

Water Activities

All activities involving water (e.g. swimming, boating, canoeing, kayaking, scuba, etc.) must comply with the procedures for water activities as described in this section.

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

- Parent/Guardian Notification and Permission
- Orientation and Planning With Participants
- Health and First Aid
- Safety and Emergency Response
- Incident Reporting
- Activity Planning

The Water Activities Planner is divided into three parts:

Section One - Planning and Facilitating Water Activities

The purpose of this section is to lay out the general planning requirements for conducting water activities. No matter what type of water-related activity you're planning, you must read this section.

Section Two – Swimming Rules

Swimming involves any activity where the participants are not wearing a Personal Flotation Device (PFD). This section applies for regular swimming activities (going to a beach or municipal pool, having a swimming party in a backyard pool, taking a dip to cool off on a backpacking trip, etc.).

Section Three – Boating Rules

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

Key Terms

Activity Facilitator: An individual who is responsible for leading, instructing, or running an activity. This includes instructors, resource persons, guides, adult Members or non-members acting in this capacity. They can take on the roles of Trip Lead or Trip Assist. The Responsible Guider is responsible for the overall care and safety of participants during the activity. (See also Third Party Service Provider.)

Here are some examples:

- A Guider who has recognized external certifications in canoeing who volunteers to come to your weekend camp to teach the girls canoeing
- Someone (volunteer or paid) who has expertise in the use of specialized equipment

Aquatic director: An individual responsible for the supervision of aquatic personnel and activities at a pool.

Aquatic personnel: Individuals who have current (not expired) certification to provide supervision and/or instruction for water activities as outlined in the Swimming Rules.

Boat:	Any small vessel or watercraft 20 meters in length or less including canoes, kayaks, rowboats, paddleboats, powerboats, sailboats and sailboards, and self-propelled boats, excluding commercial boats used for public transportation and tour boats.
Boating activity:	Any water activity that involves a personal watercraft (e.g. jetski) or boat (e.g. canoe, kayak, sailboat, cruise/touring boat, dragon boat, power boat, etc.).
Canoe, kayak, sail tripping:	Adventure camping where groups travel by canoe, kayak or sailboat or a period of time that includes at least one overnight.
GGC supervised pools:	When a pool does not provide supervision by a lifeguard, GGC must provide this supervision. Examples of these include backyard and hotel/motel pools.
Lifeguard or lifesaver:	Personnel trained to provide aquatic safety supervision for swimming. See Swimming Rules for more information.
Moving water:	<p>Water that has a current that may require specific paddling skills to navigate.</p> <p>Moving water and rapids on rivers are rated according to an internationally recognized scale, based on the difficulty or skill required in navigation. Any moving water less than Class I is considered a swift and has a clear channel with no obstacles (rocks, logs) and is usually safe to paddle.</p> <p>Tidal currents that require specific knowledge and skills to navigate are also considered moving water.</p> <p>Whitewater is water that includes rapids with waves that require specialized skills for maneuvering.</p>
National Lifeguard Service (NLS):	A certification award offered by the Lifesaving Society of Canada. See Swimming Rules for more information.
Non-swimmer:	Person who has not passed the swim test as outlined in the Swimming Rules.
Personal Floatation Device (PFD):	A Canadian approved floatation device used by an individual to provide buoyancy in water activities. Check the label for Canadian Coast Guard, Fisheries and Oceans Canada or Transport Canada approval. Lifesaving cushions are not acceptable PFDs.
Safe Boating Guide:	Booklet provided by Transport Canada with the current mandatory requirements for small watercraft (e.g. canoes, kayaks, rowboats, sailboats, etc.) safety, equipment and PFD use in Canada. The information is listed on the Office of Boating Safety website

Sailing authority:	An individual who is highly experienced in sailing and an accepted source of expert information or advice (e.g. experienced sailors of a yacht club, provincial sailing association, marina owner/operator, etc.).
Spinal board:	A long, narrow board that can fit onto an ambulance stretcher and has suitable strapping to immobilize the entire body and head. It has handgrips to allow efficient carrying of the patient.
Supervisor	A female who takes responsibility for children on behalf of Girl Guides of Canada. The procedures under Supervision in Section Two – General Planning for Activities outline who can be considered as a supervisor based on the situation.
Swimmer:	An individual who has successfully completed the GGC swim test (or equivalent).
Third Party Service Provider (TPSP)	<p>A third party service provider (TPSP) is an external business or organization to whom GGC entrusts the care and management of GGC participants for the duration of an activity or event which requires skill and experience beyond that of a Guider. A TPSP will provide personnel (guides or instructors) and safety response planning. When specialized equipment is necessary, a TPSP will also provide equipment. Some examples of a third party service provider:</p> <ul style="list-style-type: none"> ▪ Rafting company ▪ Canoe/kayak guiding (outfitter) business <p>While GGC always maintains its duty of care over its Members, when 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 a standard of care that you, GGC and the parents expect.</p> <p>Use the Third Party Service Provider Activity Guide.</p>
T-rescue:	A rescue technique used to right a capsized boat (usually a canoe or kayak) whereby the capsized boat is placed in a “T” position to the rescue boat. Often referred to as a canoe-over-canoe rescue.
Trip Lead:	An activity facilitator who has the primary responsibility for the planning, management and leadership of an adventure trip.
Trip Assist:	An activity facilitator who plays a supporting role in planning, managing and leading an adventure trip.
Watcher:	An adult who assists aquatic personnel by supervising swimmers

