



SO15 Out of Classroom Field Trips
and Excursions

Winter Package
Manual

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Winter Package – Skating Category II

In-province, departing and returning on the same day, involving activities of increased inherent risk. Please follow all Category II requirements.

| Category II | Approval | Timeline |
|-------------------|--|-------------------------|
| All skating trips | Principal, and Superintendent of Education | One month Prior to Trip |

All students, staff and volunteers who are on a skating or hockey trip must ensure that they must wear a CSA approved hockey helmet while on the ice. Full face masks are required for participation in hockey instructional program, games or scrimmages. Bicycle or snowboarding helmets are not an appropriate helmet for skating or hockey activities.

CSA Approved Hockey Helmets



Helmets Not Permitted



Winter Package - Skiing/Snowboarding/Tubing Category II

In-province, departing and returning on the same day, involving activities of increased inherent risk. Please follow all Category II requirements.

| Category II | Approval | Timeline |
|--|--|-------------------------|
| Skiing, Snowboarding, Tubing Trips at participating Ontario Snow Resorts Association (OSRA) facilities | Principal, and Superintendent of Education | One month Prior to Trip |

1. Supervision Ratio

- 1.1 Principals and staff are responsible for the students' safety orientation.
- 1.2 Teachers are expected to be responsible for ensuring that there is "in the area" supervision at all times. Refer to OPHEA definition.
- 1.3 Supervisors must be experienced in the activities being permitted. Supervisors must receive written instructions on their supervisory duties from the teacher in charge and attend an orientation meeting at the resort.

2. Responsibilities

- 2.1 Review OSRA listing of member resorts to ensure that the resort is an approved OSRA member. Visit www.skiontario.ca. Scheduled trips to resorts must undertake the classification and lesson component.
- 2.2 For non-English/French speaking parents/guardians, refer to the OSBIE Ski Package and use of a multi-lingual cover page to ensure there is a clear understanding of the risks, safety rules and use of consent forms.
- 2.3 All trips that include ski/snowboarding must adhere the OSBIE [School Board/Snow Resort Safety Guidelines for Out-Of-School Trips for Winter Sports Education Programs](#).
- 2.4 CSA approved ski or snow board helmets are mandatory for snowboarding, downhill skiing, and tubing for all students, staff and volunteers. Skating/Hockey/Bicycle helmets are not an appropriate helmet for these activities.
- 2.5 An assessment of the students' abilities by a visual assessment of performance must be completed. For all non-skiers/snowboards and/or beginners must have lessons before permitted on trails.
- 2.6 For Extra-Curricular activities please refer to AM-08 (ie. Hockey teams)

3. Insurance

- 3.1 For all ski/snowboard/tubing trips, please follow Category II Insurance requirements.

4. Multiple Event Trips and Short Excursions

- 4.1 For short excursions within normal school hours, a 'multiple-event' Informed Consent Form may be obtained at the beginning of the school year or semester (ie. neighbourhood walks, skating programs, or health and physical education programs, construction projects). (Appendix B)
- 4.2 For short excursions within regular school hours, trip supervisors must: follow classroom supervision ratios; have parental permission; consider age, ability and any required special supervision; consider transportation and number of students.

| Winter Package Category II Checklist | | | |
|--------------------------------------|------------|---|---|
| Trip Destination: _____ | | Date of Trip: _____ | |
| | | | ✓ |
| 1. | Appendix A | Trip Approval Form <ul style="list-style-type: none"> • Include the number of supervisors and their skill level • Must confirm that it is an OSRA facility (ski or snowboard) | |
| 2. | Appendix B | Informed Consent and Indemnification Form Completed | |
| 3. | Appendix C | Release and Indemnification Form (18+ years of age) Completed | |
| 4. | | Special Winter Excursion From/Parental Consent sent home- OSBIE Ski Package | |
| 5. | | Special Winter Excursion From/Parental Consent returned- OSBIE Ski Package | |
| 6. | Appendix D | Volunteer Supervisor Release and Indemnification Forms Sent Home | |
| 7. | Appendix D | Volunteer Supervisor Release and Indemnification Form Returned | |
| 8. | Appendix E | If private vehicles will be used for transportation | |
| 9. | | Transportation arranged and outlined in Appendix A | |
| 10. | | Principal and Superintendent Approval & Signature Obtained | |
| 11. | | Follow OSBIE Ski Package, Ski Trip Preparation Kit | |
| 12. | | Print off Insurance Declaration via PowerSchool and ensure all parents/guardians have completed the declaration. | |
| 13. | | Ensure all students have CSA approved helmets (skating and tubing for elementary students) | |
| 14. | | Money Collected | |
| 15. | | Coverage arranged for teacher's and supervision duties | |
| 16. | | Plan in place for early return of a student and supervisor | |
| 17. | | Post-trip activities planned | |
| 18. | | Detailed Program Itinerary Provided to Principal | |
| 19. | | Written Instructions for Volunteer Supervisors provided | |
| 20. | | Student meeting to discuss supervision, behavioural expectations and safety information, identification of groups and supervisors, lessons, organizational plans for the day | |
| 21. | | Provision for emergency first aid | |
| 22. | | Components of SO30 Management of Potential Life Threatening Conditions in Schools are planned for | |

Teacher's Signature _____ Date _____

Submit to Principal prior to departure

*Please use Category II Forms and OSBIE Ski Package for all ski and snowboarding trips