

EVENT OPERATIONS MANUAL

Prepared by: Rachel Teichman

Reviewed and Edited by: David Oliver & Chris Lim

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Table of Contents

1) Introduction	2
2) Responsibility	2
a) Club Responsibilities.....	2
i) Volunteers	2
ii) Location	3
iii) Transportation	3
iv) Equipment	4
v) Registration	5
vi) Promotion.....	5
vii) Territorial or Land Acknowledgement.....	6
viii) Inviting First Nations	6
ix) Grantor Recognition	7
x) Event Schedule	7
xi) Food.....	7
xii) Safety and Essential Services.....	7
xiii) Recording Hours	8
b) BCWF Responsibilities	8
i) Reimbursement Policies.....	8
ii) Liability Insurance.....	9
iii) Grantor Recognition Display.....	9
iv) Support Contacts	9
Appendix A. Volunteer Hour Accreditation	10
Appendix B. Club Google Sheet.....	11
Appendix C. Individual Liability Waivers.....	11
Appendix D. Group Liability Waiver.....	13
Appendix E. Manual Recording of Volunteer Hours.....	14
Appendix F. Certificate of Insurance	15



1) Introduction

The B.C. Wildlife Federation (BCWF) and their affiliated clubs recognize that many individuals face barriers to the outdoors. In response to these accessibility concerns, the Fishing Forever Program was developed by the BCWF alongside dedicated club volunteers to provide an annual experience where all ages and abilities can learn, or continue, to fish and enjoy the outdoors.

This manual has been created to better support participating clubs and organizations, delineating responsibilities of the clubs and BCWF.

2) Responsibility

a) Club Responsibilities

i) Volunteers

- (1) Participating clubs are responsible for the management of event volunteers. This includes volunteer recruitment and retention, rostering, supervision, communications, and safety procedures.
- (2) Event volunteers may be required to assist with a series of duties in the lead-up to, during and post-event in some of the following roles:
 - (a) Event Support
 - (b) Administration
 - (c) Social Media
 - (d) Logistics and Event Operations
 - (e) Other
- (3) Participating clubs are responsible for providing volunteer vests to distinguish volunteers from participants.
- (4) Participating clubs are responsible for recording volunteer information and hours.
 - (a) Volunteer information must be recorded
 1. Volunteer name
 2. Sign-in and sign-out (i.e., hours volunteered)
 3. Number of volunteers at each event day
 - (b) Clubs must submit a document of volunteers through:
 1. Google Sheet (see Appendix B). This is preferred, or
 2. Physical list (i.e., manual form)
 - i. PDF scan is accessible. These must be emailed to fishingforever@bcwf.bc.ca; or



- ii. Physical volunteer logs must be mailed to the BCWF Office after the completion of your event.
101-9706 188 Street | Surrey, BC | V4N 3M2
- (5) Participating clubs are responsible for providing a list of volunteers who the club wants to receive certificates of appreciation.
- (6) The following organizations, community groups, educational institutes, and others may be able to resource the event in some capacity:
 - (a) Local high school or university students
 - (b) Local service clubs, such as Girl Scouts and Boy Scouts
- (7) If requested, participating clubs are responsible for accrediting volunteer hours to volunteers.

ii) Location

- (1) Participating clubs are responsible for securing their event location with the following attributes:
 - (a) Accessible to individuals of all mobilities
 - (i) Factors to consider include accessible parking, paths of travel, seating/rest areas, service animals, etc. Lake stocked with fish
 - (b) Wheelchair-accessible washroom facilities
 - (i) If the event location does not have an accessible washroom on site, clubs are responsible for supplying portable toilets that are wheelchair accessible. (d) Washing stations and/or hand sanitizer
 - (ii) If the event location does not have a hand-washing facility, clubs are responsible for supplying portable washing stations.
- (2) The club must cover the costs if the selected location requires payment for event use.
 - (a) Please contact the BCWF if your club struggles to find a suitable location.
- (3) After securing the event location, we recommend that participating clubs develop a safety plan outlining any safety and hazard concerns, emergency access, possible muster point(s), etc.

iii) Transportation

- (1) If necessary, participating clubs are responsible for organizing transportation to and from the event.
 - (a) Transportation must be able to accommodate the mobility of all participants.
 - (b) Clubs are responsible for covering transportation costs through fundraising efforts.



- (i) If clubs have issues securing transportation, please contact the BCWF.
- (2) If transportation is not provided, we recommend providing participants with explicit directions to the event detailing parking and other relevant information.

iv) Equipment

- (1) Participating clubs are responsible for providing the following equipment:

- (a) Pop-up tent

- (b) Fishing equipment

- (i) Fishing rods and reels
- (ii) Rod holders
- (iii) Nets
- (iv) Weights (v) Hooks
- (vi) Bobbers
- (vii) Legal bait for the event area
- (viii) Life Jackets
- (ix) Tub (for unhooking fish)
- (x) Extra line
- (xi) Pliers
- (xii) Swivels
- (xiii) Plastic bags (to bag fish)
- (xiv) Fish Whackers (i.e., bonkers)
- (xv) Boats when they are needed.

- 1. Please inform participants that they must bring a cooler and ice if they wish to take fish home.

- (xiv) *Optional*: fish cleaning station

- (c) Safety equipment

- (i) First aid kit(s)
- (ii) Volunteer vests
- (iii) Potable water

- (2) If your club does not have access to the equipment above, please refer to the following:
 - (a) We encourage your club to reach out to local organizations and businesses that may be able to provide monetary or in-kind donations.
 - (b) Participating clubs may send a 'Request' to the BCWF **by March 15 of the current year.**



- (c) Response will be no later than April 15 **of the current year.**
 - (i) Requests are fulfilled on a case-by-case basis and are *not* guaranteed.
 - (ii) To submit Requests, clubs will be given a Fishing Forever Google Sheet. There is a tab on the Google Sheet to submit requests. Refer to [Appendix B](#) to see an example.

v) Registration

- (1) Participating clubs are responsible for the registration of event participants.
- (2) Registration must obtain the following information at minimum:
 - (a) Name of participant
 - (b) Contact information of participant
 - (c) Age of participant
 - (d) Any access or accommodation requirements they wish to make organizers aware of
 - (e) Any relevant medical history they wish to make organizers aware of
 - (f) Emergency contact information
 - (g) Dietary restrictions (if food is provided)
 - (h) Transportation needs
 - (i) An option to disclose additional identifying details about themselves, such as geographic location, etc.
 - (j) How they heard about the event
- (3) **Please inform registrants that participants needing aid must have a family member or caregiver throughout the event.**
 - (a) Participants that do not need aid do not need a family member or caregiver to attend.