from the pool deck or the shore at a waterfront as outlined in the Swimming Rules.

Water Activity Assessor: GGC appointed individual trained to assess water activities for proactive planning to minimize risks and ensure overall compliance with Safe Guide. This assessment is done through a review of submitted documentation and follow up with the Responsible Guider to seek clarification as necessary.

Waterfront: A section of land within a town, camp or park fronting or abutting on a body of water.

Established waterfront: Any body of water that is staffed by aquatic personnel, follows appropriate provincial/territorial regulations and has lifesaving equipment readily available. An established waterfront may have an area marked off that is designated for swimming, wading, and/or instructional boating (e.g. waterfronts at GGC established camps and properties, provincial parks, conservation areas, municipal beaches).

Non-established waterfront: Any body of water used for swimming or boating that does not have lifesaving equipment readily available nor aquatic personnel. GGC must arrange for aquatic personnel.

Waterfront activity: An activity within a roped off area or clearly defined area either on land abutting water access or in water abutting a beach or waterfront with aquatic personnel. It does not include open water or a situation where a person can find oneself in deep or fast moving water.

Waterfront director: An individual who is responsible for the supervision of aquatic personnel and activities at a waterfront as outlined in the Swimming Rules.

Section One - Planning and Facilitating Water Activities

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

Pre-planning and Water Activity Levels

The Responsible Guider must assess all activities using the following checklist:

Water Activity Planning	Activity Level		
	Green	Yellow	Red
Water Activities:			
Use of a Third Service Provider for water activities	Refer to the Third Party Service Provider Activity Guide		
Swimming/boating in a public pool or water front (beach) where the facility provides aquatic supervision	X		
Commercial water-based transportation (car/passenger ferries)	X		
Paddleboats or water rides at a recreational amusement park that provides supervision	X		
Swimming where GGC is responsible for providing aquatic personnel at pools (for example, backyard and hotel pools) and waterfronts (for example, a beach at a private cottage or cabin)		X	
Scuba diving in a pool (Note: not permitted in open water)		X	
Non-motorized boating within 100 m of shore and within sight of launch area (canoeing, kayaking, rowboats, paddleboats, paddle boarding etc.)		X	
Open water kayaking or canoeing further than 100 m from shore and/or out of sight of launch area			X
Adventure water activities: moving water kayaking or canoeing, sailing or sail boarding/windsurfing, surfing, canoe or kayak tripping, waterskiing.			X
Establishing a GGC operated pool or waterfront			X
Whitewater rafting	Refer to the Third Party Service Provider Activity Guide		

Responsible Guider: Duties and Qualifications

The Responsible Guider must confirm the qualifications of aquatic personnel and facilitators/instructors who are responsible for leading boating and other water activities.

The Responsible Guider must confirm that the participants' competency (e.g. swimming ability, and/or skill in steering a canoe, boating rescues, etc.) has been evaluated and documented by the aquatic personnel and/or the Activity Facilitator/instructor prior to the activity.

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

Permission and GGC Notification/Authorization for Yellow and Red Levels

Refer to the General Procedures for Parent/Guardian Notification and Permission.

Using a Third Party Service Provider (TPSP)

When boating using a third party service provider, follow the procedures in the Third Party Service Provider (TPSP) Activity Guide instead of these procedures. The process for GGC notification/authorization is included in this activity guide. See Key Terms for TPSP definition.

NOTE: There are age restrictions for scuba diving and boating. Check under specific headings for details.

Yellow Level

When GGC is providing lifeguards for swimming or Activity Facilitators for boating, the Responsible Guider must complete the Water Activity Plan (WA.1) form in addition to the Activity Notification or Authorization (SG.3) and attach:

- For swimming, a copy of the lifeguard's qualifications
- For boating, the experience or qualifications as listed under the each type of boating

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

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

These forms and the Emergency Response Plan (SG.4) are also available to the assessors upon request.

These activities are reviewed by a Water Activities Assessor.

