

1.1 Equipment Care, Maintenance and Repairs

Our equipment is durable and of high quality, however, due to the intensity of our program many things get broken. Reporting damaged items and repairs must be done as soon as possible as someone will need it after you.

1. PFDs should be checked for tears, missing buckles and general integrity prior to each use. All PFDs are tested for flotation at regular intervals. If you suspect that a PFD is not floating to its potential or has any other problem, pull it out of circulation label it and give it to a Manager.
2. **Pelican boxes should be stored with the latches open to avoid compressing the gasket and to allow any moisture to escape.**
3. Pelican boxes should not be sat upon this will destroy the gasket inside that works to keep our important items dry.
4. Staff must first do all they can to fix any items that need repair. If this is not possible:
 - Flag the item in a way that shows exactly what needs to be repaired (use tape to flag the broken or damaged part)
 - Attach a note explaining the problem and where it came from (ie. which cohort)
 - Leave the item neatly on the repair table in the office
 - Make note of the missing item on the sign-out sheet and also leave a note in the mailbox of the staff who manages that system
5. Damaged tents must be hung to dry. The needed repair(s) must be flagged and noted on each piece of the tent, and on the tent sign-out sheet. When a damaged tent is dry and repacked take the labelled tent to the office.

2 LEAVING BASE CAMP/CAMPING/FIELD TRIPS

Most groups will leave the Boundless Base Camp for a portion of their program. The following section provides policies, procedures and information for Staff to help ensure safe and successful field trips.

Any time a group leaves the base camp they must file an Itinerary.

If the excursion is not going into a wilderness area than no "Trip Plan" is needed. In this case, one copy of the Trip Itinerary must accompany the group and one copy should be filed in the office.

If the excursion is to a wilderness area (where transport to a medical care facility will be delayed) a Trip Plan must be developed and an Itinerary completed. Two copies of the Trip Plan should accompany the group and one should be filed with the itinerary in the office. For commonly visited areas, Trip Plans have been developed in advance and are kept in the SC kits, TL kits and the office at all times.

The Trip Plan should include:

- ❑ The name of the area(s) to be visited, General Location and Specific Locations.
- ❑ Topographical map name and numbers for the maps that cover the area.
- ❑ Nearest medical facility and approximate distance from access points, and police jurisdiction.
- ❑ Description of route (location, distance to travel, type of terrain/water conditions expected).
- ❑ Locations of access and egress points and anticipated campsites (UTM and lat long) and possible evacuation points for each day.
- ❑ Shuttle plans if applicable.
- ❑ Any applicable emergency phone numbers that are not carried with the satellite phones.

The Itinerary should include:

- ❑ The trip dates.
- ❑ The name of the Agency when applicable.
- ❑ The First and Last Names of: the TL/Mentor, Course Director, the SC, the Agency Staff, all Participants, and Boundless Staff.
- ❑ Date and Time of departure and expected return from/to Base Camp.
- ❑ Outline of plan, locations to be visited, campsites, travel routes, timing etc. What vehicles/trailers the group has and shuttle arrangements.
- ❑ Satellite phone and cell phone number(s).
- ❑ Boat #'s of all boats being taken by the group, if applicable

If the excursion is not going into a wilderness context (and therefore no Trip Plan is necessary), the Itinerary should also include:

- ❑ The name of the locations/area(s) to be visited, and contact person name and phone number if applicable.
- ❑ General Location and Specific Locations (Civic Address).
- ❑ Nearest medical facility and police jurisdiction.

2.1 Shuttle Considerations

1. Shuttles are necessary whenever a group finishes an out-trip at a different location than they started.
2. If the shuttle is to be completed by the staff on trip the shuttle will be arranged by the SC in conjunction with the TL/Mentor. Choose reliable drivers, the drivers may need to catch up with the group on the river or trail, consider who their paddling partners are etc.
3. The SC or TL/Mentor should not be doing the shuttle without a good reason, they should be with the group whenever possible.

4. Think ahead about where to leave the 4WD vehicle if applicable.
- 5. Have a backup plan (communicated between drivers and TL/Mentor/SC) in case a vehicle breaks down, gets stuck or does not arrive at your destination for any reason.**
6. If someone has been hired to run the shuttle or the shuttle is being run by staff not joining the group on the river, the TL/Mentor and SC should know where the vehicle will be and at what time in case of an evacuation.
7. Make sure there is a plan for the keys and both the TL/Mentor and SC are informed.

2.2 Camping

2.2.1 Campsite Selection

Groups may be camping on Boundless property, on the Madawaska River, The Dumoine River or elsewhere. Sites are almost always pre-selected. Wherever you decide to camp, attempts should be made to stay away from other groups, buildings, and other evidence of civilization in order to create a sense of remoteness when at all possible. Select a site with shade, sun, access to water, a safe swimming area and a place to fish whenever possible. Think ahead and bring any equipment (shovel, rope) you may need.

On arrival at the campsite there are a number of tasks to be completed. A good way to involve Participants is to encourage discussion about what needs to be done. Guided discovery, especially for repeat groups, will greatly facilitate ownership in the trip.

Encourage Participants to do as much for themselves as possible. Let them OWN their experience. Guide them, and when necessary do tasks (setting up tents, building fires, etc.) WITH them. Do camp chores for Participants only when you are sure that your doing so will not detract from their experience or when it is unsafe for them to take part.

- ❑ When a group arrives at a campsite a Staff member should sweep the campsite to ensure there are no unnecessary safety hazards (broken glass, widow makers etc.).
- ❑ Groups should strive to arrive at their destination when there is still enough daylight to SAFELY set up tents, cook, clean up, and have an enjoyable "wrap up" of your day. This is especially important in winter.
- ❑ Groups should try to make camp BEFORE a storm hits. This will give the group much better odds of staying dry and warm, and therefore happy.
- ❑ Quit while you're ahead! It can be quite exhilarating to sit back after a hard day of physical effort. There is a fine line between pushing the limit and overdoing it. Stay in tune with your group.
- ❑ Choose a site large enough to accommodate all tents, as well as to provide areas for cooking and food preparation. Crowding in these areas can be hazardous.
- ❑ Algonquin Park limits the number of campers per site to 9. This may require that Boundless groups use 2 or more adjacent campsites. Participants must NEVER be left unattended, and an adequate number of Boundless Staff must stay on each site if a group is forced to separate.

- ❑ Always sweep the campsite before leaving – ensure that the fire is out (you can stick your hand in the ashes), and that nothing is left behind (don't forget to check the outhouse, where food barrels were stored overnight and all tenting areas). This includes a thorough cleaning of garbage and tidying of any remaining wood. Upon exit, the site should be left in a highly respectable state.
- ❑ When camping with lower functioning groups (ABI) and in BLIS, Staff should be on duty all night to provide supervision.

2.2.2 Tents

Most Boundless tents are A-frame style tents. These tents are comfortable, provide good head room and are reasonably durable if cared for properly. A-frame tents require a fairly large flat site and do not function well in wind or rain unless properly pegged out. The poles are lightweight aluminium. This makes them relatively light to carry, yet easy to bend beyond recognition. Zippers are clearly the most temperamental feature on these tents. Participants should be shown how to carefully and patiently work the zippers. A little effort can spare a lot of grief and may result in fewer mosquito bites!

