

THE CORPORATION OF THE TOWNSHIP OF LAKE OF BAYS REPORT

TO: Chair, Parks Recreation and Trails Advisory Committee
FROM: Community and Recreation Co-ordinator- Jennifer Schnier
DATE: August 25, 2008
SUBJECT: Recreation Liability Policy

Recommendation

Be it resolved the Parks Recreation and Trails Advisory Committee, recommend to Mayor and Council of the Corporation of the Township of Lake of Bays to adopt the Recreation Liability Policy.

Origin: Community and Recreation Co-ordinator

Background:

The Recreation Program Liability Policy will ensure that all programs that are offered by the Township of Lake of Bays, regardless of origin, will ensure the following areas of accountability and liability are adhered to and met in accordance to ensure safety for the registrant and the municipality.

Each program will ensure:

- **Registration**
 - All participants will register using an approved registration form, that collects the registrants: name, phone number, address, emergency contact, and the course that they are registering for.
- **Instructor Accreditation**
 - The instructor will have the appropriate accreditation, liscencing and certification to teach/instruct his/her particular talent.
 - The instructor will hold a certificate of insurance for WSIB.
 - The instructor will sign a contract with the Municipality wiaving liability and and indemnity
 - All instructors dealing with children and seniors will have a current Police Records Check completed in accordance with our Police Records Check Policy.
- **Adequate Facility checks**
 - A facility fee will be collected within the registration fee, and co-ordination with facility staff regarding booking and cleanliness will be agreed to
- **Waivers of Liability**

- The Township of Lake of Bays, solicitor will review and approve all waivers of Liability and Indemnity
- Evaluation
 - All participants and instructors will have an opportunity to fill out an evaluation form, addressing specific needs of the class and ensure that desired outcomes have been achieved.

Such forms will be available to all persons whom participate or organize recreational, instructional or fitness programs through the Community and Recreation Co-ordinator.

All recreation and instructional programs must be approved by the Community Co-ordinator in advance of the course and must prove financial sustainability.

Respectfully submitted

Jennifer Schnier

Community and Recreation Co-ordinator

TOWNSHIP OF LAKE OF BAYS PROCEDURE MANUAL			
Chapter:	Parks and Recreation	Index No.	
Section:	Recreation	Effective Date:	September/08
Subject:	Recreation Liability Policy	Revision Date:	
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1.0 PURPOSE

- 1.01 A Recreation Liability Policy will ensure that all recreational programs offered within the Township of Lake of Bays will be delivered with the highest regard to liability, safety and indemnity for both the participants and the municipality.

2.0 ADMINISTRATION

- 2.01 Recreation Department- Community and Recreation Co-ordinator

3.0 PROCEDURE

- 3.01 Identified interest from the community regarding a program to be offered, will prompt the initial discussion with the Community and Recreation Co-ordinator regarding facility availability and sustainability of the program. Program will then be advertised.
- 3.02 Residents will be asked fill out a registration form to attend such a program. "Par Q" forms or their equivalent, will be provided to all participants who participate in fitness classes.
- 3.03 Instructors will be hired by Community and Recreation Co-ordinator, who will ensure appropriate certification, insurance and adherence to the Police Records Check Policy
- 3.04 Program will be administered and monitored by the Community and Recreation Co-ordinator, the Program Facilitator, and the Instructor
- 3.05 Evaluations forms and time to complete such forms will be made available to the registrants on the second last night of instruction and returned in a sealed envelope to the Community and Recreation Co-ordinator
- 3.06 Follow up after the course by the Community and Recreation Co-ordinator with the Instructor of the course will ensure future success of programming and discussion with facilitator will ensure the goals of the program were achieved.

4.0 GOALS

- To reduce risk of injury to participants
- To reduce liability of the municipality
- To improve accountability of programs offered
- To collect data and feedback of recreation services offered
- To provide safe and consistent delivery of recreational programs

5.0 **BENEFITS**

The Organization

- Demonstrate and provide clear consistent registration procedures that are cost effective, timely and efficient
- Offer and provide recreation programs that will reduce the risk of injury, maximize safety and ensure appropriate facility use.

Residents

- Provide safe programming
- Provide consistent registration system available on line
- Build confidence with recreational programs that are offered
- Ensuring the highest standards and measures for security, safety and quality assurance are met

The Community

- Delivery of recreational programs that fit the needs of the community

6.0 **DEFINITIONS:**

Recreational Programs

All programs that offer an experience that is free of obligation, created to be social, designed to teach/guide, and is offered in a municipal building, funded through municipal budgeting or by way of municipal staff development
(Examples include: fitness classes, yoga classes, "learn to" programs, art, music, drama and instructional programming.)

Par Q Forms

A form provided to fitness program participants that measures a level of fitness, cardiovascular health and general wellness, from the perspective of the participant. This form is a subjective opinion of a participant's health and ability to perform in a fitness program. The results of the form can be used by the facilitator and the participant to measure the appropriateness of participation in the program based specifically on issues regarding health.

7.0 **ATTACHMENTS**

Sample Registration form that can be modified for various programs within the municipality.
Par Q form