follow the procedures listed below in order for GGC to authorize the travel. Documents are submitted according to her provincial Safe Guide process.

- All international travel is first reviewed by an International Assessor who works with the Responsible Guider to prepare for final approval. The Provincial International Adviser gives final approval for international trips.



Preauthorization

All travel must be preauthorized before detailed planning begins.

NOTE:

- It is important at this stage that parents and girls understand the trip's financial and time requirements before committing to the trip.

See also:

- GGC Preauthorization
- Ratio under Girl and Guider Participants

Approximately 18 months to two years (and a minimum of one year) prior to the trip or **before** starting fundraising the Responsible Guider must submit the [following forms](#) for approval:

- Group Trip Planning Timeline (IT.1), or similar timeline planning document
- Travel Preauthorization (SG.8) and attachments
- Guider Application (IT.4) and iMIS profiles for all Guiders planning to participate in the trip,
- Draft List of Participants (IT.11)
- Budget. Use your provincial international budget template. See provincial website or [contact your provincial office](#).
- Activity Plan (SG.1) as provided to the participants parent/guardians that includes the required information listed under [Parent/Guardian Information](#) on page 14.

For approval on fundraising see the fundraising policy and procedures. See the [Financial page of Member Zone](#) for more information. Contact your provincial office for information on where to submit the Application for Fundraising Approval (FR.1).

Participants' records in iMIS must be checked according to the provincial process.

After the participants' iMIS records are checked, the International Adviser or Assessor (based on provincial processes):

- Reviews the submitted forms to ensure that:
- They meet [GGC Travel Objectives](#) (see page 136)
- Parent/guardians have been appropriately informed of the commitment needed (e.g. time and money) for their daughter's/ward's participation.
- The budget is realistic and clearly outlines the expenses and revenues
- Signs the SG.8 and IT.4 to indicate her approval to move forward in the planning and sends them back to the Responsible Guider or contacts the Responsible Guider to clarify information.
- Forwards a signed copy of the Travel Preauthorization (SG.8) to the Provincial International Adviser along with the proposed List of Participants (IT.11.)

If any changes or additions to participants or the proposed destination are made after the approval of the Travel Preauthorization form (SG.8) and before the One-Year Check-in, these changes must be sent to the International Assessor. For changes or additions to Guiders, their Guider Applications (IT.4) form must be sent immediately.

One-Year Check-In

One year before departure, the Responsible Guider must provide to the International Assessor:

- Guider Applications (IT.4) and iMIS profiles and forms for any new Guider participants



- An updated List of Participants (IT.11)
- A copy of the Guarantee of Financial Responsibility (IT.7) as provided to participants
- An updated itinerary including country(ies) and cities to be visited, sightseeing plans and other activities with their dates. Include:
 - Proposed overnight accommodations
 - Camp or event information if attending one
 - Tour company information if applicable
- An updated budget using your provincial International Travel Budget template. This template includes an itemized list of expenses, participant deposits, fundraising revenue generated to date, projected additional fundraising, and a per participant cost. To obtain a copy of the international budget template, see provincial website or [contact your provincial office](#).
- Updated Group Trip Planning Timeline (IT.1), or similar timeline planning document
- Fundraising plans for outstanding expenses

The international assessor will review the information and ensure that any new participant's iMIS record is checked before confirming with the Responsible Guider that the trip is on track or work with her to prepare for Final Authorization.

Final Authorization

Six-months Before Travel

Six months prior to the trip the Responsible Guider must complete and submit the:

- Updated International Group Trip - Guider Applications (IT.4) updated for all adults
- International Group Trip Authorization (IT.3) and its attachments including:
 - Proposed detailed itinerary including country(ies) and cities to be visited, sightseeing plans and other activities with their dates,
 - Proposed overnight accommodations and their contact information (contact number and address)
 - Camp or event information if attending one
 - Tour company information if using
 - Emergency Response Plan (SG.4)
- Detailed budget, including an itemized list of expenses, participant deposits, fundraising revenue generated to date, projected additional fundraising, and a per participant cost
- Fundraising plans for outstanding expenses
- Updated List of Participants (IT.11)

If the trip includes any activities that are not part of the program of an event held by a WAGGGS member Organization or World Centre, Safe Guide procedures for that activity must be followed. The Authorization forms for these activities are sent to the International Assessor for processing. (See General Planning and the [Swimming](#) and [Boating](#) Planning Guides.)

- If necessary, the International Assessor collaborates with a Red level or Water assessor for the approval of these types of activities.

The International Assessor reviews the documentation and ensures that any new participant's iMIS record is checked before signing the Group Trip Authorization (IT.3) and all Guider Applications (IT.4) to indicate her approval for the Responsible Guider to move forward with finalizing plans for the activity. She then forwards the forms to the Provincial International Adviser.



Request for Alternate Travel Arrangements

- If, during the planning a girl participant asks for alternate travel arrangements (for example, to visit family), direct her parents/guardians to submit a written request explaining their arrangements for their daughter/ward. (See sample letter in Appendix I.) Before booking travel, the request should be prepared by the parent for the Responsible Guide to submit for approval to the Provincial International Adviser (or Assessor based on provincial processes) in collaboration with the Provincial Safe Guide Adviser. The parent/guardian must:
 - Be informed that they are responsible for any additional expense that may be incurred for the safe transfer of their daughter/ward from/ to family whether pre-planned or if it arises due to a last-minute change of plans.
 - Agree to a pre-arranged back-up emergency plan should there be an unexpected delay that compromises the arrangements.
 - Agree to be available by phone at the time of the transfer to confirm the arrangements or support any last minute challenges.

The request should be prepared by the parent/guardian for the Responsible Guide to submit **before booking travel**. The written request should be sent to the Assessor handling the event who will forward it to the Provincial International Adviser for consideration. The request will be reviewed to determine that it is feasible and doesn't impact the group. and the participant will be contacted in writing (with a copy to the Responsible Guide) by the Provincial International Adviser to confirm the decision. Note: If the arrangements are approved outgoing and home-bound flights may have a different group reservation (i.e. locator number).

The Emergency Response Plan (SG.4) must include the back-up plan for this individual should there be an unexpected problem with the arrangement (e.g. family member does not show up to meet the girl).

Four Months Before Travel

Four months before departure, the Provincial International Adviser or Assessor reviews all information and signs her approval on the International Group Trip Authorization (IT.3) and Guide Applications (IT.4).

The Provincial International Adviser or Assessor sends signed copies of these forms to the Provincial Commissioner and to the Responsible Guide.

Two Months Before Travel

No later than two months before departure, the Responsible Guide gathers and sends the following information to the Provincial International Adviser/Assessor (as per provincial process):

- Summary of any significant changes to the information contained on the IT.3 form (the form does not have to be re-submitted)
- Final itinerary (including accommodations and contact information)
- Updated List of Participant (IT.11)
- Flight numbers
- Confirmed contact information for the Home Contact Person and the participants' emergency contacts
- If relevant, attach an Activity Authorization (SG.3), Water Activity Plan (WA.1) and Adventure Camping/Tripping Plan (SG.6)
- TPSP Interview Checklist (SG.7) if applicable.



The Provincial International Adviser/Assessor reviews pertinent information and communicates with the Responsible Guider regarding any missing documentation and/or concerns.

One Month Before Departure

The Provincial International Adviser (PIA) must forward the following documents to the national office at ggctrips@girlguides.ca with a copy to her Provincial Commissioner: Front page of IT.3

- Final List of Participants (IT.11)
- Emergency Response Plan (SG.4)
- Final itinerary

The Responsible Guider must update the PIA about any last-minute changes to the trip as they occur. The PIA must provide the national office with any revisions or updates to the trip that occur after submitting to national.

Within 30 Days of Return

Within 30 days of return from a trip, the Responsible Guider must send to her Provincial International Adviser/Assessor:

1. A Financial statement that reports final expenses and income based on a financial reporting template provided by the province. See Travel Preauthorization (IT.1) for details.
2. A trip report
3. All paperwork must be submitted to the province for retention. For more information, see [“What to do with your Safe Guide forms after the activity date”](#)



Homestay Planning Guide

The homestay procedures and guidelines will assist in the management of homestays (girls visiting from out of town staying in homes in the community) organized by GGC. To support the process [sample forms](#) for screening families are available from the Safe Guide page on Member Zone.