vi) Promotion

- (1) Participating clubs are responsible for promoting their Fishing Forever event to the public.
- (2) The following communication tools and platforms may help to promote your event:
 - (a) Email
 - (b) Webpage
 - (c) Social media, such as Facebook, Instagram, Twitter, etc.
 - (d) Features in local news



- (3) When promoting the event, we recommend highlighting the following information:
 - (a) The event aims to provide an opportunity for individuals of all ages living with disabilities to fish and enjoy the outdoors.
 - (b) Location, date, and time
 - (c) If food will be provided
 - (d) If transportation will be provided
 - (e) Accessibility features
 - (f) The event is FREE of charge
 - (g) Participants who need personal assistance must have an attending family member or caregiver throughout the event.
- (4) Please contact BCWF if your club would like further assistance promoting your event.

vii) Territorial or Land Acknowledgement

- (1) We encourage participating clubs to include a territorial or land acknowledgement at the onset of the event and/or via signage.
 - (a) Acknowledging the land is an Indigenous protocol used to express gratitude to those who reside here and honour the Indigenous people who have lived and worked on this land historically and presently. It provides a gentle reminder of the broader perspectives that expand our understanding to encompass the long-standing, rich history of the land and our privileged role in residing here.
- (2) Example land acknowledgement:
 - (a) “Before we begin, I would like to acknowledge that we are gathering today on the traditional and contemporary, ancestral, and unceded territories of the _____ people (or Nation). We thank them for allowing us to meet and learn together on their territory.”
- (3) For further resources and to learn whose land your event takes place on, refer to <https://native-land.ca/>.

viii) Inviting First Nations

- (1) Clubs must endeavour to invite the local First Nations group to their event. The club or the Fishing Forever Chair(s) can make invitations. The Fishing Forever Chair will provide a letter of invitation for the club to deliver to the nations. All nations with any claim to the event locations must be invited. *Please refer to <https://native-land.ca/> to see the Nations with claims to your event location.*
- (2) Inviting local First Nations is not necessary on private land. However, clubs are highly encouraged to invite their local First Nations even if their event occurs on private land.



- (3) Clubs must inform the Fishing Forever Chair of all communications between the club and their local First Nations.

ix) Grantor Recognition

- (1) Each Fishing Forever event must display a grantor recognition board provided by the BCWF. Please provide photo documentation of the grantor display to BCWF during your Fishing Forever event.
 - (a) Grantor recognition boards will be mailed to each event.

x) Event Schedule

- (1) Participating clubs are responsible for developing an event schedule, including land acknowledgements, event duration, event activities, snacks, and lunch.

xi) Food

- (2) If choosing to provide food, participating clubs are responsible for organizing snacks and/or lunch for the event participants.
 - (a) Please note that clubs are not obligated to provide food during the event.
- (3) We recommend reaching out to local food establishments that may be able to donate their catering services to your event.
- (4) Participating clubs may send a 'Request' to BCWF by March 15 of the current year (See Appendix B).
- (5) A response will be no later than April 15 of the current year.
 - (a) Food requests are fulfilled on a case-by-case basis and are *not* guaranteed.

xii) Safety and Essential Services

- (1) Though BCWF will provide liability insurance for all events, clubs must take proper steps to ensure participants are safe. Safety considerations may include:
 - (a) Ensuring at least one organizer/volunteer has their first aid certification.
 - (i) This person(s) should be designated as a safety volunteer(s) to attend to any safety concerns.
 - (b) Designating accessibility volunteer(s) to support anyone who may need assistance.
 - (c) Having a first aid kit(s) readily accessible.
 - (d) Providing potable water to event participants.
- (2) Clubs must ensure that all participants sign liability waivers upon event sign-in and PRIOR to engaging in any event activities (this includes photo and video release consent).
 - (a) The BCWF will provide clubs with a liability waiver template.



- (b) Clubs may use any means to collect liability waivers from participants (e.g., paper or virtual forms). However, their waivers must follow the information (i.e., terminology and coverage) outlined in the liability waiver provided by the BCWF (See Appendix C). Clubs must be able to present liability forms promptly upon request from the BCWF. Clubs must keep liability waivers for three years after the completion of the event in case of legal incidents.
- (c) Refer to Appendix C for individual liability waivers or Appendix D for group liability waivers provided by BCWF.

xiii) Recording Hours

- (1) All individual volunteers must record the hours dedicated to Fishing Forever (pre-, during, and/or post-event). This is for grant reporting purposes.
 - (a) Please refer to Appendix B or D for the Google Sheet, printable timesheet, and further instructions.

b) BCWF Responsibilities

i) Reimbursement Policies

- (1) BCWF will reimburse club expenses under the following conditions:
 - (a) The Request form has been submitted and approved by the two Fishing Forever Co-Chairs and the BCWF staff member assigned to support Fishing Forever.
 - i. Requests must be submitted through the club's Google Sheet (See Appendix B). Requests are not guaranteed to be approved. Each request is reviewed and approved case-to-case by the Fishing Forever Chair(s) and BCWF staff assigned to Fishing Forever.
 - ii. Clubs will only be reimbursed for approved requests. Approved requests will be found on the club's Google Sheet (See Appendix B).
 - iii. To be reimbursed, clubs must email a summary of their expenses to fishingforever@bcwf.bc.ca with the associated receipts. Expenses without receipts will not be reimbursed.
 - iv. Should the club have an invoice from a company or organization for an approved expense, they can have the company or organization invoice the BCWF directly. Only approved expenses will be reimbursed.



