

# REGULATION

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No. C.3

## EXTRA AND CO-CURRICULAR ACTIVITIES

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### Regulation

This Regulation directs specific requirements regarding field trips.

1. School staff members who wish to organize and lead student excursions (field trips) away from school property must inform the Principal. Upon being informed, the Principal may designate a "supervisor" to assume overall responsibility for the organization and leadership of the field trip. The supervisor will normally be the classroom teacher, coach, or activity sponsor. If the Principal does not designate someone else as the supervisor, then the Principal will be the supervisor.
2. The Principal shall ensure that the supervisor has notified parents/guardians as to the details of the field trip and has received documented approval for each child's participation.

Notification to parents/guardians shall include the following information:

- class(es) or group(s) involved (including grade level(s))
- purpose and objectives of the trip, including curricular learning outcomes where relevant
- teacher's name and supervision arrangements (eg. ratio or number of supervisors anticipated)
- key activity(ies) involved
- potential known risks
- the existence of a safety plan
- the existence of an emergency plan in the event of injury, illness or other problem
- the school will secure emergency transport to medical services in the event that the student is injured and the parents/guardians will be responsible for any costs associated with such transport
- student conduct expectations and consequences
- what to bring (eg. types of clothing, water, food)
- financial arrangements (i.e. cost to the student, when fee is due)
- an alternative activity will be provided for students unable to attend the trip;
- school contact name (the supervisor) and number for more information
- transportation/travel arrangements
- destination, including address or nearest locatable centre
- date(s) and times of departure and return

# REGULATION

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3. The number of adult chaperones accompanying each trip shall be determined by the Principal. All higher care trips (see #8 below) shall have a minimum of two adult chaperones (including the supervisor). Suggested guidelines provided for the supervision of youth groups are:

<b>Grade</b>	<b>Ratio of Adults to Students</b>
Kindergarten/primary students	1:6
Intermediate students	1:8
Secondary students	1:12
Outdoor Leadership Activities	1:8

It is recognized however, that circumstances for each trip vary and the Principal will determine the appropriate level of adult supervision by considering factors such as:

- the age of the pupils
  - the number of pupils with disabilities
  - the nature of the trip (skiing vs. instruction in formal setting)
  - the duration (partial day, overnight, several days)
  - for overnight trips the appropriate level of adult supervision must include gender representation
4. All adult chaperones are required to provide a satisfactory Criminal Record Check in accordance with Policy/Regulation D.9: *Criminal Review of Employees, Volunteers, Consultants and Contracted Workers*. The supervisor and all chaperones are to remain with the trip for its entire duration and may not relinquish their responsibilities to others.
5. The supervisor must ensure that the transportation of pupils is in accordance with Board Policy/Regulation C.1: *Use of Private Vehicles for Transportation of Students*. Passenger and vehicle loading lists must be available in the school and with the supervisory person.
6. Pupil conduct on the trip is expected to be in compliance with the District and School Code of Conduct. Chaperones are also bound by the Code of Conduct and as such, shall not consume any alcohol or illegal drugs and will model exemplary behaviour at all times.
7. Field trips are considered to be an extension or enrichment of the prescribed curriculum and therefore, require teachers to complete the appropriate forms following these Regulations.
8. Field trips that, in the opinion of the Principal, involve higher care activities (including but not limited to alpine downhill skiing/snowboarding, aquatics, archery, artificial wall climbing (indoor or outdoor), bouldering, camping, canoeing, cross country running, cross country skiing, cycling, climbing activities, hiking and backpacking, orienteering, paddle sports, power boating and sailing, rafting rappelling/abseiling, river kayaking, rock climbing, ropes courses/challenge courses, scuba diving, kayaking, skating, snorkelling, snow shoeing, tobogganing/sledding, voyageur canoeing, windsurfing/boardsailing, horse-back-riding and ziptrek), as well as all overnight field trips and out-of-province field trips are to be referred to the Superintendent of Schools for approval a minimum of 10 days prior to the trip departure date. The Superintendent of Schools will periodically provide a list of these field trips to the Board for information purposes.
9. In trips where a deposit fee is required by an outside agency, the School District will not be responsible for refunding deposits should the trip be cancelled.

