

**GIRL GUIDES OF CANADA - SASKATCHEWAN COUNCIL**

# **A TO Z OF ACTIVITIES**

A resource designed to assist you with your Safe Guide 2016 risk identification and risk management as you plan with your girls.

**This document DOES NOT  
replace Safe Guide and  
information may change!**

**Questions/comments/additions**

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*Document used and revised with permission from GGC Alberta Council-Safe Guide Advisers Enidd Isaac & Pat McWilliams*

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## Archery

<b>Level</b>	Yellow – specialized equipment
<b>Forms to Parents</b>	SG.1 , SG.2
<b>Forms to Submit</b>	SG.1, SG.2, SG.3, SG.4 -- also qualifications of Activity Facilitator
<b>When to submit</b>	At least 14 days before the activity
<b>Participants</b>	All branches at the discretion of the facilitator
<b>Notes</b>	Archery facilitator must provide a NASP certificate and 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. Facilitator certificate does Not have to be entered in iMIS

## Bus – Chartering from a bus company with company employee driving - TPSP

<b>Level</b>	Green
<b>Forms to Parents</b>	Permission given on registration
<b>Forms to Submit</b>	SG.7, Cert. of Insurance
<b>When to submit</b>	At least 14 days before the activity
<b>Participants</b>	All branches
<b>Notes</b>	Bus supervision ratio is on page 25 which only applies while the group is on the bus. Activity Level may change depending on length and location of trip. Inform parents and commissioner SG.4 to be shared with all supervisors

## Bus- using bus from Community Association/church with GGC Member driving

<b>Level</b>	Yellow – transportation arranged by unit
<b>Forms to Parents</b>	SG.1 , SG.2
<b>Forms to Submit</b>	SG.1, SG.2, SG.3, SG.4
<b>When to submit</b>	At least 14 days before the activity
<b>Participants</b>	All branches
<b>Notes</b>	GGC does not carry vehicle insurance. RG to ensure that vehicle owner has adequate insurance and driver has appropriate driving licence.

## Canoeing (near shore) – with TPSP

<b>Level</b>	Yellow* Boating TPSP
<b>Forms to Parents</b>	SG.1 , SG.2
<b>Forms to Submit</b>	SG.1, SG.2, SG.3, SG.4, SG.5, SG.7
<b>When to submit</b>	At least <b>21 days</b> before the activity
<b>Participants</b>	All branches - see ratio page 113
<b>Notes</b>	A copy of \$2 Million Certificate of Insurance must be provided from the TPSP and kept on file at the unit (see conditional activities appendix B) Forms must be submitted 21 days before the activity

## Canoeing (near shore) GGC Led / Managed

<b>Level</b>	Yellow
<b>Forms to Parents</b>	SG.1 , SG.2
<b>Forms to Submit</b>	SG.1, SG.2, SG.3, SG.4, WA.1 – also qualifications of Activity Facilitator
<b>When to submit</b>	At least 14 days before the activity
<b>Participants</b>	All Branches see ratio page 118
<b>Notes</b>	All participants need boating swim test or swim test in iMIS see requirements for activity facilitators and maximum number of participants on water at one time

## Car/Van – Renting a vehicle to drive girls

<b>Level</b>	Yellow – Arranged by unit using rented vehicle
<b>Forms to Parents</b>	SG.1 , SG.2
<b>Forms to Submit</b>	SG.1, SG.2, SG.3, SG.4
<b>When to submit</b>	At least 14 days before the activity
<b>Participants</b>	All branches
<b>Notes</b>	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 the rental of vehicles. (see Insurance booklet

## Car/Van - Using GGC Member's own vehicle

<b>Level</b>	Yellow – Arranged by unit using personal vehicle
<b>Forms to Parents</b>	SG.1 , SG.2
<b>Forms to Submit</b>	SG.1, SG.2, SG.3, SG.4
<b>When to submit</b>	At least 14 days before the activity
<b>Participants</b>	All branches
<b>Notes</b>	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.