1. A good tent will last considerably longer if it is properly cared for. This includes storing the tent bags inside or underneath the tent so they are not lost.
2. Our tents are made of treated nylon fabric, which WILL grow mould and smell if they are put away wet. All tents MUST be hung to air dry after each excursion. They should also be emptied of any sand, dirt, garbage and underwear every time they are taken down.
3. Tents must be rolled when stored after drying. This facilitates setting them up for the first time for the next group of Participants.
4. The primary function of a tent is to protect us from the elements. Our tents will protect us well from wind, cold and rain if cared for and properly erected.
5. A Staff member will be delegated the role of Tent Person prior to any excursion when tents are needed (often also the gear person or Friday) at the beginning of each trip to ensure that all things tents run smoothly (see Summer Operations manual for a full job description).
6. Care must be taken when selecting sites for Participant tents. Tents should be set up to maximize safe movement around the site (i.e. not on the route to the outhouse, pointing away from the water to avoid tumbling in the night, out of reach of the fire, etc.) Check for dead trees/branches nearby and overhead (sometimes referred to as “widow-makers”).
7. Participants should be discouraged from using their own tents. Having a good tent, and even more importantly, setting it up properly, will increase your chances of having comfortable and well rested Participants.

2.3 Keeping Animals Out Of Our Food and Our Food Out Of Animals

"Animal proofing" our food should include not only protecting ourselves from animals, but also protecting animals from us. Bears, racoons, chipmunks, mice, ants and others can all destroy equipment and injure people if they are attracted to food at campsites.

The following precautions should be taken to "animal proof" campsites:

1. All food and kitchen items must be stored securely in barrels and placed well away from where the group is sleeping (at least 100m). Think about location so that animals do not have to go through your campsite to get to the food barrels.
2. An effort must be made to keep food bits and smells off the outside of the barrels. If vehicles are available they are an option as well.
3. If barrels are not available food should be hung at least 12 feet off the ground and at least 6 ft below the nearest branch and 6ft from tree trunk.
4. On Canoe Trips, the SC may decide to float the food, off shore, in a canoe or hang it out of reach.
5. Participants should be encouraged not to feed wild animals and given an explanation as to why it is unhealthy for them (animals may become dependent on humans and may become a nuisance/danger to humans).
6. Participants should be cautioned about the danger of keeping food and other scented items (hand cream, tooth paste, cigarettes etc.) in their tents or packs.
7. Any dishes left out overnight must be thoroughly cleaned of all food residues.
8. Condiments will also be properly stored each night (incl. coffee, tea, hot chocolate, etc.)
9. Attempts should be made to incorporate leftover food into future meals. Do not bury it in the ground or dump it in the latrine, it may attract animals to the area. Pack it out!
10. If burning food, ensure it is entirely burned (white ash).
11. Make an effort to keep small bits of food off the ground around the campsite.

2.4 Shitting in the Woods

Especially on extended trips it is extremely important that Participants relieve themselves while away from the facilities. This can be intimidating, embarrassing, and difficult for some people. Avoiding a bowel movement for an extended period of time can lead to extreme discomfort and serious medical issues.

1. A "Shitting in the Woods" lesson highlighting the contents of the "pooh kit" and other points below should be taught to all groups that leave the facilities for an extended period (more than a day outing). This lesson should be fun and engaging, but appropriate for the group involved. We may make light of our bodily functions in order to make people more comfortable.
2. A "pooh kit" will accompany all groups that leave the facilities for an extended period (more than a day outing). The pooh kit contains the following items:
 - ❑ several rolls of toilet paper - each in a plastic bag tied with a slip knot
 - ❑ one bottle of hand sanitizer in plastic bag – store the bottle with the spout "up" to prevent leakage
 - ❑ a plastic bag containing a supply of paper bags and tinfoil for disposing of

feminine hygiene supplies

- a small trowel
- 3. Human waste in high use areas should be concentrated. If there is an outhouse or "thunder box" it should be used by everyone.
- 4. All disposal of human waste should occur well away (100 feet) from any source of water so we do not pollute the lakes and rivers.
- 5. When no outhouse or thunder box exists – consider digging a group latrine or else "cat holes" must be dug in order to prevent others from having to "experience" what is rightfully yours. These holes should be dug 6-10 inches into the earth because decomposition happens most readily in the humus layer. A small trowel will always accompany the group. Use this or a stick to dig. Always bury your treasure and if possible place a rock or branch over the site to discourage others from digging there. Holes must be dug at least 100 feet from water.
- 6. Toilet paper must **ALWAYS** be buried, thrown in the garbage or burned. There are alternatives to toilet paper. The drip and air dry method can be a refreshing change. Other options include leaves, pinecones, rocks, snowballs etc. but users should first make sure they are able to identify poison ivy.
- 7. Always take the time to travel **WELL** off the beaten path, before relieving yourself.
- 8. Staff on trip should ensure female participants are aware of how to deal with feminine hygiene supplies when away from base camp (wrap in toilet paper/tin foil then place inside a paper bag and dispose of in the main campsite garbage).
- 9. Carry the "pooh kit" proudly! Often Participants feel less inhibited once they see how Boundless Staff treat this as a not so delicate matter.

2.5 Recommendations for Protecting the Environment

Staff need to be aware of the impact they and their group have on the environments through which they travel and the global environment in general. We travel in large groups so the potential for negative impacts are great. We must teach minimum impact travel to our Participants in order to help minimize ecological damage.

Each year efforts are made to improve our standards.

The following guidelines should be followed by all trips:

1. Use established campsites, trails, latrines etc. whenever feasible.
2. Help reduce our carbon emissions - drive slowly, accelerate slowly and use Gogolin's Rd. whenever you are headed toward Quadeville.
3. Minimize the collection of souvenirs.
4. Food waste may be burned when in the backcountry, the fire must be hot enough to fully burn the food so that traces are not left in the fire pit when leaving the campsite or going to bed. Burning food properly is a major process. It will usually be easier to pack leftovers in empty Nalgens or bags to be brought back to camp.
5. All unburnable garbage must be carried out. Plastics, foil, etc. are not considered burnable.

6. Use of any soap should take place 100 feet from the water.
7. Dishwashing must never be done in the river. Dishwater must be discarded 100 feet away from water into a sump hole (or scattered) after being strained for food bits and cutlery.
8. Sand makes a good substitute for soap, especially for pots etc.
9. Cigarettes must be field stripped and butts carried out as garbage or burned.
10. Groups should take out as much garbage as possible, even if it is garbage they did not bring in.
11. Landing sites for canoes should be chosen to minimize riverbank erosion.

3 WATER BASED PROGRAMS

3.1 Personal Flotation Devices (PFDs)

Boundless provides two types of PFDs for use by Participants and Staff. High Float PFDs with happy straps and lower profile Paddling Vests. Often, High Float PFDs will be used by adult groups and by all in big water conditions.

