



GIRL GUIDES OF CANADA - NOVA SCOTIA COUNCIL



A to Z OF ACTIVITIES

A resource designed to assist you with your Safe Guide 2017 risk identification and risk management as you plan with your girls.

This document does
not replace Safe Guide

Questions / Comments / Additions

Please contact

SGAdviser@girlguides.ns.ca

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Archery

Level	Yellow – specialized equipment
Forms to Parents	SG.1, SG.2
Forms to Submit	SG.1, SG.3, SG.4, SG.7
When to Submit	At least 14 days before the Activity
Participants	All Branches at the discretion of the facilitator
Notes	Archery facilitator must have relevant skills and experience for the activity so they can determine if the activity is age appropriate. In addition, to lead the activity their experience must be equal to or higher than what is required for the activity.

Bus – Chartering from a bus company with company employee driving

Level	Green
Forms to Parents	Permission given upon registration
Forms to Submit	None
When to Submit	N/A
Participants	All branches
Notes	Bus supervision ratio is on page 25 which only applies while the group is on the bus. Inform parents and DC, SG.4 to be shared with all supervisors.

Bus – Using a bus from Community Association/church with GGC Member driving

Level	Yellow – transport arranged by Unit
Forms to Parents	SG.1, SG.2
Forms to Submit	SG.1, SG.3, SG.4
When to Submit	At least 14 days before the Activity
Participants	All branches
Notes	GGC does not cover vehicle insurance. RG to ensure the vehicle owner has adequate insurance and driver has appropriate driving license.

Canoeing (near shore) – using TPSP

Level	Yellow – boating TPSP
Forms to Parents	SG.1, SG.2
Forms to Submit	SG.1, SG.3, SG.4, SG.5, SG.7
When to Submit	At least 21 days before the activity
Participants	All Branches – see ratio page 114
Notes	A copy of Certificate of Insurance must be provided from the TPSP and kept on file at the Unit (see conditional Activities Appendix B)

Canoeing (near shore) – GGC Led / Managed

Level	Yellow
Forms to Parents	SG.1, SG.2
Forms to Submit	SG.1, SG.3, SG.4, WA.1
When to Submit	At least 14 days before the activity
Participants	All Branches – see ratio page 119
Notes	All participants need boating swim test or swim test in Imis – see requirements for activity facilitators and maximum number of participants on the water at one time.

Car / Van – renting vehicle to drive girls

Level	Yellow – arranged by Unit
Forms to Parents	SG.1, SG.2
Forms to Submit	SG.1, SG.3, SG.4
When to Submit	At least 14 days before the activity
Participants	All Branches
Notes	The maximum third party liability limit must always be purchased. Please note insurance available through credit cards does not include liability insurance. The GGC insurance policy <i>does not</i> provide coverage for rental vehicles.

Car / Van – using supervisor’s own vehicle

Level	Yellow – arranged by Unit
Forms to Parents	SG.1, SG.2
Forms to Submit	SG.1, SG.3, SG.4
When to Submit	At least 14 days before the activity
Participants	All Branches
Notes	GGC does not carry automobile insurance for the owner of a personal vehicle, even if used during a sanctioned event. The registered owner of the 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.

Caving

Level	Red – adventure activity
Forms to Parents	SG.1, SG.2, SG.5
Forms to Submit	SG.1, SG.3, SG.4, SG.5, (SG.7 if required)
When to Submit	At least 21 days before the activity
Participants	Age determined by the TPSP
Notes	Use the Third Party Service Provider Activity Guide – Activity Specific Procedures on page 74 to assess whether an SG.7 needs to be completed.

Cycling – on cycle path or in community

Level	Green
Forms to Parents	Permission given on registration
Forms to Submit	None
When to Submit	N/A
Participants	All Branches
Notes	Bicycle helmets supplied by the parents must be worn. Notify parents and DC and SG.4 to be shared with all supervisors.