Families wishing to offer homestay must submit an application and go through a screening process. This screening must include at least two reference checks and all adults living in the household at the time of the homestay completing the Non-member Volunteer form (A.7) with a clear PRC. Depending on your knowledge of the family and the information received via the reference checks, you may also wish to include a formal interview as part of your screening process. (See [Member Zone for Family Application and Homestay Reference Check](#)).

Homestays should primarily be set up in homes where there is a girl member of a similar age in the household.

It is recommended that groups organizing a homestay program review the Screening Procedures. While this module is primarily geared toward the screening of potential members, it will provide you with sample questions to consider asking and things to keep in mind. If you have additional questions, please consult with your Provincial Safe Guide Adviser, or email safeguide@girlguides.ca.

Homestay guests under the provincial/territorial age of majority must be in the care of a screened homestay or adult member at all times.

Homestay adults must avoid situations or opportunities where they may be alone with a girl guest.

In homes where there is no girl/youth member, there must be at least two homestay guests of a similar age per home. In homes where there is a girl/youth member of a similar age to the guest, billeting one girl is acceptable.

Homestay Guidelines

The following recommended guidelines will help in the organization of homestays.

Screening and Orienting Host Families

Host families are screened by the GGC members in the community organizing the homestay. To facilitate the homestay and ensure good communication and exchange of information, consider the following guidelines for the orientation of host families:

- Visit the host families and have a meeting to discuss their responsibilities for supervision and safety of the guest(s) according to the homestay procedures and other procedures as outlined in Safe Guide.
- Provide a copy of the Host Family Application and the Non-member Volunteer form (A.7)
- Review the screening process with the host family, including the following:
 - Advise the host family of the screening process and the need for a PRC
 - Request two references
- The Code of Conduct (on the A.7) so that they understand the standards expected of them.
- Explain GGC has girl protection procedures to address abuse. Provide the family with a copy of [“Protecting Yourself from Allegations of Abuse.”](#) Explain that they should avoid situations where they could be one-on-one with a girl, for example when driving her to an event.



- Explain that you need to provide information about the host family to the parents of girl(s) who will be staying with them:
 - Ask the family to provide a list of people living in the home including their ages, genders and any communication challenges (e.g., if someone does not speak English).
 - Confirm that they have a similar age girl in the household or that they can take two girls.
- Find out about sleeping arrangements. Explain that girls will need private sleeping quarters. They can share space with other women or non-binary adults of a similar age, but will need to have their own bed.
- Ask about family pets or for information on other circumstances that can cause allergic reactions.
- As you have more details about the guests, facilitate the exchange of contact information between guests' parents/guardians and the host family so that they can participate in an exchange of information (allergies, food preferences, sleeping arrangements, etc.).
- Provide the host families with information about what to do in the event of sickness or injury. (This should be part of your ERP for the homestay.)
- If you are arranging Guiding activities for the guests, ensure that the host families understand their obligations for transporting their guests to the event.
- If they drive guests, recommend that they check their automobile insurance. Explain that GGC does not carry automobile insurance for the owner of a personal vehicle, even if it is used during a sanctioned event. The registered owner of a vehicle is responsible for maintaining adequate automobile insurance. Any physical damage to the vehicle, or liability resulting from its use during participation in or travel to and from a sanctioned activity is the responsibility of the vehicle owner.
- Explain that:
 - If the host family wishes to provide entertainment or other activities during free-time, the guests are the responsibility of the host. GGC does not provide insurance coverage. If they have concerns regarding insurance, they may wish to review their own insurance with their broker.
 - If a host family wishes to get together with other host families and guests for an organized activity, it would be prudent to notify the homestay coordinator/group organizer and to seek assistance to plan this activity as a sanctioned Guiding activity, as per Safe Guide procedures.

Orienting Guests and their Parents/Guardians

The following are guidelines to assist in preparing the guests and their parents/guardians for the homestay:

- Provide the guests' leader with the following information which is to be passed on to the guests' parents/guardians:
 - A list of people living in the home including their ages and genders
 - A list of any pets in the home; confirm that there are no issues with regards to allergies or fear of animals
 - Details of sleeping arrangements
 - Details of supervision while their daughter/ward is in the home
 - Contact information for host families
- A request to participate in the exchange of information (allergies, food preferences, etc.) with the host families to assist with the well-being of guest



- Upon arrival of the guests, introduce them to their host family. Ensure they have the host family's contact information and names of the members of the household.
- Arrange for guests to have with them their Personal Health form (H.1), in case of emergency.
- Provide guests with an emergency contact that is to be used in case they have any concerns for their safety.
- Explain that, if a guest participates in entertainment or other activities provided by the host family during free-time, they should be aware that GGC does not provide insurance coverage.
- Parents/guardians of homestay guest are informed that their daughter/ward will be sent home at their expense for any serious misconduct that is counter to the Code of Conduct, which includes but is not limited to:
 - Use of illegal drugs or narcotics considered illegal in Canada, or in the country they are travelling
 - Consumption of alcohol or cannabis
- Sexual activity (mouth-to-mouth kissing, touching, intercourse) with anyone regardless of gender, age, or consent

Group Organizing Homestay Checklist

The following is a checklist for organizing homestay:

- ☐ Orient host families by providing them with information about their obligations, as above.
- ☐ Screen host families as described in the screening process. Check two references with a phone or email interview. (Ask questions such as: How long have you known the family? Do you think they will be a good host family? Have you ever seen any evidence of physical or verbal abuse? Would you feel comfortable leaving your child with the family?)
- ☐ If there is a cost involved in obtaining PRCs, determine how this will be handled.
- ☐ Facilitate the sharing of information between the host families and the guests and their parents/guardians as noted above.
- ☐ Ensure that there is a good understanding of the financial obligations of the host family or the guests for things like food, transportation or entertainment.
- ☐ Provide information about sanctioned Guiding activities that are planned by the organizing group to leaders of homestay guests in order for parent/guardian permission to be obtained, when applicable.
 - Suggest to hosting families that they may wish to share information with the guest's parents/guardians about free-time activities they are planning to offer to their guests. This will enable the parents/guardians or guests to provide any pertinent information.
 - Arrange for, and provide, an emergency contact number for homestay guests.

In the event of any indications or concerns about abuse, immediately remove girls from the host home. Follow Girl Protection procedures and report allegations immediately.



Section Five - Appendices

- Appendix A - [Adult-Only Activities](#)
- Appendix B - [Conditional Activities](#)
- Appendix C - [Parent/Guardian Consent](#)
- Appendix D - [Girls Travelling on Their Own to GGC Events or Attending Conferences](#)
- Appendix E - [Police Records Check for Non-member Volunteers](#)
- Appendix F - [Code of Conduct](#)
- Appendix G - [Universal Precautions](#)
- Appendix H - [Emergency Response Guidelines](#)
- Appendix I - [Sample Letters](#)
- Appendix J - [Home Contact Person \(HCP\)](#)
- Appendix K - [Clothing for Outdoor Activities](#)
- Appendix L - [First Aid Equivalencies](#)
- Appendix M - [Forms List](#)



Appendix A - Adult-Only Activities

Guiders are expected to apply the same principles of thorough forethought and safe planning in all Guiding-related activities, including those organized for adult participants. Adult-only trainings and events must be sanctioned by a GGC council.

Adult-only activities, must comply with the following:

- Ensure individualized emergency response plans are prepared to support anyone in attendance with a disability who has indicated they require assistance. (For example, determine who will provide assistance; set a designated location where emergency personnel can locate them in case of evacuation; obtain appropriate medical information, etc.)
 - With the individual's consent (or that of her parent/guardian), this information must be provided to the person designated by GGC to provide assistance to the individual.
- Not include Not Permitted activities
- Comply with Safe Guide when doing
- Adventure activities
- Conditional activities

During banquets, training and educational activities planned primarily for adults, but where Rangers have been invited, they must be supervised according to the Safe Guide procedures. Note in particular information regarding alcohol consumption.

