

# **Pic Moberg First Nation**

## **(Interim) Risk Management Guidelines for Sports and Recreation**

### **Context & Purpose**

The Pic Moberg First Nation is committed to providing a safe and healthy working environment for our employees, volunteers and clients.

The purpose of this policy is to set out policies, procedures and protocols concerning sports and recreation programming delivered by our First Nation.

This policy should be cross-referenced against the following First Nation policies:

- i. Policies and procedures for Chief and Council.
- ii. Health and safety policy.
- iii. Human Resources policy.
- iv. Finance policy.
- v. Zero tolerance policy for harassment and threatening behaviour.

### **Implementation and Enforcement**

Implementation and enforcement of this policy shall rest with the Director of Operations or as delegated to a specific program manager, typically the Health and Social Director.

The delegated authority shall be responsible for ensuring that any persons to whom this policy applies:

- i. Are provided a copy of the policy;
- ii. Review the policy with the delegated authority to ensure they understand the policy and how to enforce it;
- iii. Sign a document that will be retained on file confirming compliance with the above requirements.

### **Principles**

Participation in sport and recreation in an environment that is safe and occurs within a nurturing and supportive environment

Respect for all community members, staff, volunteers, as well as for the land, individual and band property and equipment

Equitable access for all community members

### **Reporting of Incidents of Abuse and Harassment**

All employees and volunteers Pic Mobert First Nation will report incidents of abuse or neglect of children and youth to the provincial Ministry responsible for Children as per the Family, Child and Community Services Act.

All employees and volunteers of will report incidents of abuse, neglect and self-neglect of vulnerable adults and seniors to the Anishinabek Police Services.

## **Staffing**

Staff and volunteers should have appropriate qualifications and training, and any current certification requirements should be met. Volunteers also must be screened including appropriate levels of criminal records background checks as well as screening for use of illegal drugs.

Pic Mobert will follow professional hiring processes and screen all applicants. We will conduct full reference checks.

A Criminal Record Check will be conducted on potential and new staff and volunteers who will work/volunteer in a position of trust with children/youth or vulnerable adult and seniors.

## **Orientation**

All staff and volunteers should receive an orientation for their appointed position. The orientation includes ensuring that the individual is aware and understands:

- the position's duties and responsibilities including reporting lines;
- the applicable policies and procedures for the position (e.g. health and safety, child or vulnerable adult abuse procedures, OH&S, etc.);
  - the safe use and maintenance of any equipment to be utilized;
  - consent procedures;
  - health and safety orientation of participants;
  - monitoring, supervision and effective discipline for participants;
  - emergency procedures and contact numbers.

## **Training**

Training opportunities which enhance skill development in job related matters (e.g. do's and don'ts of disciplining a child; supervisory skills) should be made available to the appropriate positions.)

## **Complaints Procedures**

If a participant, staff or volunteer has a complaint about sport and recreation programming, they can set up an appointment to talk to the Health and Social Director or fill in a complaint form available at the front desk of the health center. All complaints will be investigated by the Health and Social Director or their designate within one week of the complaint being submitted. Records of any related communications and interactions will be kept on file in the Health and Social Department and be copied to Senior Management.

## **Health and Safety**

All sports and recreation activities are subject to the Health and Safety Policy for the Pic Moberg First Nation. The following is a brief overview of fundamental components of the policy; refer to the Health and Safety Policy for complete requirements.

### **a) Use of Protective Equipment**

Each sport is different and required different protective equipment. See Appendix B for some guidelines. If there are no clear guidelines, staff is to work with the Health and Safety Coordinator to develop these and follow them for each medium or high risk activity undertaken.

### **b) Safety Regarding the use of Vehicles to transport participants.**

Refer to Health and Safety Policy.

### **c) Accident Reporting**

Staff must provide a written and verbal report all accidents, as well as incidents which could potentially have resulted in injury. These reports should be reviewed by Health and Safety Coordinator.

### **d) Inspection and Maintenance**

Equipment should be regularly inspected and maintained. It is the responsibility of staff assigned to programming to do this on a regular basis, and not use equipment that is not safe.

### **e) Concussion Prevention and Management**

The Pic Moberg First Nation has adopted the Ontario Ministry of Tourism, Culture and Sport ‘Concussion Guidelines’ attached as Appendix A

### **f) FORMS for Consent, medical and Liability Waiver Forms.**

All participants in sports and recreation programming shall be required to complete and sign a consent form prior to participating in any activities. All signed consent forms shall be kept on permanent file.



# **Appendix B - Guidelines – Various Common Sports and Recreation Activities**

## **CHILDREN AND YOUTH – Indoor Sports – General Information**

*The following information applies to any activity listed under Sports (Indoor). Additional "specific" information has been prepared for those activities involving instruction, supervision, or a higher than normal element of risk.*

### **RISK IDENTIFICATION:**

All gym activities have the potential hazards of slipping, tripping, running into objects, and collisions with other participants. Related injuries are obvious and include: sprains, sprained or broken bones, torn ligaments, cuts and abrasions, and injuries to the upper torso and head.

Programs involving a high-energy output could result in cardiovascular problems for participants in poor physical condition.

Improperly maintained equipment, dirty and slippery floors.

### **RISK MINIMIZATION:**

#### **Instructor's Qualifications:**

Appropriate qualifications are desired for programs involving instructions or supervision (use guidelines of the sport governing body for the appropriate certification for the level of instruction).

An ability to recognize potentially dangerous situations and deal with them in an appropriate fashion is required by all Instructors\Supervisors.

