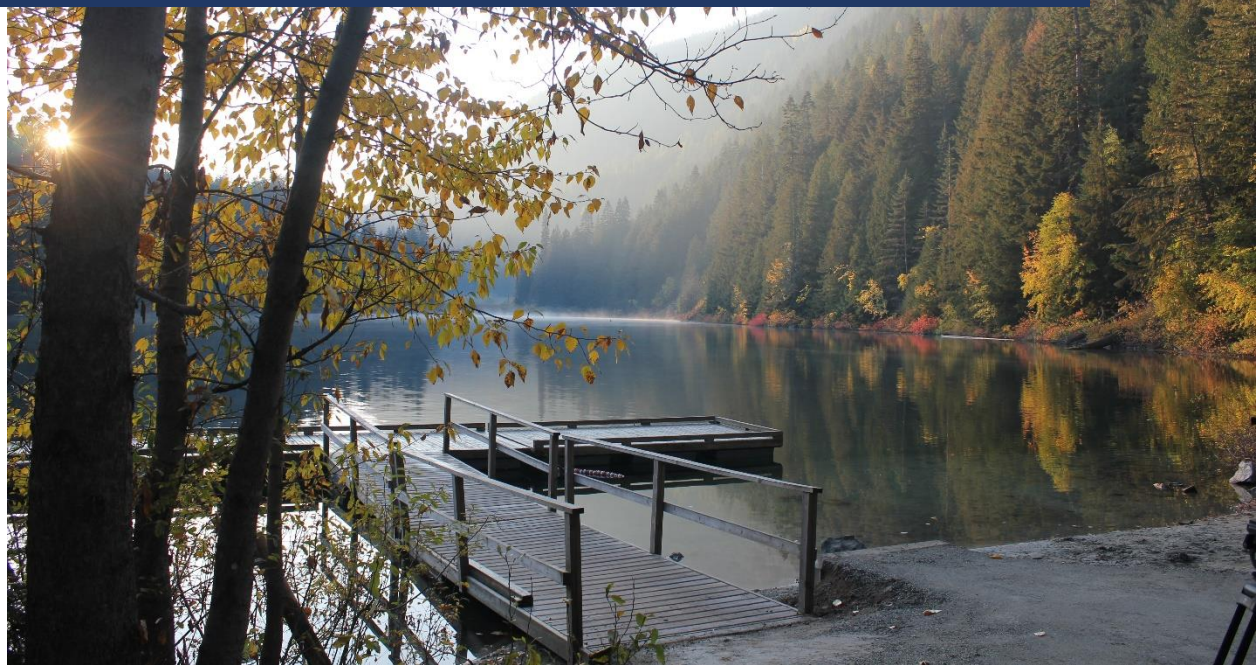


Fishing Forever Event Operations Manual



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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 procedures i.e., safety for the event.
- (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) 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
- (5) If requested, participating clubs are responsible for accrediting volunteer hours to volunteers. Volunteers may either provide their own hours sheet for signature or utilize the BCWF letter in [Appendix A](#).

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.
 - (b) Lake stocked with fish
 - (c) Wheelchair accessible washroom facilities



- (i) If the event location does not have an accessible washroom on site, clubs are responsible for supplying wheelchair accessible portable toilets.
- (d) Washing stations and/or hand sanitizer
 - (i) If the event location does not have a hand washing facility, clubs are responsible for supplying portable washing stations.
- (2) If the selected location requires payment for event use, it is the club's responsibility to cover the costs.
 - (a) Please contact the BCWF if your club is struggling to find a suitable location.
- (3) After securing the event location, we recommend participating clubs develop a safety plan, outlining any safety and hazard concerns, emergency access, possible muster point, etc.

iii) Transportation

- (1) Participating clubs are responsible for organizing transportation to and from the event, if necessary.
 - (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 in securing transportation, please reach out to BCWF.
- (2) If transportation is not provided, we recommend providing participants with explicit directions to the event detailing parking and any other relevant information.

iv) Equipment

- (1) Participating clubs are responsible for supplying the following equipment:
 - (a) Fishing equipment
 - (i) Fishing rods and reels
 - (ii) Rod holders
 - (iii) Nets
 - (iv) Weights (v) Hooks
 - (vi) Bobbers
 - (vii) Bait
 - (viii) Life Jackets
 - (ix) Tub (for unhooking fish)
 - (x) Extra line
 - (xi) Pliers
 - (xii) Swivels
 - (xiii) Plastic bags (to bag fish)



1. Please inform participants they will need to bring a cooler and ice if they wish to take fish home.

(xiv) *Optional*: fish cleaning station

(b) Safety equipment

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

(c) Pop-up tent

- (2) If your club does not have access to equipment, 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 in an equipment wish list to BCWF by March 15th, 2023.