1. The SC will determine which type of Boundless PFDs are used by Participants on a given trip. The decision will be based on Participants' physical and swimming abilities, water conditions and activities to be undertaken by the group.
2. Personal Flotation Devices must be worn and securely fastened when engaged in all water activities and during activities that take place at river's edge where people may fall into the water. When Swimming and Waterfront policies are followed PFDs may not be necessary.
3. Non-swimmers (and anyone with a seizure disorder) must wear PFDs whenever there is a chance they could fall in the water.
4. All Participants must wear Boundless PFDs. Exceptions may be made if a Participant brings their own PFD and it is thoroughly inspected by the SC and determined to be of high quality and have an appropriate amount of flotation.
5. All Participants who go rafting on the Ottawa River must wear High Float PFDs with "Happy Straps".
6. **Clothing (rain gear, sweaters etc.) must never be worn over PFDs.**

All Boundless PFDs will be:

- Canadian Department of Transportation or US Coast Guard approved.
- An appropriate type (type III) and sized and fitted properly checking to make sure they are secure and cannot be pulled off over the head.

- Of sufficient buoyancy for the participant (Minimum of 15 pounds buoyancy when new). Buoyancy will be tested at regular intervals. The test will take place in-water in a controlled environment, with an out-of-water observer. The PFD's buoyancy should keep the body supported, and the head safely out of the water.
- In good condition; including having buckles and zippers in working condition and no significant rips or tears.
- Approved by the SC. SCs should check out Staff's PFDs to ensure they are appropriate and in good repair. SCs may veto the use of a PFD (Staff's or Participant's).
- Inspected prior to each use.
- Properly cared for. Proper care includes allowing PFDs to dry in a well-ventilated area, out of direct sunlight. PFDs should be stored in a dry, well ventilated place. Avoid dirt and compression (ie. sitting on them).

3.2 Trout Pond

The Trout pond is deep and should not be underestimated as a dangerous waterfront location, especially for non-swimmers.

1. A ring buoy with a rope attached to it should be kept at the trout pond at all times.
2. Swimming is not permitted in the Trout Pond – water based activities are okay if Participants are wearing PFDs.

3.3 Canoes

Each Trip or Cohort will be assigned a complement of boats when applicable. The SC must list all boats in use on their Trip Itinerary. Only these boats are available for the trip – this allows us to keep track of how many boats are on the property at any given time.

Deck plates, gunwales and particularly bang plates will hold up much better if they are not dragged across rocks. Care when beaching will add considerable life to the bang plates. Also remember, canoes are not a cutting board or a place to put hot pots.

All boats must be placed NEATLY in the designated area when they are not in use.

- An inventory of all canoes and a check for needed repairs is completed at regular intervals. The SC should facilitate a quick check of all boats (seats, yokes, bang plates, deck plates) at the end of each trip.
- Staff should fix what they can after their trip (i.e. new seat bolts, yoke etc.)
- If boats need work that cannot be completed by the trip Staff, they must be left in front of the Maintenance Shed with their problems flagged and a note stating which facility they belong to. This is ultimately the responsibility of the SC.
- Some trips may require extra boats. A Kahuna or Manager must be consulted to

solve this issue.

3.4 Canoeing

1. PFDs must be worn at all times when using a boat of any kind (canoeing, jitterbugs, swimming and playing in swamped canoe etc.).
2. Participants should be taught how to enter and exit a canoe safely.
3. There should always be two boats on the water (or if only one boat is on the water it should stay in sight and earshot of the campsite or waterfront where a rescue boat and rescuer is available.
4. The SC will determine paddling partners. The SC should consult with the TL/Mentor and Agency Staff where applicable and consider the following when determining partners: size/weight, swimming comfort and ability, temperament, age, social issues, special needs of individuals. Try to have at least one strong boat (a Staff and Participant that can self-rescue or two Staff or solo Staff).
5. See the Boundless Teaching Resource Manual for suggestions about planning a canoeing program.

3.5 Traveling by Water

1. Consider water and air temperature when planning any water-based program. Always assume someone could fall in.
2. When travelling by water a reliable boat should always be designated as lead and another as sweep boat.
3. Canoes should travel close enough together that they can assist one another in the event of capsize or other mishap. A safe distance apart will depend on the level of comfort and ability within the group, weather and water conditions, temperature etc.
4. Boats with weak/non swimmers, Participants who are afraid of the water, or with other issues (i.e. seizures) should be shadowed by a strong boat.
5. If on open water (a lake or wide river) the group should move to shore at the first sign of lightning (See Chapter 16 Severe Weather Events for more details).

3.6 White water Programs - General

1. Suitable helmets and PFDs must be worn and fastened properly during all whitewater programs.
2. Adequate warm clothing must be taken on the river (this will vary depending on water and weather temps).
3. A Rain Gear Barrel and a Warm Sweater Barrel should be established to provide for easy

- access to warm, dry clothes when needed.
4. All clothing must fit appropriately, and not encumber a Participant's ability to swim if they end up in the water.
 5. Closed toed shoes must be worn by Staff and Participants during all moving water programs.
 6. Lead and sweep boats will be designated. The lead boat (should be a strong boat) will not be passed; the sweep boat will stay at or near the back of the group. Groups will remain together, regrouping after each major rapid. All boats will meet up at the bottom of a set before proceeding through the next rapid, unless otherwise determined by the SC.
 7. All Participants in whitewater programs must participate in a Swim Thru lesson. See the Boundless Teaching Resource Manual for Swim Thru lesson guidelines.
 8. All Participants running rapids (or paddling anywhere with significant downstream hazards) must demonstrate a Swim Thru. Poor Swim Thru performance will not necessarily prevent someone from participating in a white water program. However, Swim Thru performance will be a major consideration when determining routes, river running strategies, paddling partners etc. If a Participant refuses to try the Swim Thru they will have to walk around all significant rapids. See rafting policies for exceptions to this rule.
 9. At each major rapid, the group should identify obstacles, judge the current and propose a route. As appropriate and especially where there are significant dangers present, or changes in water levels since the last trip, it is best to scout from shore. Scouting from shore provides more time and clarity for communications, an opportunity to get to know rapids more intimately and often increases the level of anticipation and excitement.
 10. Scouting from shore with the entire group can depend on access and timing. This decision should be made by the SC in conjunction with the TL/Mentor and be based first and foremost on safety.
 11. It is essential that Participants feel that they are making the choice to run each set of rapids.
 12. All Participants in whitewater programs should be taught the following signals:
 - ❑ One Whistle Blast – look at me
 - ❑ Three Whistle Blasts – There is an emergency situation. Stop, get to a safe place (i.e. on shore) and wait for directions.
 - Vertical paddle: All clear, come ahead.
 - Horizontal paddle: Stop.
 - Paddle at 45 degree angle: Go in direction paddle is pointing.
 13. Make sure that Participants know that the signals should be returned for confirmation.
 14. All Participants in whitewater programs need to have a basic understanding and awareness of the environment they will be in. This allows Participants to take some responsibility for their own safety. The following is the minimum information that should be taught to all Participants participating in any whitewater program.
 - ❑ How to tighten/fit PFD and helmet
 - ❑ Recognition and avoidance of river hazards/features including, Upstream/Downstream/River right/River left, strainers, rocks, submerged rocks,

- holes, downstream V's, standing waves.
- ❑ How to swim defensively in moving water

See more on specific instruction for canoeing or rafting below.