An ability to maintain control and enforce authority if necessary is essential.

All Instructors\Supervisors should be aware of appropriate emergency\evacuation procedures.

Knowledge of first aid is desirable.

Criminal record checks to be successfully completed to MARS standard for activities that involve children and youth.

#### **Ability\Responsibility of Participant:**

Some activities may require a participant to possess certain skills or level of competency and age.

This should be decided by the Instructor or (for non-instructional programs, the Programmer).

Health concerns should be communicated to the instructor.

Participants should be cautioned to not exceed their safe exertion level.

**Equipment Considerations:**

Equipment checks for common use items must be carried out on a regular basis. Protective equipment should be encouraged for activities involving contact with other participants (e.g.: blade hockey), where the potential for falling is high (e.g.: competitive volleyball), or where the potential for eye injuries is high (e.g.: badminton). Proper techniques should be taught and employed if participants assist in setting up or removing equipment.

**Environment:**

The environment should be checked prior to each program for: slippery sections; small items which could cause slipping or tripping; large items unrelated to the activity involved which could result in collisions; poor lighting; poor ventilation.

## **CHILDREN – YOUTH – Higher Contact Activities - i.e. Floor Hockey**

Eye protection should be required for all floor hockey players.

Rules:

- Programs and leagues will be “non-contact”
- Rules will ensure that sticks are kept low (preferably waist high, definitely shoulder high limit). Penalties for high sticks will be strictly enforced
- Fighting will not be permitted
- Rough play involving sticks, e.g.: spearing, slashing, butt-ending, cross-checking, will be dealt with harshly
- A list of infractions similar to those used by the Greater Vancouver Inter-Youth Ball Hockey League will be enforced

Coaches, Referees and Official should take part in training in which the rules are explained.

6. Waivers – should be a part of all registration forms.

## **CHILDREN & YOUTH – Swimming and Wading on Out trips (Program approval form required)**

### **PROGRAM DESCRIPTION**

Swimming is defined as an entry into any body of water that has a depth of more than 60 cm (2 feet).  
Wading is defined as an entry into any body of water that has a depth of less than 60 cm (2 feet).

#### **RISK IDENTIFICATION:**

Death by drowning and or severe spinal or physical injury can result from jumping or diving into unsuspected shallow water areas or hidden obstacles such as immersed rocks, debris or glass.

Strong tidal currents and moving water can overcome an individual's ability to safely get to land.

#### **RISK MINIMIZATION:**

##### **Instructors Qualifications:**

Current Bronze Cross and/or NLS is required to lifeguard swimming areas.

Criminal record checks to be successfully completed to MARS standard for activities that involve children and youth.

##### **Supervision:**

Participants should be advised in advance of all swimming and wading activities.

Before participants should complete a swim test to confirm their skill level.

Regularly take attendance and maintain an awareness of the whereabouts of the participants.

The "buddy" system, pairing individuals with similar skills, should be used to assist in self monitoring the safety of the participants.

Under age 8 years - one supervisor for every 5 children.

##### **Equipment Consideration:**

In water areas, non-swimmers should be readily identifiable so that they are distinguishable from the swimmers in the group.

Life jackets used are to be properly fitted and worn.

Proper supplementary rescue equipment (reaching assists, first aid kit) is to be readily available.

##### **Environment:**

First aid kit should be easily accessible.

Procedures for getting assistance should be established.

Wilderness aquatic environment areas prior to being used should be checked for hidden hazards by a certified lifeguard.



A proper safety orientation should be provided to the participants prior to their use of a site.

**Comment:**

Participants are to be supervised according to the standards, as set out for the challenges of the respective aquatic settings.

Program approval form required for: Non Public Facility – Rented; Designated Swimming Area – No Lifeguard on Duty; and Wilderness or Undesignated areas.

## **CHILDREN AND YOUTH – Off Premises – Day Trips**

### **PROGRAM DESCRIPTION:**

Any partial or 1-day program where participants are transported to an alternative public recreational site: skating rink; swimming pool; etc.

### **RISK IDENTIFICATION:**

Children could become lost if not properly supervised.

Hazards are also dependent upon the nature of the activity.

Check specific program guidelines for planned activities.

### **RISK MINIMIZATION:**

#### **Instructor's Qualifications:**

Criminal record checks to be successfully completed for activities that involve children and youth.

Instructors should have experience in supervising children in an off-site premise situation and be familiar with the site they are visiting.

Instructors should be fully aware of any children with potential physical\psychological problems that could result in harm to themselves or members of the group.

Instructors should have strong leadership skills for working with youth and be at least 19 years of age.

Attendance should be taken at regular intervals, “buddy” system to be used.

A complete itinerary should be left with the community center office, including emergency phone numbers, class lists, expected time of return, etc.

Qualifications should reflect the relevant risk factor of the activity being undertaken.

#### **Instructor to Student Ratio:**

Dependent upon the nature of the activity.

Please refer to appropriate program description outlined in this manual for specific information.

#### **Ability\Responsibility of Participant:**

Medical/parental consent and liability waiver forms must be completed for any individual 18 years or under by their legal guardian.

## **Adult and General Activities**

### **ADULT AND GENERAL – Outdoor – Hiking & Snowshoeing (Program approval form required)**

#### **PROGRAM DESCRIPTION:**

This is any one-day hike, taking place in a wilderness (non-urban) environment.

#### **RISK IDENTIFICATION:**

Hazards vary with the terrain being traveled, weather conditions, and the fitness of the participants.