- (i) Equipment requests are fulfilled on a case-by-case basis and are *not* guaranteed
- (ii) Refer to [Appendix B](#) for wish list submission instructions.

v) Registration

- (1) Participating clubs are responsible for the registration of event participants.

- (2) We recommend that registration 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 make registrants aware that participants who need 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 purpose of the event: to provide an opportunity to fish and enjoy the outdoors for individuals of all ages living with disabilities.
 - (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 must have an attending family member or caregiver throughout the event
- (4) Please reach out to 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 to 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, you may refer to this website: <https://native-land.ca/>.



viii) Grantor Recognition

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

ix) Event Schedule

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

x) 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 in a food wish list to BCWF by January 26th, 2022.
 - (a) Food requests are fulfilled on a case-by-case basis and are *not* guaranteed.
 - (b) Refer to [Appendix B](#) for wish list submission instructions.

xi) Safety and Essential Services

- (1) Though BCWF will provide liability insurance, participating clubs are expected to 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) easily accessible.
 - (d) Providing potable water to event participants.
- (2) Ensure safety and liability waivers are signed upon event sign-in and PRIOR to engaging in any event activities (this includes photo release consent).
 - (a) Refer to [Appendix C](#) for **individual** liability waivers or [Appendix D](#) for **group** liability waivers provided by BCWF.



xii) Recording Hours

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

b) BCWF Responsibilities

i) Reimbursement Policies

- (1) BCWF will reimburse club expenses under the following conditions:
 - (a) A funding reimbursement form has been submitted for committee approval prior to purchasing the good or service.
 - (i) Refer to [Appendix E](#) for reimbursement form.
 - (b) Expenses have been granted committee approval (case-by-case basis)
 - (c) Expenses are submitted **with an invoice** for payment or **with receipts** for reimbursement.
- (2) Funding is limited and we cannot guarantee reimbursement of any expenses. We recommend seeking expense approval/reimbursement only if fundraising efforts, sponsorships, and/or donations will not cover the costs of the desired item(s).
- (3) 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, please contact BCWF before purchasing.
- (4) Please refer to [Appendix E](#) for further instructions on reimbursement requests.

ii) Liability Insurance

- (1) BCWF will provide liability insurance for all participating clubs.
- (2) Refer to [Appendix F](#) for Certificate of Insurance.

iii) Grantor Recognition Display

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

iv) Support Contacts

- (1) For support and any Fishing Forever related inquiries, please contact:
 - (a) **David Oliver**, BCWF Fishing Forever Chairperson:
FishingForever@bcwf.bc.ca
 - (b) **Chris Lim**, Youth Program Coordinator: Chris.Lim@bcwf.bc.ca



- (c) **Rachel Teichman**, Fish Habitat Restoration and Education
Assistant: Rachel.Teichman@bcwf.bc.ca
- (d) **Mike Stiles**, Accessible Okanagan: 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 bottom of the manual (Appendix G) to access a printable PDF version of the BCWF volunteer hour certificate.



**FISHING FOREVER
VOLUNTEER CERTIFICATE**

This is to certify that _____ has dedicated _____ hrs
of volunteer work to Fishing Forever 2023.

VOLUNTEER SUPERVISOR

SIGNATURE




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



Appendix B. Wish list Submission


Equipment and Food Wish list Submission Instructions

1. Follow the link or scan the QR code below to fill out the equipment and food wish list submission form **by January 15th, 2023, 5pm PST**: <https://forms.office.com/r/cLGgVqd5Km>
 - a. Please review questions and responses carefully prior to submitting your requests.
2. Upon committee review, your organization's event coordinator will be contacted regarding wish list approval.




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. Recording Hours

Day-of Event Volunteers:

Day-of event volunteers must complete and submit their hours worked at the following link or QR code:

<https://forms.office.com/r/ydgsdsgP0j>



Ongoing Volunteers:

Volunteers that are working pre, during, and/or post event must keep track of hours worked using the follow the steps below:

1. See below (next page) to find the time sheet document.
2. Save a copy to your computer.
3. Record your hours each time you dedicate time to the Fishing Forever Program (make sure to save the document after inputting hours).
4. Send completed time logs to FishingForever@bcwf.bc.ca.



Fishing Forever Volunteer Time Log

Name:

Affiliated Organization:

Date	Start Time	End Time	Hours Worked	Duties



Appendix F. Reimbursement Form

To request approval for funding or reimbursement of Fishing Forever related expenses, please follow the link or scan the QR code below: <https://forms.office.com/r/g0eGyBsgB0>



FISHING FOREVER VOLUNTEER CERTIFICATE

This is to certify that _____ has dedicated _____ hrs of
volunteer work to Fishing Forever 2023.

VOLUNTEER SUPERVISOR

SIGNATURE