For overnight adult-only activities:

- A first aid kit must be available, along with emergency contact information for EMS and other emergency services
- Participants must share emergency contact information and pertinent information detailing health concerns that someone should be aware of (e.g., diabetes, epilepsy, allergies, and heart medication, etc.)
- It is recommended that Guiders use the Personal Health Form for Adults (H.2) for this purpose and do one of the following:
 - Submit it to the event/activity organizer(s).
 - Review it with the event/activity organizer(s) and inform her where you will keep it should she need to access it.



Appendix B - Conditional Activities

GGC's General Liability Policy covers the activities listed below when additional conditions are met. The Responsible Guider is responsible for complying with and/or verifying that the conditions listed below are adhered to, in addition to the procedures outlined in Safe Guide. Conditional activities may be Yellow or Red Level, please consult the Activity Planning Chart for more information.

It is recommended that parents are made aware that these activities have specific conditions that must be followed. A sample parent letter is included in this Appendix.

Alpine/Downhill Skiing and/or Snowboarding

Downhill skiing or snowboarding must include the following conditions:

- This activity must take place at reputable commercial ski hill.
- The Release of Liability, Waiver of Claims, Assumption of Risk and Indemnity Agreement (SG.5) must be signed and witnessed for all participants (girls and adults) and collected by the Guider in advance of the activity. If a participant is under the provincial/territorial age of majority, the form is signed by her parent/guardian.

Downhill ski *racing* and snowboard *racing* are not permitted and therefore uninsured.

Boating With Third Party Service Provider

When using a third party service provider (TPSP) for near shore and open water boating activities (see [Key Terms](#) for definitions), the following conditions must be followed:

- The service provider must provide GGC with documentation such as certificate of insurance showing evidence of liability coverage for their commercial operations including injury to participants with minimum limits of \$2,000,000. The certificate of insurance is to be kept on file by the unit with their [Safe Guide package](#) (see page 52).
- The Release of Liability, Waiver of Claims, Assumption of Risk and Indemnity Agreement (SG.5) must be signed and witnessed for all participants (girls and adults) and collected by the Guider in advance of the activity. If a participant is under the provincial/territorial age of majority, the form is signed by her parent/guardian.

See [Boating Planning Guide](#).

Helicopter Travel

Helicopter travel is permitted when it meets all the following conditions:

- Helicopter is used for travel to an activity, but is not the activity itself, and
- Helicopter travel is the only viable way to reach the activity location, and
- A certificate of insurance must be provided by the helicopter provider. The certificate must show evidence of liability coverage for their commercial operations including injury to participants with minimum limits of \$2,000,000. The certificate of insurance is to be kept on file by the unit with their [Safe Guide package](#) (see page 52).
- Helicopter travel must be reviewed and approved by the National Safe Guide Committee
- Approval of the National Safe Guide Committee is obtained by emailing safeguide@girlguides.ca.
- The Release of Liability, Waiver of Claims, Assumption of Risk and Indemnity Agreement (SG.5) must be signed and witnessed for all participants (girls and adults) and collected by the Guider in advance of the activity. If a participant is under the provincial/territorial age of majority, the form is signed by her parent/guardian.



Horseback Riding

Horseback riding must include the following conditions:

- This activity must take place at and be sub-contracted to a reputable, commercial riding establishment. Use the [Third Party Service Provider Guide](#).
- The establishment must provide Girl Guides of Canada with a certificate of insurance showing evidence of liability coverage for their commercial operations including injury to participants with minimum limits of \$2,000,000. The certificate of insurance is to be kept on file by the unit with their [Safe Guide package](#) (see page 52).
- The Release of Liability, Waiver of Claims, Assumption of Risk and Indemnity Agreement (SG.5) must be signed and witnessed for all participants (girls and adults) and collected by the Guider in advance of the activity. If a participant is under the provincial/territorial age of majority, the form is signed by her parent/guardian.

See [Horseback Riding Activity Guide](#).

Riflery and Biathlon

Riflery and biathlon activities must meet the following conditions:

- Restricted to Pathfinders and older
- The goal of the riflery activity must focus on safety and skill development.
- All riflery will be target shooting only. No human shaped targets are permitted to be used during the activity.
- All riflery activities must take place at a:
 - TPSP shooting range that is in compliance with the [Shooting Club and Shooting Ranges Regulations](#) or,
 - Facility operated by a biathlon club that is a current member in good standing with the [appropriate provincial or territorial biathlon sport organization](#).
 - Use the [Third Party Service Provider Guide](#).
- All riflery activities must be led by an Activity Facilitator who is a:
 - Licensed firearms instructor (shooting club or shooting range) or,
 - Coach who is in good standing with their provincial or territorial biathlon sport organization.
- All shooting activities must take place using only [unrestricted firearms](#) (rifle or shotgun) or non-automatic air rifles.
 - Preference is for air rifles with low velocity (muzzle velocity of less than 152.4 meters per second (500 feet per second)).
- The use of pistols or handguns, even low-velocity air pistols, is not permitted.
- The Release of Liability, Waiver of Claims, Assumption of Risk and Indemnity Agreement (SG.5) must be signed and witnessed for all participants (girls and adults) and collected by the Guider in advance of the activity. If a participant is under the provincial/territorial age of majority, the form is signed by her parent/guardian.

Rock Climbing on a Natural Rock Face

Indoor and outdoor man-made climbing walls, ropes courses and gym climbing **are covered** under the policy without additional conditions.

Rock climbing on a natural rock face is restricted to top-rope climbing, and is **covered only under the following conditions:**

- The activity is treated as a Red level activity.
- Minimum age of participants is 10 years old at the time of the activity.



- The Release of Liability, Waiver of Claims, Assumption of Risk and Indemnity Agreement (SG.5) must be signed and witnessed for all participants (girls and adults) and collected by the Guider in advance of the activity. If a participant is under the provincial/territorial age of majority, the form is signed by her parent/guardian.
- Instructors/Activity Facilitators show proof of certification by the Association of Canadian Mountain Guides (or equivalent) to supervise and train participants in safe climbing.

OR

- Approval of the national office is obtained by emailing safeguide@girlguides.ca.
- The Responsible Guider must provide details about the Activity Facilitator including information about their company, their instructor's qualifications and experience.
- A certificate of insurance must be provided by the company providing the guides or by the guide if hired as an independent activity facilitator. The certificate must show evidence of liability coverage for their commercial operations including injury to participants with minimum limits of \$2,000,000. The certificate of insurance is to be kept on file by the unit with their [Safe Guide package](#) (see page 52).
- Full safety gear, including helmets (as recommended by the above Association or equivalent), is required and used by all participants.
- The activity is only to be undertaken at a site recognized by the climbing community and offering easy access within 500 metres of a public road / access to emergency medical aid.
- The site is to be inspected by the climbing instructor for suitability, safety, and maintenance prior to commencing climbing.
- It is strongly recommended that Guiders arrange for and utilize third party climbing guides.

Scuba Diving

Scuba diving in open water is not permitted and therefore uninsured.

Scuba diving in a pool for instructional purposes is permitted under the following conditions:

- The facilitator of this activity must show proof of certification as Scuba Diving Instructor from the National Association of Underwater Instructors, Canada (or its' equivalent)
- The Release of Liability, Waiver of Claims, Assumption of Risk and Indemnity Agreement (SG.5) must be signed and witnessed for all participants (girls and adults) and collected by the Guider in advance of the activity. If a participant is under the provincial/territorial age of majority, the form is signed by her parent/guardian.

See [Swimming Planning Guide](#).

Surfing at a Beach or Waterfront

Surfing must include the following conditions:

- The Responsible Guider must arrange for and utilize a [third party service provider](#)
- The service provider must provide GGC with documentation such as certificate of insurance showing evidence of liability coverage for their commercial operations including injury to participants with minimum limits of \$2,000,000. The certificate of insurance is to be kept on file by the unit with their [Safe Guide package](#) (see page 52).
- The Release of Liability, Waiver of Claims, Assumption of Risk and Indemnity Agreement (SG.5) must be signed and witnessed for all participants (girls and adults) and collected by the Guider in advance of the activity. If a participant is under the provincial/territorial age of majority, the form is signed by her parent/guardian.



See [Swimming Planning Guide](#).

