

Section Four

Activity Guides

Introduction

Activity Guides are available for:

- Accommodations
- Activities in the Community
- Activities in the Outdoors
- Camping: Residential
- Camping: Tenting in an Established Campsite
- Cookie Sales
- Horseback Riding
- Ice Skating
- Sledding/Tobogganing
- Sleepover
- Third Party Service Provider (TPSP)
- Travel in Canada - 72 Hours or More

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. 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.

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 five 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 Planner.
- Determine the activity planning level based on the Activity Planning Chart on page 16. Travel that includes accommodation will be a Yellow or a Red level or International Travel activity 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 Activity Planner, follow the appropriate procedures for parent/guardian permission and GGC notification or authorization.
- Review additional related Planners and Activity Specific Guides for activities that will be included in this excursion (i.e. swimming, 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 Planner. Take special note of procedures regarding non-member PRC requirements, males 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.
- Each girl has her own bed. However, girls may share a bed if they know each other and are in agreement 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 3 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 Planner 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.

Participant instruction

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)
- 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
 - 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

Pre-activity Planning

- Review General Planning for Activities.
- Determine the activity planning level based on the Activity Planning Chart on page 16. 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.
- 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 16. 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 1km 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.

- Determine whether a familiarization trip is necessary for the supervisors in order 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 in order 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 campstove, 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!

Camping: Residential

(For groups camping in residential facilities, i.e. cabins)

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 16. A residential 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 Planners and Activity Specific 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, 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, Brownies 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 five 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.
- 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 a girl is in the sleeping quarters.
- For Sparks and Brownies, 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 for Members.

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

Residential 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!

Camping: Tenting in an Established Campsite (Potable water, toilets/latrines and tent sites provided)

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 five 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 16. 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 Planners and Activity Specific 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, males at camp, 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 a girl is at the site or in a tent.
- Direct supervision is provided for fire, stove and refueling related tasks.
- For Sparks and Brownies, 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
- 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 instruction

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)
- Night time 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, neighbourhood, malls and other public spaces)

Activity Specific Procedures

- Guiders must manage all public sales (i.e. in a mall or door-to-door sales)
- Sparks and Brownies 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
 - Other hazards associated with activity and environment/facility
- When planning neighborhood cookie sales events, male relatives may participate as long as the following guidelines are followed:
 - The activity is under the overall supervision of a fully screened Responsible Guider
 - The required ratios of adult females 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 16. 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 road ways
 - 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:

- GGC website

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 of 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 (CSA 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 16, 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 considered a Yellow level activity (although it could be Red depending on location, 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.
- 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 Girl Guides of Canada 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 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 practise 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 16. 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 instruction

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

Activity Specific Procedures

- All sliding (on a sled, toboggan 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 16. Snow sliding 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 manner in which 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

Snow Sliding Planning Checklist

- Girls want to go sliding!
- Local sliding 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 sliding 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 sliding
- 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 16. 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

Supervision

- Review ratio and supervision as per General Planning for Activities. Note procedures regarding non-member PRC requirement, no alcohol consumption and no smoking in front of girls.
- Determine who will be the first aider.
- When sleepovers are in a home where no adult Member lives, all adults present in the home during the sleepover are required to have a PRC.
- If in a private home, girls should not be left alone one-on-one with any household non-member.
- 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
- 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 Brownies, 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 third party service provider:

- 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 third party service providers 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 third party service provider 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.

Activity Specific Procedures

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

Step One:

1. Is the activity boating, horseback riding, rock climbing on a natural rock face, scuba diving, waterskiing or whitewater rafting?

If *yes*, go to steps three and four. If *no*, continue with step 2.

Step Two:

1. Is the TPSP a public sector institution (for example a museum), a private sector business or a professional who is governed by a provincial or national association responsible for overseeing the operating standards or the activity? Examples would include a charter bus company, an outfitter that is part of a provincial or national canoeing and kayaking association, a member of the ski instructors' association, Alpine Club of Canada, a reputable member of the whitewater rafting industry, etc.?
2. Does the TPSP regularly provide this service to groups or the general public?
3. Does the TPSP regularly deal with children in this activity?

For **Green level** activities, if the answer is YES to these three questions go ahead with your planning as for any Green level activity. If the answer is NO to one of those questions, complete steps 3 and 4. Keep the TPSP Interview Checklist form (SG.7) with Unit files for that activity.

For **Yellow and Red level** activities, if the answer is YES to these three questions you can assume that the TPSP has the expertise to run your activity. Skip steps 3 and 4 and continue below, starting with the section Planning With Your TPSP. If at any time doubt arises as to the competency or credibility of the TPSP, proceed to Step 3. If the answer is NO to any of the above questions, proceed to Step 3 and 4 for further information to examine the expertise of the TPSP and obtain proof of their expertise.

Step Three: Contact the responsible individual or manager of the TPSP and ask the questions on the TPSP Interview Checklist form (SG.7).

Step Four: Total the number of Yes and No answers from the TPSP Interview Checklist (SG.7).

IF the number of Yes responses is **less than 8**:

- You need to approach another service provider to manage the activity; *OR*
- You need to omit this activity from your Unit plan; *OR*
- You need to modify the activity to lessen the reliance on the TPSP.

IF the number of Yes responses is **8 or greater**:

1. Proceed with activity planning with the TPSP with the use of this Activity Guide. If at any time doubt arises as to the competency or credibility of the TPSP, you are encouraged to postpone or cancel the activity until more suitable arrangements can be made.
2. If you are boating, horseback riding, rock climbing on a natural rock face, scuba diving, waterskiing or whitewater rafting, follow the additional conditions in Appendix B, required by the GGC General Liability insurance policy.