Common hazards to all hiking situations are getting lost and/or becoming injured.

Common injuries include: twisted ankles; foot injuries\blisters; sunburn; heart problems.

Injuries specific to cold weather seasons include: hypothermia and frost bite.

Injuries specific to hot weather seasons include: Hyperthermia; heat exhaustion and heat stroke.

Snow blindness is a hazard whenever snow is encountered at higher elevations.

Cardiovascular problems may result if an individual is unfit.

#### **RISK MINIMIZATION:**

##### **Instructor's Qualifications:**

Leaders should have a clear understanding of backcountry travel with considerable experience in route finding, map and compass, evacuation procedures and wilderness first aid emergencies.

Leader should be physically capable of the challenges associated with the trip.

Certification in an approved wilderness leadership program is desirable.

Criminal record check to be successfully completed to standard for activities that involve children and youth

##### **Instructor to Student Ratio:**

Adults: 1 to 10.

Trips considered moderate to high in difficulty should have an assistant.

Children and youth: 2 to 13.

**Ability/Responsibility of Participant:**

All potential patrons should be informed about the exertion level, length and anticipated difficulties of the trip.

Instructor and candidate should determine suitability for participation

Participants must fill out a liability waiver and medical form.

A legal guardian must sign consent, liability and medical forms for participants aged 18 years and under.

**Equipment Considerations:**

Proper footwear, clothing and equipment should be adequate for the anticipated condition.

All emergency and first aid equipment must be checked and be suitable for the anticipated conditions

Check list for both the leaders and the participants must be prepared to ensure essential equipment requirements are met.

Transportation guidelines to be followed.

**Environment:**

Transportation requirements to be followed.

Hikes and snowshoe trips should take place in areas with designated trails and free from any unnecessary hazards.

A reconnaissance of the area is advisable to determine difficulty and potential risk factors.

**COMMENTS:**

A complete itinerary of the trip, emergency phone numbers, class list, expected time of return; etc. should be left with the sponsoring departments manager.

## **ADULT AND GENERAL – Outdoor – Canoeing (Program approval form required)**

### **PROGRAM DESCRIPTION:**

Flat water or moving water canoeing (instruction/tours) for the beginner or novice. Flat water includes pools; lakes; and areas of the ocean where current and tides are not hazardous. Moving Water includes rivers and areas of the ocean where currents and tides may be hazardous.

### **RISK IDENTIFICATION:**

Hypothermia  
Drowning  
Head injuries (hitting a submerged object while in an overturned position).

### **RISK MINIMIZATION:**

#### **Instructor's Qualifications:**

Instruction of Flat water Canoeing

Leading or instruction in moving water up to Class 1 only. Moving Water Instructor Certification.

Leadership in a flat water environment - Flat water Instructors Certification.

Criminal record checks to be successfully completed to MARS standard for activities that involve children/ youth.

#### **Instructor to Student Ratio**

Flat water (all situations): 1 to 8 recommended.

Moving water (all situations): 1 to 6 recommended.

#### **Ability/Responsibility of Participant:**

Instruction and Leading should take place in environments appropriate to the skill level of participants.

Strong and weak paddlers should be paired together.

Participants should be screened for paddling and swimming ability.

Age restrictions depend on the availability of equipment (re: sizing).

Participants must fill out a liability waiver and medical form.

A legal guardian must sign consent, liability and medical form for participants aged 18 years or under.

**Equipment Considerations:**

Equipment should meet the specifications outlined by the O.C.R.C.A.

All participants must wear an approved personal floatation device (PFD) or life jacket at all times when on the water.

Transportation guidelines to be followed.

**Environment:**

Instruction and/or leading should take place in environments appropriate for the skill level of the participants.

Instruction should not take place in extremely cold conditions or when visibility is low.

A reconnaissance of the area is desirable to determine difficulty and potential risk factors.

**COMMENTS:**

Canoeing programs are intended to be introductory and recreational. Higher level and more challenging experiences are to be carried out by an accredited contractor with liability insurance that meets the guidelines. A complete itinerary of the trip, emergency phone numbers, class list, expected time of return; etc. should be left with community center staff.

## **ADULT AND GENERAL – Outdoor – Small Craft Boating (Program approval form required)**

### **PROGRAM DESCRIPTION:**

Any program involving the use of vessels under 8 metres in length, including: powered pleasure craft; sailing vessels; canoes; kayaks; and rowboats.

### **RISK IDENTIFICATION:**

Obvious common hazards include hypothermia and drowning.

Specific hazards and injuries are dependent upon the type of vessel being used, e.g.: explosions/fires on power vessels.

### **RISK MINIMIZATION**

#### **Instructor's Qualifications:**

Criminal record checks to be successfully completed to standard for activities that involve children and youth.

Required certifications are dependent upon the nature of the program - see Adult and General - Canoeing\Kayaking.

Completion of a Canadian Power Squadron course (or equivalent) is desirable for Instructors using powered vessels.

All Instructors\Leaders must have a thorough understanding of water safety with respect to weather, navigation, boating laws, equipment, and first aid.

#### **Instructor to Student Ratio:**

Dependent upon the nature of the program and type of vessels being used.

#### **Ability\Responsibility of Participant:**

All programs should take into consideration the age and skill level of the participants.

All participants should be able to swim.

Participants must fill out a liability waiver and medical form.

Parent approval forms are necessary for all participants under 19 years of age.

#### **Equipment Considerations:**

All equipment should meet the requirements outlined by Transport Canada when applicable, e.g.: lifejackets; pumps; fire extinguishers; flares; etc.

