

**SCHEDULE B  
SPECIAL RESTRICTIONS AND CONTROL MEASURES REQUIRED FOR SERVICES**

**General Rules for all activities:**

1. If traveling in a federal or provincial park, a Permit is required.
2. University staff must comply with all relevant federal, provincial and municipal laws while instructing activities.

**Backpacking, Hiking & Interpretive Walks**

**Hiking**

Hiking involves single day (non-overnight) off-site activities during daylight hours for grades 5-12 on established trails. It does not include technical climbing, mountaineering, glacier travel, or hand-balance movement (scrambling). Off-trail travel is not permitted. Interpretive walks for K – 12.

**For the purposes of this paragraph,**

- i. **“walking” means** moving on foot at a normal, steady pace. For the sake of differentiation, most “normal” walking is typically done on flat surfaces or moderate inclines/declines. It is usually, but not exclusively, done in an urban setting; and
- ii. **“hiking” means** moving on foot involving varying terrain, intensity and duration resulting in physical exertion. In some cases, special equipment may be required for hiking such as the proper boots/shoes, backpacks, specialized clothing and other items.

**Backpacking**

Backpacking involves multi-day wilderness off-site activities in forested, tree-line and alpine terrain that does not require technical climbing, mountaineering, skiing, glacier travel, travel through avalanche terrain, permanent snowfields or hand balance movement. Participants are required to carry their necessary camping gear and supplies on their person. Backpacking is permitted during daylight hours for grades 7-12. The participants are largely self-sufficient and are carrying all gear that is required.

**Qualifications/Certifications for Backpacking and Hiking:**

Required – Current Standard First Aid Certification or Wilderness First Aid Certification for isolated (remote) areas.

**Recommended for Backpacking and Hiking:**

Hiking Guide Certification (Association of Canadian Mountain Guides); or  
Field Leader (Hiking) Certification from the Outdoor Council of Canada; or

A degree or specialization in Outdoor Pursuits, Outdoor Programming that deals with group management experience, theory and practice. (TRU & UofC ODP)

**Control Measures for Backpacking and Hiking:**

1. Students are not allowed to use axes. It is expected that a qualified trip supervisor takes on this responsibility.
2. Use a buddy system, stay on the trail, and do not take short-cuts.
3. A leader (teacher, volunteer or designated student) should be assigned to the front and back of the group; keep the party together; do not split up.
4. For stream crossings, cross at a wide shallow point that is not above rapids, leave boots on or use alternate footwear, undo pack's waist belt, use a sturdy stick or ski pole if possible, face upstream.
5. Stay away from cliff edges, loose or falling rock and overhanging ice.
6. Do not approach or feed any wild animal.
7. Boil, treat or filter all drinking water.

8. All food items, cosmetics, sunscreens and repellents must not be allowed into tents and should be stored in bear-proof containers when possible.

#### Terrain Guidelines for Backpacking and Hiking:

Activities are restricted to terrain where the use of hands is not necessary – no scrambling. It is prohibited to travel into areas which require technical climbing, climbing on steep slopes, mountaineering, snow slopes, glacier travel, or hand-balance movement. Care must be taken to avoid areas of exposure to rock fall and steep terrain.

#### Specific locations not permitted include for Backpacking and Hiking:

1. Bragg Creek Ice Caves, AB
2. Travel on the rock face using the chains at Ribbons Falls, Kananaskis, AB
3. Hiking the back side of Mt. Yamnuska, Bow Valley, AB or any trails below its south face or on the scree slopes
4. Heart Mountain Trail, Bow Valley, AB
5. The West Coast Trail, Vancouver Island, BC
6. Stawamus Chief or "the Chief", Squamish, BC
7. After the end of the official trail on Nihahi Ridge, Kananaskis AB

#### Group sizes for Hiking:

The recommended teacher to student ratio varies depending on the terrain and the age of the students. A guideline is 1 qualified teacher/instructor/leader to 10 students. Permits are required for Kananaskis Country and the National Parks and group size restrictions for Kananaskis Country and the National Parks must be adhered to.