Red Level Water Activities

The Responsible Guider must complete the Water Activity Plan (WA.1) form and the Activity Notification or Authorization (SG.3). In addition, the following forms and information must be attached:

- Activity Plan (SG.1) and any additional information as provided to parent/guardians
- Emergency Response Plan (SG.4)
- A Release of Liability, Waiver of Claims, Assumption of Risk and Indemnity Agreement (SG.5) as prepared for participants. This document must be provided by all participants (adult and girl)
- If canoe or kayak tripping, the Adventure Activity Trip Plan (SG.6) and a detailed itinerary

These activities are reviewed by a Water Activities Assessor.

Supervision Ratios for Water Activities

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

NOTES:

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

Activity Facilitators for boating who also meet the criteria for being a supervisor may have a dual role of supervisor and Activity Facilitator. Please see requirements in Boating Rules section.

Supervision Ratios for Water Activities						
	Green		Yellow		Red	
	Min. # of female adults	Ratio	Min. # of female adults	Ratio	Min. # of female adults	Ratio
Sparks	2	1:8	2	1:5	2	1:3
Brownies	2	1:8	2	1:5	2	1:3
Guides	2	1:15	2	1:7	2	1:7
Pathfinders	1	1:15	1	1:7	2	1:7
Rangers	1	1:15	1	1:10	2	1:7

Safety and Emergency Planning and Response

Aquatic personnel and other supervisors must not allow participants (adult and/or girl) to enter the water (for swimming or boating) without supervision, in the dark or during inclement weather.

See the section in General Planning on Safety and Emergency Response.

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

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

For Yellow and Red Level Water Activities:

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

The Responsible Guider must specify in their ERP a time criteria for implementation of a search if a group is overdue or a member is missing.

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

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

NOTE: See First Aid in General Planning for first aider requirements

When GGC is facilitating boating out of sight of the launch or beyond 100 meters from the shore or tripping, an Adventure Activity Trip Plan (SG. 6) must be left with a Home Contact Person. This plan includes a list of participants, a detailed itinerary and schedule of activities and/or route description as provided to parents(s)/guardian(s).

The radio and marine forecast must be checked just prior (within one hour) to the boating activity. Never go boating if a small craft warning has been issued.

Aquatic and/or boating personnel must monitor the weather and clear the pool or waterfront immediately if thunder is heard and/or lightning seen. This means no swimming and no boating during these conditions.

Aquatic and/or boating personnel must wait 30 minutes after the last thunder rumble/boom or lightning flash before resuming water activities.

Section Two - Swimming Rules

The following water based activities are considered Green level activities and the Swimming Rules do not apply:

- Swimming in an aquatic facility (for example, a municipal swimming pool or beach) that provides aquatic personnel
- Standing or exploring in shallow water where the water level is below mid-calf on all participants and the water is calm (e.g. slow moving river, creek, wading pool, etc.)

Swimming/Water Play while using PFDs

GGC adult Members can supervise swimming and playing in calm water (e.g. pool, low wave action, slow moving river current or tidal action, but not in rapids or waterfront with large wave action or ocean front with strong tidal currents or undertows) as long as each participant (adult and girl) is wearing a properly fitted PFD. Guiders must follow the supervision ratios for water activities in Section One – Planning and Facilitating Water Activities. If one or more participant(s) is/are not using a PFD then the swim test and swimming supervision requirements apply.

The Responsible Guider must set clear boundaries and review them with participants. Supervision must include a system for watching girls while they are in the water.

Swim Tests

Anyone (girl and adult), who wants to swim without a personal floatation device (PFD) must successfully complete the swim test. This includes non-members.

Swim tests are valid for five years from the date of testing.

If a participant does not successfully complete the swim test, they are considered a non-swimmer and the Aquatic Personnel must ensure that she does not go in water more than mid-calf-deep without a PFD. Non-swimmer children five years of age and under must be directly supervised by adults in a ratio of 1:2. Non-swimmer children six years of age up to Guide age must be directly supervised in the water by adults in a ratio of 1:8. The Responsible Guider or Aquatic supervisor must implement a system that allows for the easy identification of which participants have passed the swim test and which ones have not.

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

To successfully complete the test the swimmer must:

- Swim 50 meters
- Tread water for one minute

The swim test standards are as follows:

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

Additional Notes:

- All swim test standards are adaptable on the basis of physical limitations. Please contact safeguide@girlguides.ca for more information.
- Swim test results should be recorded and entered into iMIS.
- Aquatic personnel administer the test. The Responsible Guider must ensure that they are familiar with the testing requirements.
- Participants who can show proof of completion of Red Cross Swim Kids 5, Lifesaving Society Swimmer 4 or the equivalent in the last 5 years may be exempt from the swim test

Swimming Supervision Requirements

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

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

Watchers assist aquatic personnel by supervising swimmers from the pool deck or the shore at a waterfront when Girl Guides of Canada is providing aquatic supervision. Watchers do not swim while performing their duties.