Cycling – mountain biking

Level	Red – adventure activity
Forms to Parents	SG.1, SG.2, SG.5
Forms to Submit	SG.1, SG.3, SG.4, SG.5 (SG.7 if required)
When to Submit	At least 21 days before activity
Participants	All branches at the discretion of the TPSP
Notes	Bicycle helmet provided by the parent must be worn. Use the Third Party Service Provider Activity Guide – Activity Specific Procedures on page 74 to Assess whether an SG.7 needs to be completed.

Dogsledding

Level	Yellow - TPSP
Forms to Parents	SG.1, SG.2
Forms to Submit	SG.1, SG.3, SG.4 (SG.7 if required)
When to Submit	At least 14 days before the activity
Participants	All Branches
Notes	Use the Third Party Service Provider Activity Guide – Activity Specific Procedures on page 73 to Assess whether an SG.7 needs to be completed.

Family BBQ / Weiner Roast – adults only cooking

Level	Green
Forms to Parents	Permission given on registration
Forms to Submit	None
When to Submit	N/A
Participants	All Branches
Notes	SG.4 to be shared with all adults

Family BBQ / Weiner Roast – girls cooking

Level	Yellow
Forms to Parents	SG.1, SG.2
Forms to Submit	SG.1, SG.3, SG.4
When to Submit	At least 14 days before the activity
Participants	All Branches
Notes	All adults attending must be listed on the SG.3, SG.2 and H.1 required for all minors

Fencing

Level	Yellow
Forms to Parents	SG.1, SG.2
Forms to Submit	SG.1, SG.3, SG.4 (SG.7 if required)
When to Submit	At least 14 days before the activity
Participants	All Branches
Notes	Use Third Party Service Provider Guide – Activity Specific Procedures on Pg 74 to determine whether an SG.7 is needed

Hay Rides

Level	Green
Forms to Parents	Permission given on registration
Forms to Submit	None
When to Submit	N/A
Participants	All Branches
Notes	Notify parents and commissioner of activity, SG.4 to be shared with all supervisors. Use Third Party Service Provider Guide – Activity Specific Procedures on Pg 73 to determine whether an SG.7 is needed

High Ropes Course (requiring harness & helmet)

Level	Red – Adventurous Activity
Forms to Parents	SG.1, SG.2
Forms to Submit	SG.1, Sg.3, SG.4, SG.5 (SG.7 if required)
When to Submit	At least 21 days before the activity
Participants	All Branches at the discretion of the TPSP
Notes	Use Third Party Service Provider Guide – Activity Specific Procedures on Pg 74 to determine whether an SG.7 is needed

Horseback Riding

Level	Yellow
Forms to Parents	SG.1, SG.2, SG.5

Forms to Submit	SG.1, SG.3, SG.4, SG.5 (SG.7 if required)
When to Submit	At least 14 days before the activity.
Participants	All Branches at the discretion of the TPSP
Notes	Use Third Party Service Provider Guide – Activity Specific Procedures on Pg 74 to determine whether an SG.7 is needed

Hot Tub – at local pool with lifeguards

Level	Green
Forms to Parents	Permission given on registration
Forms to Submit	None
When to Submit	N/A
Participants	Guide and up - at the discretion of the Facility
Notes	

Hot Tub – at private home or hotel

Level	Yellow
Forms to Parents	SG.1, SG.2
Forms to Submit	SG.1, SG.3, SG.4 (SG.7 if required)
When to Submit	At least 14 days before the activity
Participants	Recommended for Guides and up
Notes	Follow guidelines on page 98

Kayaking (near shore) – using TPSP

Level	Yellow* Boating TPSP
Forms to Parents	SG.1, SG.2
Forms to Submit	SG.1, SG.3, SG.4, SG.5, SG.7
When to Submit	At least 21 days before the activity
Participants	All Branches see ration page 119
Notes	A copy of Certificate of Insurance must be provided from the TPSP and kept on file in the Unit (see conditional activities appendix B)