Trampoline Parks

Trampoline parks must include the following conditions:

- This activity must take place at a reputable facility. Use the [Third Party Service Provider Guide](#).
- The facility must provide Girl Guides of Canada with a certificate of insurance showing evidence of liability coverage for their commercial operations including injury to participants with minimum limits of \$2,000,000. The certificate of insurance is to be kept on file by the unit with their [Safe Guide package](#) (see page 52).
- The Release of Liability, Waiver of Claims, Assumption of Risk and Indemnity Agreement (SG.5) must be signed and witnessed for all participants (girls and adults) and collected by the Guider in advance of the activity. If a participant is under the provincial/territorial age of majority, the form is signed by her parent/guardian.

Waterskiing

Waterskiing must include the following condition:

- The Release of Liability, Waiver of Claims, Assumption of Risk and Indemnity Agreement (SG.5) must be signed and witnessed for all participants and collected by the Guider in advance of the activity. If a participant is under the provincial/territorial age of majority, the form is signed by her parent/guardian.

See [Boating Planning Guide](#).

Whitewater Rafting

Whitewater rafting must include the following conditions:

- The Responsible Guider must arrange for and utilize a [third party service provider](#)
- The establishment must provide GGC with a certificate of insurance showing evidence of liability coverage for their commercial operations including injury to participants with minimum limits of \$2,000,000. The certificate of insurance is to be kept on file by the unit with their [Safe Guide package](#) (see page 52).
- The Release of Liability, Waiver of Claims, Assumption of Risk and Indemnity Agreement (SG.5) must be signed and witnessed for all participants (girls and adults) and collected by the Guider in advance of the activity. If a participant is under the provincial/territorial age of majority, the form is signed by her parent/guardian.

See [Boating Planning Guide](#).



Sample Parent Letter for Use with the Release of Liability, Waiver of Claims, Assumption of Risk and Indemnity Agreement (SG.5)

Date:

Dear Parent/Guardian:

The _____ unit of Girl Guides of Canada–Guides du Canada (GGC) will be participating in the following activity(ies):

- | | |
|--|--|
| <input type="checkbox"/> Alpine/Downhill Skiing/Snowboarding | <input type="checkbox"/> Rock climbing |
| <input type="checkbox"/> Scuba diving | <input type="checkbox"/> Waterskiing |
| <input type="checkbox"/> Horseback riding | <input type="checkbox"/> Boating with third party service provider |
| <input type="checkbox"/> Helicopter Travel | <input type="checkbox"/> Whitewater rafting |
| <input type="checkbox"/> Surfing | |

Date(s): _____ to _____.

This activity is considered a high-risk activity. In order for GGC members to participate in these activities, certain conditions must be met. These may include age restrictions, provision of certificates of insurance by companies providing the activity, and confirmation of certification of instructors, etc. Another condition is the completion of a Release of Liability, Waiver of Claims, Assumption of Risk and Indemnity Agreement (SG.5).

Please indicate your understanding and acceptance of the increased risk associated with this activity by completing a Release of Liability, Waiver of Claims, Assumption of Risk and Indemnity Agreement (SG.5) and returning the signed form to the activity organizer prior to the commencement of the activity.

If you do not provide your authorization, your daughter/ward will not be allowed to participate in the activity.

Sincerely,



Appendix C - Parent/Guardian Consent

(This consent is found on the A.5P registration form that parents sign and in the online registration process.)

General Consent Statement

Guiding activities are organized according to set standards and guidelines for activity management including supervision, training, equipment, and health matters. These standards are documented in Safe Guide: Activity Planning and Safety Management and are available upon request.

During a typical Guiding activity, your child may participate in activities, supervised by her Guider, which may include, but are not limited to:

- Arts and crafts (use of scissors, glue, small craft materials)
- Active games (physical activities may involve the use of balls, running, skipping, jumping, tossing, etc.)
- Swimming at a public swimming facility that provides lifeguards
- Use of equipment (for science experiments, crafts, games, cooking, etc.)
- Active outdoor activities in the community (cookie sales, walking tours, skating, nature walks, etc.)
- Excursions to local points of interest (museums, parks, fire halls, etc.)

In all activities there is an element of risk. While Girl Guides of Canada and your daughter's/ward's Guider(s) take reasonable precautions to minimize these risks, this is no guarantee against injury or loss.

Some of the risks associated with typical activities include (but are not limited to): scrapes, cuts, or bruises; sprains, strains, or possible broken bones; illness from known or unknown sources; theft or loss of possessions; unforeseen injuries from activities, equipment or actions of your daughter/ward, other participants or other people, including negligent actions.

You will occasionally need to provide your child with equipment or clothing appropriate for the activity.

From time to time, unscreened adults who are not members may assist with the supervision of your child's/ward's unit activities under the direction of a Guider. Our procedures do not permit a girl to be left alone with an unscreened adult.

Some activities may take place in the community. These may be within walking distance or may require a different drop-off or pick-up location. When activity locations require alternate drop-off or pick-up or other transportation arrangements, the Guider will provide you with the details.

From time to time your child may attend activities or events (e.g. camps, trips, or special outings or events) that would be in addition to the activities outlined above. Your permission will be required for these specific activities/events. If this occurs your child's unit Guider will send home additional information about the planned activity or event.

Declaration:

I have read and understand the information provided with this form. I understand and assume any and all risks associated with Guiding activities on behalf of my child/ward, which are limited to those risks listed above. As a custodial parent/guardian of: _____ I authorize my daughter/ward to participate in the activities described above.

Name: _____

Signature: _____

Date: _____



Appendix D - Girls Travelling on Their Own to GGC Events or Attending Conferences

Scenarios where girls may be without adult supervision include:

- Travelling to and from interprovincial, international, and national events
- Travelling by air to and from a remote community to attend an area or provincial or national event
- Travelling to and from a central meeting place within Canada to join up with a GGC group travelling to an international event
- When selected nationally or provincially to participate as a GGC representative in a conference/event hosted by another organization

When girls travel alone, these procedures must be followed:

- Girls must be supervised at departure, transfer, and arrival points by a GGC adult member, woman or non-binary GGC employee, parent/guardian or other adult authorized by the family
- The arrangements must be authorized as followed:
 - For international events – by the co-chairs of the Operations Committee at National
 - For area, provincial national or interprovincial events – by the Provincial Safe Guide Adviser
 - For participation in national level committees/events with no provincial involvement or the event of another organization – by the national level
- Parent/guardian permission must be provided using the Parent/Guardian Permission (SG.2) form and the information of the details of the travel arrangements are to be provided to parents/guardians using the Activity Plan (SG.1).
- For GGC authorization, the above (SG.1 and SG.2) are submitted along with the Activity Notification or Authorization (SG.3).

When an invitation to an event in another country does not include an adult, the national level gives permission for girls to travel alone. Contact safeguide@girlguides.ca for more information.

Minimum age for girls travelling on their own

- Pathfinder and Ranger age
- Guide age for travel in Canada; they may only travel by air.

NOTE: If under age 12, travel must comply with the airline's policy for unaccompanied minors.



Appendix E - Police Records Check for Non-member Volunteers

Non-members who volunteer as:

- a Unit Assistant (women or non-binary adult who work with girls during unit meetings more than twice during a Guiding year, volunteer at day camps or overnight camps or any other day or overnight events)
- a Treasurer (handling GGC funds)
- a support person who regularly accompanies a person with a disability
 - must provide a police records check (PRC) that meets GGC standards and be registered in iMIS using the Non-member Volunteer form (A.7) before working with girls.

The cost of the PRC is the responsibility of the non-member.

PRCs must be renewed every three years.

It is recommended that a Home Contact Person provide a PRC.

The Non-member Volunteer form (A.7) is available on Member Zone. Follow your provincial process for submitting a Non-member Volunteer form (A.7).

A PRC from another organization is acceptable if it meets the GGC requirements and is dated no more than one year prior to the date on the volunteers Non-member Volunteer form (A.7). Check with your provincial or local office if you are unsure about PRC standards.

When an individual provides a PRC from a police service:

- An original document must be submitted with the Non-member Volunteer form (A.7)
- A photocopy of the PRC is kept by the provincial office
- The original is returned to the non-member
- The PRC date information for non-members volunteering in the unit will appear on unit activity roster full report.