GGC SUPERVISED POOLS – including backyard and hotel pools

NOTES:

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

It is recommended that the home owner check their insurance to ensure they have adequate coverage for groups.

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

ESTABLISHED WATERFRONTS

when GGC is providing its own aquatic personnel

NOTE: Aquatic personnel **are not counted** in supervision ratios with the exception of watchers. Watchers may be counted in the supervision ratios.

# Swimmers	Watchers	Lifesavers	Lifeguards	Waterfront Director
1-15	1		1	
16-25	2	1	1	
26-50	2		1	1
For each additional 25 swimmers, add	1		1	

NON-ESTABLISHED WATERFRONTS

when GGC is providing its own aquatic personnel

NOTE: All aquatic personnel **may be counted** in supervision ratios as outlined above, if they are the provincial/territorial age of majority.

# Swimmers	Watchers	Lifesavers	Lifeguards	Waterfront Director
1-10	1		1	
11-25	2	1	1	
25 + swimmers	The required waterfront /aquatic personnel must be established according to the <i>Lifesaving Society Waterfront Standards</i> and/or provincial/territorial legislation. Contact your province about setting up a waterfront.			

When backpacking or canoe or kayak tripping at a non-established waterfront with low wave action or a slow moving river current or with slow tidal action a maximum of 10 swimmers, girls Pathfinder age and older can be supervised by a lifesaver and a watcher.

A reaching assist such as a pole or throw bag must be available.

Swimming is not permitted:

- In rapids
- When there is large wave action
- At an ocean front with strong tidal currents or undertows

NOTE: See above Swimming/Water Play while using PFDs for details on swimming supervision when wearing PFDs.

Aquatic Personnel Qualifications

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

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

Position	Qualifications	Role
<p>Aquatic (Pool) Director</p> <p>Required when GGC provides personnel for 26 or more participants when GGC is providing supervision.</p> <p>E.g. GGC rents a pool to use for activities where the facility does not provide aquatic personnel</p> <p>OR</p> <p>a backyard pool party for 26 or more participants</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Be the provincial/territorial age of majority <input type="checkbox"/> Hold a current NLS (Pool) Award or higher or Red Cross Lifeguard program if recognized in provincial/territorial lifeguard legislation. <input type="checkbox"/> Resume and reference letter(s) documenting at least one year (or 375 hours) of employment experience as aquatic personnel <input type="checkbox"/> Must demonstrate a knowledge and understanding of Safe Guide procedures for Water Activities <input type="checkbox"/> Current Standard First Aid and CPR <input type="checkbox"/> If teaching swimming, holds swimming instructor qualifications from a nationally recognized program such as the Red Cross, Lifesaving Society, YWCA or equivalent 	<ol style="list-style-type: none"> 1. The supervision of all aquatic personnel and activities (equipment, first aid, emergency procedures, reporting, etc.) for the pool facility. 2. Defining the roles and responsibilities of all aquatic personnel including lifeguards, lifesavers and watchers. 3. Ensuring the facility equipment and management conforms to the Lifesaving Society Pool Guidelines or municipal and/or provincial/territorial regulations, whichever is higher. 4. Ensuring the emergency response plan is effective and the general safety of all pool activities.

Lifeguards	<ul style="list-style-type: none"> <input type="checkbox"/> Be at least 16 years of age or provincial/territorial minimum age standard. <input type="checkbox"/> Hold a current NLS Award or Red Cross Lifeguard program if recognized in provincial/territorial lifeguard legislation. ➤ A specialty specific to the type of water being guarded is preferred. Another specialty and experience relevant to the type of water being guarded may be considered at the discretion of the water activity assessor. ➤ Current Standard First Aid is an asset <input type="checkbox"/> Must demonstrate a knowledge and understanding of Safe Guide procedures for water activities 	<ol style="list-style-type: none"> 1. Supervision of all participants in the pool or waterfront. 2. Prevention of emergency situations, and where this fails, the timely and effective resolution of emergencies. 3. Must rotate positions every 15 minutes (where applicable) and not be on duty for more than 60 minutes without a break.
Lifesavers	<ul style="list-style-type: none"> <input type="checkbox"/> Be at least 16 years of age. <input type="checkbox"/> Hold a current Bronze Cross Award from the Lifesaving Society of Canada <input type="checkbox"/> Must demonstrate a knowledge and understanding of the Guide procedures for water activities ➤ Current Emergency First Aid is an asset 	<ol style="list-style-type: none"> 1. Assist Lifeguards in aquatic supervision.

