

ATTENTION PARENTS

Parents of children participating in the 2019 Summer Kayak Program - Day Camps in the Victoria area, from Tuesday, July 2 to Friday, July 5; Monday, July 8 to Friday, July 12 **or** Monday, August 19 to Friday, August 23 have an obligation to keep informed so they can make appropriate decisions relating to the safety of their children.

PLEASE READ THE FOLLOWING

It pertains to your child

ACTIVITY INFORMATION PACKAGE FOR
2019 Summer Kayak Program - Day Camps in the Victoria area
Ages 10 to 12

Tuesday, July 2 to Friday, July 5, 2019

Monday, July 8 to Friday, July 12, 2019

Or Monday, August 19 to Friday, August 23, 2019

This activity information package contains the following sections:

1. Introduction
2. Parent Letter
3. Specific Activity Information
4. Gear and equipment lists
5. Associated Risks
6. GNS Student and Participant code of conduct (SIGNATURE REQUIRED)
7. Parent Guardian Consent and Acknowledgment of Risk Package (SIGNATURE REQUIRED)
 - A. Information
 - B. Parent/guardian Acknowledgment of Risk

Personal Communication:

Please feel free to discuss any information or concerns you may have about this activity by contacting Doug Tyrrell by email at dtyrrell@mygns.ca or by telephone at 250-370-6852.

Dear Parents/Guardians,

Glenlyon Norfolk School - Marine Adventure Program (Ages 10 – 12)

Dates: Tuesday, July 2 to Friday, July 5; Monday, July 8 to Friday, July 12 or Monday, August 19 to Friday, August 23

Cost: \$295.00/ 5 day camp or \$236.00/ 4 day camp

This five or four day, 9:00am-4:30pm camp covers all the basics of sea kayaking for the younger paddler while exploring many of Victoria's best paddling areas. The group, maximum of 10 participants, will enjoy kayaking and land-based games, and activities, a Thetis Lake adventure, a lunch cookout together on the final day, and much more.

This camp begins with basic strokes, wet exits, rescues, and familiarization with kayaking equipment. As the week progresses, paddling efficiency and confidence will be developed through games and activities on day trips on the shores of Oak Bay and Brentwood Bay. A 'lunch cruise' is the culminating event of the week, allowing the group to enjoy a cookout on a nearby island. No previous paddling experience is necessary and participants must be able to swim unsupported for the equivalent of a 25 metre pool length and go in water over their head. We supply all kayaking equipment.

Each day begins and ends at the Glenlyon Norfolk School – Beach Drive Campus that is located at 1701 Beach Drive. Destinations during the day trips are dependent on weather and time constraints. A GNS bus driven by Doug Tyrrell, a class 4 licensed driver, will provide the transportation outside of the Oak Bay area. Participant priority is given to GNS students, and outside participants are welcome too.

Certified kayak guides, with the Association of Canadian Sea Kayak Guides or with the Sea Kayak Guides Alliance of B.C., teach all courses and camps at the Marine Adventure Program. All instructors hold wilderness first aid and lifesaving certification. In addition, all instructors have extensive paddling and teaching experience. Our camp will have both a female and male guide.

Glenlyon Norfolk School Refunds and Cancellations

All requests for refunds must be made in writing via email or letter (mailed or dropped off). Credit or cheque refunds, less a \$25 administrative charge per camp, per child, will be issued for all camp cancellations up to TWO WEEKS (14 days) before the first day of the camp. There are NO REFUNDS within the TWO WEEK period before the first day of the camp. Pro-rating and refunds are NOT available for days absent, or for any other reasons including injuries or illness.

GNS reserves the right to cancel a camp due to insufficient enrolment or unavailability of instructors. If this situation arises, camps will be canceled by 3:30 P.M. one week before the start date and all fees for a cancelled camp will be refunded.

Registration steps:

1. Review Activity Information, Weekly Schedule, Risk Assessment Policies and Informed Consent Forms
2. Register online and proceed to payment
3. If you are not enrolled at GNS, please download the Informed Consent Form and send pages 10 and 11 (signed) directly to Doug Tyrrell dtyrrell@mygns.ca 250-370-6852.

Sincerely,

Doug Tyrrell, Marine Adventure Program Coordinator

3. SPECIFIC ACTIVITY INFORMATION

Explanation of Activity: The Kayak Day Camp covers all the basics of sea kayaking for the younger paddler while exploring many of Victoria's best paddling areas. There will be plenty of rest stops to snack, run around, and re-energize. The camp comprises ocean and lake kayak travel, outdoor skill building, teamwork, and leadership activities.