Questions and answers about the Police Records Check

Q1. Why does GGC require PRCs from non-member volunteers?

A1. PRCs are standard for any organization where adult volunteers are in contact with children and youth. GGC's screening policy is intended to ensure the safety of the girls as well as the non-member volunteers themselves.

Q2. What other documentation must I have on non-member volunteers?

A2. All non-member volunteers must fill out the Non-member Volunteer form (A.7).

Q3. Where can non-members get a PRC?

A.3 GGC has partnered with BackCheck, a company that specializes in providing PRCs, to administer this screening on GGC's behalf. PRC results can be obtained within one working day. Ask your provincial office for access to the BackCheck Girl Guide webpage.



PRCs can also be obtained from through the local police service. However, keep in mind that obtaining PRCs from a police service can take up to three months (this varies by community). An original PRC document (no photocopies) must be provided.

Q4. If adults attend overnight events, do they require PRCs even if they are not supervisors?

A4. Yes. Our screening policy requires PRCs for all volunteers (members and non-members) at overnight events, camps, or camp like settings; who act as treasurers or support persons; or volunteer regularly. Note that men are not counted in supervision ratios. For more information, see [Men in Guiding](#) (page 35).

Q5. Can non-member volunteers who have submitted a PRC supervise the girls in my unit?

A5. If a non-member woman or non-binary adult has completed the Non-member Volunteer form (A.7) and her PRC has been recorded in iMIS she can be counted in the supervision ratio. However, primary responsibility for supervising girl members remains with Guiders. While screened non-member volunteers play an invaluable role in assisting with our programming and activities, they must be under the supervision of Guiders. All adults must avoid any situation or opportunity where they may be one-on-one with a girl who is not their daughter/ward.

Q6. What do you mean by a volunteer who helps on a regular, ongoing basis? How can I tell when a non-member needs a PRC?

A6. If a non-member volunteer attends a unit more than two times, she is also required to sign the Non-member Volunteer form (A.7) and obtain a clear PRC and be registered in iMIS. The intention behind this policy is to ensure that girls are never left with an unsuitable adult.

Q7. Does a non-member volunteer who occasionally helps at camp require a PRC?

A7. Yes, all non-member volunteers who stay overnight at camp require a PRC and must submit it with the Non-member Volunteer form (A.7) according to the provincial processes. All adults counted in supervision ratios must be women or non-binary.

However, if you are inviting a non-member volunteer to come to a camp for a few hours to lead your girls on a nature hike and you or another screened, registered adult member or woman or non-binary GGC employee will be present at all times, you do not need to request a PRC. You will be responsible for the well-being of girls during this time, the volunteer is only providing programming.

Q8. Do non-member volunteers at sleepovers require a PRC?

A8. When non-member volunteers are at overnight situations with girls they must have a Non-member Volunteer form (A.7) and a PRC recorded in iMIS. For example, if several additional parents/guardians are helping out at a sleepover to fulfill the ratio, then they must have a PRC. For mother/daughter events there is an exception, please see the section [Non-Member Volunteer Supervisors](#).

Q9. Does a support person for a person with a disability require a PRC?

A9. Yes. A support person who provides assistance with communication, mobility, personal care, medical needs or with access to our program and activities follows the same procedures used for non-member volunteers – they require a PRC if they are attending on a regular or on-going basis or overnights such as sleepovers and camps. If they attend a one-off meeting or day event, a PRC is not required.

Q10. How should PRCs be handled for sleepovers in a home?



- A10.** Sleepovers should primarily be set up in a Guider's home and PRC requirements are the same as other sleepovers. See the [Sleepover Activity Guide](#) for more information.
- Q11. What about third party service providers (for example outfitters) that I hire to lead activities such as out trips? Do they need to get PRCs?**
- A11.** Third parties service providers are responsible for screening their staff to run an activity safely. GGC is only responsible for screening its members and non-member volunteers who supervise the girls and should ensure that the TPSP staff is never one-on-one with a girl member.
- Q12. I hold a camp every year that relies heavily on support from non-member volunteers (usually the girls' parents or guardians). How do I make sure that they have a PRC in time for this event?**
- A12.** When you start planning the camp let parents/guardians know early on that they can support unit activities by obtaining a PRC. You could even encourage them to obtain a PRC when their daughter registers. Be sure to have copies of the Non-member Volunteer form (A.7) on hand at registration nights, enrollment ceremonies or any activities for completion by interested parents/guardians.
- Q13. When an adult member from another WAGGGS country is visiting and attending my camp, does she need a PRC?**
- A13.** When adult members of WAGGGS Member Organization attend a GGC event where adults require a PRC, they must produce a letter from their Association before the event confirming their membership and any relevant recruitment checks including a police records check (if included in their screening process) for the country in which they live.



Appendix F - Code of Conduct

Revision: December 9, 2010

This Code of Conduct is an integral part of involvement with Girl Guides of Canada—Guides du Canada (GGC). The Code of Conduct requires all members, all volunteers, all employees, and all parents and guardians of members to:

- Refrain from words, actions and behaviour – in any medium -- that demonstrate disrespect for other members, volunteers, employees, or the family members of such individuals.
- Uphold GGC's reputation and integrity by ensuring that their conduct, whether in person, online, or otherwise, brings honour and dignity to GGC.
- Be vigilant in ensuring an environment that is safe and protects girl and adult members, volunteers and employees from emotional, physical, verbal and sexual abuse.
- Respect other members', volunteers' and employees' rights to privacy and the confidentiality of their personal information.
- Act with honesty and integrity when dealing with property, monies and any other assets belonging to GGC.
- Respect and abide by the laws of Canada and of the relevant Province or Territory.
- Treat members, volunteers, employees and members' families fairly, knowing that GGC does not tolerate unlawful discrimination on the basis of race, national or ethnic origin, citizenship, colour, religion, sex, age, mental or physical ability, political beliefs, socio-economic status, health-related status, sexual orientation, marital status, or any other grounds enumerated in the human rights legislation of the jurisdiction in which the individuals involved are located.

In addition, members, volunteers and employees will:

- Subscribe to the principles of the Promise and Law of GGC and adhere to GGC's bylaws, policies and procedures.
- Fulfill their roles and responsibilities as stated in their position descriptions (where applicable) and act within the limitations of their authority in the discharge of their duties.
- Diligently maintain the confidentiality of any information regarding GGC that they have obtained in the course of performing their roles in Guiding and that is not generally available to the public.

Girl Guides of Canada—Guides du Canada reserves the right to take action regarding any breach of the Code of Conduct.



Appendix G - Universal Precautions

Universal precautions are simple infection control measures that reduce the risk of transmission of blood borne pathogens through exposure to blood or body fluids among patients and healthcare workers. Under the universal precautions principle, blood and other body fluids (vaginal secretions, feces, urine, nasal secretions, sputum, and vomit) from all persons should be considered as infected with HIV, hepatitis or other pathogens regardless of the known or supposed status of the person.

These precautions are as follows:

- Avoid contact with body fluids
- Wash hands and put on protective barriers (disposable gloves and gowns) when touching or anticipating contact with blood or other body fluids
- Cover all open cuts and scratches (yours and the victim's)
- Avoid touching your own eyes and mouth
- When possible, instruct the injured person in washing and/or bandaging themselves effectively
- Discard gloves/gowns and other contaminated articles immediately after use in a plastic bag; tie the bag and place it in a second plastic bag
- Wash skin with antiseptic after glove removal and immediately after contact with blood or other body fluids
- Where hand washing facilities are not readily accessible, use hand sanitizer or antiseptic towelettes and wash hands with soap and water as soon as possible
- Use a CPR mask/shield/barrier to minimize risk during emergency mouth-to-mouth resuscitation, particularly where contact with blood is likely
- Clean all contaminated surfaces with soap and water, and disinfect with one part bleach to ten parts water or 70% alcohol; wash hands thoroughly after cleaning



Appendix H - Emergency Response Guidelines

The details of the Emergency Response are dependent on the location or facility and the type of activity.

GGC owned facilities will provide you with the basic plan; however, you will need to fill in some of the details relevant to your participants and activities.

If using a Third-Party Service Provider (for example, a sleepover, museum, outfitters, sailing instructor or facilities for specialized activities), see below ([ERP for Third-Party Service Provider Activities](#)) for information on the coordination of serious incident response.