- (2) Please note that funding is always limited. So, some requests may be rejected based on available funds.
- (3) The BCWF will consider the following items for reimbursement:
 - (a) Event location
 - (b) Transportation
 - (c) Equipment
 - (d) Food
 - (e) Advertisement (I.e., branded tent, branded banner, etc.)
 - (f) If your club wishes to be reimbursed for other costs that are not listed above, please list them in the Request tab of your club's Google Sheet. The Fishing Forever Chairs will consider the requests.

ii) Liability Insurance

- (1) The BCWF will provide liability insurance for all participating clubs.
- (2) Refer to [Appendix F](#) for the Certificate of Insurance. Please ensure the certificate you have received is for the appropriate calendar year.

iii) Grantor Recognition Display

- (1) The BCWF will provide a grantor recognition board that must be displayed during your Fishing Forever event.

iv) Inviting First Nations

- (1) The BCWF will provide letters of invitation to clubs to provide to their local First Nations. The letters will be drafted by the Fishing Forever Chairs.

iv) Support Contacts

- (1) For support and any Fishing Forever related inquiries, please contact:
 - (a) **David Oliver**, BCWF Fishing Forever Co-Chairperson: fishingforever@bcwf.bc.ca
 - (b) **Chris Lim**, Director of Operations, Education, & Engagement: chris.Lim@bcwf.bc.ca
 - (c) **Janice Hua**, Engagement Coordinator: janice.hua@bcwf.bc.ca
 - (d) **Mike Stiles**, BCWF Fishing Forever Co-Chairperson: mrstiles@telus.net



Appendix A. Volunteer Hour Accreditation

Volunteers may wish to obtain a record of their volunteer hours. Click on the image of the *Fishing Forever Volunteer Certificate* or scroll to the bottom of the manual (Appendix G) to access a printable PDF version of the BCWF volunteer hour certificate.



Figure 1 Click on this image to access a printable version.



Appendix B. Club Google Sheet

IMPORTANT: Only use the Google Sheet on a browser (e.g., Google Chrome, Firefox, or Microsoft Edge, etc.). **DO NOT** download your own copy.

Every year, every Fishing Forever club will receive a Google Sheet. The purpose of the Google Sheet is to centralize and streamline the collection of information for each event. Each Google Sheet will have five tabs:

- Event and Contact Information
- Requests and Approvals
- Volunteer Hours
- Event Metrics Tracking
- Supporters

The Google Sheet will be explained by BCWF staff near the start of every year. This explanation is intended to help new event coordinators understand how to use the Google Sheet and communicate changes to all other coordinators.

The screenshot shows a Google Sheet with the following structure:

- Event & Contact Information** (rows 2-5)
- Coordinator Name | Phone Number | Email** (rows 6-9)
- Tent | Banner** (rows 12-14)
- Date | Time(s) | Event Location | Location Address | Associated groups** (rows 17-32)


A text box in the center of the sheet reads: "Please use this sheet to fill in the details about your event. Fill in the boxes with the relevant information for the coordinator as well as the event times and locations. Use the dropdown options to select if you are using a tent and banner or not."

Google Sheets will be emailed to event coordinators during the annual explanation meeting. Should coordinators have issues or questions about the Google Sheet, please contact BCWF staff.


Appendix C. Individual Liability Waivers



Each Fishing Forever participant and/or volunteers and their guardian/caregiver must fill out a liability waiver. Liability waivers include photo release consent. Please click on the *Release of Liability* waiver preview or scroll to the bottom of the manual (Appendix G) below to access a printable PDF file.



FISHING FOREVER
LIABILITY AND MEDIA WAIVER



RELEASE OF LIABILITY, WAIVER OF CLAIMS,
ASSUMPTION OF RISKS AND INDEMNITY AGREEMENT
(hereinafter referred to as the "Release Agreement")
BY SIGNING THIS DOCUMENT YOU WILL WAIVE OR GIVE UP CERTAIN LEGAL RIGHTS, INCLUDING THE RIGHT
TO SUE OR CLAIM COMPENSATION FOLLOWING AN ACCIDENT

PLEASE READ CAREFULLY!

SIGNATURE OF PARTICIPANT
AND/OR VOLUNTEER

Name	Last	First	Middle Initial
Address	Street		
	City	Prov.	Postal Code

Between the British Columbia Wildlife Federation (BCWF) and its directors, officers, employees, instructors, guides, agents, representatives, independent contractors, subcontractors, suppliers, sponsors, successors, and assigns (all of whom are hereinafter referred to as the "Releasees").

and _____ (name of participant and/or volunteer), the participant and/or volunteer's parents and/or legal guardians, and the participant and/or volunteer's successors and assigns (all of whom are hereinafter referred to as the "Releasers").

BCWF FISHING FOREVER. To be referred to as "Program(s)"

DEFINITION
In this Release Agreement, the term "Program(s)" shall include all activities, events, or services provided, arranged, organized, conducted, sponsored or authorized by the Releasees and shall include, but is not limited to "Program(s)"; "Program(s)" rental, orientational and instructional courses, seminars and sessions, travel, transport, and accommodation; and other such activities, events, and services in any way connected with or related to "Program(s)".

PROTECTIVE EQUIPMENT
I have been advised to wear all protective equipment that is required by the rules and regulations of the governing bodies of any and all sports I will be participating in.

ASSUMPTION OF RISK
I am aware that "Program(s)" involves many risks, dangers, and hazards. The risks, dangers, and hazards, include but are not limited to: mechanical failure of equipment; variation or changes in playing surface including rocks, gravel; changing weather conditions; exposure to temperature extremes or inclement weather; exposure to bodies of water including lakes, rivers; travel or transport to and from the sites used for "Program(s)"; travel on highways and backcountry roads; encounters with domestic and wild animals including dogs, bears, and cougars; collision with pedestrians, motor vehicles, cyclists, and other campers; failing to play safely or within the limitations of one's own abilities, negligence of other participants or volunteers; loss of balance; variation, steepness or hazards in terrain; and NEGLIGENCE ON THE PART OF THE RELEASEES, INCLUDING THE FAILURE ON THE PART OF THE RELEASEES TO SAFEGUARD OR PROTECT ME FROM THE RISKS, DANGERS, AND HAZARDS OF "Program(s)".

I AM AWARE OF THE RISK, DANGERS, AND HAZARDS ASSOCIATED WITH "Program(s)" AND I FREELY ACCEPT AND FULLY ASSUME ALL SUCH RISKS, DANGERS, AND HAZARDS AND THE POSSIBILITY OF PERSONAL INJURY, DEATH, PROPERTY DAMAGE OR LOSS RESULTING THEREFROM.

Participant and/or volunteer Initials:

Figure 2 Click on this image to access a printable version



Appendix D. Group Liability Waiver

Care homes or other group organizations participating in Fishing Forever events must fill out a liability waiver on behalf of the individuals they represent. Liability waivers include photo release consent. Please click on the *Release of Liability* waiver preview to access a printable PDF file.