Supervisory Assistants	Qualifications	Role
Watchers	<ul style="list-style-type: none"> <input type="checkbox"/> Must be the provincial/territorial age of majority <input type="checkbox"/> Must be comfortable in and around the water <p><u>NOTE:</u> Watchers are not considered aquatic personnel, but assist in the supervision of swimmers.</p>	<ol style="list-style-type: none"> 1. Watching swimmers from the shore, beach or pool deck (do not swim). 2. Assisting aquatic personnel in managing an incident as directed. 3. General supervision of the location and behaviour of swimmers who are not in the water (watchers must not be in a pool viewing area or occupied doing anything else). 4. Providing general assistance as directed by aquatic personnel.

Equipment for Pools and Waterfronts

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

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

Scuba Diving in Pools

The Responsible Guider must confirm that scuba diving instruction in a pool is facilitated by a certified scuba instructor with proof of qualifications from the National Association of Underwater Instructors, Canada, or its equivalent. See Conditional Activities in the Appendix B.

All participants must be Pathfinder-age or older and have successfully completed the swim test.

Scuba diving in open water is not permitted.

NOTE: Aquatic personnel are not required in addition to the scuba instructor.

Section Three - Boating Rules

The Responsible Guider must ensure that the appropriate Activity Facilitators are present at all times.

Swimming rules also apply to boating activities when participants go swimming without PFDs (e.g. taking a dip to cool off). If participants will be wearing a PFD, please see swimming rules for more information.

Personal Floatation Devices (PFDs)

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

General Planning

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

The Responsible Guider must ensure that:

- She has the required number of Guiders and other supervisors, including activity facilitators
- All Activity Facilitators are of provincial/territorial age of majority
- There is an appropriate ratio of Activity Facilitators or Guiders/supervisors with documented training/experience to the number of participants as outlined in the chart in Management and Supervision of Boating Activities.

Boating Test for Girl Participants:

Wearing a properly fitted PFD, participants must:

- Swim 25 m
- Demonstrate the HELP position for one minute
- Tread water for one minute

Boating Test for Adults:

Wearing a properly fitted PFD, participants must:

- Swim 75 m
- Demonstrate the HELP position for one minute
- Tread water for one minute

The Activity Facilitator, aquatic personnel or a registered Member familiar with the type of boating can run the boating test. The Responsible Guider should ensure the testers are familiar with the testing requirements.

NOTE: Girls or adults who have completed the swim test do not need to do the boating test if the activity takes place in sight of the launching area and not more than 100 meters from shore. Instructions on what to do if a boat capsizes must be given prior to starting the activity. Boating test results should be recorded and entered into iMIS.

Equipment Required for Boats

The Responsible Guider must confirm that the appropriate equipment is available in each boat.

Equipment in all boats must comply with the regulations outlined in the [Safe Boating Guide](#) available from Transport Canada.

These requirements vary based on the type of boat (canoes, kayaks, un-powered, powered etc.) and length.

Canoes, kayaks, rowboats and sailboats etc. require:

- One Canadian-approved personal flotation device (PFD) of appropriate size for each person on board
- One buoyant heaving line of not less than 15 m in length
- One manual propelling device (i.e. paddle) per boat OR an anchor with not less than 15 m of cable, rope or chain in any combination
- A sound-signaling device or a sound-signaling appliance
- Navigation lights that meet the applicable standards set out in the Collision Regulations if the boat is operated after sunset and before sunrise or in periods of restricted visibility
- One hand-held bailer or manual pump fitted with sufficient hose to pump water over the side; Bailers must be secured to the boat to avoid drifting away in the event of a capsized boat

In addition to the above, power boats or those with a fuel burning cooking, heating or refrigerating appliance also require:

- One Class 5BC fire extinguisher
- It is recommended that there be one extra PFD and paddle with the group, as appropriate

Third Party Service Providers (TPSP) and Boating

Use the Third Party Service Provider Activity Guide. In addition to those procedures, the TPSP 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. See Conditional Activities in Appendix B.

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

Management and Supervision of Specific Boating Activities

Activity Facilitators must have specific training, experience and/or qualifications as a minimum standard for those facilitating Guiding water activities. When the Activity Facilitator must have a specific certification level/qualification, as an option they can provide documentation that confirms their training and experience as well as a reference letter. The documentation must include:

- a) training completed, including dates, time frames and topics covered; and
- b) practical experience including dates, type of activity and supervisory role; and
- c) a written reference from someone who has firsthand knowledge of them and who can make informed statement(s) about their proficiency specific to the activity

Supervision Ratios for Boating

Branch	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 or beyond 100 meters from the shore	Tripping
	At least one Activity Facilitator included as an adult supervisor	A minimum of two Activity Facilitators included as adult supervisors.	A minimum of two Activity Facilitators included as adult supervisors
Sparks and Brownies	1:5	1:3	Not permitted
Guides	1:7	1:5	Not permitted
Pathfinders	1:7	1:5	1:5
Rangers	1:10	1:5	1:5

The procedures below set out the details of the minimum training, experience and qualifications for participants and Activity Facilitators for specific boating activities.