# REGULATION

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The following forms are a part of this Regulation:

a. **For Local, Low-Risk Day Trips:**

- i. Off-site Experience Proposal Form A;
- ii. Off-site Activities Consent of Parent/Guardian and Acknowledgement of Risk Form A (Local, Low-Risk Day Trip).

b. **For Higher Care Trips:**

- i. Off-site Experience Proposal Form B;
- ii. Detailed Trip Plan Form;
- iii. Off-Site Activities Consent of Parent/Guardian and Acknowledgement of Risk Form B (Higher Care Trip);
- iv. Off-Site Activities Consent of Volunteer and Acknowledgement of Risk (Higher Care Trip).

c. **For Overnight Trips Involving No Higher Care Activities:**

- i. Off-site Experience Proposal Form C;
- ii. Off-site Activities Consent of Parent/Guardian and Acknowledgement of Risk Form C (Overnight and No Higher Care);
- iii. Off-site Activities Consent of Volunteer and Acknowledgement of Risk Form C (Overnight and No Higher Care).

For a list of known potential risks for common higher care activities, please see attached Appendix A.

# REGULATION

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## APPENDIX A

### Known Potential Risks of Common Higher Care Activities

- Alpine (Downhill) Skiing/Snowboarding
- Aquatics
- Archery
- Artificial Wall Climbing (Indoor or Outdoor)
- Bouldering
- Camping
- Canoeing
- Cross Country Running
- Cross Country Skiing
- Cycling
- Climbing Activities
- Hiking and Backpacking
- Horseback Riding
- Initiative Tasks and Trust Activities
- Mountain Biking/BMX
- Orienteering
- Paddlesports
- Powerboats and Sailboats
- Rafting
- Rappelling/Abseiling
- River Kayaking
- Rock Climbing
- Ropes Courses/Challenge Courses
- Sailing
- SCUBA Diving
- Sea Kayaking
- Skating
- Small Wheel Activities
- Snorkelling
- Snowshoeing
- Solos
- Tobogganing/Sledding
- Voyageur Canoeing
- Wide Games
- Windsurfing/Boardsailing

### Alpine (Downhill) Skiing/Snowboarding - Known Potential Risks

- Injuries related to vehicle crashes enroute to and from activity area;
- Becoming lost or separated from the group or the group becoming split up;
- Injuries related to falling;
- Injuries related to colliding with another person or with a fixed object (e.g. tree, life tower);
- Injuries related to the physical demands of the activity and/or lack of activity skill;
- Injury due to equipment malfunction or entanglement with equipment (e.g. life apparatus);
- Hypothermia, frostbite or other cold injuries due to insufficient clothing;
- Injuries related to being caught in an avalanche if in mountainous terrain (especially if going out of resort area); and,
- Other risks normally associated with participation in the activity and environment.

# REGULATION

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## **Aquatics (Swimming, Open Water Swimming, Diving, Synchronized Swimming, Water Parks) - Known Potential Risks**

- Injuries related to vehicle crashes enroute to and from activity area;
- Becoming lost or separated from the group or the group split up;
- Injuries related to slips, trips and falls;
- Injuries related to collisions with movable (e.g. other swimmers) or immovable (e.g. pool wall) objects;
- Injuries related to equipment malfunction or becoming tangled in apparatus (e.g. buoy line);
- Hypothermia due to remaining in cool/cold water too long;
- Psychological injury due to anxiety or embarrassment (e.g. re: body size or shape);
- Allergic reactions to natural substances in the outdoor environment (e.g. bee or wasp stings);
- Drowning or near drowning;
- Head or spinal injury related to diving into shallow water; and,
- Other risks normally associated with participation in the activity and environment.

## **Archery - Known Potential Risks**

- Injuries related to vehicle crashes enroute to and from activity area;
- Becoming lost or separated from the group or the group becoming split up;
- Injuries related to being struck by an arrow;
- Injuries related to equipment malfunction;
- Hypothermia/hyperthermia due to insufficient clothing and/or hydration;
- Allergic reactions to natural substances (e.g. bee or wasp stings); and,
- Other risks normally associated with participation in the activity and environment.

## **Artificial Wall Climbing (See Climbing Activities)**

## **Bouldering (See Climbing Activities)**

## **Camping - Known Potential Risks**

- Injuries related to vehicle crashes enroute to and from activity area;
- Becoming lost or separated from the group or the group becoming split up
- Injuries related to trips and falls;
- Illness related to poor hygiene, failure to adequately purify water or failure to sanitize dishes;
- Burns or scalds related to use of fires, camp stoves and/or the handling of hot food or liquid;
- Cuts related to the use of knives, axes or saws;
- Hypothermia due to insufficient clothing;
- Allergic reactions to natural or food related substances; and,
- Other risks normally associated with participation in the activity and environment.