Kayaking (near shore) – GGC Led / Managed

Level	Yellow
Forms to Parents	SG.1, SG.2
Forms to Submit	SG.1, SG.3, SG.4, WA.1
When to Submit	At least 14 days before the activity
Participants	All Branches see ratios page 118
Notes	All participants need boating swim test or swimming test in iMIS see requirements for activity facilitators and maximum number of participants on water at one time

Laser Tag

Level	Green
Forms to Parents	Permission given on registration
Forms to Submit	None
When to Submit	N/A
Participants	All branches at the discretion of the facility
Notes	Notify parents and commissioner, SG.4 to be shared with all supervisors

Low Ropes (not requiring harness & helmet)

Level	Yellow – specialized equipment
Forms to Parents	SG.1, SG.2
Forms to Submit	SG.1, SG.3, SG.4
When to Submit	At least 14 days before the activity
Participants	All Branches
Notes	

Parade Floats

Level	Yellow
Forms to Parents	SG.1, SG.2
Forms to Submit	SG.1, SG.3, SG.4
When to Submit	At least 14 days before the activity
Participants	All Branches

Notes	Ensure the owner of the vehicle has adequate insurance and driver is licensed
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Power Tools

Level	Yellow – specialized equipment
Forms to Parents	SG.1, SG.2
Forms to Submit	SG.1, SG.3, SG.4
When to Submit	At least 14 days before the activity
Participants	All Branches at the discretion of the facilitator
Notes	

River Tubing

Level	Red
Forms to Parents	SG.1, SG.2
Forms to Submit	SG.1, SG.3, SG.4, WA.1
When to Submit	At least 21 days before the activity
Participants	Pathfinders and up
Notes	See Guidelines for Tubing on page 103

Rock Climbing - Indoor

Level	Yellow – specialized equipment
Forms to Parents	SG.1, SG.2
Forms to Submit	SG.1, SG.3, SG.4 (SG.7 if required)
When to Submit	At least 14 days before the activity
Participants	All Branches at the discretion of the TPSP
Notes	Use the Third Party Service Provider Activity Guide – Activity Specific Procedures on Page 74 to determine if an SG.7 is required.

Rock Climbing – Natural Rock Face

Level	Red – Conditional and Adventure Activity
Forms to Parents	SG.1, SG.2, SG.5
Forms to Submit	SG.1, SG.3, SG.4, SG.5, SG.7
When to Submit	At least 21 days before the activity
Participants	Minimum age is 10 years old at the time of the activity
Notes	See Conditions on page 159. A copy of Certificate of Insurance must be provided from the TPSP and kept on file in the Unit.

Scuba Diving – In a Pool

Level	Yellow – conditional activity
Forms to Parents	SG.1, SG.2, SG.5
Forms to Submit	SG.1, SG.3, SG.4, SG.5, SG.7, WA.1
When to Submit	At least 21 days before the activity
Participants	Pathfinders and up
Notes	The facilitator must show proof of certification as a Scuba Diving Instructor from the National Assoc. Of Underwater Instructors, Canada (or its equivalent). Must be managed by TPSP. Not permitted in Open Water.

Skiing – Cross Country

Level	Green
Forms to Parents	Permission given on registration
Forms to Submit	None
When to Submit	N/A
Participants	All Branches
Notes	Level may change on distance from EMS, notify parents and commissioner, SG.4 to be shared with all supervisors

Skiing / Snowboarding - Downhill

Level	Yellow – conditional activity
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Forms to Parents	SG.1, SG.2, SG.5
Forms to Submit	SG.1, SG.3, SG.4, SG.5
When to Submit	At least 21 days before the activity
Participants	All branches
Notes	Helmets recommended. Must take place at a reputable commercial ski hill.