#### Group Size for Backpacking:

The recommended teacher to student ratio varies depending on the terrain and the age of the students. A guideline is 1 qualified teacher/instructor/leader to 8 students. Permits are required for Kananaskis Country and the National Parks and group size restrictions for Kananaskis Country and the National Parks must be adhered to.

#### n) Canoeing & Kayaking (Flat Water & Moving Water)

##### Flat Water

Canoeing/Kayaking involves using either a canoe, white water kayak or sea kayak on lakes, ponds or reservoirs during daylight hours for grades 6-12 (Canoe), grades 7-12 (kayaks) It does not involve bodies of water that have currents (e.g. rivers, ocean).

Voyageur Canoeing – in addition to the above canoeing restrictions, can only occur when wind conditions are light to moderate. It is not permitted when there are visible signs of wind including white caps.

##### Qualifications/Certifications:

Canoeing (Flat Water) Required – Current Standard First Aid Certification or Wilderness First Aid Certification for isolated (remote) areas.

##### Required:

Flat water canoe instructor certification (NCCP or Paddle Canada); or  
A degree or specialization in Outdoor Pursuits, Outdoor Programming that deals with group management experience, theory and practice.

### Kayaking (Flat Water):

Required – Current Standard First Aid Certification or Wilderness First Aid Certification for isolated (remote) areas.

Required – Flatwater kayaking instructor certification (Alberta Whitewater Association or Paddle Canada), NCCP / Canoe Kayak Canada Lake Kayak Instructor certification or equivalent.

### Moving Water

Moving water canoeing/kayaking involves off-site activities using canoe's or white water kayaks on Class I and II moving water (e.g. rivers) during daylight hours only for Grades 7-12 within Alberta.

### Qualifications/Certifications for Canoeing Moving Water:

Required – Current Standard First Aid Certification or Wilderness First Aid Certification for isolated (remote) areas.

Required:

Moving water canoe/kayak instructor certification ( ) and certification (or Paddle Canada PagaieCanada) include Swift Water Rescue; or Paddle Canada Intermediate Moving Water canoe Instructor Certification (Paddle Canada Pagaie Canada) and

Or

A degree or specialization in Outdoor Pursuits, Outdoor Programming that deals with group management experience, theory and practice. ( ). Must involve Canoeing Experience and training.

### Qualifications/Certifications for Kayaking Moving Water:

Required – Current Standard First Aid Certification or Wilderness First Aid Certification for isolated (remote) areas.

Required – Moving water kayak instructor certification (Alberta Whitewater Association or Paddle Canada Pagaie Canada),, NCCP / Canoe Kayak Canada River Kayak Instructor 2 certification or equivalent and River rescue certification.

### Canoe Moving Water Terrain Guidelines

Restricted to tandem canoeing on up to and including:  
Class 1 and 1+ moving water within Alberta for Grades 7 - 12

### Kayak Moving Water Terrain Guidelines

Restricted to Class I and II moving water within Alberta for Grades 7 – 12.

### Canoeing and Kayaking Flat Water/ Moving Water Control Measures:

1. Comply with Transport Canada – Canadian Coast Guard regulations (Please see small vessel regulations SOR/2010-91)
2. All participants must wear a PFD while canoeing/kayaking and while on docks.
3. When applicable, a motorized vessel should be available to provide assistance and rescue. Otherwise a canoe/kayak with a competent leader/instructor must be designated as a rescue canoe/kayak and be on the water at all times while students are canoeing/kayaking.
4. All participants must wear a properly fitted paddling helmet. (for moving kayaking water only)
5. All participants must wear footwear.

