



# EVENT OPERATIONS MANUAL

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## 1) Introduction

The B.C. Wildlife Federation (BCWF), clubs, and partners 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 individuals with disabilities and/or neurodivergences can learn or continue to fish and enjoy the outdoors.**

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

## 2) Event Details

Fishing Forever is an annual event held in various communities throughout the province to provide accessible fishing opportunities for folks with disabilities and/or neurodivergences. It is organized locally by BCWF member clubs, local organizations, and dedicated individuals, with oversight from two chairpersons and a BCWF staff member.

Local coordinators invite our individuals with disabilities and/or neurodivergences and their support network (i.e. family members, caregivers, etc.) to participate in this free event, held at an accessible fishing location. Groups must register their participants in advance to ensure there are enough volunteers available each day. Coordinators will also limit the number of participants to avoid overcrowding the fishing area or overwhelming the volunteers.

On the day of the event, participants check in at the registration tent before proceeding to the dock to participate in fishing. Volunteers assist them with casting, reeling, and preparing any caught fish for take-home.

At the end of the event, participants receive gifts, and a group photo is taken to commemorate the occasion.



### 3) 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.
  - (a) The BCWF will assist with recruitment through their volunteer program on the MyBCWF platform.
- (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) Logistics and Event Operations
  - (d) Other
- (3) Participating clubs are responsible for providing volunteer vests to distinguish volunteers from participants.
- (4) Volunteers and coordinators are responsible for logging their own hours on their MyBCWF account as well as recording on the physical volunteer sign-in sheet ([see Appendix A](#)).
  - (a) Volunteer information must be recorded
    - (i) Event
    - (ii) Date
    - (iii) Volunteer name
    - (iv) Sign-in and sign-out (i.e., hours volunteered each day)
  - (b) Event organizers must submit the volunteer log-in form through:
    - (i) Google Sheet ([see Appendix B](#)) or
    - (ii) Scan the volunteer sign-in sheet and email it to [volunteer@bcwf.bc.ca](mailto:volunteer@bcwf.bc.ca)
- (5) 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 Scouts
  - (c) Local rotary clubs
- (6) If requested, the BCWF Engagement Coordinator can accredit volunteer hours and/or provide certificates of appreciation to volunteers.



## ii) Event 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) 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.
  - (c) 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) The club must cover the costs if the selected location requires payment for event use.
  - (a) Please contact the BCWF if your club is having difficulty finding a suitable location.
- (3) After securing the event location, the event organizers must 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) Fishing equipment
  - (i) Fishing rods and reels
  - (ii) Nets
  - (iii) Weights
  - (iv) Barbless Hooks
  - (v) Bobbers
  - (vi) Legal bait for the event area
  - (vii) Tub (for unhooking fish)
  - (viii) Extra line
  - (ix) Pliers
  - (x) Swivels
  - (xi) Fish Whackers (i.e., bonkers)
  - (xii) Plastic bags (to bag fish)
  - (xiii) Boats; when they are needed
  - (xiv) Life Jackets (if relevant)
  - (xv) *Optional:* fish cleaning station

- (b) Safety equipment
  - (i) First aid kit(s)
  - (ii) Potable water

(2) Please inform participants that they must bring a cooler and ice if they wish to take fish home.

(3) If your club does not have access to the equipment above, please refer to the following:

- (a) The club must reach out to local organizations and businesses that may be able to provide monetary or in-kind donations.
  - (i) If sponsorship or donation is provided by businesses, individuals, or a member club, please keep track of this in the Google Sheet ([see Appendix B](#)) and notify [fishingforever@bcwf.bc.ca](mailto:fishingforever@bcwf.bc.ca)
- (b) If donations are refused, the coordinators may send a 'Request' to the BCWF **by March 15<sup>th</sup> 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.
- (c) Response will be no later than April 15<sup>th</sup> 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) The event coordinators are responsible for registering event participants.
  - (a) It is recommended to schedule local care homes and groups to attend instead of hosting a public drop-in type event.
  - (b) This event must be held on a different weekend from the Family Fishing Day weekend to prevent any confusion over the metrics of participants. If not achievable, you must set aside the Saturday and/or Sunday to be reserved for Fishing Forever only.
  - (c) This event is open to all individuals, but please note that Fishing Forever aims to provide fishing opportunities for individuals with limited physical capabilities and those who are neurodivergent.
- (2) Registration must obtain the following information at a minimum:
  - (a) Name of participant
  - (b) Contact information of the participant or group
  - (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 local care homes and groups. They are also responsible for promoting the BCWF, BCWF memberships, and other BCWF programs in their region to Fishing Forever participants.
  - (a) Information about BCWF memberships and local programming will be provided.
- (2) The following communication tools and platforms may help to promote your event:
  - (a) Email invitations
  - (b) Webpage
  - (c) Social media (e.g. Facebook, Instagram, LinkedIn, TikTok)
  - (d) Features in local news (e.g. radio, newspaper)
  - (e) Posters in public areas (e.g. bulletin boards, community centres, care homes, farmers' markets)
- (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 and neurodivergences 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) The BCWF will advertise all Fishing Forever events via:
  - (a) Social media (e.g. Facebook, Instagram, LinkedIn, TikTok, YouTube, BlueSky)
  - (b) BCWF Website
  - (c) Department newsletters and Member Updates
  - (d) BC Outdoors Magazine
  - (e) Outreach events
  - (f) MyBCWF events calendar
  - (g) BCWF volunteer program
- (5) 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 respectfully acknowledge that we are fishing today on the traditional and ancestral territories of the \_\_\_\_\_ people (or Nation). We recognize and honour the enduring relationship that Indigenous Peoples have with this land and water, and we express our gratitude for the opportunity to be here today. We remember and pay respect to the original caretakers of this land, past, present, and future."*
- (3) For further resources and to learn whose land your event takes place on, refer to <https://native-land.ca/>, <https://www.whose.land/en/>, and <https://www.bcafnc.ca/first-nations-bc/interactive-map>.

### viii) Inviting First Nation Community Members

- (1) Clubs must endeavour to invite the local First Nations communities 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 community. All indigenous communities with any claim to the event location must be invited.
  - (a) For further resources and to learn whose land your event takes place on, refer to <https://native-land.ca/>, <https://www.whose.land/en/>, and <https://www.bcafnc.ca/first-nations-bc/interactive-map>.
- (2) Inviting local First Nations is not necessary on private land. However, clubs are highly encouraged to invite local First Nation communities, even if the event takes place on private land.
- (3) Clubs must inform the Fishing Forever Chair of all communications between the club and First Nation communities.



## ix) Grantor and Sponsor Recognition

- (1) Each Fishing Forever event must display a grantor and sponsor recognition board. Please provide photo documentation of the grantor display to BCWF during your Fishing Forever event. This may include Fishing Forever and specific event sponsors and grantors.
  - (a) The BCWF will provide the digital logos for the Fishing Forever sponsors.



### x) Event Schedule

- (1) Participating clubs are responsible for developing an event schedule, including land acknowledgements, BCWF and sponsor acknowledgements, event duration, event activities, lunch break (if provided), etc. Refer to [Appendix G](#) for an example.



## xi) Food

- (1) 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.
- (2) We recommend reaching out to local food establishments that may be able to donate their catering services to your event.
- (3) Participating clubs may send a 'Request' to BCWF by March 15<sup>th</sup> of the current year ([see Appendix B](#)).
  - (a) Food that can be covered:
    - (i) Hot dogs (veggie and/or meat)
    - (ii) Burgers (veggie and/or meat)
    - (iii) Buns
    - (iv) Condiments
    - (v) Chips
    - (vi) Water, juice boxes and/or soda
    - (vii) Biodegradable cutlery, plates, and napkins
  - (b) We will not be covering any desserts, coffee, sirloin cuts, breakfast foods, sausages, etc.
  - (c) Food Funding Model
 

(i)	0-25 participants = \$145
(ii)	26-75 participants = \$225
(iii)	76+ participants = >\$285
- (4) A response will be no later than April 15<sup>th</sup> of the current year.
  - (a) Food requests will be considered based on the average annual number of participants; however, fulfillment is 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 that 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 BEFORE engaging in any event activities (this includes photo and video release consent)**.
  - (a) 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](#)).
  - (b) Refer to [Appendix C](#) for individual liability waivers or [Appendix D](#) for group liability waivers provided by the BCWF.
  - (c) All liability waivers must be sent to [fishingforever@bcwf.bc.ca](mailto:fishingforever@bcwf.bc.ca) for filing and insurance purposes. The BCWF will retain liability waivers for three years after the event's completion, in case of any legal incidents.