The Responsible Guider and/or the boating Activity Facilitator is responsible for ensuring that the number of persons in each boat **is appropriate** to the type and size of boat being used.

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

Row Boats and Paddleboats

An Activity Facilitator must participate in a boat on the water to provide instruction to participants and assistance if needed.

A supervisor must remain on land and be within visual contact to provide assistance as needed.

All boaters (girls and adults) have successfully completed the Boating Test.

The activity must take place in sight of the launching place and not more than 100 meters from shore.

Canoes

The Responsible Guider must verify that each Activity Facilitator has experience specific to the type of canoe and water in which the activity is taking place and one of the following:

- Paddle Canada (formerly CRCA) Flatwater Level C; *or*
- Paddle Canada Intermediate Lake Skills tandem (and the pre-requisite courses); *or*
- Equivalent course offered in her province/territory; *or*
- Reference letter and documented training that includes experience in righting and re-entry into a capsized boat

All participants (adults and girl) must be working on or have completed a boating skills instructional program (for example, Guide program boating badges or basic stroke instruction) and have successfully completed the Boating Test.

Spark and Brownie age girls can participate in canoeing if the activity takes place in sight of the launching area and not more than 100 meters from shore and there is one supervisor in each canoe.

If going out of sight of the launching area or more than 100 meters from shore:

- Girls must be of Guide age or older
- Guides must have a supervisor in the canoe
- Each boater must demonstrate to the Activity Facilitator their ability to steer/manage the canoe and to perform a T-rescue (canoe-over-canoe)

Canoe Tripping

The Responsible Guider must confirm that each Activity Facilitator has one of the following:

- Paddle Canada (formerly CRCA) Canoe Tripping Level 1; *or*
- Paddle Canada Intermediate Lakes with Intro Canoe Tripping Skills Tandem and solo; *or*
- Equivalent course offered in her province/territory; *or*
- Reference letter and documented training that includes: high competence in performing canoe strokes (J stroke, draw, pry, forward and reverse stroke) and T-rescues (canoe-over-canoe); and experience in waterproofing gear, loading and trimming the canoe, Safe Boating Guide regulations and low-impact camping techniques.

In addition, the Responsible Guider must confirm that:

- Each Activity Facilitator has experience specific to the type of boat and water the activity is taking place in
- The Trip Lead has:
 - 15 nights of canoe tripping over a minimum of three trips OR five nights of backpacking experience and 10 nights of canoe tripping over a minimum of two trips. The trips took place in last 10 years and three of these trips were with girls. The nights do not have to be consecutive.
- The Trip Assist has:
 - a minimum of five nights of canoe tripping (do not have to be consecutive), with or without girls
 - experience in trip organization and management

If using Activity Facilitators with only documented training and experience as above, the Responsible Guider must request and obtain a written reference letter from an individual who has personally witnessed the Activity Facilitator in the activity and can confirm his/or her competence.

All participants must be Pathfinder age or older, have completed the Boating Test and Canoe and Kayak Tripping Skills Requirements (found at the end of the Water Activities Planner) OR have completed the Boating Safety and Canoe Safety badges offered as part of the Guide program.

All participants must have a signed Release of Liability, Waiver of Claims, Assumption of Risk and Indemnity Agreement (SG.5) before leaving sight of the launching area and being more than 100 meters from shore.

The Activity Facilitator(s) must teach participants and confirm their competence and ability to steer/manage the canoe and to perform a T-rescue (canoe-over-canoe).

Kayaks (all types)

The Responsible Guider must verify that each Activity Facilitator has experience specific to the type of kayak and water in which the activity is taking place and one of the following:

- Paddle Canada (formerly CRCA) Sea Kayaking Level I /Flatwater Kayaking Skills I; *or*
- Equivalent course offered in her province/territory; *or*
- A reference letter and documented experience that includes righting and re-entry into a capsized boat

All participants (adults and girls) must be working on or have completed a boating skills instructional program (for example, Guide program boating badges or basic stroke instruction) and have successfully completed the Boating Test.

Spark and Brownie age girls can participate in kayaking if the activity takes place in sight of the launching area and not more than 100 meters from shore. Tandem kayaks must be used and there must be a supervisor in each boat.