When a serious incident occurs, if possible, assign someone to take notes of actions during the serious incident. As soon as possible afterwards, each person involved should make their own notes about their actions.

A communications plan is an important part of emergency response planning. The Communication Plan Guidelines outlined in this section will assist you in determining who to contact when and how to deal with the serious incident.

Missing Person

A missing person refers to a participant who is unaccounted for. It is important to constantly monitor the group and to pay special attention whenever there is a change in the activity. Early recognition of an unaccounted for participant can often result in preventing the incident from becoming more serious. The following are some general guidelines to assist with managing this type of situation:

- Have buddies check-in with their buddy to determine exactly who is missing.
- Determine the time and place where the person(s) was last seen.
- Check the facility and surroundings, focusing on areas where the person is most likely to be.
- Check areas that may pose a hazard (on the street, waterfront/pools, rock cuts, etc.).
- Assign someone to remain with the group. Assign as many available adults to assist with checking high likelihood areas.
- Establish a firm timeframe to report back to rest of group (no more than 20 mins).
- Establish a timeframe for follow-up with parents.
- Contact authorities if your efforts to locate the missing person(s) has not been successful – in an urban environment this should be no longer than 30 minutes. In remote environments this should be no more than one hour.
- In an urban environment, immediately attract the attention of people in the area – bystanders can assist by being on the lookout for suspicious activity.

Evacuation

An evacuation refers to having to quickly remove the group from an unexpected and potentially dangerous situation. This may relate to exiting a building, relocating a campsite or leaving a public area. Each situation is going to be different so it is important to consider the following guidelines before having to manage this type of situation:

- Consider reasons you may need to evacuate – fire, severe weather (note degrees of weather), severe injury, wide-spread illness
- Define a meeting place to go to outside of the danger area – inform the group of this location
- Determine a means of transportation if leaving the site



- If possible, conduct a buddy check-in and head count before leaving the site
- Upon arrival at evacuation site conduct a buddy check-in and headcount
- Determine an all-clear signal or system for communicating when it is safe to return to the site
- Reassure participants and attend to their needs
- Monitor the situation for changing or threatening conditions

Persons with Disabilities

The Guider has the responsibility to facilitate the alerting and safe evacuation and sheltering of persons with disabilities during a serious incident. These individuals may require assistance. This information must be included on your emergency response plan.

Never separate a disabled person from their service animal or assistive device.

If using a TPSP, notify them if there is an individual in your group who needs additional support in the event of a serious incident.

Intruder

An intruder refers to a person believed to have the intention of harming or through his/her actions could harm supervisors or participants. This could be a random situation or a result of a pre-existing relationship with a group member or nearby member of the public. The following are some general guidelines to assist with managing this type of situation:

- Lockdown area/facility/room – lock and barricade doors, keep the group out of sight and from making any noise
- If possible, without alerting the intruder, communicate with others in other activity areas of the potential threat
- Note identifying features and threatening actions of an intruder
- Contact the police and report the situation
- Conduct a headcount
- Be prepared to remain in a lockdown situation for a substantial period of time

Traumatic/Medical Emergency

A traumatic or medical emergency is a situation where a participant or supervisor requires immediate medical attention from trained professionals. This situation could develop from a traumatic accident (vehicle crash) or an acute medical condition (appendicitis) – these are emergencies that require urgent medical care. First aid may assist in stabilizing the patient but she ultimately needs to be in an emergency equipped hospital. The following are some general guidelines to assist with managing this type of situation:

- Assign someone to look after the patient (preferably someone with first aid training).
- Manage the safety of the group.
- Contact EMS and explain the situation – use the communication plan from the Emergency Response Plan (SG.4).
- If possible, send a group to meet the emergency response crew responding and lead them to the patient.
- Assist the first responders as directed.
- Take care of the needs of the group.
- If possible, send a GGC representative with the patient.
- Ask for assistance from EMS in contacting parents/guardians.



- Notify the Provincial Commissioner. Your District Commissioner/ACL will be able to help you reach her. Or your provincial office or website may have an emergency contact number.
- Contact the Home Contact Person.
- Determine the best course of action for the group.

Parent/Guardian Does Not Arrive to Pick-up Child

The following are some general guidelines to assist with managing this type of situation:

- Call parent/guardian and ask permission to have child go with another parent/guardian
- If no answer, arrange for her to travel with a screened volunteer. Avoid one-on-one situations and include either another girl or woman or non-binary adult. Leave a message for parents at all contact numbers.
- If possible, continue calling during travel.
- Set up a policy in advance so that parents/guardians know what will happen if they are late (late fee donation to unit if more than 15 minutes late, clearly explain your guidelines to parents).

ERP for Third-Party Service Provider Activities

When using a Third-Party Service Provider (for example, a sleepover, museum, outfitters, sailing instructor or facilities for specialized activities), confirm with them that they have an emergency response plan that will support your group for the situations below. You will develop your plan taking this information into consideration. If you need emergency services, coordinate with the TPSP who should contact them and how to guide them to your location.

Follow the Communication Plan Guidelines on the SG.4 for contacting GGC, your Home Contact and parents.

The following are some guidelines to assist you in integrating your plan with the TPSP:

Missing Person:

- Search immediate area. If not found, notify the TPSP and provide them with a description of the missing person name, age, appearance, height, hair colour, clothing, medical conditions, as well as anything significant that stands out and may aid in recognition. Ensure all other participants are accounted for and supervised. Assist the TPSP in carrying out their missing person procedure.

Evacuation:

- Obtain from TPSP their emergency meeting location. Ensure girls and Guiders know where it is. Make sure that one Guider will supervise the group while others help with site search. 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.

Traumatic/Medical Emergency

- If there is a first aider with the group, she will attend to the injured person. One Guider will notify TPSP to contact EMS. Guiders will remove girls from the area and remain with them to reassure and, if appropriate, continue program away from the trauma.



Appendix I - Sample Letters

To Authorities about Emergency Response Plans

Sample of letter to accompany ERP when filing it with police or park authorities

Date:

To: [Insert name of Police Services]

[Insert name of Park Services]

Re: Upcoming multi-day wilderness trip

Girl Guides of Canada requires its volunteer leaders to prepare an Emergency Response Plan (ERP) for all activities. For multi-day wilderness trips (e.g., canoe, kayak or hiking trips), leaders must also notify their provincial/territorial or local police or park authority (depending on their location) and inform them of the date of departure, trip route and expected return date/time for their Guiding group. Some groups may choose to also file a copy of their ERP with these agencies.

By providing this information, emergency services will be able to respond more quickly and directly should an emergency arise.

Please see the attached documents:

- ☐ Trip Route Plan, including dates/times of departure and return
- ☐ Emergency Response Plan (optional)

The contact information for the designated Home Contact Person for this XXX trip, to be held in YYYY area of Park Z between day/month/year and day/month/year is:

Name: _____

Address: (include city and town, Province) _____

Home Phone: _____ Email: _____

Cell Phone: _____

Sincerely,

[Name of trip organizer] _____



Sample Letter from Parent/Guardians for Alternate Travel Arrangements

(Revise as appropriate, for example if a girl is not travelling to the event with the group.)

As the custodial parent(s) of _____, we
Full name of child
acknowledge and agree that enroute home from _____ trip
Group/Unit Name, Trip Name
to _____ on _____, our daughter be released to the care of
Destination *Dates of trip*
her/our _____, _____ who will pick her up
Relationship (e.g. Aunt, family friend) *Full name of relative*
at _____ at _____.
Location (name of location, address, city, country) *Date and time*

We are aware that this individual will be required to show photo identification to the Responsible Guider, _____, who has accompanied our daughter on the trip.
Responsible Guider's Name

At this time, we acknowledge that:

- Girl Guides of Canada and its members are no longer responsible for our daughter.
- We assume all responsibility for her health, well-being and safety from this point forward.
- We agree to the prepared emergency plan should there be an unexpected delay that compromises the arrangements.
- We agree to being available by phone at the time of the transfer.

In addition, we understand that:

- Fundraised money (if any) cannot be used to cover any expenses incurred as a result of these alternate arrangements.
- We will be responsible for any and all additional costs that may be incurred by this arrangement whether anticipated or unexpected, regardless of the cause.