6. All supervisors and/or the service provider must be able to self-rescue and rescue students and equipment in any condition encountered in their environment.
7. All supervisors and/or the service provider must be able to operate boat-towing systems.
8. Gear must be effectively packed and secured in the canoes/kayaks.
9. Carrying an appropriate communication device and has first aid kits in waterproof containers.
10. Kayaking: A knife should be carried by the instructor and be accessible at all times in the event of rope entanglement
11. A vehicle for emergency purposes should be accessible.
12. Inspect the equipment to ensure it is in working condition
13. Ensure proper flotation devices in bow and stern of kayak – moving water.

o) **Climbing Room / Bouldering Wall**

Wall climbing involves maintained structures both indoors and outdoors and is permitted for grades 4-12. Single Rope (60M) Top-rope climbing only.

Qualifications/Certifications:

Required – Current Standard First Aid Certification or Wilderness First Aid Certification for isolated (remote) areas.

Required – Climbing Gym Instructor (CGI) (Association of Canadian Mountain Guides) or Climbing Wall Instructor (CWI) (Climbing Wall Association)

Control Measures:

1. Students should be led through proper warm up and cool down activities as applicable. Students should be taught a progression of skills, only moving through activities as they have demonstrated a readiness to do so.
2. Only top-rope climbing is permitted. Lead climbing is not permitted.
3. Ensure the climbing system is redundant and backed up.
4. If the facility allows it, bouldering is permitted. Participants must not climb un-rope above the bouldering line which is clearly marked on the wall. Participants must have gymnastics mats beneath them and Participants acting as spotters. “Spotting” will follow CBE regulations and will not rely on the “spotter” to catch or prevent a fall. Spotting will not put the spotter at additional risk.
5. The University is responsible for the climbing instructions, progressions and demonstrations. All climbing must stop once the University’s staff are not directly present; students are to be lowered off the wall and wait away from the wall until the University instructor returns.
6. Students who are not involved in the climbing activity are supervised.
7. If the climbing wall is outside, to minimize the likelihood of being struck by lightning, seek shelter before a storm hits, don’t stand in open areas, and stay away from single tall trees and rocky ledges. In the event of poor weather, it is advisable to cancel the activity and seek shelter.

p) **Cross Country Skiing**

Cross-country skiing is a single or multi-day activity whereby the participants travel on groomed trails, roads or paths using specialized light skis, boots and poles and is permitted for grades K-12 during daylight hours. Grades K-6 are restricted to locations within the City of Calgary and on approved sites. Grades 7-12 are permitted to travel to groomed trails at designated cross- country ski locations when traveling outside the City of Calgary.

Qualifications/Certifications:

Required – Current Standard First Aid Certification or Wilderness First Aid Certification for isolated (remote) areas.

Recommended:

Cross Country Ski instructor Certification; or

A degree or specialization in Outdoor Pursuits, Outdoor Programming that deals with group management experience, theory and practice. (TRU & UofC ODPU)

Control Measures:

1. If traveling in a federal or provincial park, discuss plans beforehand with a parks representative and comply with park regulations and restrictions.
2. Use a buddy system, stay on the trail, and do not take short-cuts.
3. A leader (teacher, volunteer or designated student) should be assigned to the front and back of the group; keep the party together; do not split up.
4. Outdoor activities are not permitted for temperatures that are below -25 degrees centigrade or a wind chill of -25 degrees centigrade.
5. A vehicle for contingency purposes MUST be accessible (Wilderness and Trips outside of the city).
6. Participants must be taught basic cross-country skills before entering the backcountry
7. Restricted to non-avalanche terrain and terrain classified as Class 1 (No exposure) Avalanche by Parks Canada or Kananaskis Country

q) **Gymnastics**

Artistic or Rhythmic Gymnastics are available for K-12 school groups in which foundational skills are taught by certified coaches. Classes are circuit based using developmentally appropriate equipment. All lesson plans are written specific to the facility and are continually updated. The curriculum is based on the dominate movement patterns of gymnastics such as landings, springs, statics, rotations and swings. Skills are taught on FIG (International Gymnastics Federation) approved apparatuses including beam, floor, foam pit, bars, rings, pommel horse, tumble strip and trampoline.