If going out of sight of the launching area or more than 100 meters from shore:

- Girls must be of Guide age or older
- Guide age girls must use tandem kayaks and have a supervisor in the kayak
- Each boat must demonstrate to the Activity Facilitator their ability to steer/manage the kayak and do a wet exit

Kayak Tripping

The Responsible Guider must confirm that each Activity Facilitator has one of the following:

- Paddle Canada (formerly CRCA) Sea Kayaking Level 2; *or*
- Equivalent course offered in her province/territory; *or*
- Documented training and experience in kayaking specific to the body of water the activity will take place in that includes: high competence in performing strokes (forward, reverse stroke, sweep) and righting and emptying a swamped kayak; and experience in waterproofing gear, loading and trimming the kayak, Safe Boating Guide regulations and low-impact camping techniques.

In addition, the Responsible Guider must confirm that:

- Each Activity Facilitator has experience specific to the type of boat and of water the activity is taking place in
- The Trip Lead has:
 - 15 nights of kayak tripping over a minimum of three trips OR five nights of backpacking experience and 10 nights of kayak tripping over a minimum of two trips. The trips took place in last 10 years and three of these trips with girls. The nights do not have to be consecutive.
- The Trip Assist has:
 - a minimum of five nights of kayak tripping (do not have to be consecutive), with or without girls
 - experience in trip organization and management

If using Activity Facilitators with only documented training and experience as above, the Responsible Guider must request and obtain a written reference letter from an individual who has personally witnessed the Activity Facilitator in the activity and can confirm his/or her competence.

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

Before leaving sight of the launching area and being more than 100 meters from shore, the Activity Facilitator(s) must teach participants and confirm their competence and ability to:

- Do a wet exit
- Right the kayak, maintain flotation and rescue each other

Moving Water Canoeing and Kayaking

Moving water canoeing and kayaking facilitated by GGC Members or an Activity Facilitator must only take place in rapids rated Class 2 or lower. Activities in water of a higher classification must be managed by a third party service provider. (See Third Party Service Provider Activity Guide.)

There must be at least two Activity Facilitators who hold moving water certification from their provincial/territorial canoeing/kayaking body.

Canoeing:

Class 1 rapids: One of the Activity Facilitators must have moving water rescue qualifications and Paddle Canada (formerly CRCA) Moving Water 1 or Moving Water Canoe Skills Introduction Tandem.

Class 2 rapids: One of the Activity Facilitators must have moving water rescue qualifications. Both supervisors and participants have Intermediate Moving Water tandem and/or solo skills. Or in an instructional situation, instructors must have a minimum of Advanced Moving Water skills and Intermediate Moving Water Instructor status.

River Kayaking:

Class 1 rapids: There must be at least two Activity Facilitators who hold moving water certification from their provincial/territorial canoeing/kayaking body. One of the Activity Facilitators must have moving water rescue qualifications. Both supervisors and participants must have Paddle Canada (formerly CRCA) River Kayaking level 1. Or in an instruction situation instructors must have a minimum of River Kayak Instructor Level 1.

NOTE: It is critical that participants have practice time and gained competence on Class 1 and Class 2 rapids before tripping on Class 2 rapids.

All participants must be Pathfinder age or older and must demonstrate competency in moving water paddling and safety skills, and in righting and emptying swamped boats. For kayaking, participants must be able to do a wet exit.

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

Safety equipment appropriate for the conditions must be worn/used.

Voyageur Canoes

The Responsible Guider must confirm that each Activity Facilitator has one of the following:

- Paddle Canada (formerly CRCA) Flatwater Level C; *or*
- Paddle Canada Intermediate Lake Skills tandem (and the pre-requisite courses); *or*
- Equivalent course offered in her province/territory; *or*
- Documented experience specific to the type of boat and water the activity is taking place in and a reference letter

When Spark, Brownie and Guide age girls participate, each boat must have a supervisor in it and the activity must take place in sight of the launching area and not more than 100 meters from shore.

All participants must be Pathfinder age or older to go out of sight of the launching area or more than 100 meters from shore. This activity must be managed by a third party service provider. (See Third Party Service Provider Activity Guide.)

For voyageur canoes the Responsible Guider must ensure that the Activity Facilitators have explained to participants (before leaving the launching area) what to do in the event of a capsize (e.g., right the boat, maintain flotation and bail it out).

The Responsible Guider must determine that all voyageur canoes have the following additional equipment:

- Bailing buckets appropriate to the size of the canoe (industrial food buckets make excellent bailers)
- Two 15 m (50-foot) 10 mm (3/8-inch) polypro ropes for each voyageur canoe tied to the canoe and coiled ready for use in both bow and stern
- Spare paddles suitable for steering and paddling a voyageur canoe

Dragon Boats

The Responsible Guider must confirm that each Activity Facilitator has documented experience specific to the type of boat and water the activity is taking place in and a reference letter.

The Responsible Guider must ensure that the Activity Facilitators have explained to participants (before leaving the launching area) what to do in the event of a capsize.