FISHING FOREVER
LIABILITY AND MEDIA WAIVER



RELEASE OF LIABILITY, WAIVER OF CLAIMS,
ASSUMPTION OF RISKS AND INDEMNITY AGREEMENT
(hereinafter referred to as the "Release Agreement")

BY SIGNING THIS DOCUMENT YOU WILL WAIVE OR GIVE UP CERTAIN LEGAL RIGHTS, INCLUDING THE
RIGHT TO SUE OR CLAIM COMPENSATION FOLLOWING AN ACCIDENT

PLEASE READ CAREFULLY!

SIGNATURE OF ORGANIZATION
REPRESENTATIVE

Name	Last	First	Middle Initial
Organization			
Address	Street		
	City	Prov.	Postal Code
Contact	Phone	Email	

This is to certify that I, _____ (please print name) as the organization representative take legal responsibility for the participants listed below pertaining to their involvement in Fishing Forever. I consent to the release, as provided below, for myself and the listed participants and/or volunteers and agree to fully indemnify the Releasees from all liabilities arising from participation during the event, even if arising from the negligence of the Releasees. Before I signed this Release Agreement, I read it. I state that I understand it. I am aware that by signing this Release Agreement, I am waiving certain rights against the Releasees. Or, if I die, I am waiving certain legal rights which my legal representative may have against the Releasees and which the Participant and/or volunteer may have against the Releasees. In the event of my death or the death of the Participant and/or volunteer, by signing this Agreement, I am waiving all legal rights which the Legal Representatives of the participant and/or volunteer may have against the Releasees.

Figure 3 Click on this image to access a printable version



Appendix E. Manual Recording of Volunteer Hours

There are two ways to record and submit volunteer hours: through your club's Google Sheet or manual paper records. Recording volunteer hours is necessary because we want to recognize and acknowledge the efforts of all volunteers province-wide. Moreover, volunteer hours are a standard metric requested by funders and grantors. The more accurate we track our hours, the more funders and grantors we can secure.

Recording hours on your club's Google Sheet is the most efficient and preferable method of recording hours. However, we understand that some clubs may prefer tracking volunteer hours manually on paper. Should clubs prefer tracking hours manually, please use the example below. A bigger, printable version of this form can be found at the end of the manual. Once your club's event(s) finish, please email scans of your paper records to fishingforever@bcwf.bc.ca.

Should you prefer to mail the records, please mail them records to:

B.C. Wildlife Federation

c/o Fishing Forever
101-9706 188 Street
Surrey, B.C.

Affiliated Organization/Club: _____

Date (MM/DD/YY)	Name (First, Last)	Start time	End Time	Total Hours



Appendix F. Certificate of Insurance

CSIO		CERTIFICATE OF LIABILITY INSURANCE							
This certificate is issued as a matter of information only and confers no rights upon the certificate holder and imposes no liability on the insurer. This certificate does not amend, extend or alter the coverage afforded by the policies below.									
1. CERTIFICATE HOLDER - NAME AND MAILING ADDRESS		2. INSURED'S FULL NAME AND MAILING ADDRESS							
To Whom It May Concern		B.C. Wildlife Federation 101-9706 188th St							
		POSTAL CODE	Surrey	British Columbia					
			POSTAL CODE	V4N 3M2					
3. DESCRIPTION OF OPERATIONS/LOCATIONS/AUTOMOBILES/SPECIAL ITEMS TO WHICH THIS CERTIFICATE APPLIES (but only with respect to the operations of the Named Insured)									
Wildlife, hunting and Fishing Federation									
4. COVERAGES									
This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated notwithstanding any requirements, terms or conditions of any contract or other document with respect to which this certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all terms, exclusions and conditions of such policies.									
LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS									
TYPE OF INSURANCE	INSURANCE COMPANY AND POLICY NUMBER	EFFECTIVE DATE YYYY/MM/DD	EXPIRY DATE YYYY/MM/DD	LIMITS OF LIABILITY (Canadian dollars unless indicated otherwise)					
				COVERAGE	DED.	AMOUNT OF INSURANCE			
COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE OR <input checked="" type="checkbox"/> OCCURRENCE <input checked="" type="checkbox"/> PRODUCTS AND / OR COMPLETED OPERATIONS <input type="checkbox"/> EMPLOYER'S LIABILITY <input checked="" type="checkbox"/> CROSS LIABILITY <input type="checkbox"/> WAIVER OF SUBROGATION <input checked="" type="checkbox"/> TENANTS LEGAL LIABILITY <input type="checkbox"/> POLLUTION LIABILITY EXTENSION <input type="checkbox"/> <input type="checkbox"/>	K&K Insurance Group Inc. - AVP407375	2023/12/31	2024/12/31	COMMERCIAL GENERAL LIABILITY	\$1,000	\$15,000,000			
				BODILY INJURY AND PROPERTY DAMAGE LIABILITY - GENERAL AGGREGATE					
									\$5,000,000
							PRODUCTS AND COMPLETED OPERATIONS AGGREGATE		\$5,000,000
							PERSONAL INJURY LIABILITY OR		
							PERSONAL AND ADVERTISING INJURY LIABILITY		\$5,000,000
							MEDICAL PAYMENTS		\$5,000
			TENANTS LEGAL LIABILITY		\$1,000,000				
			POLLUTION LIABILITY EXTENSION						
<input checked="" type="checkbox"/> NON-OWNED AUTOMOBILES	K&K Insurance Group Inc. -	2023/12/31	2024/12/31	NON-OWNED AUTOMOBILES		\$2,000,000			
<input type="checkbox"/> HIRED AUTOMOBILES				HIRED AUTOMOBILES					
AUTOMOBILE LIABILITY				BODILY INJURY AND PROPERTY DAMAGE COMBINED					
<input type="checkbox"/> DESCRIBED AUTOMOBILES				BODILY INJURY (PER PERSON)					
<input type="checkbox"/> ALL OWNED AUTOMOBILES				BODILY INJURY (PER ACCIDENT)					
<input type="checkbox"/> LEASED AUTOMOBILES **				PROPERTY DAMAGE					
** ALL AUTOMOBILES LEASED IN EXCESS OF 30 DAYS WHERE THE INSURED IS REQUIRED TO PROVIDE INSURANCE									
EXCESS LIABILITY				EACH OCCURRENCE					
<input type="checkbox"/> UMBRELLA FORM				AGGREGATE					
<input type="checkbox"/>									
OTHER LIABILITY (SPECIFY)									
<input type="checkbox"/>									
<input type="checkbox"/>									
5. CANCELLATION									
Should any of the above described policies be cancelled before the expiration date thereof, the Issuing company will endeavour to mail 30 days written notice to the certificate holder, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.									
6. BROKERAGE/AGENCY FULL NAME AND MAILING ADDRESS		7. ADDITIONAL INSURED NAME AND MAILING ADDRESS (Commercial General Liability- but only with respect to the operations of the Named Insured)							
Acera Insurance Services Ltd. 100-1500 Hardy Street									
Kelowna BC		POSTAL CODE V1Y 8H2							
BROKER CLIENT ID: BCWIL-1		POSTAL CODE							
8. CERTIFICATE AUTHORIZATION									
ISSUER Acera Insurance Services Ltd.		CONTACT NUMBER(S)							
		TYPE Main NO. (800) 670-1877 x3967 TYPE Fax NO. (250) 860-1213							
AUTHORIZED REPRESENTATIVE Zach Schwing		TYPE NO. TYPE NO.							
SIGNATURE OF AUTHORIZED REPRESENTATIVE		DATE March 19, 2024 EMAIL ADDRESS zach.schwing@acera.ca							