Note: Parents/guardians should sign their letter based on their family's custody arrangements

Printed Name of
Custodial
Parent/Guardian

Signature of
Custodial
Parent/Guardian

Relationship

Date

Printed Name of
Custodial
Parent/Guardian

Signature of
Custodial
Parent/Guardian

Relationship

Date



Appendix J - Home Contact Person (HCP)

Ideally, the Home Contact Person (HCP) is a Guider, because they are trusted with confidential personal information. If they are a non-member volunteer, they must sign the Non-member Volunteer form (A.7). It is recommended that they have a police records check (PRC).

HCP's Role in Providing Information about the Group

The HCP is given information about the participants in an activity, their schedule and route so that they can assist in the resolution of a situation, which may or may not be a serious incident. Some examples of situations where the HCP can play a role during an activity are:

- Phone parents/guardians or participants if there is:
 - ✓ A change in the time a group will be returning
 - ✓ An unforeseen change in the accommodations
 - ✓ A correction of a telephone number
 - ✓ A change in the pick-up time at a camp
- In a serious incident they can provide emergency services with detailed information about the group. Some situations where this could occur are:
 - ✓ A group is overdue returning from a camping trip
 - ✓ A member of a group is missing
 - ✓ A serious incident occurs during international travel
- If documents are lost or stolen during travel, the HCP can provide copies

Role in Supporting the Resolution of a Serious Incident

For serious emergencies or crisis situations, the provincial/national office will coordinate with the police to contact parents. The HCP may need to provide GGC and/or emergency personnel with information about the group. As the situation is dealt with, there may be other areas that the HCP can assist with (e.g., rearranging travel if the group needs to return early, etc.).

Role in Contacting Parents/Guardians

As noted above, it is not the role of the HCP to contact parents in a serious incident. However, when the HCP does contact parents/guardians, it is important to start the conversation with a reassuring phrase. Here's an example:

Hello, Mary. I'm acting as the communication person for the Guide camp. The camp is going well and everyone is having a good time. However, there has been a change/delay in the departure because a tree fell across the road in the storm last night. They are waiting for work crews to clear the road. This is supposed to be done by noon, so pick-up of girls has been delayed to 2 o'clock.



Appendix K - Clothing for Outdoor Activities

Layers: The following is the basic three-layer clothing system that is critical in managing body heat, especially in cold or wet weather. Provide this information to participants and their parents/guardians as part of the kit list for outdoor activities.

1. **Base layer:** Next to the skin (does not carry water) to insulate. Ideally this is thermal underwear (common name polypropylene).
2. **Middle layer:** Can be several layers of light or medium thickness, wool or fleece material, number of layers depends upon weather and individual tolerances, time of year, trip location, elevation, etc.
3. **Outer layer:** This layer protects against the elements, wind, rain, snow, plus providing protection from heavy bush. Anorak-style pullover jackets are preferable to zipper jackets (no zipper failure)

Head Protection: The major area of heat loss (50% or more) is from the head, especially in rainy or windy conditions. In addition, hats are required for protection from the sun.

1. It is prudent for participants to carry a toque made from fleece or wool at all times on outdoor activities. This piece of clothing is the most useful in preventing heat loss. The group leader must carry extra toques for the group and check frequently to make sure that each participant has their toque in hand.
2. Have all participants wear a hat with a wide brim for protection from sun-up to sun-down. Sun-visors are not acceptable. Hats can be a hazard while cooking or attending a fire.

Socks: Wool socks are preferable to cotton in any weather. Socks are very important pieces of clothing and provide a great deal of comfort to participants, protecting their feet, an area of key importance – which becomes very clear if they become covered with blisters.

Sweater: It is a good idea for each participant to carry a wool sweater or fleece of medium thickness on every outdoor trip as the basic middle layer of clothing.

Rain Gear: Should include tops and bottoms for each participant. Bright colours (red, yellow) provide maximum visibility in poor conditions, making supervision and rescue more efficient. Jackets with hoods attached are superior, as the hood will not get lost. You will get wet and sweaty in the bush, but if you wear layers and no cotton clothing you can be soaking wet and still warm even in winter conditions although you may not feel comfortable.

Quality: Try to obtain the best but each trip is unique and will require judgment as to what is an essential regarding clothing requirement.

Summary: The basic objective is to protect your group and maintain body temperatures and comfort levels. Heads, feet, necks and hands are key areas to consider. Pay attention to the type and the amount of clothing required to help your group stay warm and dry.



Appendix L – First aid equivalencies

This chart lists acceptable first aid certifications offered by the most common first aid providers in Canada. Equivalent courses offered by other providers may also be recognized. If you are unsure about whether a course will be acceptable please email safeguide@girlguides.ca. See [Key Terms](#) for First Aid definitions.

Emergency First Aid and **Standard First Aid** certificates must be from a training provider that is recognized by the provinces or territory in which the course was completed.

Wilderness First Aid course providers may not appear on the list of approved providers if they do not offer Emergency or Standard First Aid courses in that jurisdiction. In these cases, Wilderness First Aid courses will be accepted, if they meet or exceed the equivalent course curriculum offered by the Red Cross.

Links to Provincially Approved EFA and SFA Providers

- AB – [Government of Alberta approved training agencies](#)
- BC – [WorkSafeBC First Aid Training Providers](#)
- MB – [WSH Approved Training Providers](#)
- NB – [WorkSafe NB Approved First Aid Training Providers](#)
- NL – [WorkplaceNL Certification Training Registry](#)
- NS – no public listing currently available
- NT – [Workers' Safety & Compensation Commission Approved Course Providers](#)
- NU – [Workers' Safety & Compensation Commission Approved Course Providers](#)
- ON – [WSIB Ontario Providers Approved to Deliver Emergency and Standard First Aid](#)
- PE – [Prince Edward Island First Aid Course Providers & OH&S Regulation Requirements](#)
- QC – [CNESST Liste provinciale des organismes de formation - Secouriste en milieu de travail](#)
- SK – no public listing currently available
- YT – no public listing currently available

Emergency First Aid (EFA) Equivalencies	
Provider	Course
Heart & Stroke Foundation	<ul style="list-style-type: none"> • Emergency First Aid
Lifesaving Society	<ul style="list-style-type: none"> • Emergency First Aid (Basic First Aid is NOT acceptable)
Red Cross	<ul style="list-style-type: none"> • Emergency First Aid • Emergency Child Care First Aid
St John Ambulance	<ul style="list-style-type: none"> • Emergency First Aid
WorkSafeBC	<ul style="list-style-type: none"> • OFA Level 1
Standard First Aid (SFA) Equivalencies (meets EFA requirements)	
Provider	Course
Canadian Ski Patrol	<ul style="list-style-type: none"> • Advanced First Aid
Heart & Stroke Foundation	<ul style="list-style-type: none"> • Standard First Aid



Lifesaving Society	<ul style="list-style-type: none">• Standard First Aid
Red Cross	<ul style="list-style-type: none">• Standard First Aid• Advanced First Aid• Standard Child Care First Aid• First Responder• Emergency Medical Responder• Marine Basic First Aid• Marine Advanced First Aid
St John Ambulance	<ul style="list-style-type: none">• Standard First Aid• Medical First Responder• Marine Basic First Aid• Marine Advanced First Aid
WorkSafeBC	<ul style="list-style-type: none">• OFA Level 2
Wilderness First Aid Equivalencies (meets SFA and EFA requirements)	
Provider	Course
Red Cross	<ul style="list-style-type: none">• Wilderness and Remote First Aid• Advanced Wilderness and Remote First Aid
St. John Ambulance	<ul style="list-style-type: none">• Wilderness First Aid
Wilderness Medical Associates or SiriusMedX	<ul style="list-style-type: none">• Wilderness First Aid• Wilderness Advanced First Aid• Wilderness First Responder



Appendix M – Form List

Registration Forms

These forms are used to register girl members.