### xiii) Recording Metrics

- (1) All individual volunteers and coordinators must record the hours dedicated to Fishing Forever (pre-and post-event) through the MyBCWF platform and the volunteer sign-in form on the day of the event. This is for grant reporting purposes.
- (2) All participants, guests, and caretakers must be counted when collecting who has attended the event.



## b) BCWF Responsibilities

### i) Volunteers

- (1) The BCWF will be overseeing volunteer hours via MyBCWF through the volunteer program. The Engagement Coordinator will cross-reference hours submitted on the MyBCWF platform to the submission made by the event coordinator (either from Google Sheets or an emailed copy of the volunteer sign-up sheet).

### ii) Equipment

- (1) The BCWF will provide the following equipment:
  - (a) Fishing Forever branded tent covers or banner
  - (b) Fishing Forever participant gifts
    - (i) The type of gift may vary year to year depending on funding availability.
  - (c) Fishing Forever branded volunteer safety vests
  - (d) Fishing Forever information pamphlets
  - (e) Each event will be gifted one Rod Holder; any additional must be purchased by the coordinator



## ii) 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 on a case-by-case basis 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](mailto:fishingforever@bcwf.bc.ca) with the associated receipts. Expenses without receipts will not be reimbursed.
    - (iv) Receipts must be eligible. It is recommended to scan the physical copies or ask for a digital copy from the merchant.
    - (v) 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 and varies year to year. Therefore, some requests may be rejected due to insufficient 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)
    - (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.



### iii) Tax Receipt

- (1) The BCWF are happy to provide tax receipts by request for any donations exceeding \$100 in value.
  - (a) Ensure you include this donation on the Google Sheet ([See Appendix B](#)).
  - (b) Send receipt or invoice of donation amount including the organization or person's name and address to [fishingforever@bcwf.bc.ca](mailto:fishingforever@bcwf.bc.ca).

### iv) Liability Insurance

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

### v) Grantor Recognition Display

- (1) The BCWF will provide the digital logos of Fishing Forever sponsors and grantors for display at your event.

### vi) Inviting Indigenous Community Members

- (1) The Fishing Forever Chairs will provide letters of invitation to clubs to provide to local First Nation communities.

### vii) 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](mailto:fishingforever@bcwf.bc.ca)
  - (b) **Mike Stiles**, BCWF Fishing Forever Co-Chairperson: [mrstiles@telus.net](mailto:mrstiles@telus.net)
  - (c) **Kendall McLaughlin**, Engagement Coordinator: [Kendall.mclaughlin@bcwf.bc.ca](mailto:Kendall.mclaughlin@bcwf.bc.ca)
  - (d) **Chris Lim**, Director of Operations, Education, & Engagement: [chris.Lim@bcwf.bc.ca](mailto:chris.Lim@bcwf.bc.ca)



## Appendix A. Recording Volunteer Hours

Please ensure that the Volunteer Sign-in Sheet is printed for your volunteers to sign in and out each day of the event. This will allow us to accurately track the number of hours contributed by our volunteers, which is essential for applying for grants and recognizing each individual's effort.

We will also ask volunteers to log their hours on the MyBCWF website. However, if they forget, BCWF staff can manually log their hours by referring to the sign-in sheet or Google Sheet. Additionally, this sheet can help coordinators record volunteer hours in the Google Sheet.

Once your event is complete, please email scans of your paper records to [volunteer@bcwf.bc.ca](mailto:volunteer@bcwf.bc.ca).

