Chaperone Information Package & Agreement
(the "Agreement")

Please review and complete this entire Agreement by: February 22, 2027**
Please have participant forms returned by: February 22, 2027
**** The sooner the better to secure your spot, you can submit the Agreement as soon as you have your group composition to reserve your space, and your participant forms can follow**

Ever Active is hosting the Still We Rise event from March 15, 2027 to March 17, 2027 (the "**Event**") at the Gull Lake Centre (Address: 22-28116 Township Road 411, Lacombe County, AB T4L 2N3 Phone: (403) 782-2495) (the "**Camp**").

_____ has appointed the list of responsible adults on page 9 of this Agreement to be chaperones for the duration of the Event, including travel to and from the Event ("**Chaperones**"). As Chaperone, you are responsible for the supervision, safety and well-being of the participants ("**Participants**") within your organization attending the Event (the "**Group**").

Chaperone Expectations

These expectations support the safety, well-being, and positive experience of all attendees.

Prior to Camp

- Familiarize yourself with all Camp policies and procedures.
- Brief Participants and families on expectations, packing, behaviour standards, and safety policies.
- Support transportation planning and act as bus leader or emergency driver if assigned.
- Ensure required paperwork is completed prior to arrival.
- Act as the primary contact before, during, and after the Event.

While at Camp

- Follow and help enforce Camp policies and procedures.
- Provide 24-hour supervision and support (overnight supervision does not require remaining awake unless assigned).
- Identify yourself as a Chaperone to Event Committee staff.
- Lead wake-up and bedtime routines.
- Guide and model positive engagement in activities.
- Model appropriate clothing and support Participants in dressing for weather and activities.

- Ensure the group follows the program schedule and remains on time.
- Be flexible in response to weather, facility or safety adjustments.
- Monitor and enforce cell phone expectations
- Sit with Participants at meals and supervise dining behaviour.
- Be aware of Participant food allergies and dietary needs.
- Ensure appropriate supervision of Participants and adherence to Camp expectations.
- The Chaperone assumes responsibility for their Group.

Policies and Procedures

Alcohol, Drugs & Intoxicants

The possession or consumption of alcohol, illegal drugs, cannabis, or other intoxicants is not permitted on Camp property by Participants or Chaperones at any time. Participants and Chaperones must not be under the influence while attending the program.

Tobacco & Smoking

All buildings are smoke-free. Smoking or vaping is permitted only in designated areas where applicable.

Transportation

Transportation arrangements, arrival times, and departure times will be confirmed in advance with group leads. Groups may be required to have access to a vehicle on site for emergency purposes, depending on camp location and logistics. The organizing committee will also have vehicles on site in the event of an emergency in the case schools do not have one.

Emergencies

An Emergency Response Plan will be reviewed upon arrival. Camp staff or Ever Active Staff will be available on site at all times. Any incidents, injuries, or first aid use must be reported to the coordinating committee and camp staff immediately to ensure proper follow-up and documentation.

Food Services & Dietary Needs

Dietary needs, allergies, and medical considerations must be submitted in advance through the registration forms. Chaperones are responsible for supervising participants during meals and supporting respectful dining hall behaviour.

Liability, Damage & Valuables

Groups are responsible for any damage to the Camp beyond normal wear and tear and may be invoiced accordingly. Participants are responsible for their personal belongings. Ever Active and the Camp are not responsible for lost or stolen items. Proof of insurance may be required prior to arrival.

Pets & Service Animals

Pets are not permitted on site. Requests related to service animals must be communicated in advance so appropriate accommodations can be made.

Photography & Cell Phones

Photos may be taken during the event for promotional or documentation purposes. If any Participant does not consent to photos, this must be communicated in advance.
Participants are discouraged from using cell phones during sessions. Any camera or phone use must be supervised by Chaperones.

Supervision & Ratios

Groups must meet or exceed their school district's overnight supervision ratios. Adequate overnight supervision is required in all sleeping areas.
Chaperones are responsible for the direct care and supervision of Participants 24 hours a day. Event staff facilitate programming but do not replace Chaperone supervision responsibilities.

Medical & Wellness

- All medications (scheduled or as-needed) are the responsibility of the Chaperone.
- Event staff are not permitted to administer medications.
- Consent forms must be completed for all Participants and Chaperones prior to arrival.
- Any medical incidents must be reported immediately to event staff.