Vessel should be properly licensed.

Transportation guidelines to be followed.

**Environment:**

Programs should take place only in areas appropriate to the skill level of the participants.



## **YOUTH AND ADULT AND GENERAL – Sports (Outdoor) - Cycling**

### **PROGRAM DESCRIPTION:**

Any program involving instructional or the Recreational (non-competitive) use of bicycles on paved trails or roads. Mountain biking on unpaved trails or cycle touring requires completion of a special program approval form. (See Outdoor – Camping for additional information on overnight tours.

### **RISK IDENTIFICATION:**

Doors being opened by parked cars; lacerations, collisions, fall.

Equipment failure and terrain hazards.

### **RISK MINIMIZATION:**

#### **Instructor's Qualifications:**

#### **Instructor to Student Ratio:**

1 to 8 depending on age, ability and traffic/terrain.

#### **Ability/Responsibility of Participant:**

Children should not be taught riding on the road nor be permitted to participate on a tour before age 9.

Control tests should be given to all students to determine their skill level and grouped accordingly (lessons only).

A legal guardian must sign consent, liability and medical form for participants aged 18 years and under.

Participants must fill out a liability waiver and medical form.

#### **Equipment Considerations:**

Safety checks should be given to all bikes prior to each cycling session.

Helmets are mandatory.

Transportation guidelines to be followed.

#### **Environment:**

Caution should be exercised when cycling on roads, use of safety flags and reflective apparel is encouraged.

Parking lots and school grounds should be used only with written permission from the owner.

Cycling should take place during daylight hours only.

## **ADULT AND GENERAL – Outdoor Running**

### **PROGRAM DESCRIPTION:**

Any program where participants are trained in running distances in a variety of environments (pavement; cross-country).

### **RISK IDENTIFICATION:**

Twisted ankles; knee injuries; foot injuries; slipping; cuts and bruises;

Potential complications of the cardiovascular system.

### **RISK MINIMIZATION:**

#### **Instructor's Qualifications:**

Instructor should possess a Level I Fitness Instructor's certification, be experienced in running distances of 10km or more, and have attended a running clinic themselves.

The equivalent of above in training and experience is acceptable.

Criminal record checks to be successfully completed to standard for activities that involve children and youth.

#### **Instructor to Student Ratio:**

Dependent on the experience of the participant.

#### **Ability/Responsibility of Participant:**

Instructors should recommend participants fill out a Participant Activity Readiness Questionnaire (for their own information only).

All potential participants should be informed about exertion level, length and anticipated difficulties of the activity.

#### **Equipment Considerations:**

Proper footwear and running attire is essential.

Reflective attire or vests are recommended.

#### **Environment:**

Training areas should be free of traffic, slippery section (ice), or other hazards that can be avoided without seriously decreasing the quality of the program.

## **ADULT AND GENERAL – Sports (Outdoor) – Field Hockey**

### **PROGRAM DESCRIPTION:**

Field hockey is a fast paced game, played on a grass field using a wooden (fiberglass reinforced) stick and a hard synthetic ball. The game consists of 11 players per side and is similar to soccer with respect to positioning and scoring.

### **RISK IDENTIFICATION:**

Getting hit by a raised ball or a raised stick.

Hidden bumps or objects that could cause a ball to rise.

### **RISK MINIMIZATION:**

#### **Instructor's Qualifications:**

Successful completion of the Introductory Coaching course available through the ONTARIO Men's Field Hockey Association.

Level I, II, or III Coaching Certification is desirable.

Criminal record checks to be successfully completed to MARS standard for activities that involve children and youth.

#### **Instructor to Student Ratio:**

1 to 11 Maximum.

#### **Ability/Responsibility of Participant:**

Players should be grouped according to their age and ability.

Participant aged 18 years and under must have their legal guardian sign their consent, liability and medical forms.

#### **Equipment Considerations:**

All players should wear mouth guards and shin guards - goalies should wear chest pads, helmets, masks, and foot protection.

Playing equipment (balls, sticks, and goals) should meet the required specifications with respect to size and weight.

#### **Environment:**

Games should be played on a grass field with a flat even surface.

Play area should be 100 yards long by 60 yards wide.

Area should be checked by coaches, referees, and participants for hidden objects or bumps which could raise the ball to a dangerous level.

## **ADULT AND GENERAL – Sports (Indoor) – General Guidelines**

The following information applies to any activity listed under Sports (Indoor). Additional “specific” information has been prepared for those activities involving instruction, supervision, or a higher than normal element of risk.

### **RISK IDENTIFICATION:**

All gym programs present the hazards of slipping, tripping, running into objects and collisions with other participants.

Related injuries are obvious and include: sprained or broken ankles; torn ligaments; cuts and abrasions; and injuries to the upper torso and head.

Programs involving a high energy output could result in cardiovascular problems for participants in poor condition.

Properly maintained equipment, a clean and safe environment, and common sense are the best precautions against injury.

### **INSTRUCTOR’S QUALIFICATIONS:**

Criminal record checks to be successfully completed to standard for activities that involve children and youth.

Appropriate qualifications are desired for programs involving instruction or supervision. An ability to recognize potentially dangerous situations and deal with them in an appropriate fashion is required by all instructors/supervisors.

An ability to maintain control and enforce authority if necessary is essential.

All instructors/supervisors should be aware of appropriate emergency/evacuation procedures.

Knowledge of first aid is desirable.

