

Out There Sports and Recreation Event Planning Guidelines

Objectives:

The objective of the following guidelines is to ensure that:

1. Out There Sports, their planners & participants are provided with adequate information to ensure participants are aware of their personal responsibilities in participating and that they understand the level of difficulty of the event.
2. The event planner has adequate information about circumstances of the event and its participants in the event of an emergency.
3. To respect the privacy of participants while promoting a positive social atmosphere for GLBT individuals.

Age Restriction

Participants must be 18 years of age or accompanied by their parent or guardian. A parental consent form must be signed every time the child/youth participates in an event. If the parent or guardian does not attend the event they must provide a signed letter stating who they authorize to supervise their child and a signed parental consent form. The person authorized to supervise their child must be 18 years or older, be present at the event and also sign the parental consent form.

We request that the parent or guardian sign the waiver in person at the beginning of the event or event series. For one time events, a waiver must be signed for every event. For league type events, the waiver should be signed at the first day of the league and the waiver applies for the remainder of the season.

Waivers

All event coordinators are responsible to ensure that all adult participants in Out There events have signed a waiver prior to participating in an event. The waiver shall be valid for one Out There season, from June 1 – May 31. A new waiver must be signed annually

Waivers will not be issued to participants under the age of 18. Parental consent forms/waivers must be signed for each event attended by a youth. The waiver is available on the website.

First time event coordinators:

1. It is recommended that first time event coordinators be assigned a mentor to assist new coordinators in interpreting and understanding the importance of the guidelines. Website administrator Jeff M will direct new event planners to someone on the mentor list.
2. Event coordinators must sign the Organizer Consent form confirming that they have read and understood the guidelines and that they agree to follow the guidelines when planning any events.

Responsibilities of the Event Planner:

Prior to Day of Event:

1. Confirm date & location of event. Where applicable phone ahead to confirm availability of facility or site.
2. If the event is held at a facility (eg. community club, etc), ensure that the facility has third party liability insurance &/or their own required waiver. If they do not, an Out There wavier must be signed by all participants.
3. Evaluate & disclose the level of difficulty of the event being advertised. If the level of difficulty is unknown, the planner should confirm level of difficulty in advance, either by performing the event or obtaining an objective assessment from someone they trust. Two sample level of difficulty ratings are as follows:

Hiking/skiing

League type events

Easy

Low impact (eg curling)

Moderately strenuous

Moderate impact (eg tennis)

Very strenuous – advanced hikers only

Full contact (eg floor hockey)

4. Communicate event details to the website & mailing list (listserv). The details should include the date, meeting place for the event, location of event, duration of event, level of difficulty, and contact information of event planner (at minimum an email address).
5. As people sign up for an event, the coordinator must:
 - a. Promptly confirm participation in event on an individual basis (in order to maintain participant's privacy).
 - b. Obtain first & last name of all participants
 - c. Direct the participant to read the Participant Information document on the website which outlines their personal responsibilities.
 - d. Advise them that they will be required to sign a waiver before participating in the event.
 - e. Obtain a contact number from the participant. If the participant is unwilling to leave a contact number, the participant should be informed that if the event is cancelled they will not be contacted.
6. Print enough copies of the blank waiver form for all event participants and extras in case anyone attends without prior notification.
7. For local events, ensure a first aid kit is available. For remote events, such as hiking & skiing, ensure you bring a survival kit with you. If you do not personally have the items

for this kit you should borrow a survival kit from another event coordinator. The kit should contain the following:

- a. First aid kit
- b. Waterproof matches
- c. Flash light
- d. Jack knife

8. If you intend to communicate to all the participants signed up for an event through a mass email, utilize the blind copy feature to protect email address privacy, unless participants request otherwise.

League type events

1. On the first day a league or series of events begins, the event planner must, where necessary get waivers signed, and obtain emergency contact #'s and names & any relevant medical information (eg relevant allergies or medical conditions) of all participants (see guideline 2 above). Emergency contact information should be recorded on the Event Attendance Sheet.
2. If the event is a drop in event the event planner should ensure they have waivers at every event occurrence and have any new participants sign a waiver.
3. The event co-ordinator is responsible to ensure that no one participates without having signed a waiver for the season.

One Time Events

Day of the event

1. Coordinator confirms weather conditions and decides if event is to proceed or be cancelled.
 - a. If cancelled, contact ALL participants by phone at least 1 hour prior to the meeting time. This notification can only be by email upon specific request of a participant. If the event is cancelled before the morning of the event, the participants may be contacted by email.
 - b. If not cancelled, the coordinator should be at the meeting place 10-15 minutes prior to meeting time.
2. At the meeting place for the event, take attendance, get waivers signed as required, and obtain emergency contact names and #'s and any relevant medical information (eg relevant allergies or medical conditions). Medical condition information is to be kept private. All other information is to be captured on the Event Attendance Sheet.
3. If the situation warrants, either arrange in advance or at the start of the event, assign a secondary co-ordinator for the event. If the group splits up, one co-ordinator should stay back with the slower group. The primary coordinator should carry the Event Attendance Sheet. The secondary co-ordinator should create a duplicate list of the participants & their emergency contact information using the Event Attendance Sheet and carry this with them on the event.

4. Remind people to have a lunch & water

5. Provide clear written directions & distribute to participants if the event is out of town or ensure everyone knows where they are going.

Note: The co-ordinator is not required to provide rides, but should encourage car pooling. Event co-ordinators are encouraged to use meeting places that are easily accessible by city transit.

At the Parking Lot of the Event

1. Roll call from the attendance sheet

2. If any participants joined here rather than original meeting place, check membership cards or have a waiver signed and obtain emergency contact information.

3. Outline the timeline and schedule to ensure that event is completed safely.

4. Ask that any participant who is going to leave midway through the event inform the primary or secondary coordinator prior to leaving.

5. Encourage people to stay in groups or sub-groups.

6. At the end of the event, the event coordinator or secondary coordinator should ensure that all participants finished the event. Check off the attendance sheet.

7. The co-ordinator is responsible for keeping all signed waivers. Information obtained at the event should be maintained in such a manner as to ensure privacy of such information.