## Caving

<b>Level</b>	Red – adventure activity
<b>Forms to Parents</b>	SG.1 , SG.2, SG.5
<b>Forms to Submit</b>	SG.1, SG.2, SG.3, SG.4, SG.5 (SG.7 if required – see Notes )
<b>When to submit</b>	At least 21 days before the activity
<b>Participants</b>	Age is determined by the TPSP
<b>Notes</b>	Use the Third Party Service Provider Activity Guide – Activity Specific Procedures on page 73 to assess whether an SG.7 needs to be completed.

## Cycling – on cycle path or in community

<b>Level</b>	Green
<b>Forms to Parents</b>	Permission given on registration
<b>Forms to Submit</b>	None
<b>When to submit</b>	N/A
<b>Participants</b>	All branches
<b>Notes</b>	Bicycle helmets supplied by parents should be worn Notify parents and commissioner of activity SG.4 to be shared with all supervisors

## Cycling – Mountain biking

<b>Level</b>	Red – adventure activity
<b>Forms to Parents</b>	SG.1 , SG.2, SG.5
<b>Forms to Submit</b>	SG.1, SG.2, SG.3, SG.4, SG.5 (SG.7 if required – see Notes)
<b>When to submit</b>	At least 21 days before the activity
<b>Participants</b>	All branches at the discretion of the TPSP
<b>Notes</b>	Bicycle helmets provided by parent must be worn Use the Third Party Service Provider Activity Guide – Activity Specific Procedures on page 73 to assess whether an SG.7 needs to be completed.

## Dogsledding

<b>Level</b>	Yellow - TPSP
<b>Forms to Parents</b>	SG.1 , SG.2
<b>Forms to Submit</b>	SG.1, SG.2, SG.3, SG.4 (SG.7 if required – see Notes)
<b>When to submit</b>	At least 14 days before the activity
<b>Participants</b>	All branches
<b>Notes</b>	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 roasts – adults only cooking

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

## Family BBQ/Weiner roasts – girls cooking

<b>Level</b>	Yellow – girls cooking over fire
<b>Forms to Parents</b>	SG.1 , SG.2
<b>Forms to Submit</b>	SG.1, SG.2, SG.3, SG.4
<b>When to submit</b>	At least 14 days before the activity
<b>Participants</b>	All branches
<b>Notes</b>	All adults attending must be listed on SG.3 SG.2 and H.1 required for all minors

## Fencing

<b>Level</b>	Yellow – specialized equipment
<b>Forms to Parents</b>	SG.1 , SG.2
<b>Forms to Submit</b>	SG.1, SG.2, SG.3, SG.4 (SG.7 if required – see Notes)
<b>When to submit</b>	At least 14 days before the activity
<b>Participants</b>	All branches
<b>Notes</b>	Use the Third Party Service Provider Activity Guide – Activity Specific Procedures on page 73 to assess whether an SG.7 needs to be completed

## Hay Rides – using TPSP

<b>Level</b>	Green
<b>Forms to Parents</b>	Permission given on registration
<b>Forms to Submit</b>	None
<b>When to submit</b>	N/A
<b>Participants</b>	All branches
<b>Notes</b>	Notify parents and commissioner of activity SG.4 to be shared with all supervisors

## Hay Rides – at local farm etc.

<b>Level</b>	Yellow
<b>Forms to Parents</b>	SG.1 , SG.2
<b>Forms to Submit</b>	SG.1, SG.2, SG.3, SG.4
<b>When to submit</b>	At least 14 days before the activity
<b>Participants</b>	All branches
<b>Notes</b>	Ensure that the owner of the vehicle has adequate insurance and driver is licensed

## High Ropes Course – challenge course that requires harness & helmet

<b>Level</b>	Red – Adventure Activity
<b>Forms to Parents</b>	SG.1 , SG.2, SG.5
<b>Forms to Submit</b>	SG.1, SG.2, SG.3, SG.4, SG.5 (SG.7 if required – see Notes below – TPSP requires Cert. of insurance)
<b>When to submit</b>	At least 21 days before the activity
<b>Participants</b>	All branches at the discretion of the TPSP/facilitator
<b>Notes</b>	Use the Third Party Service Provider Activity Guide – Activity Specific Procedures on page 73 to assess whether an SG.7 needs to be completed.