### **Instructor to Student Ratio:**

Dependent upon the difficulty of the activity, space, equipment, and maturity/age of the participant.

### **Ability/Responsibility of Participant:**

Some activities may require a participant to possess certain skills or level of competency. This should be decided by the instructor or (for non-instructional programs) the programmer, e.g.: drop in volleyball, hockey (age minimums).

### **Equipment Considerations:**

Equipment checks for common use items must be carried out on a regular basis.

Protective equipment should be encouraged for activities involving contact with other participants and equipment (e.g.: blade hockey), where the potential for falling is high (e.g. Competitive volleyball), or where the potential for eye injury is high (e.g. Badminton).

**Environment:**

The environment should be checked prior to each program for: slippery section; small items which could cause slipping or tripping; large items unrelated to the activity involved which could result in collisions; poor lighting or unprotected lighting; poor ventilation.

## **ADULT AND GENERAL – Sports (Indoor) – Open Gym**

### **PROGRAM DESCRIPTION:**

Any unstructured gym program allowing participants of varied age groups over 7 years of age to play a mixed variety of sports and games.

### **RISK IDENTIFICATION:**

Overcrowded conditions could lead to collisions with other participants.

Small children are particularly at risk when playing at the same time as older children and adults.

Hazards are also dependent upon the mix of activities involved.

### **RISK MINIMIZATION:**

#### **Instructor's Qualifications:**

Criminal record checks to be successfully completed to MARS standard for activities that involve children and youth.

Spot checks by community center staff should be carried out to identify potentially hazardous situations and correct them.

An understanding of the rules and standards of good play for those sports and games involved is desirable.

#### **Instructor to Student Ratio:**

Dependent upon the activities involved and the ages of the participants.

Maximums should be such that the potential for collisions or for activities overlapping is minimized.

Supervision for an open gym activity will vary according to the site, age and mix of the participants and the activity.

Volunteer supervision, with spot checks by community centre staff, can be allowed for groups of 15 or less if participants are engaged in one specific activity.

Staff supervision is highly recommended when there are multiple activities occurring, or where there are a variety of age groups involved, or if there are more than 15 participants.

#### **Ability\Responsibility of Participant:**

Young children should be supervised by their parents\guardian and kept a safe distance from adult play.

#### **Environment:**

Prior to an Open gym session the facility and equipment should be checked for hazards and safety.

## **ADULT AND GENERAL – Fitness – Aerobic Classes**

### **PROGRAM DESCRIPTION:**

**Low impact:** Any class involving little or no bouncing\jumping. These classes are appropriate for individuals with ankle or knee problems because they are designed to reduce the stress associated with jumping on hard surfaces. (A portion of one foot remains on the floor at all times).

**High impact:** Any class involving jumping, bouncing, running, or fast direction changes, e.g.: Pre-ski conditioning.

### **RISK IDENTIFICATION:**

Large classes may make it difficult for instructors to observe participants who are doing exercises incorrectly.

Participants who have not been properly oriented (screened) by the Instructor may over exert themselves in an attempt to keep up with others in the class. This could result in: injury or aggravation to muscle group's and/or joints unaccustomed to exercise; complications to the cardiovascular system.

### **RISK MINIMIZATION:**

#### **Instructor's Qualifications:**

#### **Ability\Responsibility of Participant:**

Instructors should recommend that participants fill out a Participant Activity Readiness Questionnaire (PARQ) for the participant's own information only.

Signage, handouts, or a verbal announcement regarding doing exercises correctly and realizing one's limitations should precede each class.

#### **Equipment Considerations:**

For classes involving ankle and wrist weights, the maximum weight for each should not exceed 1 pound.

Weights should only be used for stretch and strength exercises.

Surgical tubing should be checked for flaws.

Steps, balls and other ancillary should meet the standard of the Vancouver Park Board Fitness Committee.

#### **Environment:**

The Instructor should be able to clearly observe all the participants.

Participants should be able to clearly see and hear the Instructor.

Floor should be checked prior to each class for sharp objects or substances, which could cause slipping.

Room should be properly ventilated to ensure adequate oxygen flow.

Drinking water should be easily accessible.

Training heart rate target poster should also be easily visible for participants to monitor their heart rate when exercising.

Recommended that a clock with a “second” hand be visible.



## **ADULT AND GENERAL – Fitness – Yoga**

### **PROGRAM DESCRIPTION:**

Yoga stresses correct body alignment, endurance, and development of strength and flexibility. Participants practice asanas (poses), which exercise joints, muscles, and nerves and provides benefit to internal organs. Proper alignment and maximum extension of the spine is also taught. Static stretching as opposed to ballistic stretching is emphasized in Iyengar Yoga.

### **RISK IDENTIFICATION:**

Incorrect body posture resulting in: pulled muscles; irritation of old injuries; overstretched ligaments.

### **RISK MINIMIZATION:**

#### **Instructor's Qualifications:**

#### **Instructor to Student Ratio:**

1 to 20 Maximum.

**Ability/Responsibility of Participant:** Levels of achievement in ONTARIO include: Introductory; Level I; Level II; and Level III.

Participants should successfully complete one level before proceeding on to the next (determined by the Instructor).

Instructors should recommend that participants fill out a Participant Activity Readiness Questionnaire (PARQ) for the participant's own information only.

Signage, handouts, or a verbal announcement regarding doing exercises correctly and realizing one's limitations should precede each class.

#### **Equipment Considerations:**

Equipment generally includes blankets, straps, blocks, sandbags, chairs and tables.