3.7 Whitewater Canoeing

1. Before canoeing on a stretch of river that involves whitewater, Participants must receive training and practice in whitewater canoeing. For groups where Participants will paddle canoes without Staff, a minimum of 8 hours of dedicated training and practice is recommended before a group heads down river where they will be running rapids.
 - ❑ This training may take place on a river trip before any significant rapids are encountered. However, if this is the case the option to portage must be available in case participants do not acquire the necessary skills to run rapids.
 - ❑ Some groups will need or want more time or skills depending on the trip objectives, where they are going and the group's ability to master the skills.
2. The following is the minimum amount of training and practice a group should receive:
 - ❑ Canoeing strokes (how to hold paddle, forward, backward, draw, cross-draw, pry)
 - ❑ Canoeing manoeuvres – peel in, peel out, front ferry, paddle in straight line with power, side slip. Any canoe without a Staff member (Tripper boats) must demonstrate these skills consistently in class I-II water and show good judgement before heading down river.
 - ❑ What to do when a boat capsizes (their boat or another boat in the group).
 - ❑ Proper storage of gear in canoe (i.e. don't tie anything in).
 - ❑ What to do if the boat gets stuck on a rock (more important in low water) - lean into the rock in a canoe. "Hug the rock", try to "hump" the boat off the rock, (more advanced groups may be taught how to "skateboard" off a rock), wait for help, if your boat starts to change shape (wrap), get out on the downstream side and float).
 - ❑ Entry techniques for getting into a canoe from the water and from shore (or give instruction to just get in from shore).
 - ❑ Whitewater sitting position for canoeing.
 - ❑ Following another boat (Ducky Style)
3. Final paddling partners should be determined by the time you are approaching the rapids, the sooner the better. Depending on the nature of the trip partners may change throughout the trip or at certain rapids.
4. Groups should have at least one strong boat (a lightly loaded boat with at least one Staff and Participant that can self-rescue) for the purpose of scouting and safety/rescue. This may be a Staff paddling solo.

3.8 Rafting

Boundless runs two types of rafting programs: Ottawa River Adventure trips and Class II-III River Trips. Ottawa River Adventure trips refer to rafting on the main channel of the Ottawa

River (or the middle channel at water levels above 2 on the OWL gauge). Class II-III River Trips include rafting on the Madawaska or other class II-III rivers and on the Ottawa river middle channel at water levels below 2 on the OWL gauge. Sometimes rafts will join a whitewater canoe trip - in this case it is up to the Whitewater SC to ensure that whitewater canoe policies and rafting policies are integrated to run a safe and enjoyable river excursion.

1. All Rafting programs will adhere to the *Special-purpose Vessels Regulations* made under the *Canada Shipping Act, 2001* (Department of Transportation) as they apply to our program.
2. See the Raft Guide and Rafting SC training record sheets for details on guide experience and qualifications.
3. All Rafting Trips must have a Rafting SC qualified for the river on which the trip will take place.
4. Rafts and all necessary equipment will be inspected prior to each season and each trip to ensure that they meet the standards listed above.
5. On trips all equipment should be fastened to the raft and stored in a manner where it will not be hazardous to those on the raft. Non-locking carabiners should not be used/worn on rafting trips.
6. Decisions made about the routes taken at specific rapids, surf spots etc. will be made by the Rafting SC. These decisions will reflect the needs/abilities of the group, the level of training and expertise of the guides and the practices followed by other organizations using the river.
7. A guide meeting should be held by the SC at the outset of the excursion (and throughout the excursion as necessary) to discuss each rapid, routes, rescue procedures etc.
8. Water level cut offs will be determined by the Director of Operations. These decisions will reflect the needs/abilities of the group, the level of training and expertise of the guides and the practices followed by other organizations using the river.
9. All Participants will walk around Garvin's Chute on the Middle Channel of the Ottawa River
10. Each rafting trip must carry the following safety equipment:
 - Extra warm clothing (in dry bag or barrel)
 - Rafting SC Kit (sat phone, 2 static ropes, 4 carabineers, 2 pieces webbing, two pulleys, repair from regular SC kit, little red bag of tools [extra plumbers clamps, vice grips, adjustable wrench, patching materials, evac plans]).
 - Hand pump
 - Trip First Aid Kit
11. Any Participants who have not demonstrated a "Swim Thru" must go in a designated raft for the duration of the trip. The designated raft must have at least two competent staff members including a guide who is confident avoiding obstacles that may flip the raft. The approach to the river, seating arrangements, routes etc. should be determined to minimize the chances of Participants falling into the water.
12. In addition to the above trip safety equipment each raft must carry the following safety equipment:

- ❑ A throw bag, whistle, knife
13. The Rafting SC is responsible for ensuring that:
- ❑ All Trip safety equipment is present.
 - ❑ All participants get a pre-trip briefing (challenge by choice, option to walk, nature of river, inherent hazards, wear PFD at all times, wear helmet during rapids, listen to guides etc.).
14. Each guide is responsible for ensuring that:
- ❑ Their raft is properly inflated
 - ❑ The rig and oars are fastened properly (if applicable)
 - ❑ All safety equipment required in their raft is present
 - ❑ All participants receive and understand pre-trip instructions and demonstrations
 - ❑ All PFDs and helmets are fastened properly
15. All Participants and Staff participating in a rafting trip must receive instruction and demonstrations in the following:
- ❑ Information about the excursion and a warning about the nature of the hazards in the waters on which the trip will take place.
 - ❑ Information about their equipment, how and when it must be worn (PFDs always when in raft, helmets for whitewater).
 - ❑ How to sit in the raft (relaxed, whitewater position, get down position).
 - ❑ How to hold and use paddle (so they don't hit others, forward, back, stop, left forward, right back etc. guide should take the time to practice and make sure their crew is working well together).
 - ❑ Falling into the raft (get up and paddle).
 - ❑ Falling out of the raft (beside raft, paddle length away, throw bag distance, unable to get back, defensive vs. offensive swimming, if you are under the raft).
 - ❑ How to help one another back into the raft (use shoulder straps, others keep paddling).
 - ❑ What to do if the raft flips over (and if you are under).
 - ❑ What to do if the boat is approaching or gets stuck on a rock (lean to high side).
 - ❑ Don't use paddles to brace off rocks.
16. Before each major rapid the guide must provide the following information to all participants and undertake the following checks:
- ❑ The name of the rapid, the planned route, major features.
 - ❑ How they will need to paddle, paddling position (expected "get downs").
 - ❑ Swimming and flipping instructions, throw bag locations where applicable.
 - ❑ Give the option to walk.
 - ❑ Check all participants PFDs and helmets: a buddy check is good for most rapids – the guide should physically check every participant at beginning of the day and after any break or flat water stretch.
 - ❑ Check their own PFD, helmet and seat belt (if applicable).
 - ❑ Signal to the SC that you are ready (get a high sign when applicable).