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 Guider. 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.
- See relevant Activity Guides. Note the helmet requirement for Horseback Riding.
- Girls must be Pathfinder age and older to participate in scuba diving
- There are age restrictions for some boating activities. See Management and Supervision of Specific Boating Activities.
- For all boating activities, all participants must wear a PFD.

Planning With Your TPSP

Supervision

- Guiders must follow Supervision requirements in General Planning.
- TPSP personnel are not included in supervision ratios.
- For Yellow and Red level activities, supervision ratios are amended as below:

	Min. # of female adults	Ratio
Sparks	2	1:5
Brownies	2	1:5
Guides	2	1:7
Pathfinders	1	1:7
Rangers	1	1:15

- For boating the supervision ratios are amended as follows and are in addition to the TPSP:

	Activities within sight of the launch and not more than 100 meters from the shore or in a pool		Activities out of sight of the launch and beyond 100 meters from the shore		Tripping	
	Min. # of female adults	Ratio	Min. # of female adults	Ratio	Min. # of female adults	Ratio
Sparks and Brownies	2	1:5	2	1:3	Not permitted	
Guides	2	1:7	2	1.5	Not permitted	
Pathfinders	1	1:7	1	1:5	2	1:5
Rangers	1	1:10	1	1:5	2	1:5

Pre-activity Planning

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

- Supervision procedures including not allowing non-members alone with girls. 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 in General Planning.
- 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.

GGC Notification or Authorization for Yellow and Red level activities

- At least 14 days before a Yellow level activity and 21 days before a Red level activity, the Responsible Guider must submit the Activity Notification or Authorization (SG.3) to a Yellow or Red level Activity Assessor. In addition, the Responsible Guider must include 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.
- The following forms have been completed and provided to parents/guardians. They are also available to the Assessor upon request:
 - Activity Plan (SG.1)
 - Parent/Guardian Permission (SG.2)
 - Emergency Response Plan (SG.4) for any activities not in the care of the TPSP
 - Waiver (SG.5) if adventure or a conditional activity

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 third party service provider 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, consult with other Activity Guides or Planners relevant to the activities you will be doing on your trip, for example, Accommodations, Camping, or Water Activities.

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.
- 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 Girl Guides of Canada.
- Only girls Guide age or older can participate in Travel touring in Canada 72 hours or more.
- If fundraising, the trip must be approved using Travel Preauthorization form (SG.8) prior to beginning fundraising. Review Fund Development policy and Fundraising Procedures and Guidelines 01-19-01 (found on Member Zone).

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.
- 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.).
- If, during the planning a participant asks to leave the group before the end of the trip (for example, to visit family), the Responsible Guider must direct her to submit a written request to the Provincial Safe Guide Assessor. The request will be reviewed and the participant contacted (with a copy to the Responsible Guider) to confirm the decision.

GGC Authorization

At least 30 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, serious food and all other allergies of all participants to ensure that they can be safely managed with the available resources during the trip.
- Responsible Guider verifies that all participants carry details of their medical insurance at all times.

- 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. Girl Guides of Canada 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 placed in a sealed envelope along with their Personal Health Form (H.1) and opened only in case of emergency.
- It is advisable that participants carry extra contact lens and/or glasses in case of loss and a copy of their prescription.
- 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
- Night time 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 Touring 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 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.

Planning timeline

Date	Who	What
At least one year before trip (if fundraising, before starting fundraising.)	Responsible Guider and girls	Gather information, develop basic plan including: <ul style="list-style-type: none"> ▪ Timeline for plans ▪ Proposed itinerary If fundraising, submit the Travel Preauthorization form (SG.8) through your provincial process. When approved, complete the Application for Fundraising Approval (FR.1) and attach the SG.8 form and submit as per instructions on the FR.1. Hold parent/guardian meeting to discuss options for itinerary, fundraising etc.
6 months before trip	Responsible Guider and Parent/Guardian	Hold parent/guardian meeting to discuss details. Parent/guardians have signed Parent/Guardian Permission (SG.2) and if relevant Release, Waiver and Assumption of Risk (SG.5) and TPSP waivers.
30 days before trip	Responsible Guider, other Guiders and alternate Guiders Safe Guide Assessor	Submit the Activity Notification or Authorization (SG.3) to Safe Guide Assessor along with: <ul style="list-style-type: none"> ▪ Detailed itinerary ▪ Emergency Response Plan (SG. 4), ▪ Detailed budget ▪ Contact information for the local home contact person, ▪ If relevant, attach <ul style="list-style-type: none"> ○ Water Activity Plan (WA.1) and ○ Adventure Activity Trip Plan (SG.6) ○ TPSP Interview Checklist (SG.7) Assessor reviews Activity Notification or Authorization (SG.3) to ensure it is complete and signs approval

2 weeks prior to departure	Responsible Guider	<p>Provide the following information and details to all parent(s)/guardian(s):</p> <ul style="list-style-type: none"> ▪ Final itineraries that include the address 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.
Within 30 days of return home		<p>If required by your province, financial statement that report expenses and income including fundraising, donations, subsidies etc.</p> <ul style="list-style-type: none"> ▪ Trip report (covering highlights, what was learned, recommendations on the itinerary, tips for other travelers, etc.). ▪ Girls provide trip evaluations