## **Canoeing (See Paddlesports)**

## **Climbing Activities (Bouldering, Artificial Wall Climbing, Rock Climbing, Rappelling and Abseiling) - Known Potential Risks**

- Injuries related to vehicle crashes enroute to and from activity area;
- Becoming lost or separated from the group or the group becoming split up;
- Falling while climbing, rappelling or abseiling;
- Injuries related to slips, trips and falls in the climbing area or enroute to/from it;
- Injuries related to collisions with movable (e.g. other students) or immovable (e.g. wall) objects;
- Injuries related to objects falling from above;
- Injuries related to equipment malfunction or becoming tangled in apparatus;
- Hypothermia/hyperthermia due to insufficient clothing and/or hydration;

# REGULATION

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- Loss of manual dexterity in hands during cold and wet weather (outdoor venue risk);
- Psychological injury due to anxiety or embarrassment;
- Allergic reactions to natural substances (e.g. bee or wasp stings); and,
- Other risks normally associated with participation in the activity and environment;
- Note: Some of these risks will not or may not be present in indoor climbing wall sites (e.g. hypothermia, allergic reactions).

## **Cross Country Running - Known Potential Risks**

- Injuries related to vehicle crashes enroute to and from activity area;
- Becoming lost;
- Injuries related to slips, trips and falls;
- Foot, knee or other leg injuries (e.g. blisters, sprains, strains; acute or overuse injuries/conditions);
- Hypothermia due to insufficient clothing;
- Hyperthermia (e.g. heat exhaustion, heat stroke) due to insufficient hydration, overdressing and/or overexertion in a hot environment;
- Allergic reactions to natural toxins in the environment;
- Suffering an injury while alone on a route/trail; and,
- Other risks normally associated with participation in the activity and environment.

## **Cross Country Skiing - Known Potential Risks**

- Injuries related to vehicle crashes enroute to and from activity area;
- Becoming lost or separated from the group or the group becoming split up;
- Injuries related to falling;
- Injuries related to colliding with another person or with a fixed object (e.g. tree);
- Injuries related to the physical demands of the activity and/or lack of activity skill;
- Injury or delays due to significant equipment malfunction;
- Hypothermia, frostbite or other cold injuries due to insufficient clothing;
- Injuries related to being caught in an avalanche (e.g. if in mountainous backcountry terrain); and,
- Other risks normally associated with participation in the activity and environment.

## **Cycling Activities (Road Cycling/Mountain Biking/BMX) - Known Potential Risks**

- Injuries related to vehicle crashes enroute to and from activity area;
- Becoming lost or separated from the group or the group becoming split up;
- Injuries related to falling off the bike;
- Injuries related to colliding with another cyclist in the group;
- Injuries related to being struck by a vehicle;
- Injuries related to the physical demands of the activity and/or lack of cycling skill;
- Delays due to significant equipment malfunction;
- Hypothermia due to insufficient clothing;
- Allergic reactions to natural toxins in the environment (e.g. bee or wasp sting);
- Other risks normally associated with participation in the activity and environment.

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## **Hiking/Backpacking - Known Potential Risks**

- Injuries related to vehicle crashes enroute to and from activity area;
- Becoming lost or separated from the group or the group becoming split up
- Injuries related to trips and falls;
- Foot injuries (e.g. blisters, sprains) or leg/knee injuries;
- With backpacking, injuries related to lifting, carrying or putting down the pack;
- Hypothermia due to insufficient clothing;
- Allergic reactions to natural or food related substances; and,
- Other risks normally associated with participation in the activity and environment.

# REGULATION

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## **Horseback Riding - Known Potential Risks**

- Injuries related to vehicle crashes enroute to and from activity area;
- Becoming lost or separated from the group or the group becoming split up;
- Injuries related to falling or being thrown off the horse or a horse falling with its rider;
- Injuries related to colliding with another rider in the group or with a fixed object (e.g. fence);
- Injuries related to being struck by a vehicle (if riding on/along or crossing roads);
- Injuries related to being dragged by a horse due to entrapment in a stirrup or rein;
- Injuries related to a horse kicking, biting or crushing;
- Injuries related to poorly fitting or improperly adjusted equipment or equipment malfunction;
- Hypothermia/hyperthermia due to insufficient clothing and/or hydration;
- Allergic reactions to natural toxins in the environment (e.g. bee or wasp sting); and, other risks normally associated with participation in the activity and environment.

## **Ice Skating - Known Potential Risks**

- Injuries related to vehicle crashes enroute to and from activity area;
- Becoming lost or separated from the group or the group becoming split up;
- Injuries related to falling;
- Injuries related to colliding with another person in the group or with a fixed object (e.g. boards);
- Injuries related to the physical demands of the activity and/or lack of activity skill;
- Hypothermia, frostbite or other cold injuries due to insufficient clothing; and,
- Other risks normally associated with participation in the activity and environment.