4 SWIMMING AND WATERFRONT POLICIES

There are two floating docks on the Boundless property, one at the Ranch and one at the Lodge. Boundless' waterfronts exist in an open-water, river environment and are not closed by any physical boundary. Because the water is deep and dark and no defined boundaries exist it is up to the waterfront Staff to maintain a well supervised, safe swimming environment. The Waterfront SC may develop waterfront rules in addition to the following policies as he/she deems necessary for the safety of a specific group.

4.1 General Waterfront Policies – At Camp

1. A semi-circle surrounding each of the docks with a 30m radius is considered the designated waterfront areas on the Boundless property.
2. All swimming at the Boundless property must take place at the designated waterfront areas.
3. Any person with a history of seizures must wear a PFD at ALL times in or around water (this includes fishing).
4. Any diving or jumping must be done off the **end** of the dock(s) furthest from shore, be closely supervised and performed in a controlled manner.
5. Swimmers should be encouraged to swim near the dock or parallel to the shore line to minimize their distance from shore and to reduce their chance of interference with passing boat traffic.
6. Rescue/emergency equipment, the dock, and the surrounding area must be inspected by the Waterfront SC each time a group arrives at the waterfront and before anyone enters the water.

4.2 Rescue/Emergency Equipment – At Camp

The following equipment must be easily accessible at the waterfront for rescue purposes whenever swimming or other aquatic activities are taking place:

- 2 whistles
- 1 canoe
- 2 paddles
- 2 life jackets
- 1 ring buoy (must be attached to at least 8m of line)
- 1 Torpedo buoy (with shoulder strap attached to at least 1.8m of line)
- 1 reaching pole (at least 3m long)
- 1 spine board
- 1 first aid kit

- ❑ 1 rechargeable air horn
- ❑ 2 underwater masks, snorkels and fins
- ❑ Orange Hunter's Caps to be worn by Lifeguards

4.3 Supervision

1. All swimming or aquatic activities where participants are not wearing PFDs must be supervised by a minimum of two Boundless Staff members. If Participants are wearing PFDs one Staff can supervise, provided that a second Staff member (with bronze med minimum) is within calling distance.
2. At least one of the supervising Staff members must be a "Waterfront SC" and the other(s) must, at a minimum, be a "Second guard".
 - ❑ A "**Waterfront SC**" must be 18 years of age and hold a current NLS certification or a current Bronze Medallion certification and two years of aquatic supervision experience. They must have participated in a Boundless waterfront training seminar and be intimately familiar with Boundless waterfront and swimming policies. Waterfront SCs will be "signed-off" by the Director of Operations or delegate.
 - ❑ A "**Second guard**" must be at least 16 years of age and hold a minimum of a current Bronze Medallion certificate.
3. If there are more than 12 Participants swimming there must be a third Lifeguard (minimum qualifications same as "second guard").
4. No more than 16 Participants are permitted to be swimming at any time (more than 16 Participants may be in the water if they are all wearing PFDs).
5. A non-swimmer in a PFD is considered a swimmer for the purpose of the lifeguarding ratios.
6. More Lifeguards may be necessary based on weather, water conditions or the nature of the group.
7. All Lifeguards must be aware of the total number of people present at the waterfront area and in the water.
8. Each Lifeguard must have at least one rescue aid within arms reach.
9. Lifeguards must not be swimming. They should be standing (unless in a boat) located with a clear view of the swimming area. All Lifeguards must wear "hunter orange" hats while on duty at the Boundless waterfronts.
10. Lifeguards must keep an eye out for passing watercraft and warn swimmers as necessary.
11. Lifeguards must exercise authority and shut things down if they deem a particular swimming scenario unsafe or out of control (e.g. all Participants activities are within policy, yet swimmers are spread out, swimming across the river etc). It is

the Lifeguards responsibility (as opposed to these policies) to maintain a safe waterfront.

4.4 Assessment of Swimming Ability

Prior to any aquatic activity the Trip SC or Mentor will review all of the Participant Health Forms and inform other Staff of any pertinent information including swimming ability and medical issues.

Prior to any aquatic activity where participants will not be wearing PFDs each Participant's swimming ability must be assessed. The following procedure must be adhered to for all swimming assessments:

1. Participants will walk from shore (or slip off dock) into water not deeper than their waist.
2. Participants will demonstrate floating ability (for at least 10 seconds) in water that is no deeper than their waist (5 seconds on front with face in water, 5 seconds on back).
3. Once they have demonstrated the ability to float, participants will be required to swim at least 25m without a PFD and tread water for 3 minutes without resting. Swimmers should swim along the shoreline and be followed by a Lifeguard in a canoe. As much as possible swimmers should remain in shallow water while they swim the 25 m. Swimmers should tread water close to the dock.
4. At the discretion of the Trip SC, Participants who competently demonstrate the above requirements may swim without wearing a PFD during supervised swimming sessions.

Following the swim assessment, The Trip SC will inform all other Staff on the trip about the swimming abilities of each participant and record any pertinent information in the SC log.

Non-swimmers (i.e. anyone who has not demonstrated the skills listed above) must wear PFDs at ALL times in or around the water (this includes fishing).

4.5 Swimming after dusk or before dawn

All swimmers and people on the dock (or around the water) must wear PFDs if swimming during dusk, after dark or before dawn.

Any swimming in the dusk or dark requires approval by the Trip SC and must adhere to the following:

1. The Trip SC must supervise swimming in the dusk and at night.
2. Flashlights must be used.
3. Lifeguard to swimmer ratios remain the same even though ALL swimmers are

wearing PFDs.

4.6 Environmental Considerations

1. All swimmers must exit the water and the waterfront area must be evacuated at the first sign of lightning.
2. Special care must be taken if people are swimming when the water is cold. Lifeguards must know the signs, symptoms, and treatment for hypothermia.
3. Lifeguards must manage swimmers exposure to the sun and the potential for heat related illness.

4.7 Waterfront Emergency Procedures

4.7.1 In The Event of an Emergency at the Boundless Waterfront

1. The Waterfront SC will take charge of the situation.
2. A runner may be sent to the nearest phone to call 911 if necessary and to inform office Staff of the situation.
3. The on duty Lifeguards will ensure that everyone exits the water and gathers in a safe location on shore.
4. **If more Staff resources are needed a Staff member will sound the air horn with 3 short blasts repeated every 5 seconds at least three times. This signals all other Staff on the property that there is an emergency and they should respond appropriately.**
5. At least one Staff member will be designated to be responsible for those Participants who are not involved with the emergency situation. This person may interview Participants in order to gather information for the SC (especially in the case of a missing swimmer).

4.7.2 Missing Swimmer

A water search should be initiated when a missing person is known or believed to have been in the water, or the whereabouts of the person is unknown and they were last seen in or around the water.

If a missing person is believed to be in the water call 911.