## Horseback Riding

<b>Level</b>	Yellow – Conditional Activity
<b>Forms to Parents</b>	SG.1 , SG.2, SG.5
<b>Forms to Submit</b>	SG.1, SG.2, SG.3, SG.4, SG.5 SG.7
<b>When to submit</b>	At least 14 days before the activity
<b>Participants</b>	All branches at the discretion of the TPSP
<b>Notes</b>	Approved riding helmets must be worn as per Activity Guide page 64 Must take place at a commercial riding establishment A copy of \$2 Million Certificate of Insurance must be provided from the TPSP and kept on file at the unit (see conditional activities appendix B)

## Hot Springs – with lifeguard on duty

<b>Level</b>	Green
<b>Forms to Parents</b>	Permission given on registration
<b>Forms to Submit</b>	None
<b>When to submit</b>	N/A
<b>Participants</b>	All branches
<b>Notes</b>	Notify parents and commissioner SG.4 to be shared with all supervisors

### Hot Springs – with no lifeguard on duty – GGC Managed

<b>Level</b>	Yellow
<b>Forms to Parents</b>	SG.1 , SG.2
<b>Forms to Submit</b>	SG.1, SG.2, SG.3, SG.4, WA.1
<b>When to submit</b>	At least 14 days before the activity
<b>Participants</b>	All Branches
<b>Notes</b>	All participants need swim test in iMIS

### Hot Tub – at public pool

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

### Hot Tub – at private home or hotel

<b>Level</b>	Yellow
<b>Forms to Parents</b>	SG.1 , SG.2
<b>Forms to Submit</b>	SG.1, SG.2, SG.3, SG.4
<b>When to submit</b>	At least 14 days before the activity
<b>Participants</b>	Recommended for Guides up
<b>Notes</b>	Follow Guidelines on page 97

### Kayaking (near shore) – Using TPSP

<b>Level</b>	Yellow* Boating TPSP
<b>Forms to Parents</b>	SG.1 , SG.2
<b>Forms to Submit</b>	SG.1, SG.2, SG.3, SG.4, SG.5, SG.7
<b>When to submit</b>	At least <b>21 days</b> before the activity
<b>Participants</b>	All branches see ratio page 118
<b>Notes</b>	A copy of Certificate of Insurance must be provided from the TPSP and kept on file at the unit (see conditional activities appendix B) Forms must be submitted 21 days before the activity

### Kayaking (near shore) – GGC Led/Managed

<b>Level</b>	Yellow
<b>Forms to Parents</b>	SG.1 , SG.2
<b>Forms to Submit</b>	SG.1, SG.2, SG.3, SG.4, WA.1 – also qualifications of Activity Facilitator
<b>When to submit</b>	At least 14 days before the activity
<b>Participants</b>	All Branches see ratio page 118
<b>Notes</b>	All participants need boating swim test or swim test in iMIS

### Laser Tag

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

### Low Ropes – Challenge course not requiring harness and helmet

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

### Parade Floats

<b>Level</b>	Yellow
<b>Forms to Parents</b>	SG.1 , SG.2
<b>Forms to Submit</b>	SG.1, SG.2, SG.3, SG.4
<b>When to submit</b>	At least 14 days before the activity
<b>Participants</b>	All branches
<b>Notes</b>	Ensure that the owner of the vehicle has adequate insurance and driver is licensed