Control Measures

Equipment:

1. No boards can be used in conjunction with box horses.
2. Appropriate matting for the apprentice (equipment) they are using is required.
3. Mats are positioned tightly together but NOT overlapping or stacked. DO NOT stack mats to achieve desired height if equipment cannot be lowered.
4. Box horses are appropriate height for the grade level and tasks being taught. (No higher than shoulder height of the participant).
5. All equipment and mats are a safe distance from the wall or climber and appropriate to the task and grade level.
6. Each station provides appropriate space for mounting or dismounting without interference at another station.
7. Trestles elbow hinges are fully locked.
8. Mats should be free of tears or holes.
9. Wooden surfaces (benches, ladders, beat boards and horses) should be free of rough edges.
10. Coverings (mat) on the beat board/box horses should be free of rips and tears.
11. Trestle hardware should be secure and safety chains should be in place (some trestles do not have chains) and all trestles should be stable.
12. Crash pads should be used with discretion when teaching movement gymnastics; instruct students to land appropriately.

Safety Guidelines for Preparing and Teaching Gymnastics:

1. Establish routines and respectful learning environment
2. Progressive introduction of equipment: progress from floor work to mats to benches to trestles to box horse to Canadian Climber.

3. Cooperative environment that provides opportunities for sharing, observing and listening.
4. Concepts/themes/tasks must be planned and taught to show a logical progression of development throughout the unit.
  - a) Students know how to work independently and quietly (unless purposely asked to work in partners/groups). No more than one student per apparatus unless otherwise instructed. Students have been taught the dangers of invading other students' space when working on the equipment.
  - b) Stations are designed in a cyclical manner to ensure students can work through all phases of the station.
  - c) Students have been taught the proper way to land. (Triple joint flexion: bend ankles, knees, and hips to absorb force)
  - d) Students have been taught the proper way to fall (Fall to big body parts and roll)
  - e) Tasks are developmental appropriate to the grade level and the equipment.
  - f) Trestle elbow hinges are fully locked or fully extended.
  - g) Students must be centered on trestle equipment, and avoid approaching trestle ladder / beam from the side.
  - h) Students know how to climb up and climb down.
  - i) Students have been taught to climb as high as they feel comfortable or not higher than specified by the teacher.
  - j) Students have been taught to look down before they climb down.
  - k) Supervisor does not use sudden loud noises that may distract a student and cause a fall.
  - l) Inclined benches are in a position that students are able to walk up the bench.
  - m) Students are aware that the large spacer bar at the top and front of the climber is for Canadian Climber Support and is not to be used by students.
  - n) During any inverted activity the students hands must be able to touch the mat.
  - o) For balances and pyramids all students require one body part on the floor. The balance positions must remain stationary and contact between support students and balancing students must be maintained. Also teachers must ensure that the proper progressions have been taught to ensure safety.

r) **Mountain Biking**

Mountain biking is a form of off-road cycling which uses sturdy and specialized bicycles with straight handlebars and wide tires. It includes cross-country riding and free-riding, however, no unsupervised riding is allowed. This course must take place in a structured lesson environment only. Mountain biking is permitted for grades 7-12 during daylight hours. This section is applicable when riding off-road to an off-site activity or conducting mountain biking as the off-site activity. Terrain Parks are not acceptable.

**Qualifications/Certifications:**

Required– Current Standard First Aid Certification or Wilderness First Aid Certification for isolated (remote) areas.

**Recommended:**

National Coaching Certification Program - Level 1 or 2 Mountain Bike Coach or the Canadian Mountain Bike Instructor Certification; or

A degree or specialization in Outdoor Pursuits, Outdoor Programming that deals with group management experience, theory and practice. (TRU & UofC ODPU)

**Control Measures:**

1. Mountain bike riding is restricted to basic or introductory level.
2. All participants must wear a sport specific ASTM or CPSC certified helmet and closed toe shoes while riding.
3. An initial riding pretest, with safety emphasized, should be passed before the beginning of the activity.
4. Participants should do a safety inspection of bike before each use.