1. If a Lifeguard notices or is told that a swimmer is missing they must inform the Waterfront SC and other Lifeguards of the following:
 - Who is missing (name, age, sex, height, weight, bathing suit or clothing colour, swimming ability, etc.)
 - Where the missing person was last seen, how long ago and what they were doing.
2. The Lifeguards must begin to search for the missing person immediately. Other

staff should clear the water and conduct a head count.

4.7.3 Searching for a missing swimmer

1. Use the mask and snorkels in the Waterfront First Aid Kit to increase underwater visibility.
2. In some situations a Lifeguard may begin searching in the water around the point last seen while other Lifeguards care for the rest of the group and initiate an organized search.
3. At least one Staff member will stay with the rest of the group, interview them to determine if they have clues as to the location of the missing swimmer, take them to a safe place and supervise them until the missing swimmer is found. In some circumstances the SC may decide to have Participants participate in an on-land property search.
4. Lifeguards and other available Staff who are trained in waterfront searches will initiate a search. One Lifeguard per search team will always stay on the dock or on shore to supervise and organize searchers. A shallow water and deep water search can happen simultaneously if there are enough trained people to do it safely.
5. In shallow water searches, Staff will line up along shore, link arms and walk away from the shore until they are in chest deep water, the line will pivot and move back toward shore. Searchers must be instructed to watch in the water and feel with their feet, they should be told to call out if they see or feel anything that could be the missing person. Some Participants may be able to help with a shallow water search but must be closely supervised and discretion must be employed in choosing these participants.
6. In deep water, searchers will line up shoulder to shoulder in the water. The searcher in the centre of the line will be just upstream of the point last seen. The line will extend perpendicular to the dock. Searchers will use foot first surface dives to reach the bottom of the river (or as deep as possible), swim as far as they can, feeling and looking for the victim and return to the surface. Searchers should come to the surface with one arm extended above their head to protect themselves from anything on the surface. Upon resurfacing everyone in the line will move to line up with the person closest to the starting point and the line will dive again. When the Lifeguard in charge determines that the area has been covered or the divers can no longer reach the bottom, the line will move and search the same area in a perpendicular direction (i.e. grid).
7. Participants will never participate in a deep-water search.

8. If the swimmer went missing from or around the dock the area under the dock should be searched using the deep-water method (described above) with swimmers diving on one side of the dock and resurfacing on the other. Searchers should not swim lengthwise under the dock.
9. The Lifeguard on the dock must pay close attention to searchers ensuring that they all resurface and that they are not getting exhausted.
10. At the same time as the in-water search, an on-land search should be initiated (as resources permit). This should start with the areas around the waterfront, washrooms, the Participant's bedroom and any other places the missing person is likely to be. If the hasty search fails a full-scale property search may be initiated.

4.8 Swimming When Away From Camp

There are many variables to consider when setting up a swimming program when away from camp. For example, many of the sites Boundless uses are near moving water. Strong swimmers may panic if they end up in current and feel like they are being swept away.

The following should be considered when choosing a location for swimming while away from Boundless:

1. Water depth/conditions of bottom – drop offs, sharp shells, glass etc., shallow rocks or logs, etc. A thorough underwater investigation should be undertaken before permitting diving or jumping at a swimming site.
2. Visibility – how deep/far can you see into the water? Are there obstacles to visibility on the surface (exposed rocks, logs, canoes etc.)?
3. Water conditions - current, waves, wind, pollution etc.
4. Shoreline – ease of entry for swimmers and/or rescuers.

If a group is swimming at a location other than the Boundless waterfronts, all at-camp waterfront and swimming policies must be adhered to.

If the rescue equipment kept at the Base Camp Waterfront is not be available, the following rescue equipment must be on hand:

- ❑ Each lifeguard must have a floating aid, and there must be a throw bag, canoe, paddle and lifejacket easily accessible.
- ❑ Lifeguards do not need orange hats but should identify themselves to swimmers. Emergency Procedures will be adapted by the SC as necessary based on the environment and location.

In addition to at camp policies:

- ❑ Swim only at sites designated by the trip SC.
- ❑ Swimming assessment can be done while away from camp. The SC will choose an appropriate site and follow the procedure outlined above.
- ❑ No diving shall occur downriver unless cleared by the SC.
- ❑ Shoes are to be worn unless otherwise indicated by the SC.

- Cliff jumping:
 - No higher than eight feet and only at sites designated by the SC. (Exceptions to the 8ft. height restriction are allowed when made by the Rafting SC on the Ottawa River or at other specific sites cleared with the Director of Operations).
 - PFDs and/or helmets may be required; shoes are to be worn unless otherwise indicated by the SC.
 - Diving or flipping from cliffs is never permitted
- **Any swimming performed in or around moving water requires that all Participants and Staff wear a PFD at all times.**

5 SEVERE WEATHER EVENTS

The following guidelines and principles will direct the actions of Boundless groups prior to and during severe weather events. Staff shall consider the following and develop a plan to help ensure the safety of their group:

1. Whenever possible staff should study weather forecasts prior to and throughout their trip. Weather conditions and forecasts - especially any severe weather warnings or forecasted thunder storms, snow storms, extreme temperatures and freezing rain - should be considered when planning programs and trip itineraries.
2. In addition to information from meteorologists staff in the field must pay close attention to current weather conditions by watching clouds, wind speed and direction etc.

5.1 Lightning

1. The Ropes Course and surrounding area should be evacuated at the first sign of thunder, lightning or severe winds.
2. In the climbing barn, all climbers must come off the walls at the first sign of thunder or lightning. A group may remain in the barn during a minor storm.
3. If a storm is moving close (see 30-30 rule below) taking shelter in a substantially constructed building (i.e. the Lodge/Ranch) is recommended. Substantially constructed means there is plumbing/electrical in the walls. Once inside, people should stay away from windows and doors, only use the phone in the event of an emergency and when possible do not use plumbing.
4. In severe circumstances (i.e. high winds, tornadoes) groups may consider moving into the basement of the Lodge, or into the center of the building in the Ranch.
5. If there is no substantial building available for shelter, a vehicle with a solid

metal roof and metal sides is a reasonable alternative (consider this at campsites where vehicles are close by). Close the windows, lean away from walls/doors, put hands in lap, don't touch the steering wheel, ignition, gearshift or radio.

6. If proper lightning shelter is not available (i.e. down river or away from camp), TLs and SCs must do what they can to keep their group safe. While no area is completely safe in a storm, some areas are better than others. Efforts should be made to:
 - ❑ Avoid higher elevations (i.e. upper fields, lookout)
 - ❑ Avoid wide open areas (lakes and fields)
 - ❑ Avoid tall isolated objects like trees, poles, and light posts
 - ❑ Avoid the root systems of large trees
 - ❑ Avoid water related activities: boating, swimming
 - ❑ Avoid shorelines and open water
 - ❑ Avoid unprotected open buildings like picnic/ rain shelters
 - ❑ Seek an even stand of trees well away from the river
7. Consider spreading the group out, or dividing the group into small pods (this way if some of the group gets hit by lightning or debris, others may be available to help). In extreme circumstances (lightning is very close) people may be instructed to squat down with their feet together, cover their ears and tuck in their head. If the group is divided, a staff member should circulate to ensure that everyone is accounted for and okay.