CSIO - Certificate of Liability Insurance CA4301e 201808

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01



Fishing Forever Event Operations Manual

CSIO		CERTIFICATE OF LIABILITY INSURANCE								
<p>This certificate is issued as a matter of information only and confers no rights upon the certificate holder and imposes no liability on the insurer. This certificate does not amend, extend or alter the coverage afforded by the policies below.</p>										
1. CERTIFICATE HOLDER - NAME AND MAILING ADDRESS				2. INSURED'S FULL NAME AND MAILING ADDRESS						
To Whom it May Concern				B.C. Wildlife Federation 101-9706 188th St						
				Surrey		British Columbia	POSTAL CODE V4N 3M2			
3. DESCRIPTION OF OPERATIONS/LOCATIONS/AUTOMOBILES/SPECIAL ITEMS TO WHICH THIS CERTIFICATE APPLIES (but only with respect to the operations of the Named Insured)										
Wildlife, hunting and Fishing Federation										
4. COVERAGES										
<p>This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated notwithstanding any requirements, terms or conditions of any contract or other document with respect to which this certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all terms, exclusions and conditions of such policies.</p> <p style="text-align: center;">LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS</p>										
TYPE OF INSURANCE	INSURANCE COMPANY AND POLICY NUMBER	EFFECTIVE DATE YYYY/MM/DD	EXPIRY DATE YYYY/MM/DD	LIMITS OF LIABILITY (Canadian dollars unless indicated otherwise)						
				COVERAGE	DED.	AMOUNT OF INSURANCE				
COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE OR <input checked="" type="checkbox"/> OCCURRENCE <input checked="" type="checkbox"/> PRODUCTS AND / OR COMPLETED OPERATIONS <input type="checkbox"/> EMPLOYER'S LIABILITY <input checked="" type="checkbox"/> CROSS LIABILITY <input type="checkbox"/> WAIVER OF SUBROGATION <input checked="" type="checkbox"/> TENANTS LEGAL LIABILITY <input type="checkbox"/> POLLUTION LIABILITY EXTENSION <input checked="" type="checkbox"/> Forest Fire Fighting Expense <input checked="" type="checkbox"/> Limited Pollution <input checked="" type="checkbox"/> NON-OWNED AUTOMOBILES <input type="checkbox"/> HIRED AUTOMOBILES	Certain Lloyds Underwriters arranged by K&K Insurance Canada - AVP407375	2022/12/31	2023/12/31	COMMERCIAL GENERAL LIABILITY	\$1,000	\$15,000,000				
				BODILY INJURY AND PROPERTY DAMAGE LIABILITY - GENERAL AGGREGATE						
										\$5,000,000
				PRODUCTS AND COMPLETED OPERATIONS AGGREGATE						\$5,000,000
				<input checked="" type="checkbox"/> PERSONAL INJURY LIABILITY OR						\$5,000,000
				<input checked="" type="checkbox"/> PERSONAL AND ADVERTISING INJURY LIABILITY						\$5,000,000
				MEDICAL PAYMENTS						\$5,000
				TENANTS LEGAL LIABILITY						\$1,000,000
				POLLUTION LIABILITY EXTENSION					\$1,000	\$2,000,000
									\$1,000	\$100,000
						\$2,000,000				
AUTOMOBILE LIABILITY <input type="checkbox"/> DESCRIBED AUTOMOBILES <input type="checkbox"/> ALL OWNED AUTOMOBILES <input type="checkbox"/> LEASED AUTOMOBILES ** ** ALL AUTOMOBILES LEASED IN EXCESS OF 30 DAYS WHERE THE INSURED IS REQUIRED TO PROVIDE INSURANCE				NON-OWNED AUTOMOBILES		\$2,000,000				
				HIRED AUTOMOBILES						
				BODILY INJURY AND PROPERTY DAMAGE COMBINED						
				BODILY INJURY (PER PERSON)						
				BODILY INJURY (PER ACCIDENT)						
				PROPERTY DAMAGE						
				EACH OCCURRENCE						
AGGREGATE										
EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/>										
5. CANCELLATION										
Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavour to mail 30 days written notice to the certificate holder, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.										
6. BROKERAGE/AGENCY FULL NAME AND MAILING ADDRESS				7. ADDITIONAL INSURED NAME AND MAILING ADDRESS (Commercial General Liability- but only with respect to the operations of the Named Insured)						
Acera Insurance Services Ltd. 100-1500 Hardy Street										
Kelowna		BC	POSTAL CODE V1Y 8H2							
BROKER CLIENT ID: BCWL-1				POSTAL CODE						
8. CERTIFICATE AUTHORIZATION										
ISSUER Acera Insurance Services Ltd.				CONTACT NUMBER(S) TYPE Main NO. (800) 670-1877 x3987 TYPE Fax NO. (250) 860-1213						
AUTHORIZED REPRESENTATIVE Zach Schwing				TYPE NO. TYPE NO.						
SIGNATURE OF AUTHORIZED REPRESENTATIVE 				DATE February 23, 2023		EMAIL ADDRESS zschwing@capricmw.ca				



FISHING FOREVER VOLUNTEER CERTIFICATE

This is to certify that _____ has dedicated _____ hrs of
volunteer work to Fishing Forever _____.