Trip Dates:

Tuesday, July 2 to Friday, July 5, 2019

Monday, July 8 to Friday, July 12, 2019

Monday, August 19 to Friday, August 23, 2019

Ages: 10 and 12 years old

Cost: The cost to each participant is \$295.00 for a 5 day camp or \$236.00 for a 4 day camp. (No GST)

Trip Leaders: GNS Staff Member and Marine Adventure Program Coordinator, Doug Tyrrell, and a qualified, female, assistant kayak guide

Transportation Logistics: The group will be transported on out trips to Thetis Lake and Brentwood Bay in a GNS Bus, driven by Class 4 licensed driver, Doug Tyrrell

Departure: 9:00am at Glenlyon Norfolk School, 1701 Beach Drive

Return: 4:30pm at Glenlyon Norfolk School, 1701 Beach Drive

Food Logistics: Each participant should bring a bagged and preferably garbage-free lunch and snacks. The leaders will also provide some snacks.

Emergency Contact: If there is an emergency and you need to contact a member of the group, please call the GNS switchboard (24/7) at 250-370-6800 to reach the on-call administrator.

5-Day Activity Schedule**Monday:** - 9:00 a.m. - 4:30 p.m.

- introductions to each other, the equipment and facilities, safety procedures and attitudes
- basic strokes and rudder control
- lunch on Mary Todd Island (bring a lunch each day, please)
- kayak, and land games
- Performance Kayaking video

Tuesday: - 9:00 a.m. – 4:30 p.m.

- advanced strokes and rescues at Thetis Lake
- kayak games and challenges
- day trip and lunch out - perhaps even a little time to swim (with PFDs on)
- stroke and skill practice, and more games

Wednesday: 9:00 a.m. – 4:30 p.m.

- day trip and lunch out to *Cadboro Bay and Flower Island
- charts and navigation
- weather, tides and current

Thursday: 9:00 a.m. – 4:30 p.m.

- day trip and lunch out to *Brentwood Bay
- marine and intertidal life
- leadership and group skills

Friday: 9:00 a.m. – 4:30 p.m.

- morning kayak games, and 'lunch cruise' out to Mary Todd Island with group cookout and games
- clean up, closing, good-bye. Participants are expected to stay until the clean-up is done.

4-Day Activity Schedule**Tuesday** - 9:00am-4:30pm

- introductions to each other, the equipment and facilities, safety procedures and attitudes *at Thetis Lake
- basic strokes and rudder control
- advanced strokes and rescues
- kayak games and challenges
- day trip and lunch out - perhaps even a little time to swim (with PFDs on)
- stroke and skill practice, and more games

Wednesday - 9:00am-4:30pm

- day trip and lunch out to *Cadboro Bay and Flower Island
- charts and navigation
- weather, tides and current

Thursday - 9:00am-4:30pm

- day trip and lunch out to *Brentwood Bay
- marine and intertidal life
- leadership and group skills

Friday - 9:00am-4:30pm

- morning kayak games, and 'lunch cruise' out to Mary Todd Island with group cookout and games
- clean up, closing, good-bye. Participants are expected to stay until the clean up is done.

* Destinations dependent on weather, sea conditions, and group abilities

4. GEAR AND EQUIPMENT LIST

Please bring each day:

Clothing:

- rain gear (coat with hood and pants)
 - wet shoes: neoprene booties, running shoes, rubber boots, aqua socks, or sturdy sandals (avoid Flip-flops)
 - dry shoes: running shoes, rubber boots, or sturdy sandals
 - sun hat
 - sun glasses and retainer
 - sun screen (minimum SPF15)
 - bathing suit
 - towel
 - clothes appropriate for the day's weather.
 - a complete change of clothes (in case of an unexpected capsize)
 - day pack
 - two garbage bags (minimum) for waterproofing gear in kayaks

Food:

- lunch and snacks
- water bottle filled with water

Optional:

- camera, binoculars

Student use of Technology Policy:

We ask that students DO NOT BRING personal communication devices on this camp. This way, they will be more present with the group and with nature. Should you need to contact the group please see the contact information on page 3.