5. Student must not wear audio devices with earphones.
6. Students should use a buddy system while riding. Participants must be instructed to always ride in-control. Ride on the trail; do not take short-cuts.
7. During poor weather (e.g. fog, heavy rain, snow), the ride must stop until the weather and visibility improves. To minimize the likelihood of being struck by lightning, seek shelter before a storm hits, don't stay in open areas, stay away from single tall trees and rocky ledges, and move away from open water.
8. A leader (teacher, volunteer or designated student) should be assigned to the front and back of the group; keep the party together; do not split up; stop at all trail intersections.
9. Stay away from cliff edges.
10. No racing
11. Boil, treat or filter all drinking water.
12. Do not approach or feed any wild animal.
13. A vehicle for contingency purposes must be accessible for all remote trips if the bus will not remain at the site for the entire time.

#### Terrain Guidelines

1. Conduct mountain biking at an introductory level (jumps or stunts not permitted)
2. Mountain biking is restricted to double-track roads or smooth and relatively flat single-track trails.
3. Single-tracked treed terrain is only permitted when using a service provider with a current master agreement and only when a certified staff member from the service provider is leading the activity.

Travel in terrain parks is not permitted.

1. Lift accessed downhill terrain is prohibited.
2. Specific trail hazards such as rock and tree obstacles, wet and muddy trail conditions, loose and uneven riding surfaces should be minimized and avoided.

#### s) **Ice Skating**

Ice skating is restricted to frozen ponds within the City of Calgary that are properly maintained and public artificial ice surfaces (indoor / outdoor skating rinks) and is permitted during daylight hours for grades K-12.

#### Qualifications/Certifications:

Required – Standard First Aid Certification or Wilderness First Aid Certification for isolated (remote) areas.

#### Control Measures:

1. Students should be led through proper warm up and cool down activities as applicable. Students should be taught a progression of skills, only moving through activities as they have demonstrated a readiness to do so.
2. Participants must be taught how to use equipment including the need for extra caution and control on the ice as well a common procedures such as skating in the same direction during free-skate
3. Ice space should be divided to allow separate areas for varying skill levels from beginner to advanced.
4. Supervisors focus students toward effective skating techniques, not speed, in all games, challenges and drills.
5. Activities should only be taught after participants are able to start and stop safely.
6. Participants should be informed how to transport or carry skates.
7. All participants and supervisors on the ice must be wearing skates or approved ice felt/broomball shoes.
8. Participants and supervisors must wear a helmet and wear suitable clothing, properly fitted skates. Sport Specific helmets must be CSA or CPSC approved hockey helmets when on the ice surface. Bicycle helmets are not acceptable.
9. Outdoor activities are not permitted at temperatures that are below -25 degrees centigrade or a wind chill of -25 degrees centigrade.

t) **Snowshoeing**

Snowshoeing activity involves single or multi-day activity whereby the participants travel on snow using snowshoes and is permitted for grades K-12 during daylight hours. Grades K-6 are restricted to locations within the City of Calgary and rural environments. Grades 7-12 are permitted to travel outside the City of Calgary.

Qualifications/Certifications:

Required – Current Standard First Aid Certification or Wilderness First Aid Certification for isolated (remote) areas.

Recommended: Field Leader (Hiking) Certification from the Outdoor Council of Canada

Control Measures:

1. Use a buddy system, stay on the trail, do not take short-cuts.
2. A leader (teacher, volunteer or designated student) should be assigned to the front and back of the group; keep the party together; do not split up.
3. Stay away from cliff edges, loose or falling rock and overhanging ice.
4. Do not approach or feed any wild animal.
5. Boil, treat or filter all drinking water (if applicable).
6. All food items, cosmetics, sunscreens and repellents must not be allowed into tents and should be stored in bear-proof containers, where available..
7. A vehicle for contingency purposes must be accessible for all remote trips if the bus will not remain at the site for the entire time.
8. Students must be taught basic winter travel skills before entering the backcountry
9. Restricted to non-avalanche terrain and terrain classified as Class 1 (No exposure) Avalanche by Parks Canada or Kananaskis Country

u) **Stand Up Paddleboarding**

Flat water Stand Up Paddle Boarding (SUP) involves using a long paddle board and paddle on protected flat water (lakes, ponds or reservoirs) with easy landing options during daylight hours for grades 7-12. Participants are not allowed to do this activity on bodies of water that have currents (e.g. rivers, ocean).