Care should be taken to ensure equipment is hygienically safe and stored in a moisture free environment.

Tables and chairs should be checked for loose parts, which may render them unsafe for supporting body weight.

#### **Environment:**

Wood floors are preferred to linoleum.

## **ADULT AND GENERAL – Food – Banquets / Lunches / Dinners**

### **PROGRAM DESCRIPTION:**

Any 1 session program where the serving of a full course meal is provided. This includes: banquets, luncheons and dinners (i.e.: Christmas Dinner for Seniors) prepared on site. Licensed caterers should only do meals prepared off premises. Potluck dinners are not recommended (Environmental Health Department). Home canned goods are strongly discouraged. NOTE: Ongoing programs involving preparing and serving food on a regular basis requires at least one staff member with a current "Foodsafe" certificate or equivalent.

### **RISK IDENTIFICATION:**

Allergies and allergic reactions.

Mishandling of food, or food which is contaminated can lead to a number of infections, e.g.: serving food with unclean hands - Hepatitis

Contaminated poultry products - Salmonella

Food handler coughing or sneezing in food preparation area - Staph Infections

Improperly processed canned food - Botulism.

Unclean serving utensils and equipment can also be hazardous.

Food handlers who are sick (cold, flu) should not be permitted to handle food or be in the food serving area.

Cleaning agents may spill into food if not kept in the appropriate locations.

Preparation and serving of hot foods can have the additional hazard of burns to the body or fires should proper precautions not be taken.

### **RISK MINIMIZATION:**

#### **Instructor's Qualifications:**

All food handlers should be familiar with preventative measures regarding contamination, i.e.: temperature control (refrigeration); perishable items.

Food handlers should be able to recognize obvious signs of contamination.

At least 1 individual should have a current first Aid Certificate or have access to another person on site with current qualifications.

#### **Instructor to Student Ratio:**

Dependent on room size.

#### **Ability/Responsibility of Participant:**

Instructor should determine if participants have any food allergies and take appropriate precautions.

**Equipment Considerations:**

All common use dishes, utensils and items in storage must be washed and sanitized properly, before and after use.

Single service utensils (e.g.: paper plates, plastic knives and forks) should be used when possible. If not, a 3-compartment sink is highly recommended.

Ovens, stovetops, refrigerators, etc. should be clean.

Washcloths should be cleaned after use - items too soiled should be thrown out.

Disposable dishcloths are recommended.

Fire extinguisher and First Aid Kit must be readily accessible.

Grease laden foods should be prepared in facilities with proper ventilation and fire suppression.

**Environment:**

Food preparation area should be kept clean and free from hazards such as grease accumulation, slippery sections, broken windows above preparation area; areas of ceiling where paint is falling off; cleaning agents near food; and insecticides.

Area for washing hands must be easily accessible.

## **ADULT AND GENERAL – Food – Preparing Hot Foods**

### **PROGRAM DESCRIPTION:**

This program involves the preparation and eating of hot foods in an instructional setting.

### **RISK IDENTIFICATION:**

Allergies and allergic reactions.

Mishandling of food, or food which is contaminated can lead to a number of infections, e.g.:  
serving food with unclean hands - Hepatitis

Contaminated poultry products - Salmonella

Food handler coughing or sneezing in food preparation area - Staph Infections

Improperly processed canned food - Botulism.

Unclean serving utensils and equipment can also be hazardous.

Food handlers who are sick (cold, flu) should not be permitted to handle food or be in the food serving area.

Cleaning agents may spill into food if not kept in the appropriate locations.

Preparation and serving of hot foods can have the additional hazard of burns to the body or fires should proper precautions not be taken.

### **RISK MINIMIZATION:**

#### **Instructor's Qualifications:**

All food handlers should be familiar with preventative measures regarding contamination, i.e.:  
temperature control (refrigeration); perishable items.

Food handlers should be able to recognize obvious signs of contamination.

At least 1 individual should have a current first Aid Certificate or have access to another person on site with current qualifications.

Criminal record checks to be successfully completed to MARS standard for activities that involve children and youth.

#### **Instructor to Student Ratio:**

1 to 12

This may vary depending upon the size of the room and to the degree of involvement by the participants.

Classes involving demonstrations are restricted only by room size.

**Ability\Responsibility of Participant:**

Instructor should determine if participants have any food allergies and take appropriate precautions.

**Equipment Considerations:**

All common use dishes, utensils and items in storage must be washed and sanitized properly, before and after use.

Single service utensils (e.g.: paper plates, plastic knives and forks) should be used when possible. If not, a 3-compartment sink is highly recommended.

All items in storage should be cleaned and inspected before use. Ovens, stovetops, refrigerators, etc. should be clean.

Washcloths should be cleaned after use - items too soiled should be thrown out.

Disposable dishcloths are recommended.

Fire extinguisher and First Aid Kit must be readily accessible.

Grease laden foods should be prepared in facilities with proper ventilation and fire suppression.

**Environment:**

Food preparation area should be kept clean and free from hazards such as grease accumulation, slippery sections, broken windows above preparation area; areas of ceiling where paint is falling off; cleaning agents near food; and insecticides.

Area for washing hands must be easily accessible.



## **ADULT AND GENERAL – Travel – Group Tours (Inside Ontario) (Program approval form required)**

### **PROGRAM DESCRIPTION:**

Any overnight escorted tour that takes place inside Ontario.

### **RISK IDENTIFICATION:**

Inadequate medical coverage (ONTARIO medical coverage is based on ONTARIO doctors' rates).