When confronted with lightning and/or high winds in the backcountry there are many variables to consider when deciding the safest course of action to follow. Some considerations are:

- Consider using the lightning safety **30-30 Rule**: if you count less than **30 seconds** between the lightning flash and the sound of thunder, it is time to take shelter. Wait **30 minutes** after the last clap of thunder to resume activities.
- Remember that severe thunderstorms sometimes produce tornadoes with little or no warning. Treat all funnel clouds and tornadoes seriously. If you see a funnel approaching or large hail is falling you should immediately take shelter.
- Remember damage, injury and death is often associated with flying projectiles and not just collapsing buildings or toppling trees. **If you suspect a storm is approaching secure loose items including canoes.**
- It may be safer to keep moving toward proper shelter rather than stopping during a paddling or hiking trip.
- The risk of having wet gear and the complications of a cold group and hypothermia may outweigh the benefits of a lightning drill.
- Rushing to find shelter can also be hazardous to your group – take your time and think through your plan.

- When selecting campsites consider that severe weather could hit, check tent sites for “widow makers” and loose debris, consider your exposure to lightning etc.

6 STAFF TRAINING AND OUR STAFFING MODEL

6.1 Staff Training

Each season, all Staff will participate in a pre-season Staff training program. Each Staff’s training curriculum is different based on their job description and level of experience. During the spring training program the pertinent policies and procedures in this manual are reviewed with all Staff. Many emergency procedures are practiced and a variety of hard and soft skills training and evaluation takes place. Prior to the Fall and Winter season a brief training program will review pertinent policies and procedures and focus on seasonal and program specific skills.

Experienced Boundless Staff and Management provide much of the training internally. However, where deemed necessary or preferable other organizations and individuals are contracted to provide portions of the training program.

In addition to our in-house training, Boundless Staff are subsidized to attend various courses and workshops to improve their practice and gather new ideas and approaches for our program.

A written record of all Staff training is kept on file in the office (See Chapter 9 Record Keeping and Paperwork for details).

1. For some training a simple record will be kept for the training session describing the learning outcomes and who was present.
2. When a Staff is trained internally to undertake a task where they will be directly responsible for the safety of themselves, participants or other staff, a specific “sign-off sheet” that outlines the skills and experience required will be completed with that staff member and filed in the office. While the staff member develops the necessary skill (until they have performed the skill consistently and been signed off by a supervisor) they can still undertake the task but must be directly supervised by another staff who is signed off for that job.
3. When Staff are trained by a third party provider, a copy of the certification (or description of training) is kept on file.

6.2 Team Staffing

At Boundless we work in teams, Staff teams are designed to ensure that all necessary qualifications and experience are possessed by the team based on the activities that a group will participate in. If a Trip Leader or Course Director wants to plan an activity and does not have the Staff resources, other Staff may be available to join the group for a specific activity. In rare circumstances Boundless will contract an individual or organization to facilitate a program for one of our groups.

Each Staff team responsible for a group of Participants will have a minimum of the following:

- ❑ A Trip Leader (or Course Director)
- ❑ A Trip Site Coordinator (or Mentor)
- ❑ At least one other Staff member
- ❑ In BLIS when working in small groups, and operating in a front country one person may simultaneously fill more than one of the positions above.

6.2.1 The Site Coordinator System (SC)

All staff share the responsibility of ensuring a safe living and working environment and loose time activities. If a Staff is planning a loose time program or a low impact activity around the compound, it is that staff's responsibility to ensure a safe progression of skills and appropriate activities. Checking in with another staff member is advised to increase the chances of the program succeeding and to help ensure you have not missed hazards.

Because we undertake a wide variety of activities that require specific skills and expertise to be run safely we have developed a role called Site Coordinator (SC). The SC is the expert in a given activity and has participated in specific training, has experience and has demonstrated sound judgement in the areas they have been signed-off in the role of Site Coordinator.

The following programs require an assigned Activity Site Coordinator:

Waterfront activities
 Moving water activities
 Ropes Course activities (Climbing Barn, Initiatives, Swing, East and West Ropes Course, Teeter Totter and Giant Ladder, Bouldering in Barn)
 Outdoor Rock Climbing and Rappelling
 Excursions into a Wilderness Context
 High Velocity Field and Forest Games
 Programs away from the lower property
 Off-Property Programs
 Weights (fitness center)
 SSAS Range activities
 Activities using construction and bush craft tools
 Rafting

A staff member may be signed-off as an Activity SC for an activity or program area once they have received training and have the necessary experience and judgement to run the program. A list of all SC's who have been signed off for each program area above will be available in the office.

In the Summer Program there is a "Trip Site Coordinator" on every 5-day Trip and 13-day Outdoor cohort (not for English or Philosophy cohorts). In most cases, the Trip SC is signed-off as an Activity Site Coordinator for all activities that will take place on that trip.

During English and Philosophy Programs and BLIS when there is no Trip SC, or on a summer trip, if the Trip SC has not been signed-off for an activity that the group will be undertaking, a qualified Activity SC must review the activity plan in advance of the program and be present for all activities that require a Site Coordinator.

Our Risk Management System incorporates SC paperwork to provide a legal paper trail and to maintain and improve the safety of activities and programs.

The Trip SC: On 5-day and 13-day trips the Trip SC is responsible for completing the daily Trip SC Log and must complete specific SC Logs for the following activities:

Ropes Course activities (Climbing Barn, Initiatives, Swing, East and West Ropes Course, Teeter Totter and Giant Ladder, Bouldering in Barn)

Outdoor Rock Climbing and Rappelling

SSAS Range

Activity SC:

If a staff member is facilitating a program that requires an SC and there is no Trip SC who is qualified, that Staff must complete an Activity Planning Log and have their plan approved by an appropriate Activity SC who will be present during the activity.

Once an activity that has required an Activity SC is complete, it is that SC's responsibility to ensure that the SC Log section on the Activity Planning Log is completed and that the form is given to the Mentor (or Trip SC) – The Trip SC/Mentor is responsible for ensuring that all Activity Planning Logs are filed in the Activity Planning Log binder at the end of the session.

If an SC is planning an activity, they may SC that activity and complete and file the SC Log. However, they should run their Activity Plan by another staff member, ideally another SC.

In addition to the Activity Planning Log - Activity SCs must complete specific SC Logs for the following activities:

Ropes Course activities (Climbing Barn, Initiatives, Swing, East and West Ropes Course, Teeter Totter and Giant Ladder, Bouldering in Barn)

Outdoor Rock Climbing and Rappelling

SSAS Range

Rafting

In order to avoid redundancy, for the activities above an Activity SC can simply refer the reader to the specific SC Log with a note on the SC Log section of the Activity Planning Log.

6.3 Minimum Summer Staff Qualifications/Responsibilities

Exceptions to the following policies may be made at the discretion of Boundless Management if a Staff member does not have a specific qualification/certification but is deemed to have comparable experience, skills and knowledge or if the planned excursion does not require the skills listed.