### Example:

**Event Location:** Kamloops

Date (MM/DD/YYYY)	Name (First, Last)	Start time	End Time	Total Hours
4/03/2000	Billy Joel	10:00	14:00	4
4/03/2000	Whitney Houston	10:00	12:00	2
4/04/2000	Billy Joel	10:00	13:00	3



## Appendix B. Coordinator Google Sheet

**IMPORTANT:** Only use the live Google Sheet on a web browser. DO NOT download your own copy, as it will not be updated on the cloud.

**Google Sheets will be emailed to event coordinators during the annual explanation meeting.**

Every year, Fishing Forever coordinators will receive a Google Sheet for their event location. 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:

1. Event & Contact Information
2. Fishing Forever Inventory
3. Requests and Approvals
4. Event Metrics
5. Donations

### Examples:

#### 1. Event & Contact Information

Event & Contact Information			
Coordinator Name(s)	Phone Number	Email	Group Affiliation
Billy Joel	000-000-0000	billyjoel@gmail.ca	Sockeye Rod & Gun Club
Event Location	Location Address		
Kamloops	Kamloops Road, Kamloops, BC, V9L 4K3		
Date(s)	Time(s)		
July 2, 2000	10:00 - 17:00		
July 3, 2000	10:00 - 17:00		

Event & Contact Information tab is used to indicate who is responsible for the event and details of the event logistics, such as location, date and time.



## 2. Fishing Forever Inventory

Inventory	
This sheet is to keep track of Fishing Forever branded inventory. Please count all the equipment you already have and fill in the quantity below.	
Item	Quantity
Hats	10
Medals	0
Stickers	200
Magnets	150
Shirts	3
Volunteer Vests	5
Banner	1
Pop-up Tent	1

The inventory page tracks the equipment that coordinators and clubs possess to maintain an accurate count of Fishing Forever gear and determine restocking needs.

## 3. Requests and Approvals

Request and Approval Sheet						
Use this sheet to make any type of request for the event. This can include food, equipment, participant gifts, or any other facility request. Please be sure to use the dropdown in the expense type column to categorize your request.						
Equipment Request Due March 15 Expenses Request Due April 15 Metrics and Receipt Submissions Due July 10						
Item	Expense type	Cost per item	Qty	Approx. Total Cost	Rationale	Approved (Y/N) - Exec Use Only
Food	Supplies (eg. foo... ▾)			\$100.00	Hot dogs and Hamburgers for participants	▼
Propane	Supplies (eg. foo... ▾)	\$23.29	2	\$46.58	BBQ	▼
Satellite Phone	Safety expenses ▾	\$50.00	1	\$50.00	No cell service at event site.	▼
<b>Request Total</b>				<b>\$196.58</b>		▼

This page serves as the request form for equipment and food. To ensure that the BCWF can approve costs, please provide the cost along with a rationale for each request. The BCWF will notify you whether these requests have been approved or not by April 15th at the latest.



## 4. Event Metrics

Event Metrics				
This sheet is to help keep count of how many people are participating and in what capacity they are doing so. Please enter a single value for each of the categories below. Please enter what organization/group the participants are visiting from (i.e. North Shore Care Home, Rick Hansen Foundation)				
Date	# of Participants	# of Caregivers	# of Volunteers	Group Association
July 2, 2000	20	10	15	North Shore Care Home, Whistler Adaptive Sports Program
July 3, 2000	25	13	14	Spinal Cord Injury BC, Nelson Cares Society

This page is used to track participants and volunteers each day. If any groups, such as care homes or other organizations that have been invited or are volunteering, are participating on that day, please indicate this in the appropriate column.

## 5. Donations

Donations				
This sheet is to track the local donations and support for your specific event. This information helps us with applying for more grants for the program. The BCWF is happy to provide any donation tax receipts or certificate of appreciation - please contact <a href="mailto:fishingforever@bcwf.bc.ca">fishingforever@bcwf.bc.ca</a> .				
Business/Organization	Contribution	In-Kind Cost	Certificate of Appreciation (Y/N)	
Fake Rod & Gun Club	Burgers and Juice	\$80.00	No	▼
Save-on-foods	Hot dogs, cookies, compostable cutlery, condiments	\$200.00	Yes	▼
<b>Request Total</b>		<b>\$280.00</b>		

This page is crucial for grant writing. Since we are seeking additional local donations, please indicate the details of each donation along with its in-kind value. Event coordinators are responsible for thanking sponsors during the event. The BCWF is pleased to publicly acknowledge these donors in our final reports and through a social media post.