Variable depending upon destination, activity, age.

### **RISK MINIMIZATION:**

#### **Instructor's Qualifications:**

Registration must take place through a registered travel agency.

If transportation is to be provided by an outside company such as bus lines, the company must be reputable and show proof of a minimum of \$10 million of liability insurance.

Criminal record checks to be successfully completed to MARS standard for activities that involve children and youth.

#### **Instructor to Student Ratio:**

Dependent on mode of transportation.

#### **Ability/Responsibility of Participant:**

ONTARIO medical coverage is essential.

Additional medical coverage is strongly recommended.

Non-ONTARIO residents should be screened to ensure they have the necessary documentation for traveling outside Canada and the necessary medical coverage.

Trip cancellation insurance is recommended.

#### **Equipment Considerations:**

Transportation guidelines to be followed (pg. 84).

## **OUT TRIPS, TOUR AND TRAVEL GUIDELINES**

License and insurance requirements may be different for travel outside of BC and should be checked prior to departure.

### **MODES OF TRANSPORTATION**

#### **1. Public & Charter Transportation:**

- A preferred mode of transportation
- Little possibility of liability for First Nation.
- Reasonably well regulated
- Charter operators should adhere to Charter industry standards
- Charter operators should carry \$10 million Third Party Liability Insurance (ICBC Insurance documentation)
- Charter operators should carry a minimum of \$1 million Commercial General Liability (as noted on a Certificate of Insurance, for non-ICBC claims). Park Board and affiliated Community Associations to be named as an additional insured
- Proof of valid ICBC Insurance must be presented by charter driver prior to departure to affirm fleet bus license plates match valid insurance documentation

#### **2. Use of Taxi Cabs and Limos:**

- Use of taxis or limos for children under 9 years is not recommended unless appropriate child seats are provided

#### **3. Private Vehicles:**

- Staff are prohibited from transporting participants in their private vehicles.
- As a general rule, private vehicles should not be used in organized travel for programs
- Car pools should not be organized for participants by staff as they have inadequate knowledge of the condition of participants' vehicles
- Participants with insufficient insurance who drive others may face financial ruin if they are involved in an accident which results in serious injury to a passenger
- An Association can obtain special excess 3<sup>rd</sup> party liability insurance for its staff and volunteers involved in car pools. This may be an acceptable alternative, but details must be reviewed with the Director of Operations.

#### **4. First Nation Fleet Vehicles, Trailers and Accessories:**

- Trailers must be annually inspected and pre-approved by the Director of Operations.
- Roof racks are not allowed to be used.
- The rear seat of a 15 passenger van can be used in the city application only (max 60 kmph)
- All vehicles are registered by the Motor Vehicle Branch as buses and should carry third Party Liability of \$1 million per passenger (up to \$10 million)
- Staff should ensure vehicles are licensed and approved for the intended use and have been officially inspected in the previous six months. Inspection decals are displayed on the vehicle and documentation to be stored in the vehicle.
- Drivers must perform a vehicle pre and post inspection and road test prior to loading passengers.



## 5. Rental Transportation:

- Caution should be exercised
- Any trip in which a fee is charged, directly or indirectly for transportation, requires the vehicle to be licensed as a limited passenger vehicle
- Rental vehicles should carry third party liability insurance of \$1 million per passenger up to \$5 million or more (up to \$10 million, when available)
- Rental vehicle roof racks are not permitted to be used.

## 7. Driver's Qualifications:

Drivers must be adults who have: current unrestricted Ontario

## 8. Operation of 15 Passenger Vans: when reasonable, choose alternate transportation.

Load distribution:

- Towing not permitted
- Rear seat of van cannot be used for storage or seating when highway driving
- Do not stow cargo in the van any higher than the bench level of the seats
- Ensure load distribution is balanced

Local Operation – defined as local travel (no highway travel):

- Speed restricted to maximum of 60 kph
- Maximum of 15 passengers in van (including driver)

Highway Operation – defined as regional travel (highway travel):

- Speed restricted to a maximum of 80 kph
- Maximum of 11 passengers in van (including driver)

## 9. Child Seat Belt Regulations:

As of July 1, 2008 all drivers\* MUST ensure that all children (under 16 years) are restrained appropriately as described below. (\*Taxi drivers and drivers of emergency vehicles and most buses are exempt from these requirements).

Applies to all motor vehicles (excluding exemptions)

Exemptions include:

- a motor vehicle which is being operated as a taxi
- a motor vehicle that was not required to have a seat belt assembly under the *Motor Vehicle Safety Act* (Canada) at the time the vehicle was manufactured or imported
- a bus, other than a bus with (i) a registered model year 1994 or later, and (ii) a manufacturer's gross vehicle weight rating of less than 4,536 kg/10,000 lb

Up to one year AND 9 kg (20 lb.)

- Rear-facing child car seat
- NOT on a front seat with an active air bag

Over one year AND 9 kg to 18 kg (20 to 40 lb.)

- Forward-facing child car seat
- May remain rear-facing if allowed by manufacturer's weight limit

Over 18 kg (40 lb.) until 9<sup>th</sup> birthday unless they have reached 145 cm (4'9") in height

- Booster seat and a lap/shoulder seat belt
- May remain in forward-facing child car seat if allowed by manufacturer's weight limit
- If no lap/shoulder seat belt, must be secured without a booster seat by a lap belt

All child car seats must be used according to manufacturer's instructions and vehicle owner's manual.