Accommodation

Sleeping accommodations are provided on site in shared bunk-style cabins or rooms. Washroom facilities may be shared depending on the camp layout and configuration. Chaperones are responsible for supporting respectful use of shared spaces and ensuring Participants follow quiet hours and cabin expectations.

Participants will need to bring their own sleeping bag/bed linen and pillow, along with their own toiletries.

Cabin Structure & Capacity

- Cabins 1–6: Girls / female-identifying Participants
  Connected; form one lodge. Each cabin has 4 bunks (8 beds).
- Cabins 7–12: Boys / male-identifying Participants
  Connected; form one lodge. Each cabin has 4 bunks (8 beds).
- Cabins 13–16: Girls / female-identifying Participants
  Connected; form one lodge. Each cabin has 6 bunks + 1 single (13 beds).
- Cabins 17–20: Boys / male-identifying Participants
  Connected; form one lodge. Each cabin has 6 bunks + 1 single (13 beds)

Participants and Chaperones will be placed in separate rooms. Participants from different schools, and Chaperones from different schools may be asked to share a cabin.

Group Composition

1. To help all schools/groups fit within the available cabin capacities, we encourage groups to bring a maximum of 8 Participants and 2 Chaperones.
2. You are encouraged to bring a mix of boys/male-identifying and girls/female-identifying Participants whenever possible. For example, groups registering for 8-bed cabins might aim for a group such as 4 girls and 4 boys; with one female, and one male Chaperone. We understand that each school's context is different, and exact balance may not always be possible.
3. We welcome Participants of all gender identities, including non-binary and gender-diverse Participants. Please indicate this in the breakdown below so we can place students in the safest and most comfortable spaces available.
4. When planning your Chaperones, ensure you have at least one Chaperone for each of the genders represented in your group

Group Roster/Composition Details

*please add participant names, roles, and gender below. This is an overview of all participants forms that must be completed and submitted (including Chaperones)

Participant Name	**Indicate** A) Chaperone B) Participant + Grade	**Indicate** A) Female/female identifying B) Male/Male Identifying C) Non binary/Gender Diverse D) Prefer not to say
1.	☐ A ☐ B Gr: ___	☐ A ☐ B ☐ C ☐ D
2.	☐ A ☐ B Gr: ___	☐ A ☐ B ☐ C ☐ D
3.	☐ A ☐ B Gr: ___	☐ A ☐ B ☐ C ☐ D
4.	☐ A ☐ B Gr: ___	☐ A ☐ B ☐ C ☐ D
5.	☐ A ☐ B Gr: ___	☐ A ☐ B ☐ C ☐ D
6.	☐ A ☐ B Gr: ___	☐ A ☐ B ☐ C ☐ D
7.	☐ A ☐ B Gr: ___	☐ A ☐ B ☐ C ☐ D
8.	☐ A ☐ B Gr: ___	☐ A ☐ B ☐ C ☐ D
9.	☐ A ☐ B Gr: ___	☐ A ☐ B ☐ C ☐ D
10.	☐ A ☐ B Gr: ___	☐ A ☐ B ☐ C ☐ D

Will there be anyone else in your Group requiring accommodation, such as a bus driver? **Please note that there may be a cost associated with this.**

Privacy, Accessibility & Special Requests

A limited number of private rooms are available for Participants with:

- accessibility needs
- medical needs
- gender-affirming privacy needs

While availability cannot be guaranteed, we will do our best to accommodate requests.
Our team will place each school into the most suitable cabin block based on the information provided.

Does your group have any Participants needing increased privacy or alternative accommodation?	
☐ Yes	☐ No
If yes, please provide details e.g. accessibility needs, gender-affirming privacy, medical considerations	

Logistics

Estimated arrival time on March 15, 2027?	
Any Additional notes for our team?	

Participant Package

A participant package which will include participant agreements, packing lists, and collection of medical information, along with consent to collect personal information and photography will be linked on the website shortly.

The participant package consent and medical forms must be returned for each Participant including Chaperones on or before **February 22, 2027**. Any later than this, and we may not be able to reserve their spot, or accommodate special requests.