## **Initiative Tasks/Trust Activities - Known Potential Risks**

- Injuries related to vehicle crashes enroute to and from activity area;
- Becoming lost or separated from the group or the group becoming split up;
- Injuries related to trips and falls
- Hypothermia due to insufficient clothing;
- Allergic reactions to natural substances (e.g. bee or wasp stings); and,
- Other risks normally associated with participation in the activity and environment. Most initiative tasks and trust activities are rather novel and unique, and each will have one or more inherent risks, so a complete listing is not possible.

## **Mountain Biking/BMX (See Cycling Activities)**

### **Orienteering - Known Potential Risks**

- Injuries related to vehicle crashes enroute to and from activity area;
- Becoming lost;
- Injuries related to trips and falls;
- Foot, knee or other leg injuries (e.g. blisters, sprains, strains);
- Hypothermia due to insufficient clothing;
- Allergic reactions to natural toxins in the environment; and,
- Other risks normally associated with participation in the activity and environment.

### **Paddlesports - Known Potential Risks**

- Injuries related to vehicle crashes enroute to and from activity area;
- Becoming lost or separated from the group or the group becoming split up'
- Injuries related to slips, trips and falls;
- Injuries related to collisions with movable (e.g. other boats or paddles) or immovable (e.g. rock) objects;
- Injuries related to capsize of craft or falling out of craft;

# REGULATION

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- Injuries related to equipment malfunction or becoming tangled in apparatus (e.g., foot snag in cord to bailer);
- Hypothermia/hyperthermia due to insufficient clothing and/or hydration;
- Allergic reactions to natural substances in the outdoor environment (e.g. bee or wasp stings);
- Motion sickness when on large wavy bodies of water (lakes, ocean);
- Drowning or near drowning; and,
- Other risks normally associated with participation in the activity and environment.

## **Powerboats and Sailboats - Known Potential Risks**

- Injuries related to vehicle crashes enroute to and from activity area;
- Becoming lost or separated from the group or the group becoming split up;
- Injuries related to slips, trips and falls;
- Injuries related to collisions with movable (e.g. other boats or paddles) or immovable (e.g. rock) objects;
- Injuries related to capsize of craft or falling out of craft;
- Injuries related to equipment malfunction or becoming tangled in apparatus;
- Hypothermia/hyperthermia due to insufficient clothing and/or hydration;
- Allergic reactions to natural substances in the outdoor environment (e.g. bee or wasp stings);
- Motion sickness when on large wavy bodies of water (lakes, ocean);
- Drowning or near drowning; and,
- Other risks normally associated with participation in the activity and environment.

## **Rafting (See Boating)**

## **Rappelling/Abseiling (See Climbing Activities)**

## **River Kayaking (See Paddlesports) - Known Potential Risks**

- Injuries related to vehicle crashes en route to and from activity area;
- Becoming lost or separated from the group or the group becoming split up
- Injuries related to slips, trips and falls;
- Injuries related to collisions with movable (e.g. other boats or paddles) or immovable (e.g. rock) objects;
- Injuries related to capsize of craft or falling out of craft;
- Injuries related to equipment malfunction or becoming tangled in apparatus (e.g. foot snag in cord to bailer);
- Hypothermia/hyperthermia due to insufficient clothing and/or hydration;
- Allergic reactions to natural substances in the outdoor environment (e.g. bee or wasp stings);
- Motion sickness when on large wavy bodies of water (lakes, ocean);
- Drowning or near drowning; and,
- Other risks normally associated with participation in the activity and environment.

## **Rock Climbing (See Climbing Activities)**

## **Ropes Courses/Challenge Courses - Known Potential Risks**

- Injuries related to vehicle crashes enroute to and from activity area;
- Becoming lost or separated from the group or the group becoming split up;
- Injuries related to slips, trips and falls;
- Injuries related to collisions with movable (e.g. other students) or immovable (e.g. tree, post) objects;
- Injuries related to objects falling from above;
- Injuries related to equipment malfunction or becoming tangled in apparatus;
- Hypothermia due to insufficient clothing;



# REGULATION

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- Psychological injury due to anxiety or embarrassment;
- Allergic reactions to natural substances (e.g. bee or wasp stings); and,
- Other risks normally associated with participation in the activity and environment.