5. ASSOCIATED RISKS

| LOCATION: Victoria- Capital Region | | ASSESSMENT DATE: | WRITTEN BY: | REVIEWED BY: Sarah McKerlich, Risk Management, March 2018 |
|---------------------------------------|-----------------------|---------------------|--|--|
| Day Camps | | March 2018 | Doug Tyrrell, Marine Adventure Program | NEXT REVIEW DUE: as needed- based on weather/conditions |
| NATURE OF RISK | LIKELIHOOD OF RISK | IMPACT OF RISK | ADVANCE ACTION / CAUTIONS | ACTION IN EVENT OF INCIDENT |
| Allergic Reactions | Low/Medium | Low/Medium/ High | Declaration on medical form. Participants to ensure guides know of food allergies. Participants to bring own medications for serious known allergies and ensure leaders know how to use this (e.g. EpiPen). | First-aid and/or hospitalization as appropriate. |
| Food Preparation | Low | Low | Listen to instructors at all times. Close supervision by leaders and instructors. | Treat at first aid level (e.g. minor burns). |
| Behaviour | | | This phase is commonly when the most accidents happen. | |
| Alcohol/Smoking and Drugs | Low | Low | Strictly no alcohol, smoking or drugs are allowed. | Parents and participant to review the student code of conduct. |
| Problems with guides | Low | Low | Criminal Record Reviews are made on all guides. Briefing by leaders | Leaders may send students home immediately for breaking these rules, at parent/guardian's expense. |
| Unsuitable behaviour | Low/Medium | Low/Medium/ High | Team members must listen to guide briefings. | Leaders to debrief group and apply further rules, or changes to the itinerary as appropriate. |
| Eating and Drinking | | | | |
| Contaminated food | Low | Low/Medium | Ensure hygienic cooking conditions. Students and adults not to help with cooking if ill. Ensure all food is handled, prepared, and cooked properly. All utensils and bowls/plates to be thoroughly cleaned before and after use. Do not store cooked food. Ensure hands washed before food preparation. | Monitor throughout trip. |
| Contaminated water | Low | Low/Medium | Check regular bowel movement. Cater for any food allergies, and dietary requirements. All water is carried with us from town. Check colour of urine (should be light). | Monitor throughout trip. |

2019 SUMMER KAYAK PROGRAM - Day Camps

| NATURE OF RISK | LIKELIHOOD OF RISK | IMPACT OF RISK | ADVANCE ACTION / CAUTIONS | ACTION IN EVENT OF INCIDENT |
|---|---|---------------------------------------|---|---|
| Exhaustion Lack of Fitness | Low/Medium | Low/Medium | Trip distance will cater to fitness levels. | Monitor, and adjust level of involvement if not fit enough. |
| Illness Upset stomach/nausea | Low | Low/ Medium/High | Briefing on water and food hygiene. Avoid unwashed vegetables and fruit. Scrupulous attention to personal cleanliness and always wash hands after toilet visits. Do not share water bottles. Refer to health and hygiene policy. | Initially water / electrolytes and rest for up to 48 hours. Avoid Immodium or similar. If situation not rectified in 48 hours then student will be referred to a health centre or hospital. |
| Illness Dehydration and cold trauma. Paddling Injury – sprains, strains, fractures Drowning | Low/Medium Low/medium Low | Medium/high Medium High | <p>Lecture on wearing hats, use of sunglasses and block. Drink lots of water. Sensible attire at all times with knowledge of how to manage a layering system.</p> <p>Trip will cater to skill level of participants. Practice with kayak safety skills such as wet exits and proper boat entry/exit at beachfronts. Continuous assessment of kayak skills among participants.</p> <p>Participants will all wear PFDs or lifejackets at all times when paddling and be familiar with kayak rescues. Swimming will only be allowed if supervised by guides. Use VHF radios.</p> | <p>Prevention, first aid, evacuation if necessary.</p> <p>Prevention, first aid, evacuation if necessary.</p> <p>Both guides are experienced in dealing with capsizes and ocean kayak rescue.</p> |
| Natural Hazards Adverse weather Fall from Height | Low/Medium Low/Medium | Low/Medium High | <p>Check local weather conditions and take advice from local people, especially as concerns possible water/weather hazards specific to ocean conditions.</p> <p>Mark or avoid cliffs or risk areas. Inform participants of dangerous drop-offs, and areas of poor footing.</p> | <p>Address if issues arise. Both guides are certified and experience ocean kayak guides and instructors.</p> <p>Perform thorough physical assessment and administer first aid; evacuate to hospital if necessary.</p> |