Agreements:

- ☐ **Registration Numbers & Meals:** I understand that accommodations and meals (lunch and dinner on March 15th; all meals on March 16th; breakfast and lunch on March 17th) are covered for my Group up to a maximum of 10 registered individuals. Any additional Participants who attend beyond those registered may be invoiced and/or may not be guaranteed accommodation or meals
- ☐ **Changes to Registration:** I understand that if my Group size or composition changes after submission, I will notify **events@everactive.org a**s soon as possible. We may not be able to accommodate changes after **February 22, 2027.**
- ☐ **Cabin Assignments:** I understand that cabin assignments will be coordinated by the organizing team based on Group size, gender breakdown, and the needs identified in this registration form.
- ☐ **Chaperone Gender Representation**: I understand that my Group must include at least one Chaperone for each of the genders represented in my Group, unless otherwise arranged with the organizing team.
- ☐ **Supervision & Responsibilit**y: I understand that Chaperones are responsible for the supervision, safety, and conduct of the Participants in their group at all times during the Event.
- ☐ **Medical & Emergency Readiness**: I understand that I must submit **all required** consent forms, medical information, and emergency contact details for each Participant (including Chaperones) **no later than February 22, 2027.**
- ☐ **Respectful Conduct & Inclusion:** I understand that all Participants are expected to follow the event's code of conduct and to contribute to a respectful, inclusive, and safe environment for all Participants and staff.
- ☐ **Transportation Responsibility:** I understand that my school is responsible for transportation to and from the event and for ensuring safe supervision during arrivals and departures.

Chaperone Responsibility & Release of Liability

Assumption of Risk & Responsibility

I am aware that as a Chaperone I am responsible for supervising and ensuring the safety and wellbeing of all members in our Group. I am aware that participation in Event involves inherent risks including but not limited to, physical injury, illness, emotional distress, or property loss. Risks may arise from environmental conditions, physical activity, interaction with others, limited access to immediate medical care, and communicable illness exposure. I acknowledge that I am voluntarily consenting to act as a Chaperone in the Event and accept and fully assume any and all risks involved in the Event, whether caused by the negligence of Ever Active or otherwise. I acknowledge these risks and agree that they do not constitute harm, negligence, or wrongdoing by Ever Active.

I acknowledge and understand that Ever Active is not responsible for the supervision of any of the Participants within our Group.

Release of Liability

I hereby expressly waive and release any and all liability, claims, demands, or cause of action, which I have, or may have in the future, against Ever Active, and any of their affiliates, and their respective directors, officers, employees, volunteers, members, agents, representatives, shareholders, successors, and assigns (collectively, the “Releasees”), arising out of or attributable to my participation in the Event, including any camp-related events and travel, due to any cause whatsoever, including, but not limited to, physical injury, emotional responses, the negligence of Ever Active or any other Releasee, breach of contract, or breach of any statutory or other duty of care owing under occupiers liability legislation or otherwise.

I covenant not to make or bring any such claim against Ever Active or any other Releasee, and forever release and discharge Ever Active and all other Releasees from liability under such claims, demands, or causes of action.

Indemnification

I hereby agree to indemnify, defend and hold harmless Ever Active from any and all liability, losses, damages, judgments or expenses, including legal fees, that it may incur or sustain as a result of my negligence, recklessness, or wilful misconduct in connection with my participation in the Event, and as my role of Chaperone, arising out of any third-party claim.

This Agreement constitutes the entire agreement of Ever Active and me with respect to the subject matter contained herein and supersedes all prior and contemporaneous understandings, agreements, representations, and warranties, both written and oral, with respect to such subject matter. If any term or provision of this Agreement is held to be invalid, illegal, or unenforceable in any jurisdiction, such invalidity, illegality, or unenforceability shall not affect any other term or provision of this Agreement or invalidate or render unenforceable such term or provision in any other jurisdiction.

This Agreement is binding on and shall enure to the benefit of me and my heirs and next-of-kin, and Ever Active and its successors and assigns.

	Name	**Signature**	**Date**
Group Lead			
Chaperone #2 (if applicable)			
Chaperone #3 (if applicable)			
Chaperone #4 (if applicable)			

Do you have any questions for the organizing committee? Please feel free to share them here, or email events@everactive.org

As this form is completed, and participant forms returned, please send immediately to events@everactive.org Subject: SWR Chaperone Package School (insert school name)