Should coordinators have issues or questions about the Google Sheet, please contact [fishingforever@bcwf.bc.ca](mailto:fishingforever@bcwf.bc.ca).



## Appendix C. Individual Liability Waivers

Every participant, volunteer, and guardian/caregiver must fill out a liability waiver. Liability waivers include photo release consent.

 <b>FISHING FOREVER</b> <b>LIABILITY AND MEDIA WAIVER</b>													
<b>RELEASE OF LIABILITY, WAIVER OF CLAIMS, ASSUMPTION OF RISKS AND INDEMNITY AGREEMENT (hereinafter referred to as the "Release Agreement")</b> <b>BY SIGNING THIS DOCUMENT YOU WILL WAIVE OR GIVE UP CERTAIN LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE OR CLAIM COMPENSATION FOLLOWING AN ACCIDENT</b>													
<b>PLEASE READ CAREFULLY!</b>	<b>SIGNATURE OF PARTICIPANT AND/OR VOLUNTEER</b>												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Name</td> <td style="width: 25%;">Last</td> <td style="width: 25%;">First</td> <td style="width: 25%;">Middle Initial</td> </tr> <tr> <td>Address</td> <td>Street</td> <td></td> <td></td> </tr> <tr> <td></td> <td>City</td> <td>Prov.</td> <td>Postal Code</td> </tr> </table>		Name	Last	First	Middle Initial	Address	Street				City	Prov.	Postal Code
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Address	Street												
	City	Prov.	Postal Code										
<p>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").</p> <p>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 "Releasors").</p> <p>BCWF FISHING FOREVER. To be referred to as "Program(s)"</p> <p><b>DEFINITION</b>  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)".</p> <p><b>PROTECTIVE EQUIPMENT</b>  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.</p> <p><b>ASSUMPTION OF RISK</b>  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)".</p> <p><b>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.</b></p>													
<input style="width: 100px; border: 1px solid black;" type="text"/> <span style="margin-left: 10px;">Participant and/or volunteer Initials:</span>													



## 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.

 <p style="text-align: center;"><b>FISHING FOREVER</b> <b>LIABILITY AND MEDIA WAIVER</b></p> 			
<b>RELEASE OF LIABILITY, WAIVER OF CLAIMS, ASSUMPTION OF RISKS AND INDEMNITY AGREEMENT (hereinafter referred to as the "Release Agreement")</b> <b>BY SIGNING THIS DOCUMENT YOU WILL WAIVE OR GIVE UP CERTAIN LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE OR CLAIM COMPENSATION FOLLOWING AN ACCIDENT</b>			
PLEASE READ CAREFULLY!		_____ SIGNATURE OF ORGANIZATION REPRESENTATIVE	
Name	Last	First	Middle Initial
Organization			
Address	Street		
	City	Prov.	Postal Code
Contact	Phone	Email	
<p>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.</p>			



## Appendix E. Participant Sign-in Sheet

This document is designed to record the sign-in of all participants at the beginning of the event. This ensures we can identify who is a caregiver and confirm that they have signed the waiver forms. Please assign volunteers to manage a sign-in booth for each day of the event. This will help the coordinator accurately track the number of participants each day, which will be input into the Google Sheet.

Once your event is complete, please email scans of your paper records to [fishingforever@bcwf.bc.ca](mailto:fishingforever@bcwf.bc.ca).

### Example:

**Event Location:** Kamloops

Name	Group Affiliation	Caregiver (Yes/No)
Billy Joel	Arthritis Society of BC	No
Whitney Houston	Arthritis Society of BC	Yes
Santa Claus	BC Wheelchair Basketball	No



## Appendix F. Certificate of Insurance

The BCWF will provide liability insurance for every event. To renew it for the year, please contact [fishingforever@bcwf.bc.ca](mailto:fishingforever@bcwf.bc.ca).