## **DURATIONS AND DESTINATIONS**

### **Day Trips**

Organizers should exercise care in ensuring that transportation, destinations and planned activities are suitable to the age and ability of participants.

In situations in which activities have a significant risk factor and are not covered by Risk Management Program Guidelines, the approval of the District Area Recreation Manager is required. Otherwise, all day trips in ONTARIO require the approval of the Community Recreation Coordinator.

### **Travel outside Ontario.**

In addition to the guidelines for travel in Ontario., the following applies to travel outside of ONTARIO and to the U.S.A.:

- Non-Canadian travelers and Canadians with criminal records may face restrictions on travel to other countries and should be advised to check before registering for the trip
- Restrictions apply to purchases made outside of Canada and shoppers should be advised to check pertinent customs regulations before registering for the trip
- Staff should not attempt to interpret complex customs and immigration regulations for participants, but should refer individuals to the appropriate government department
- Participants should be advised to carry medical insurance, which will provide full reimbursement of costs if they become ill or are injured outside of Canada
- An approved Risk Management Approval Form is required for participants involved in programs traveling outside Ontario.
- If community buses, rental vehicles or private vehicles are used, license and insurance requirements for use in the U.S.A. should be checked

## Overnight Trips

- Participants must fill out a liability waiver and medical form.
- A legal guardian must sign consent, liability and medical forms for participants aged 18 years and under.
- All co-ed trips involving participants 18 years and under must have 1 male and 1 female leader/volunteer supervisor.
- The Director of Operations must approve any overnight trip in advance.
- Overnight trips using commercial accommodations and/or commercial transportation are governed by the ONTARIO Travel Agents' Act. It is required that a registered Travel Agent be used to arrange transportation and/or accommodation (most charter companies are registered).
- The role of staff in these situations is generally to assist participants in developing a desired itinerary and to deal on their behalf with the Agent or operator of the tour.
- It is preferable to arrange for payment to be made by participants directly to the tour organizer.
- However, if payment is collected at the Centre, participants must be informed that this is being done as a convenience and that their contract for travel is with the tour operator or agent.

## SUPERVISION

### Children and Youth:

Participants 18 years and under must be adequately supervised on all out trips.

Adequate supervision ratios are variable, depending on a number of factors, including:

- Age of participants - younger children are generally more dependent and require closer supervision
- Maturity and behavior patterns of participants - very active or less well-behaved participants will require closer supervision

### Mode of transportation

Some modes make supervision easier as participants can be grouped together and confined to seats (e.g.: charter buses) while others don't facilitate grouping (e.g.: public transit) or confinement (e.g.: ferries).

### Destinations and activities

Large crowds or potentially hazardous environments require closer supervision.

### Availability of back-up staff and emergency services

Emergency procedures should be planned in advance. Injury or illness of a participant or staff should not result in other participants, particularly younger children, being left unsupervised. Because of the variety of circumstances to consider, it is not possible to set definitive supervisor/participant ratios, but the following should be considered as reasonable limits for routine outings:

- Preschoolers (3 -5 years) - one leader to 7 or 8 children
- Children (6 -12 years) - one leader to 10 children
- Youth (13 – 18 years) - one leader to 18 youths

The use of a 'buddy' system (pairing of participants) is recommended in certain activities or in environments where direct contact with the program supervisor cannot be maintained. Attendance should be taken at regular intervals.

All co-ed overnight trips involving participants 18 years and under must have 1 male and 1 female leader/volunteer supervisor.

Criminal record checks to be successfully completed to standard for activities that involve children and youth.

Adults, including Seniors:

- Supervision generally not required on routine trips or tours for Risk Management purposes.
- Supervision may be required if the destination or activities present significant risks.
- It may be beneficial, for programming reasons, to assign staff to trips involving adults and seniors.

Approving staff travel on day trips will remain the responsibility of the Health and Social Director.

People with Disabilities:

- A greater standard of care is required when providing services to people with disabilities.
- Supervision may be required for trips involving people with disabilities, but this and supervisor/participant ratios will depend on the type and degree of disability (ies).
- Whether dealing with a segregated program or integrating individuals with disabilities into regular travel programs, staff must ensure that the trip is suitable for the group or individual(s) involved **and** that extra precautions are taken to reduce any potential risk faced by the participants as a result of their disability (ies).
- Staff who design out trips for people with disabilities are encouraged to check details with the Queen Elizabeth, District Recreation Coordinator responsible for Special Needs programming.

## **FORMS WAIVERS, CONSENTS & MEDICAL INFORMATION**

Adults, Senior Citizens:

It is not required that medical information is provided prior to taking part in trips or other activities. As a courtesy or convenience, staff may compile information; however, it should not be compulsory for participants to provide information before taking part in tours.

It is required that whenever medical information is sought from an adult or senior citizen participant that they be informed that the First Nation is compiling information as a courtesy only and no responsibility for their health or well-being is being assumed. Participants should be advised to carry pertinent medical or health information with them on any tour.

When a tour or activity involves relatively strenuous activities, participants may be requested to sign a declaration that they are aware of the activities involved and have no health or medical conditions which indicate that they should not be involved. This should be included as part of the waiver form.

Minors:

There exists a greater responsibility with minors to ensure their well-being while they are in our care. It is required that medical and health information be provided by the parent or guardian on any overnight or extended trips and that parents sign a declaration that they are aware of the activities involved and that no health or medical reason exists that will affect their child's participation. Staff must read the information provided and ensure that proper

precautions are taken where required. Forms should accompany the trip to ensure that the information is readily available.

End of document.