

Contract Submission Reminders

It is the responsibility of the Guider to ensure that the contract and activity requirements have been satisfied. These reminders are intended to help guide you through the contract authorization process. Unit space and regularly occurring rental contracts can be emailed to unitspacesupport@girlguides.ca. Event contracts and license agreements can be emailed to bc-contracts@girlguides.ca.

- ✓ Insurance is a requirement for execution of ALL License Agreements for the Use of GGC Facilities. A Certificate of Insurance (“COI”) must be attached to the Contract, as proof of liability insurance coverage. It is your responsibility as a Guider to ensure that the relevant amount of coverage, outlined in Section 8 of the Agreement, is included in the COI, as well as the following clauses, prior to the approval and start of the rental period:
 - Girl Guides of Canada listed as “Additional Insured”
 - Cross Liability Clause
 - 30-Day Notice of Cancellation
- ✓ Contracts should be submitted in full, and submitting a contract for authorization means that the Contact Guider has reviewed all details to ensure accuracy (e.g. start and end dates and times, emergency contact information). Contract details will often include other items that the Guider is responsible for that you may not have considered (e.g. in a mall you may not be allowed to “approach customers”, or at a church facility you may be required to respect the beliefs of the organization while occupying the space).
- ✓ If the facility requests copy of proof of insurance coverage, the Guider can obtain a Certificate of Insurance ([INS.02 form](#)) from the national website. This can be requested at the same time the contract is submitted for review and signing.
- ✓ If you are submitting a contract for signing for a Third Party Service Provider (TPSP), you must still complete the Safe Guide requirements (e.g. completing the Third Party Service Provider Interview Checklist [SG.7]). The contract signer is reviewing the contract only – not the suitability of the TPSP to provide the service, or the facility.
- ✓ When a waiver has been included as part of the contract package, please be reminded that a Release of Liability, Waiver of claims, Assumption of Risk and Indemnity Agreement (SG. 5) must also be completed. Parents/guardians must sign both of these in order for their child to participate in the activity. Please note: A girl MAY NOT participate if both the Third Party Service Provider’s/Facility’s Waiver and all appropriate Safe Guide forms (including the SG.5) have not been signed by the parent/guardian. Guiders cannot sign a waiver on behalf of a girl in her unit. Please retain a copy of each and include with your files for forms retention.
- ✓ All contracts must be submitted to the provincial office for review and signature at least 14-21 days prior to the effective date of the contract to allow ample time for the volunteer authorized contract signers. Late requests will not be considered, and will be returned to you, unsigned. Please be respectful of this deadline to ensure that your activities can go ahead as you have planned and our girls are not disappointed.

Reminder: If you, as a Guider/booking agent, sign any contracts, you could be held personally liable. If you have questions regarding Safe Guide, or the viability of your activity, please contact one of the provincial Safe Guide assessors.