2019 SUMMER KAYAK PROGRAM - Day Camps

| NATURE OF RISK | LIKELIHOOD OF RISK | IMPACT OF RISK | ADVANCE ACTION / CAUTIONS | ACTION IN EVENT OF INCIDENT |
|--|--------------------|-----------------|---|---|
| Campus Construction at the Beach, for orientation/loading/unloading | Low/Medium | Low/Medium/High | Coordinate with construction company-establish no-go zones/fenced off areas. Make sure they are aware of our presents in the area | Assess Incident Call 911 Initiate Emergency Protocols Administer First Aid |
| Psychological Problems | Low | Low | Check medical forms for preexisting conditions. Ensure daily talks with students to make sure all are coping OK. Use buddy system. Check for self-harming and eating disorders. | Keep notes of any problems, and discuss with student in the presence of another adult. Talk to parents if appropriate and work out coping strategy for student. |
| Vehicular Travel Public road | Medium | Medium | Use of GNS Bus with a Class 4 licensed driver. Refer to transport check-list. | As appropriate. |

Risks Associated with the Activities:

Hazards:

- Driving accident
 - Burns
 - Allergic reactions
 - Falls from height
 - Drowning
 - Athletic injuries (general)
 - Food/water contamination
 - Animal encounter
 - Tree fall
 - Flooding
 - Travel on a GNS Bus driven by Doug Tyrrell, a class 4 driver
- * Participant getting lost from not heeding instructions
 - * Extreme weather
 - * Cold related injuries
 - * Slippery and uneven ground

6. GLENLYON NORFOLK SCHOOL STUDENT/PARTICIPANT CODE OF CONDUCT

The following are rules that form a code of conduct for all participants, even if not registered at Glenlyon Norfolk School (GNS), who need to consider them carefully, understand why they are in place, and indicate acceptance thereof by signing this document. Parents/guardians of participating students should also read what follows carefully and countersign that they have read and understood what is expected of their child.

While on this kayak trip, you are acting as an ambassador for your school and in some cases, your country. Glenlyon Norfolk School and its Chaperones hold participants to a high code of behaviour and a significant level of personal investment and responsibility is expected from each participant joining the group. Your time with the group and your hosts (if the case) leaves a lasting impression and one that will affect all future trip participation. By reading, understanding and signing these rules, you confirm that you are committed to our expectations and that you understand you will be held accountable if you are not able to live up to the spirit of these rules. Please consider each statement with care, and contact us if you have an issue with any of them.

Participants who violate these rules at any point of the trip may be subject to disciplinary action by the Trip Leaders and by Glenlyon Norfolk School. Such action could include immediate removal from the trip, with the participant being sent home on the next available method of transport at the parents' expense. There will also be disciplinary action set in place by GNS, as outlined on the following page:

I (state your name) _____ agree to:

1. Be punctual and where I am intended to be. It is my responsibility to have the plan clear in my mind so I know what is expected of me as to time and place.
2. Use the trio buddy system. My personal safety is a priority so I will not go anywhere on my own I will go with at least one other person and I will keep my guide(s) informed as to my whereabouts.
3. Not drive any motorized vehicle, and I will only travel in one with the express permission of the guide(s).
4. Not swim except with the express permission of the guide(s), and then only when supervised by a qualified lifeguard and/or a trip leader.
5. Be courteous and attentive to those providing information or instructions.
6. Not leave personal belongings lying about. I will take care of my gear, as well as the group gear.
7. Be considerate of campground staff and other guests or campers at all times.
8. Traveling is exciting and fun. It also presents stresses and challenges particularly to the guides and other people in responsible positions. I will be aware of this and be cooperative and helpful at every opportunity.
9. Do my part with helping others in transit and at the destination sites.
10. Report any illness or any injury to the guide on duty at once.
11. Avoid public displays of affection, becoming involved in any exclusive behaviour.
12. Not visit other group members of the opposite gender in their tents.
13. Adhere to curfews that are imposed by the guides.
- 14. Abide by all school rules. By signing this, I am agreeing to forgo the possession and/or consumption of alcohol, tobacco products, drugs (unless prescribed by a medical practitioner).**

Should I choose to violate this *last rule*, the following consequences will be put in place immediately:

1. I will need to contact home to inform my parents/guardian about my decision to break the rules.
2. I may be sent home immediately at the expense of my family.
3. Upon return to Victoria, a letter will be sent to my school.

I, the undersigned, understand the rules as set out above and agree to abide by them while participating in the 2019 Summer Kayak Program - Day Camps in the Victoria area for Ages 10-12 from either July 2-5, July 8- 12 or August 19- 23, 2019 fully appreciating that if I do not, then I will be subject to disciplinary action by Glenlyon Norfolk School.