VOLUNTEER SUPERVISOR

SIGNATURE





-GROUP- LIABILITY AND MEDIA WAIVER



**RELEASE OF LIABILITY, WAIVER OF CLAIMS,
ASSUMPTION OF RISKS AND INDEMNITY AGREEMENT
(hereinafter referred to as the "Release Agreement")**

**BY SIGNING THIS DOCUMENT YOU WILL WAIVE OR GIVE UP CERTAIN LEGAL RIGHTS, INCLUDING THE
RIGHT TO SUE OR CLAIM COMPENSATION FOLLOWING AN ACCIDENT**

PLEASE READ CAREFULLY!	<hr style="width: 80%; margin: 0 auto;"/> SIGNATURE OF ORGANIZATION REPRESENTATIVE
-------------------------------	--

Name	Last	First	Middle Initial
Organization			
Address	Street		
	City	Prov.	Postal Code
Contact	Phone	Email	

This is to certify that I, _____ **(please print name)** as the organization representative take legal responsibility for the participants listed below pertaining to their involvement in Fishing Forever. I consent to the release, as provided below, for myself and the listed participants and/or volunteers and agree to fully indemnify the Releasees from all liabilities arising from participation during the event, even if arising from the negligence of the Releasees. Before I signed this Release Agreement, I read it. I state that I understand it. I am aware that by signing this Release Agreement, I am waiving certain rights against the Releasees. Or, if I die, I am waiving certain legal rights which my legal representative may have against the Releasees and which the Participant and/or volunteer may have against the Releasees. In the event of my death or the death of the Participant and/or volunteer, by signing this Agreement, I am waiving all legal rights which the Legal Representatives of the participant and/or volunteer may have against the Releasees.



-GROUP- LIABILITY AND MEDIA WAIVER



Between the **British Columbia Wildlife Federation (BCWF)** and its directors, officers, employees, instructors, guides, agents, representatives, independent contractors, subcontractors, suppliers, sponsors, successors, and assigns (all of whom are hereinafter referred to as the “**Releasees**”).

and

_____ (**name of organization**), its employees, affiliates, and/or residents (hereinafter referred to as the “**Releasers**”).

BCWF FISHING FOREVER. To be referred to as “Program(s)”

DEFINITION

In this Release Agreement, the term “**Program(s)**” shall include all activities, events, or services provided, arranged, organized, conducted, sponsored or authorized by the Releasees and shall include, but is not limited to “**Program(s)**”; “**Program(s)**” rental, orientational and instructional courses, seminars and sessions, travel, transport, and accommodation; and other such activities, events, and services in any way connected with or related to “**Program(s)**”.

PROTECTIVE EQUIPMENT

The releasers have been advised to wear all protective equipment that is required by the rules and regulations of the governing bodies of any and all sports the releasers will be participating in.

ASSUMPTION OF RISK

The releasers are aware that “**Program(s)**” involves many risks, dangers, and hazards. The risks, dangers, and hazards, include but are not limited to: mechanical failure of equipment; variation or changes in playing surface including rocks, gravel; changing weather conditions; exposure to temperature extremes or inclement weather; exposure to bodies of water including lakes, rivers; travel or transport to and from the sites used for “**Program(s)**”; travel on highways and backcountry roads; encounters with domestic and wild animals including dogs, bears, and cougars; collision with pedestrians, motor vehicles, cyclists, and other participants; failing to play safely or within the limitations of one’s own abilities, negligence of other participants or volunteers; loss of balance; variation, steepness or hazards in terrain; and NEGLIGENCE ON THE PART OF THE RELEASEES, INCLUDING THE FAILURE ON THE PART OF THE RELEASEES TO SAFEGUARD OR PROTECT ME FROM THE RISKS, DANGERS, AND HAZARDS OF “**Program(s)**”.

THE RELEASERS ARE AWARE OF THE RISK, DANGERS, AND HAZARDS ASSOCIATED WITH “Program(s)” AND FREELY ACCEPT AND FULLY ASSUME ALL SUCH RISKS, DANGERS, AND HAZARDS AND THE POSSIBILITY OF PERSONAL INJURY, DEATH, PROPERTY DAMAGE OR LOSS RESULTING THEREFROM.

Organization Representative initials:



-GROUP- LIABILITY AND MEDIA WAIVER



RELEASE OF LIABILITY, WAIVER OF CLAIMS AND INDEMNITY AGREEMENT

In consideration of RELEASEES agreeing to my participation in “**Program(s)**” and permitting my use of their services, equipment and other facilities, and for other good and valuable consideration, the receipt and sufficiency of which is acknowledged, the releasors hereby agree as follows:

1. TO WAIVE ANY AND ALL CLAIMS that the releasors have or may in the future have against the RELEASEES AND TO RELEASE THE RELEASEES from any and all liability for any loss damage, expense or injury, including death, that the releasors may suffer or that their next of kin may suffer, as a result of the releasors participation in “**Program(s)**”, DUE TO ANY CAUSE WHATSOEVER, INCLUDING NEGLIGENCE, BREACH OF CONTRACT, OR BREACH OF ANY STATUTORY OR OTHER DUTY OF CARE, INCLUDING ANY DUTY OF CARE OWED UNDER THE OCCUPIERS LIABILITY ACT, ON THE PART OF THE RELEASEES, AND FURTHER INCLUDING THE FAILURE ON THE PART OF THE RELEASEES TO SAFEGUARD OR PROTECT ME FROM THE RISKS, DANGERS, AND HAZARDS OF PARTICIPATING IN “**Program(s)**” REFERED TO ABOVE;
2. TO HOLD HARMLESS AND INDEMNIFY THE RELEASEES for any and all liability for any property damage, loss or personal injury to any third party resulting from my participation in “**Program(s)**”;
3. This Release Agreement shall be effective and binding upon myself, my parents/guardians, heirs, next of kin, executors, administrators, assigns and representatives;
4. This Release Agreement and any rights, duties, and obligations as between the parties to this Release Agreement shall be governed by and interpreted solely in accordance with the laws of the province where the “**Program(s)**” takes place and no other jurisdiction; and
5. Any litigation involving the parties to this Release Agreement shall be brought solely within the province where the “**Program(s)**” takes place and shall be within the exclusive jurisdiction of the Courts of that province.