Sledding / Tobogganing

Level	Green
Forms to Parents	Permission given on registration
Forms to Submit	None
When to Submit	N/A
Participants	All Branches
Notes	Must go down the hill feet first. See Activity guide on page 70 for Best Practices, SG.4 to be shared with all supervisors

Sleepover – Community Hall

Level	Yellow
Forms to Parents	SG.1, SG.2
Forms to Submit	SG.1, SG.3, SG.4
When to Submit	At least 14 days before the activity
Participants	All Branches
Notes	No Home Contact needed if in the Community

Sleepover – Mother / Daughter

Level	Yellow
Forms to Parents	SG.1, SG.2
Forms to Submit	SG.1, SG.3, SG.4
When to Submit	At least 14 days before the activity
Participants	All Branches
Notes	If there are a significant number of girls without an accompanying female adult, this is considered a regular sleepover where all the supervisors must be in iMIS with a current PRC

Sleepover – Museum, Zoo, etc

Level	Yellow
Forms to Parents	SG.1, SG.2
Forms to Submit	SG.1, SG.3, SG.4
When to Submit	At least 14 days before the activity
Participants	All Branches
Notes	An SG.7 is not usually needed for this type of sleepover.

Snow Shoeing

Level	Green
Forms to Parents	Permission given on registration
Forms to Submit	None
When to Submit	N/A
Participants	All Branches
Notes	Level may change depending on the distance from EMS, notify parents and commissioner. SG.4 to be shared with all supervisors.

Snow Tubing – at a Facility that Provides Tubes

Level	Yellow – specialized equipment
Forms to Parents	SG.1, SG.2
Forms to Submit	SG.1, SG.3, SG.4
When to Submit	At least 14 days before the activity
Participants	All Branches
Notes	

Stand Up Paddleboards – near shore with TPSP

Level	Yellow
Forms to Parents	SG.1, SG.2, SG.5
Forms to Submit	SG.1, SG.3, SG.4, SG.5, SG.7
When to Submit	At least 21 days before the activity
Participants	Guides and up
Notes	All participants must have the boating swim test in iMIS

Stand Up Paddleboards – near shore GGC managed

Level	Yellow
Forms to Parents	SG.1, SG.2
Forms to Submit	SG.1, SG.3, SG.4, WA.1 – also qualifications of Activity Facilitator
When to Submit	At least 14 days before the activity
Participants	Guides and up
Notes	All participants must have the boating swim test in iMIS

Trampoline

Level	Yellow – specialized equipment
Forms to Parents	SG.1, SG.2
Forms to Submit	SG.1, SG.3, SG.4 (SG.7 if required)
When to Submit	At least 14 days before the activity
Participants	All branches
Notes	Use the Third Party Service Provider Activity Guide – Activity Specific Procedures on page 74 to assess whether an SG.7 needs to be completed

Voyageur Canoes - TPSP

Level	Yellow – TPSP Boating
Forms to Parents	SG.1, SG.2, SG.5
Forms to Submit	SG.1, SG.3, SG.4, SG.5, SG.7
When to Submit	At least 21 days before the activity
Participants	All branches – see page 113 for supervision ratios
Notes	A copy of the Certificate of Insurance must be provided from the TPSP and kept on file in the unit.

Walk / Hike – from meeting place

Level	Green
Forms to Parents	Permission given on registration
Forms to Submit	None
When to Submit	N/A
Participants	All Branches
Notes	Reminder notice posted on door of meeting place in case parent is late dropping off girl, SG.4 to be shared with all supervisors.

White Water Rafting - TPSP

Level	Red – conditional and adventure activity
Forms to Parents	SG.1, SG.2, SG.5
Forms to Submit	SG.1, SG.3, SG.4, SG.5, SG.7
When to Submit	At least 21 days before the activity
Participants	Pathfinders and up
Notes	

Zip Line – land based requiring helmet and harness

Level	Red – adventure activity
Forms to Parents	SG.1, SG.2, SG.5
Forms to Submit	SG.1, SG.3, SG.4, SG.5 (SG.7 if required)
When to Submit	At least 21 days before the activity
Participants	All branches at the discretion of the TPSP/facilitator
Notes	Use the Third Party Service Provider Activity Guide – Activity Specific Procedures on page 74 to assess whether an SG.7 need to be completed