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

To Whom It May Concern

2. INSURED'S FULL NAME AND MAILING ADDRESS

B.C. Wildlife Federation  
101-9706 188th St

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

Surry British Columbia

POSTAL CODE

V4N 3M2

4. COVERS

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	K&K Insurance Group Inc. - AVP407375	2023/12/31	2024/12/31	COMMERCIAL GENERAL LIABILITY BODY INJURY AND PROPERTY DAMAGE LIABILITY - GENERAL AGGREGATE		\$1,000
<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCURRENCE				- EACH OCCURRENCE		\$15,000,000
<input checked="" type="checkbox"/> PRODUCTS AND / OR COMPLETED OPERATIONS				PRODUCTS AND COMPLETED OPERATIONS AGGREGATE		\$5,000,000
<input type="checkbox"/> EMPLOYER'S LIABILITY				PERSONAL INJURY LIABILITY OR		
<input checked="" type="checkbox"/> CROSS LIABILITY				<input checked="" type="checkbox"/> PERSONAL AND ADVERTISING INJURY LIABILITY		\$5,000,000
<input type="checkbox"/> WAIVER OF SUBROGATION				MEDICAL PAYMENTS		\$5,000,000
<input type="checkbox"/> TENANTS LEGAL LIABILITY				TENANTS LEGAL LIABILITY		\$1,000,000
<input type="checkbox"/> POLLUTION LIABILITY EXTENSION				POLLUTION LIABILITY EXTENSION		
<input type="checkbox"/>						
<input 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				BODY INJURY AND PROPERTY DAMAGE COMBINED		
<input type="checkbox"/> DESCRIBED AUTOMOBILES				BODY INJURY (PER PERSON)		
<input type="checkbox"/> ALL OWNED AUTOMOBILES				BODY 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				EACH OCCURRENCE		
EXCESS LIABILITY				AGGREGATE		
<input type="checkbox"/> UMBRELLA FORM						
<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

Acera Insurance Services Ltd.  
100-1500 Hardy Street

7. ADDITIONAL INSURED NAME AND MAILING ADDRESS

(Commercial General Liability- but only with respect to the operations of the Named Insured)

Kelowna BC POSTAL CODE V1Y 8H2

POSTAL CODE

BROKER CLIENT ID: BCWIL-1

8. CERTIFICATE AUTHORIZATION

ISSUER: Acera Insurance Services Ltd.

CONTACT NUMBER(S)

AUTHORIZED REPRESENTATIVE: Zach Schwung

TYPE Main NO. (800) 670-1877 x3987 TYPE Fax NO. (250) 860-1213

SIGNATURE OF AUTHORIZED REPRESENTATIVE

TYPE NO. TYPE NO.

DATE: March 19, 2024 EMAIL ADDRESS: zach.schwung@acera.ca

## Appendix G. Event Schedule

This document is intended to support event coordinators in effectively planning the day's activities, ensuring that all volunteers are informed of their responsibilities and receive appropriate breaks. It is fully customizable to meet the specific needs and preferences of each coordinator.

### Example:

	THURSDAY	FRIDAY
6 AM		
7 AM		Sandy, Tony, Bob, and Eve arrive to start set-up.
8 AM		
9 AM		Wheelchair Association arrives with 10 participants and 3 caregivers. Tony gives introduction.
10 AM	Bob and Tony buy groceries	Eve takes 30 minute break.
11 AM		Wheelchair Association lunch break. Bob and Sandy take 30 minute break.
12 PM		Tony takes 30 minute break.
1 PM		
2 PM		Eve gives participant gifts to group. Wheelchair Association leave. Rest of volunteers help clean-up.
3 PM		Clean-up continues.
4 PM		

## Appendix H. MyBCWF Logging Hours

TBD – The Volunteer portal will be on MyBCWF. In the meantime, please use the Volunteer Time Log ([Appendix A.](#))

### **Example:**

TBD