PERMISSION TO UTILIZE PHOTOS AND TESTIMONIALS

The releasors hereby authorize the **Releasees** to photograph and/or otherwise record images and/or sounds of or including the releasors while they participate in the “**Program(s)**” and to freely publish and otherwise make use of as they wish, without compensation to the releasors or anyone else, all such photographic images and other recordings of the releasors for purposes of documenting and promoting the BC Wildlife Federation. Examples include: use in program brochures, on photo displays, and through social media such as web posting and video.

Organization
Representative
initials:

In entering into this Release Agreement the releasors are not relying on any oral or written representations or statements made by the **Releasees** with respect to the safety of participating in “**Program(s)**” or with respect to the nature or activities of the program; other than what is set forth in this Release Agreement.



**-GROUP-
LIABILITY AND MEDIA WAIVER**



THE RELEASORS CONFIRM THAT THEY HAVE UNDERSTOOD THIS RELEASE AGREEMENT PRIOR TO SIGNING IT, AND THE RELEASORS ARE AWARE THAT BY SIGNING THIS RELEASE AGREEMENT THEY ARE WAIVING CERTAIN LEGAL RIGHTS WHICH THE RELEASORS OR THEIR HEIRS, NEXT OF KIN, EXECUTORS, ADMINISTRATORS, ASSIGNS AND REPRESENTATIVES MAY HAVE AGAINST THE RELEASEES.

THIS INCLUDES GIVING UP THE RIGHT TO SUE THE BC WILDLIFE FEDERATION AND ANY OF ITS DIRECTORS, OFFICERS, EMPLOYEES, AGENTS, INDEPENDENT CONTRACTORS, SUBCONTRACTORS, SPONSORS, SUCCESSORS, ASSIGNS, REPRESENTATIVES, AND ASSOCIATES IN CONNECTION TO MY PARTICIPATION IN THE PROGRAM.

THE RELEASORS HEREBY RELEASE AND INDEMNIFY THE BC WILDLIFE FEDERATION FOR ANY AND ALL LIABILITY, LOSSES, INJURIES, DAMAGES AND EXPENSES OF ANY KIND IN CONNECTION TO THEIR PARTICIPATION IN THE PROGRAM.

Signature of Organization Representative

Date

Printed Name of Organization Representative



-INDIVIDUAL- LIABILITY AND MEDIA WAIVER



**RELEASE OF LIABILITY, WAIVER OF CLAIMS,
ASSUMPTION OF RISKS AND INDEMNITY AGREEMENT
(hereinafter referred to as the "Release Agreement")**

**BY SIGNING THIS DOCUMENT YOU WILL WAIVE OR GIVE UP CERTAIN LEGAL RIGHTS, INCLUDING THE RIGHT
TO SUE OR CLAIM COMPENSATION FOLLOWING AN ACCIDENT**

PLEASE READ CAREFULLY!

SIGNATURE OF PARTICIPANT
AND/OR VOLUNTEER

Name	Last	First	Middle Initial
Address	Street		
	City	Prov.	Postal Code

Between the **British Columbia Wildlife Federation (BCWF)** and its directors, officers, employees, instructors, guides, agents, representatives, independent contractors, subcontractors, suppliers, sponsors, successors, and assigns (all of whom are hereinafter referred to as the "Releasees").

and _____ (**name of participant and/or volunteer**), the participant and/or volunteer's parents and/or legal guardians, and the participant and/or volunteer's successors and assigns (all of whom are hereinafter referred to as the "Releasers").

BCWF FISHING FOREVER. To be referred to as "Program(s)"

DEFINITION

In this Release Agreement, the term "**Program(s)**" shall include all activities, events, or services provided, arranged, organized, conducted, sponsored or authorized by the Releasees and shall include, but is not limited to "**Program(s)**"; "**Program(s)**" rental, orientational and instructional courses, seminars and sessions, travel, transport, and accommodation; and other such activities, events, and services in any way connected with or related to "**Program(s)**".

PROTECTIVE EQUIPMENT

I have been advised to wear all protective equipment that is required by the rules and regulations of the governing bodies of any and all sports I will be participating in.

ASSUMPTION OF RISK

I am aware that "**Program(s)**" involves many risks, dangers, and hazards. The risks, dangers, and hazards, include but are not limited to: mechanical failure of equipment; variation or changes in playing surface including rocks, gravel; changing weather conditions; exposure to temperature extremes or inclement weather; exposure to bodies of water including lakes, rivers; travel or transport to and from the sites used for "**Program(s)**"; travel on highways and backcountry roads; encounters with domestic and wild animals including dogs, bears, and cougars; collision with pedestrians, motor vehicles, cyclists, and other participants; failing to play safely or within the limitations of one's own abilities, negligence of other participants or volunteers; loss of balance; variation, steepness or hazards in terrain; and NEGLIGENCE ON THE PART OF THE RELEASEES, INCLUDING THE FAILURE ON THE PART OF THE RELEASEES TO SAFEGUARD OR PROTECT ME FROM THE RISKS, DANGERS, AND HAZARDS OF "**Program(s)**".



-INDIVIDUAL- LIABILITY AND MEDIA WAIVER



I AM AWARE OF THE RISK, DANGERS, AND HAZARDS ASSOCIATED WITH "Program(s)" AND I FREELY ACCEPT AND FULLY ASSUME ALL SUCH RISKS, DANGERS, AND HAZARDS AND THE POSSIBILITY OF PERSONAL INJURY, DEATH, PROPERTY DAMAGE OR LOSS RESULTING THEREFROM.