All trips are facilitated by a team of Staff. If one Staff member is lacking a qualification/certification then that void may be filled by another Staff on the trip. For example, if a TL lacks the necessary skill level in whitewater paddling there will be an Instructor present on the trip with skills in that area.

The following are the minimum qualifications/certifications that each Staff member must hold.

6.3.1 Trip Leaders

Minimum Qualifications:

- ❑ At least one season of experience working at Boundless
- ❑ ORCKA 2a and 1b moving water certification (or equivalent skills)
- ❑ Training in River Rescue (minimum 16 hours within the past 2 years).
- ❑ Current Wilderness Advanced First Aid Certification (37 hours minimum, 76 hours preferred)
- ❑ Current Bronze Cross Certification (NLS preferred)
- ❑ F-class Drivers Licence
- ❑ Knows how to use the satellite phone
- ❑ Can implement the Boundless Emergency Response Plan

Main Responsibilities:

- ❑ Facilitate group dynamics towards the specific goals of the trip.
- ❑ Deliver all aspects of the excursion in conjunction with the SC and take over for the SC if necessary.
- ❑ Must be prepared and have the equipment to work all night in the event of a crisis.
- ❑ Complete and file a TL log and all TL paperwork.
- ❑ Bring the TL kit when leaving the facility overnight (see Appendix C for TL kit contents).
- ❑ Must carry a knife or shears in or on their PFD.

6.3.2 Mentors

Minimum Qualifications:

- ❑ At least one season of experience working at Boundless
- ❑ Current Wilderness Advanced First Aid Certification (37 hours minimum, 76 hours preferred)
- ❑ Current Bronze Cross Certification (NLS preferred)
- ❑ F-class Drivers Licence
- ❑ Knows how to use the satellite phone
- ❑ Can implement the Boundless Emergency Response Plan
- ❑ Knows all policies and procedures related to day-to-day group health and safety around the facilities and emergency response

Main Responsibilities:

- ❑ Facilitate group dynamics towards the specific goals of the trip. Responsible for group dynamics and supervision during non-course time.
- ❑ Deliver all aspects of the program in conjunction with the Course Director.
- ❑ Keep a Mentor's log.
- ❑ Ensure that all programs are supervised by a qualified SC

6.3.3 Course Director

Main Responsibilities:

Before the course begins...

- ❑ Has a thorough understanding of the 4 categories of assessment for Ontario and

the MOE curriculum documents for their course. CDs should touch on all expectations during the course.

- ❑ Prepares supplies for every student. This includes novels, art supplies, pens, pencils, binders. Speaks to The Director of Education about computers.
- ❑ Has a general schedule and completes all documentation required by the Ministry Of Education (talk to the Director of Education for details)
- ❑ Speaks with The Director of Education about specific learning issues students have so they can all be challenged/supported
- ❑ Prepares their classroom/learning spaces

During the Course...

- ❑ Facilitates/oversees/delegates EVERYTHING that happens during assigned course time. This includes knowing where all students are, making sure there is appropriate snack, looking after the health and well-being of everyone in your program (including staff) and managing behavioural issues.
- ❑ Fills out a lesson guide for each lesson being delegated to a staff
- ❑ Fills out a lesson plan for every lesson they teach. Ensures all staff teaching in the course do the same.
- ❑ Assesses student's ability to comprehend, think about, communicate and apply the lessons being taught. All assessment criteria should be very clear before the activity begins. Marks should be returned to students in as timely a manner as possible. Speak to the Director of Education if any student averages outside the 70-89 range.
- ❑ Ensures learning spaces are clean and safe
- ❑ Manages technology. If anything breaks or does anything of note communicate that information to the Director of Education.
- ❑ Provides feedback to students throughout the course, and "formal" feedback with grade at mid term. Provides clear areas for improvement and strengths for each student.
- ❑ Ensures SC system (in conjunction with Mentor) and all necessary paperwork for all field trips is completed

After the Course...

- ❑ Completes assessment and report cards with the Director of Education's assistance.
- ❑ Allows students to take work if they would like but keep/photocopy one student's work as an exemplar for future CDs and the Ministry of Education.
- ❑ Keeps a copy of any student's work who is unhappy with their mark for anticipated discussions with their parents
- ❑ Ensure all electronic resources used are stored on the Boundless Network.
- ❑ Deconstruct your classroom/learning space. Return and recycle when possible.

6.3.4 Trip Site Coordinator

Minimum Qualifications:

- ❑ At least one season of experience working at Boundless

- ❑ ORCKA River Running or Moving Water instructor certification (or equivalent skill level)
- ❑ Certification in River Rescue (Current training at the technician level i.e. WRT1).
- ❑ Wilderness Advanced First Aid (37 hours min., 76 hours preferred)
- ❑ Current NLS (National Lifeguard Service)
- ❑ F-class Drivers Licence or equivalent
- ❑ Can implement the Boundless Emergency Response Plan
- ❑ Ability to use a map and compass (i.e. find grid reference for your location and navigate)
- ❑ Knows how to use the satellite phone
- ❑ Proficient at handling trailers

Main Responsibilities:

- ❑ In charge of all issue relating to the physical safety of participants and staff on the excursion.
- ❑ Determines all strategies and techniques for river running
- ❑ Should have reconnoitred the area to be paddled and will have knowledge of:
 - Technical difficulties and possible dangers.
 - Emergency procedures, evacuation routes and accessibility of help.
 - Equipment required including SC Kit (see Appendix B for SC Kit Contents).
- ❑ Must be prepared and have the equipment to work all night in the event of a crisis.
- ❑ Must be prepared to take over the TL role in the event of a crisis.
- ❑ Must have a knife or shears on or in his/her PFD.
- ❑ Must ensure the medical forms and first aid kits are in order.
- ❑ Must complete and file all SC paperwork

6.3.5 Returning Staff (Summer Instructor)

Minimum Qualifications:

- ❑ ORCKA 1ab moving water certification (or equivalent skill level).
- ❑ Training in River Rescue (minimum 16 hours within the past 2 years).
- ❑ Current Wilderness Advanced First Aid Certification (37 hours).
- ❑ Current Bronze Cross Certification.
- ❑ F-class Drivers Licence.

Main Responsibilities:

- ❑ Working with the SC and TL to implement a safe and successful program.
- ❑ Looking out for the safety and well-being of all participants.
- ❑ Must stay alert for hazards and notify the SC.
- ❑ Ensure individual Participants' needs are being met.
- ❑ Support the TL, the SC, the Interns, and the Participants in all aspects of program delivery.
- ❑ Support and mentor Interns.

6.3.6 Intern

Minimum Qualifications:

- ❑ Certified Standard First Aid (16 hours).

Main Responsibilities:

- ❑ Working with the SC and TL to implement a safe and successful program.
 - ❑ Looking out for the safety and well-being of all participants.
 - ❑ Must stay alert for hazards and notify the SC.
 - ❑ Ensure individual Participants' needs are being met.
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