STUDENT SIGNATURE: _____

7. PARENT/GUARDIAN CONSENT AND ACKNOWLEDGMENT OF RISK FORM

A. INFORMATION

In consideration of Glenlyon Norfolk School offering my child an opportunity to participate in the following activity:

2019 Summer Kayak Program – Day Camps – Ages 10 - 12 at GNS Beach Drive Campus, Thetis Lake, Cadboro Bay, Brentwood Bay from July 2-5, July 8- 12 or August 19- 23, 2019 with Guides: Doug Tyrrell and a qualified female assistant kayak guide.

There is always a risk of more serious injury due to unforeseen circumstances or a participant's own behaviour. In any trip involving outdoor education, there are dangers and risks of a more general nature. These may include, but are not limited to:

Drowning, driving accidents, burns, allergic reactions, falls from height, athletic injuries (general), concussion syndrome, athletic injury (head/spinal), heat and/or sun related injuries, cold related injuries, participant getting lost from not heeding instructions, extreme weather, food/water contamination, animal encounter, tree fall, slippery and uneven ground, illness, conduct of the guide, chaperone or other group members.

B. PARENT /GUARDIAN CONSENT AND ACKNOWLEDGMENT OF RISK

1. The following means of transportation will be provided
 - a. Glenlyon Norfolk School kayaks
 - b. GNS Bus driven by a Class 4 licensed driver, Doug Tyrrell
2. The undersigned accepts these modes of transportation for this activity as provided by Glenlyon Norfolk School.
3. In signing this consent and acknowledgement of risk form the undersigned is not relying on any oral or written representation or statements made by the school and its servants, agents, employees or authorized volunteers, to induce me to permit his/her child to take the trip, other than those set out in this consent and acknowledgment of risk form. The undersigned is satisfied that he/she have been informed of his/her right to obtain as much information about this activity as he/she feels necessary, including information beyond that information provided to him/her by the school to the extent that he/she requires.
4. The undersigned freely and voluntarily assume the risks and hazards inherent in the nature of the activity and understand and acknowledge that his/her child, as a participant, may suffer serious injury due to his/her failure to follow direction, his or her negligence, misadventure or unavoidable accident.
5. The undersigned and his/her child understand that the Participant's Behaviour Guidelines applies during this trip. The undersigned will be responsible for any costs caused by his/her child's failure to abide by the Behaviour Guidelines, including any costs to send his/her child home.
6. The undersigned's child will not necessarily be supervised by an adult at all times.
7. The undersigned acknowledges that it is his/her responsibility to advise Glenlyon Norfolk School – Marine Adventure Program of any medical or health concerns of his/her child, which may affect his/her participation in the stated activity. A current medical form is required from each participant. It is your responsibility to inform us of any updates or recent medical conditions. If you have any questions or concerns, please contact Doug Tyrrell, the trip leader, at 250-370-6852 or dtyrrell@mygns.ca.

8. The undersigned ensures that all pertinent emergency contact phone numbers are current.

9. The undersigned agrees to disclose to trip leaders before trip, any illness or medications that could be affected by participation in this activity.

10. The undersigned consents that Glenlyon Norfolk School – Marine Adventure Program, through its employees, agents and officers may secure medical advice and services as those individuals in their sole discretion may deem necessary for his/her child’s health and safety, and that the undersigned shall be financially responsible for such advice and services.

11. PERMISSION TO SWIM: The undersigned gives permission for their child to swim while away at tournaments where the accommodation may have a swimming pool. We will use the medical form that we have on file as reference for your child's swimming ability. It is your responsibility to notify Activity Leader by email at dytrell@mygns.ca if you do not want your child swimming while on this activity.

Based on the undersigned's understanding, acknowledgement and consents as described herein, the undersigned, agrees that:

1. My child _____ has my permission to participate in the 2019 Summer Kayak Program - Day Camps in the Victoria area for Ages 10-12 from either July 2-5, July 8- 12 or August 19- 23, 2019
2. My child has permission to swim while participating in this trip.
3. I understand the GNS Student Code of Conduct rules as set out above and have reviewed them with my child prior to my child participating in the 2019 Summer Kayak Program - Day Camps in the Victoria area for Ages 10-12 from either July 2-5, July 8- 12 or August 19- 23, 2019

Signature of Parent/Guardian

Name of Parent/Guardian

Date

Parent/Guardian E-mail Address