Participant and/or volunteer Initials:

RELEASE OF LIABILITY, WAIVER OF CLAIMS AND INDEMNITY AGREEMENT

In consideration of RELEASEES agreeing to my participation in "Program(s)" and permitting my use of their services, equipment and other facilities, and for other good and valuable consideration, the receipt and sufficiency of which is acknowledged, I hereby agree as follows:

1. TO WAIVE ANY AND ALL CLAIMS that I have or may in the future have against the RELEASEES AND TO RELEASE THE RELEASEES from any and all liability for any loss damage, expense or injury, including death, that I may suffer or that my next of kin may suffer, as a result of my participation in "Program(s)", DUE TO ANY CAUSE WHATSOEVER, INCLUDING NEGLIGENCE, BREACH OF CONTRACT, OR BREACH OF ANY STATUTORY OR OTHER DUTY OF CARE, INCLUDING ANY DUTY OF CARE OWED UNDER THE OCCUPIERS LIABILITY ACT, ON THE PART OF THE RELEASEES, AND FURTHER INCLUDING THE FAILURE ON THE PART OF THE RELEASEES TO SAFEGUARD OR PROTECT ME FROM THE RISKS, DANGERS, AND HAZARDS OF PARTICIPATING IN "Program(s)" REFERED TO ABOVE;

- 2. TO HOLD HARMLESS AND INDEMNIFY THE RELEASEES for any and all liability for any property damage, loss or personal injury to any third party resulting from my participation in "Program(s)";
- 3. This Release Agreement shall be effective and binding upon myself, my parents/guardians, heirs, next of kin, executors, administrators, assigns and representatives;
- 4. This Release Agreement and any rights, duties, and obligations as between the parties to this Release Agreement shall be governed by and interpreted solely in accordance with the laws of the province where the "Program(s)" takes place and no other jurisdiction; and
- 5. Any litigation involving the parties to this Release Agreement shall be brought solely within the province where the "Program(s)" takes place and shall be within the exclusive jurisdiction of the Courts of that province.

PERMISSION TO UTILIZE PHOTOS AND TESTIMONIALS

I hereby authorize the Releasees to photograph and/or otherwise record images and/or sounds of or including the child while he or she participates in the "Program(s)" and to freely publish and otherwise make use of as they wish, without compensation to the Child or anyone else, all such photographic images and other recordings of the Child for purposes of documenting and promoting the BC Wildlife Federation. Examples include: use in program brochures, on photo displays, and through social media such as web posting and video.

Participant and/or
volunteer Initials:

In entering into this Release Agreement I am not relying on any oral or written representations or statements made by the Releasees with respect to the safety of participating in "Program(s)" or with respect to the nature or activities of the event; other than what is set forth in this Release Agreement.



-INDIVIDUAL- LIABILITY AND MEDIA WAIVER



I CONFIRM THAT I HAVE AND UNDERSTOOD THIS RELEASE AGREEMENT PRIOR TO SIGNING IT, AND I AM AWARE THAT BY SIGNING THIS RELEASE AGREEMENT I AM WAIVING CERTAIN LEGAL RIGHTS WHICH I OR MY HEIRS, NEXT OF KIN, EXECUTORS, ADMINISTRATORS, ASSIGNS AND REPRESENTATIVES MAY HAVE AGAINST THE RELEASEES.

THIS INCLUDES GIVING UP THE RIGHT TO SUE THE BC WILDLIFE FEDERATION AND ANY OF ITS DIRECTORS, OFFICERS, EMPLOYEES, AGENTS, INDEPENDENT CONTRACTORS, SUBCONTRACTORS, SPONSORS, SUCCESSORS, ASSIGNS, REPRESENTATIVES, AND ASSOCIATES IN CONNECTION TO MY PARTICIPATION IN THE PROGRAM.

I HEREBY RELEASE AND INDEMNIFY THE BC WILDLIFE FEDERATION FOR ANY AND ALL LIABILITY, LOSSES, INJURIES, DAMAGES AND EXPENSES OF ANY KIND IN CONNECTION TO MY PARTICIPATION IN THE PROGRAM.

Signature of participant and/or volunteer

Date

Name of participant and/or volunteer (print name clearly)

FOR PARTICIPANTS OR VOLUNTEERS UNDER THE AGE OF 19, A PARENT OR LEGAL GUARDIAN MUST SIGN BELOW

It is a condition to the Child’s participation in the “**Program(s)**” that you, the undersigned Parent/Guardian of the Child, must carefully read and understand this document and sign it to acknowledge that you have read and understand it and that you understand that the Child’s participation in the activity will expose the Child to risks of harm and that you accept full responsibility for exposing the Child to such risks.

PARENT/GUARDIAN RESPONSIBILITY FOR CHILD

I, the undersigned Parent/Guardian of the Child, understand and accept that, in respect of the Child’s participation in the “**Program(s)**”, it is my responsibility (1) to ensure that I consider and understand the risks, dangers, hazards and consequences of injury inherent in the “**Program(s)**”, (2) to ensure that the child is appropriately covered by medical insurance for any harm occurring in the “**Program(s)**”, and (3) to provide emergency medical information regarding the Child as required.

AWARE OF RISKS

I AM AWARE OF AND NOW FREELY ACCEPT AND ASSUME RESPONSIBILITY FOR ALL RISKS TO THE CHILD IN CONNECTION WITH HIS OR HER PARTICIPATION IN THE “**Program(s)**”, INCLUDING AS FOLLOWS

1. The Child’s participation in the “**Program(s)**”, regardless of if the Child possesses behavioural characteristics, physical health, and abilities appropriate for the “**Program(s)**”
2. The nature of the “**Program(s)**” is such that the **Releasees** cannot identify all risks associated with the “**Program(s)**” and cannot guarantee the **Releasees** will not make errors therein or that other children participating in the activities will not cause injuries therein.



-INDIVIDUAL- LIABILITY AND MEDIA WAIVER



This is to certify that I, _____ (please print name) as parent/guardian with legal responsibility for this participant and/or volunteer, do consent and agree to the release, as provided above, of all the Releasees, and, for myself, the participant and/or volunteer, my heirs, next of kin, executors, administrators, and representatives release and agree to fully indemnify the Releasees from any and all liabilities PERTAINING TO THE MINOR CHILD'S PARTICIPATION in "Program(s)", even if arising from the negligence of the Releasees. Before I signed this Release Agreement, I read it. I state that I understand it. I am aware that by signing this Release Agreement, I am waiving certain rights against the Releasees. Or, if I die, I am waiving certain legal rights which my legal representative may have against the Releasees and which the Participant and/or volunteer may have against the Releasees. In the event of my death or the death of the Participant and/or volunteer, by signing this Agreement, I am waiving all legal rights which the Legal Representatives of the participant and/or volunteer may have against the Releasees.

Signature of parent/guardian

Date

Name of parent/guardian (print name clearly)