## Power Tools

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

## River Tubing

<b>Level</b>	Red
<b>Forms to Parents</b>	SG.1 , SG.2
<b>Forms to Submit</b>	SG.1, SG.2, SG.3, SG.4, WA.1
<b>When to submit</b>	At least 21 days before the activity
<b>Participants</b>	Pathfinders up
<b>Notes</b>	See Guidelines for Tubing on page 102

## Rock Climbing – Indoor

<b>Level</b>	Yellow – specialized equipment
<b>Forms to Parents</b>	SG.1 , SG.2
<b>Forms to Submit</b>	SG.1, SG.2, SG.3, SG.4, (SG.7 if required – see Notes below)
<b>When to submit</b>	At least 14 days before the activity
<b>Participants</b>	All branches at the discretion of the TPSP
<b>Notes</b>	Use the Third Party Service Provider Activity Guide – Activity Specific Procedures on page 73 to assess whether an SG.7 needs to be completed.

## Rock Climbing – Natural Rock Face

<b>Level</b>	Red - conditional and adventure activity
<b>Forms to Parents</b>	SG.1 , SG.2, SG.5
<b>Forms to Submit</b>	SG.1, SG.2, SG.3, SG.4, SG.5, SG.7
<b>When to submit</b>	At least 21days before the activity
<b>Participants</b>	Minimum age of participants is 10 years old at the time of the activity
<b>Notes</b>	See conditions on page 158 A copy of Certificate of Insurance must be provided from the TPSP and kept on file at the unit

## Scuba Diving – In a Pool

<b>Level</b>	Yellow – Conditional
<b>Forms to Parents</b>	SG.1 , SG.2, SG.5
<b>Forms to Submit</b>	SG.1, SG.2, SG.3, SG.4, SG.5, SG.7, WA.1
<b>When to submit</b>	At least 21days before the activity
<b>Participants</b>	Pathfinders up
<b>Notes</b>	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). Must be managed by TPSP Not permitted in open water

## Skiing – Cross Country

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

## Skiing – Downhill

<b>Level</b>	Yellow – conditional activity
<b>Forms to Parents</b>	SG.1 , SG.2, SG.5
<b>Forms to Submit</b>	SG.1, SG.2, SG.3, SG.4, SG.5 SG.7
<b>When to submit</b>	At least 14 days before the activity
<b>Participants</b>	All branches
<b>Notes</b>	Helmets recommended Must take place at reputable commercial ski hill. A copy of TPSP Certificate of Insurance must be provided from the TPSP and kept on file at the unit

## Sledding/Tobogganing

<b>Level</b>	Green
<b>Forms to Parents</b>	Permission given on registration
<b>Forms to Submit</b>	None
<b>When to submit</b>	N/A
<b>Participants</b>	All branches
<b>Notes</b>	Must go down the hill feet first See Activity Guide on page 69 for Best Practices SG.4 to be shared with all supervisors

## Sleepover – Community Hall, etc.

<b>Level</b>	Yellow
<b>Forms to Parents</b>	SG.1 , SG.2
<b>Forms to Submit</b>	SG.1, SG.2, SG.3, SG.4
<b>When to submit</b>	At least 14 days before the activity
<b>Participants</b>	All branches
<b>Notes</b>	No Home Contact needed if in community

## Sleepover – Mother/Daughter

<b>Level</b>	Yellow
<b>Forms to Parents</b>	SG.1 , SG.2
<b>Forms to Submit</b>	SG.1, SG.2, SG.3, SG.4
<b>When to submit</b>	At least 14 days before the activity
<b>Participants</b>	All branches
<b>Notes</b>	If there are a significant number of girls without an accompanying female adult, this is considered a regular sleepover where all supervisors must be in iMIS with a current PRC (Member or non-Member volunteer)

## Sleepover – Museum, Zoo, etc.

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

## Snow Shoeing

<b>Level</b>	Green
<b>Forms to Parents</b>	Permission given on registration
<b>Forms to Submit</b>	None
<b>When to submit</b>	N/A
<b>Participants</b>	All branches
<b>Notes</b>	Level may change depending on distance from EMS SG.4 to be shared with all supervisors