Qualifications/Certifications:

Required – Current Standard First Aid Certification or Wilderness First Aid Certification for isolated (remote) areas.

Required –Stand Up Paddle Board Instructor certification from Paddle Canada

Control Measures

1. Comply with Transport Canada regulations (Please see small vessel regulations SOR/2010-91)
2. All participants must wear a PFD while paddle boarding and while on docks.
3. All equipment will be checked by the qualified teacher / instructor / leader before commencement of the activity and if any damage is found it will be labelled OUT OF USE.
4. When applicable, a motorized vessel should be available to provide assistance and rescue. Otherwise a SUP with a competent leader/instructor must be designated as a rescue vessel and be on the water at all times while participants are paddle boarding.



5. All participants must wear footwear.
6. All participants and instructors will wear appropriate clothing (e.g. wetsuits) for the prevailing conditions (weather, water temperature, etc).
7. All supervisors must be able to self-rescue and rescue students and equipment in any condition encountered in their environment.
8. Carry an appropriate communication device and have first aid kits available in waterproof containers.

v) **Swimming (lessons)**

Swimming is permitted in pools indoors, during daylight hours for grades K-12 provided that a lifeguard with National Lifeguard Certification over the age of 18 is on duty for every 30 participants (includes supervisors, students, and other non CBE participants) using the pool. This applies to public and privately owned pools.

Qualifications/Certifications:

Required – Current Standard First Aid Certification.

Required – National Lifeguard – Pool Option or Canadian Red Cross Pool Lifeguard.

Control Measures:

1. Ensure all pool rules are respected (e.g. no diving into the shallow end, no running on the pool deck, no rough-housing). Explain behaviour expectations.
2. Ensure that safety equipment such as floating line and a ring buoy is available at the facility.
3. Teacher supervisors may be either in the pool or “on deck”, but always ready to offer assistance if required Communication instructions, progression and safety briefings
4. Prevent participants with open cuts from entering the water.
5. Ensure students sitting in a hot tub have adult supervision, and adhere to the posted time limit. If no time limit is posted the maximum recommended time is 20 minutes.
6. Children in kindergarten, students in grade 1 and grade 2 are recommended to wear a PFD.
7. Weak or non-swimmers MUST wear PFDs and be closely monitored. Consider non-water based activities for weak and non-swimmers.
8. Diving is only permitted when it is properly marked as safe (i.e. diving board or from the end of a dock or a floating dock).
9. The following are not permitted:
  - a) swimming in open water (i.e. a lake with no marked swimming area)
  - b) unmarked areas,
  - c) fast moving river;
  - d) swimming without an NLS certified lifeguard;
  - e) “Flow Riders” and “drop style” waterslides at swimming facilities

w) **Rafting**

The primary purpose of the activity must be for educational purposes on Class I moving water within Alberta for grades 7-12 during daylight hours. Swimming is not permitted as part of the rafting activity.

Qualifications/Certifications:

Required – Current Standard First Aid Certification or Wilderness First Aid Certification for isolated (remote) areas.

Control Measures:

1. Ensure the University complies with Transport Canada – Canadian Coast Guard regulations (Please see small vessel regulations SOR/2010-91)
2. All participants must wear a PFD while rafting and while on docks.
3. When applicable, a motorized vessel should be available to provide assistance and rescue. Otherwise a raft with a competent leader/instructor must be designated as a rescue raft and be on the water at all times while students are rafting.
4. All participants must wear footwear.
5. Gear must be effectively packed and secured in the rafts.
6. A vehicle for emergency purposes should be accessible.
7. Carrying a communication device and first aid kit in a waterproof case
8. Ensure the University has competent routing skills and has discussed the route with the teacher in charge.