The Responsible Guider must ensure that an emergency power boat is available at all times to provide assistance.

When Spark, Brownie and Guide age girls participate, each boat must have a supervisor in it and the activity must take place in sight of the launching area and not more than 100 meters from shore.

All participants must be Pathfinder age or older to go out of sight of the launching area or more than 100 meters from shore. This activity must be managed by a third party service provider. (See Third Party Service Provider Activity Guide.)

Whitewater Rafting

Whitewater rafting must be done under the supervision of a third party service provider (TPSP) who has qualified guides. At least one rafting guide must have swift water rescue certification. (See Third Party Service Provider Activity Guide.)

All participants must be Pathfinder age or older.

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

Sailboats or Dinghy Sailboats

The Responsible Guider must ensure that the Sailing Instructor/ Facilitator(s) has one of the following:

- Bronze Sail Level 4 (Canadian Yachting Association); *or*
- Documented training and experience (minimum of 50 hours) in sailing for the conditions in which the activity will take place, provides a sailing resume and at least two references from a sailing authority

The Responsible Guider must determine with the Sailing Instructor/Facilitator that rudders are attached to hulls with a safety line.

The Responsible Guider must ensure that an emergency power boat is available at all times to provide assistance.

All participants must be Guide-age or older, have completed the Boating Safety and the Sailing badge offered as part of the Guide program (or equivalent), and successfully completed the Boating Test.

Guide age girls must have a supervisor in each boat.

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

The Responsible Guider must ensure that the Activity Facilitator(s) has taught participants and confirmed their competence and ability to self rescue a capsized boat.

Board Sailing and Surfing

The Responsible Guider must ensure that all boardsailing and surfing occurs within sight of the launching area.

All participants must be Pathfinder-age or older and have successfully completed the Boating Test.

The Responsible Guider must confirm that the Activity Facilitator for all boardsailing activities is a certified boardsailing instructor and that a Lifeguard is present for supervision purposes.

NOTE: Where water depth is sufficient, an emergency power boat should be available to provide assistance.

Boats Over 8 Meters

Keel Sailboat

(open sailboat used for day sailing with a keel)

OR **Cruising Sailboat**

(sailboat with living accommodations)

The Responsible Guider must confirm that the crew includes a certified boat operator who is of provincial/territorial age of majority and is competent in overboard rescue procedures, and a substitute boat operator who is at least 16 years old and can assist in an emergency.

For keel sailboats, the Responsible Guider must confirm that at least one person in each sailboat is a minimum of 16 years old, **has experience** in handling keel sailboats and has provided a sailing resume and at least two references from a sailing authority.

For cruising sailboats, the Responsible Guider must confirm that at least one adult supervisor in each cruising sailboat **has experience** in handling cruising sailboats and has provided a sailing resume and at least two references from a sailing authority.

Waterskiing

All participants must be Guide-age or older and have successfully completed the Boating Test.

All participants must wear a properly fitting PFD.

The Responsible Guider must ensure that each boat is driven by a certified boat operator who is the provincial/territorial age of majority, is competent in the retrieval of a downed skier and has confirmed hand signals with participants.

The Responsible Guider must ensure that each boat has an observer – a person who observes the skier, identifies hazards and communicates between the skier and the boat operator.

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

Canoe and Kayak Tripping Skills Requirements for Participants

Participants should be able to perform strokes and move a canoe or kayak smoothly and efficiently, demonstrating teamwork and craft communication skills (when paddling together).

Canoe and kayak tripping requires a qualified Activity Facilitator for the evaluation of participants' skills to ensure they have appropriate paddling and camping ability and experience as follows:

1. Review the Guide Canoe Safety badge.
 - a) *Know the rules that govern traffic on the waterways and understand the dangers of combining alcohol/drugs with boating*
 - b) *With a partner, prepare a float plan for a day trip. Obtain a map of your route. Decide what food and equipment is required*
2. Participate in rescue procedures. This can be done in a pool or at a waterfront.
3. Demonstrate the following:
 - a) *Paddle a straight course of 200 meters*
 - b) *Stop the boat within one vessel length after the last stroke*
 - c) *Move the boat sideways in both directions a distance of three meters*
 - d) *Demonstrate inside and outside pivots*
 - e) *Demonstrate how to pack and properly trim for various paddlers and equipment and know how to visually identify a properly packed boat*
 - f) *Show how to change pack and paddler positions for various wind and water conditions.*
4. With as much assistance as necessary, demonstrate how to portage a canoe or kayak for 50 meters.
5. Explain how to respect plant life and practice minimum impact camping.
6. Understand and demonstrate waterproofing and packing of personal gear.
7. Design menus for a group for a three-day trip. Consider weather, weight of food and the physical needs of the group