Girl Registration Form and Parent/Guardian General Consent

- Form completed by parent/guardian to register girl members and to give consent for participation in Green level activities
- For online registration (A.5OR) – registration information is entered directly into our database (iMIS); no paper forms are submitted

IR.1 - Image Release

- Signed by parents/guardians of girls or by adult members to give consent for the use of photos, image or voice of their daughter/themselves for the promotion of Guiding
- For girl online registration – registration information is entered directly into our database (iMIS); no paper forms are submitted
- Completed once at initial registration as a girl member and again as an adult member
- To change their consent for image release, members must submit a new IR.1
- When the paper form is used it is sent for iMIS input as per guidelines set out by your Provincial Council
- The consent will be indicated on your unit roster report; you do not need to keep a copy of this form

Activity Forms

Use these forms to outline your activity plans and obtain authorization for activities. At the end of the activity the forms are packaged into an envelope known as your Safe Guide Package and stored for retention according to your provincial process.

SG.1 - Activity Plan

- Outlines your activity plan; use it to keep parents/guardians informed of your activities. It must be completed for Yellow and Red level activities
- Provided to parents/guardians and Assessors
- Part of your Safe Guide Package

SG.2 - Parent/Guardian Permission for Non-Regular Unit Activities

- Used along with the Activity Plan to obtain permission from parents/guardians for their child to participate in Yellow and Red level activities; when appropriate, additional information is provided to parents to ensure they have a full understanding of the activities their child will be involved in
- Part of your Safe Guide Package

SG.3 - Activity Notification or Authorization

- Submitted to Assessors
- For Yellow level activities, you need to note on the form acknowledging that the Assessor gave permission for the activity to go ahead
- For Red level activities, you must receive a signed copy from the Assessor giving permission for the activity to proceed
- Part of your Safe Guide Package

SG.4 - Emergency Response Plan

- Must be brought to the event
- Must include steps to manage potential emergencies specific to your activity



- You must also bring to the activity the Emergency Response Guidelines, which outline steps to take in case of a basic list of emergencies
- For Girl Guide owned properties, information related to the facility will be provided by the council who runs the facility
- Part of your Safe Guide Package

SG.5 - Release of Liability, Waiver of Claims, Assumption of Risk and Indemnity Agreement

- Signed by parents/guardians when their child is taking part in Conditional Activities and Adventure Activities
- You can use the letter in the [Appendix B](#) as additional information
- Part of your Safe Guide Package

SG.6 - Adventure Camping/Tripping Plan

- Used for Adventure Activities to outline details of plans and what needs to be recorded for this type of activity
- Copy left with Home Contact Person for in case a serious incident occurs
- Part of your Safe Guide Package

SG.7 - Third Party Service Provider (TPSP) Interview Checklist

- Used when engaging a TPSP to document the answers to the interview questions.
- Attach to the Activity Notification or Authorization (SG.3)
- Part of your Safe Guide Package

SG.8 - Travel Preauthorization

- Required for all travel in home province/territory Canada over 72 hours and all international travel; when fundraising for travel attach to the Application for Fundraising Approval (FR.1)
- Kept throughout the planning process and is part of your Safe Guide Package

SG.9 - Travel in Canada 72 Hours or More Planning Timeline

- Used to assist in planning in order to meet deadlines for approval of trips

Health Management Forms

These forms are used to collect health information, to record medication administration and document first aid treatment. As health information is confidential, these forms are never included with the Incident Report (INS.01).

H.1 - Personal Health Form and Permission to Pick Up Girl members

- Required for all girl members involved in activities in Guiding
- Completed at the beginning of each year
- Before overnight activities, ask parents/guardians to review the health information and initial any changes
- Information on this form is confidential; it is important to understand and respect the confidentiality of personal health information received in discussions with girls or parent(s)/guardian(s) or on their forms
- These completed forms should be with you at all activities; original and any copies made should be securely destroyed at the end of the Guiding year or the event for which it was provided or returned to parents/guardians

H.2 - Personal Health Form for Adults

- For adult members
- Form is kept by the adult participant, or by another adult participant who will inform the Responsible Guider of its location in case of a serious incident or it may be handed in to the Responsible Guider for the activity



- The adult is responsible for the destruction of her Health Form

H.3 - Medication Plan and Administration Record

- Used to record medications taken during an activity
- Part of your Safe Guide Package

H.4 - First Aid Treatment Record

- Used to record first aid treatment given during an activity
- Handed to EMS or part of your Safe Guide Package
- Keep a copy with your first aid kit

H.5 - Wellness Statement

- If a Guider has a concern related to a girl's medical condition/situation, she may use this form to obtain information from a doctor indicating the person is fit to participate in the activity/event
- Part of your Safe Guide Package

H.6 - First Aid Examination Checklist for Wilderness Out-trips

- Used to provide guidance as well as to record and monitor the member's condition when a significant injury or illness occurs in a remote area before evacuation. It may be used instead of the First Aid Treatment Record (H.4)

H.7 - Medications Consent

- Parent/guardian provides consent for Guider to give their daughter medications during Red level activities/camps, international travel (72 hours or more) or large events (e.g., provincial, national or international camp). Permission is only for medications listed on the form.
- Part of your Safe Guide Package

Water Activity Forms

These forms are used to plan and obtain permission for water activities.

WA.1 - Water Activity Plan

- Submitted with Activity Notification or Authorization (SG.3) for Yellow and Red level swimming or boating activities. These forms are reviewed by a Water Assessor
- Part of your Safe Guide Package

WA.2 - Swim and Boating Test Verification for Individuals

- Used to document that an individual has completed either the swim test or the boating test
- For the swim test, individuals can provide the Responsible Guider with proof of equivalency, or they can have a qualified lifesaver/lifeguard conduct the swim test and sign the form
- Form is sent to your local office for iMIS input; you do not keep a copy

International Travel Forms

The Parent/Guardian Permission for International Travel (IT.5) is used for ALL trips out of Canada. The rest of the forms are for international trips where participants are out of Canada 72 hours or more. Upon return from the trip the forms as indicated below are packaged into an envelope known as your Safe Guide Package and sent to the province as per provincial retention guidelines

IT.1 - International Trip Planning Timeline

- Used to assist in planning in order to meet deadlines for approval of trips

IT.3 - International Group Trip Authorization

- Used to apply for your trip once you have more complete details
- Kept throughout the planning process and is part of your Safe Guide Package



IT.4 - International Group Trip – Guider Application

- Lists the experience of Guiders wishing to take girls on an independent group trip
- Kept throughout the planning process and is part of your Safe Guide Package

IT.5 - Parent/Guardian Permission for International Travel

- Used to document permission for international travel
- Aid Used with the Parent/Guardian Permission (SG.2)
- Complete information about the trip (according to Safe Guide) is attached
- Kept throughout the planning process and is part of your Safe Guide Package

IT.6 - Release, Waiver and Assumption of Risk for International Group Travel

- Part of the parent/guardian consent and permission requirements
- Kept throughout the planning process and is part of your Safe Guide Package

IT.7 - Guarantee of Financial Responsibility for International Group Trips (Sponsored or Independent)

- Used to clarify the financial responsibilities of parent(s)/guardian(s) or council sponsoring a trip
- Kept throughout the planning process and is part of your Safe Guide Package

IT.11 - International Group Trip – List of Participants

- Used to outline the proposed list of participants, their birthdates and the nationality of their passport
- Is updated through the planning process and is part of your Safe Guide Package

Incident Reporting

INS.01 - Incident Report

- For documenting all incidents including injuries, illnesses, discipline problems, conflicts, frightening situations or any unusual, and unexpected occurrence, even if they are not deemed to be serious
- Submitted using the online [Incident and Girl Protection Report submission form.](#)

GP.01 – Girl Protection Report

- For documenting and reporting suspicion or knowledge of child abuse or to a child protection agency or the police. Used when the alleged perpetrator is not associated with Girl Guides.
- Submitted using the online [Incident and Girl Protection Report submission form.](#)

GP.02 – Girl Protection Report for Incidents Involving Adult Members or Non-Member Volunteers

- For documenting and reporting any allegation of misconduct or child abuse by an adult Member of GGC or non-member volunteer involving one or more girl Member(s) of Girl Guides of Canada. This includes actions taken outside regular meeting venues that may nonetheless impact the appropriate relations between Guiders and girls within the Unit.
- Submitted using the online [Incident and Girl Protection Report submission form.](#)



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