## Snow Tubing – at a facility that provides tubes

<b>Level</b>	Yellow – specialized equipment
<b>Forms to Parents</b>	SG.1 , SG.2
<b>Forms to Submit</b>	SG.1, SG.2, SG.3, SG.4
<b>When to submit</b>	At least 14 days before the activity
<b>Participants</b>	All branches
<b>Notes</b>	

## Snowboarding

<b>Level</b>	Yellow – conditional activity
<b>Forms to Parents</b>	SG.1 , SG.2, SG.5
<b>Forms to Submit</b>	SG.1, SG.2, SG.3, SG.4, SG.5, SG.7
<b>When to submit</b>	At least 14 days before the activity
<b>Participants</b>	All branches
<b>Notes</b>	Helmets recommended Must take place at reputable commercial ski hill. A copy of the TPSP Certificate of Insurance must be provided from the TPSP and kept on file at the unit



### Stand-Up Paddleboards – near shore with TPSP

<b>Level</b>	Yellow * Boating TPSP
<b>Forms to Parents</b>	SG.1 , SG.2, SG.5
<b>Forms to Submit</b>	SG.1, SG.2, SG.3, SG.4, SG.5, SG.7
<b>When to submit</b>	At least <b>21 days</b> before the activity
<b>Participants</b>	Guides and up
<b>Notes</b>	A copy of \$2 Million Certificate of Insurance must be provided from the TPSP and kept on file at the unit (see conditional activities appendix B) Forms must be submitted 21 days before the activity

### Stand-Up Paddleboards – near shore GGC managed

<b>Level</b>	Yellow
<b>Forms to Parents</b>	SG.1 , SG.2
<b>Forms to Submit</b>	SG.1, SG.2, SG.3, SG.4, WA.1 – also qualifications of Activity Facilitator
<b>When to submit</b>	At least 14 days before the activity
<b>Participants</b>	Guides and up
<b>Notes</b>	All participants need boating swim test or swim test in iMIS see requirements for activity facilitators and maximum number of participants on water at one time

### Trampoline

<b>Level</b>	Yellow – gymnastic equipment – specialized equipment
<b>Forms to Parents</b>	SG.1 , SG.2
<b>Forms to Submit</b>	SG.1, SG.2, SG.3, SG.4 (SG.7 if required – see Notes below)
<b>When to submit</b>	At least 14 days before the activity
<b>Participants</b>	All branches
<b>Notes</b>	Use the Third Party Service Provider Activity Guide – Activity Specific Procedures on page 73 to assess whether an SG.7 needs to be completed.

### Voyageur Canoes – TPSP

<b>Level</b>	Yellow* TPSP Boating
<b>Forms to Parents</b>	SG.1 , SG.2, SG.5
<b>Forms to Submit</b>	SG.1, SG.2, SG.3, SG.4, SG.5, SG.7
<b>When to submit</b>	At least <b>21 days</b> before the activity
<b>Participants</b>	All Branches – see page 113 for supervision ratios
<b>Notes</b>	A copy of Certificate of Insurance must be provided from the TPSP and kept on file at the unit (see conditional activities appendix B) Forms must be submitted 21 days before the activity

### Walk/Hike from meeting place

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

### White-Water Rafting – TPSP

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

### Zip Line – land based: requiring helmets and harness

<b>Level</b>	Red – Adventure Activity
<b>Forms to Parents</b>	SG.1 , SG.2, SG.5
<b>Forms to Submit</b>	SG.1, SG.2, SG.3, SG.4, SG.5 (SG.7 if required – see Notes below– TPSP requires Cert. of insurance)
<b>When to submit</b>	At least 21days before the activity
<b>Participants</b>	All branches at the discretion of the TPSP/facilitator
<b>Notes</b>	Use the Third Party Service Provider Activity Guide – Activity Specific Procedures on page 73 to assess whether an SG.7 needs to be completed.