## **Sailing (see Powerboats and Sailboats)**

### **SCUBA Diving - Known Potential Risks**

- Injuries related to vehicle crashes enroute to and from activity area;
- Becoming lost or separated from the group;
- Injuries related to slips, trips and falls (e.g. while wearing swim fins);
- Injuries related to collisions with movable (e.g. other swimmers, passing boats) or immovable (e.g. pool wall) objects;
- Injuries related to equipment malfunction, failure to use the equipment properly or becoming tangled in apparatus (e.g. buoy line);
- Hypothermia due to remaining in cool/cold water too long;
- Weather changes creating adverse conditions;
- Choking or problems related to breathing in water through a snorkel;
- Psychological injury due to anxiety or embarrassment (e.g. re: body size or shape);
- Panic due to separation from others, water depth, disorientation;
- Allergic reactions to natural substances in the outdoor environment (e.g. bee or wasp stings);
- Drowning or near drowning;
- Head or spinal injury related to diving into shallow water; and,
- Other risks normally associated with participation in the activity and environment.

## **Sea Kayaking (See Paddlesports)**

### **Small Wheel Activities (inline Skating, Skateboarding and Scootering - Known Potential Risks**

- Injuries related to vehicle crashes enroute to and from activity area;
- Becoming lost or separated from the group or the group becoming split up;
- Injuries related to falling;
- Injuries related to colliding with another person in the group or with a fixed object (e.g. tree);
- Injuries related to being struck by a vehicle;
- Injuries related to the physical demands of the activity and/or lack of activity skill;
- Delays due to significant equipment malfunction;
- Hypothermia due to insufficient clothing;
- Allergic reactions to natural toxins in the environment (e.g. bee or wasp sting);
- Other risks normally associated with participation in the activity and environment.

Small wheel activities post some challenges to students, especially younger ones, that formal instruction and supervised practice can help address, including:

- Getting used to having a higher centre of gravity while on the apparatus;
- Developing a sense of balance while rolling;
- Developing an accurate estimation of their skills and abilities on the apparatus;
- Improving reaction times and coordination (e.g. ability to manage falls); and,
- Learning to judge speed, pedestrian reactions, traffic, etc.

### **Snorkelling - Known Potential Risks**

- Injuries related to vehicle crashes enroute to and from activity area;
- Becoming lost or separated from the group;
- Injuries related to slips, trips and falls (e.g. while wearing swim fins);

# REGULATION

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- Injuries related to collision with movable (e.g. other swimmers, passing boats) or immovable (e.g. pool wall, underwater rock) objects;
- Injuries related to equipment malfunction or becoming tangled in apparatus (e.g. buoy line);
- Hypothermia due to remaining in cool/cold water too long;
- Choking or problems related to breathing in water through a snorkel;
- Psychological injury due to anxiety or embarrassment (e.g. re: body size or shape);
- Allergic reactions to natural substances in the outdoor environment (e.g. bee or wasp stings);
- Drowning or near drowning;
- Head or spinal injury related to diving into shallow water; and,
- Other risks normally associated with participation in the activity and environment.

## **Snowshoeing - Known Potential Risks**

- Injuries related to vehicle crashes enroute to and from activity area;
- Becoming lost or separated from the group or the group becoming split up;
- Injuries related to falling;
- Injuries related to colliding with another person or with a fixed object (e.g. tree);
- Injuries related to the physical demands of the activity and/or lack of activity skill;
- Injury or delays due to significant equipment malfunction;
- Injuries related to being caught in an avalanche (e.g. if in mountainous backcountry terrain);
- Hypothermia, frostbite or other cold injuries due to insufficient clothing; and,
- Other risks normally associated with participation in the activity and environment.

## **Solos - Known Potential Risks**

- Injuries related to vehicle crashes enroute to and from activity area;
- Becoming lost or separated from the group or the group becoming split up;
- Injuries related to trips and falls;
- Illness related to poor hygiene, failure to adequately purify water or failure to sanitize dishes;
- Burns or scalds related to use of fires, camp stoves, and/or the handling of hot food or liquid;
- Cuts related to the use of knives, axes or saws;
- Hypothermia/hyperthermia due to insufficient clothing and/or hydration;
- Allergic reactions to natural or food related substances;
- Psychological injury due to anxiety related to feeling alone/isolated, the dark, wildlife, etc.; and,
- Other risks normally associated with participation in the activity and environment.

## **Surfing – Known Potential Risks**

- Injuries related to vehicle crashes enroute to and from activity area;
- Becoming lost or separated from the group;
- Injuries related to slips, trips and falls on the board;
- Injuries related to collisions – with movable (e.g. other boarders/boards or one's own board) or immovable (e.g. rock) objects;
- Injuries related to board capsize or falling off of board;
- Injuries related to equipment malfunction (e.g. board breaking) or becoming tangled in apparatus (e.g. tether);
- Hypothermia/hyperthermia due to insufficient clothing and/or hydration;
- Psychological injury related to anxiety of drifting away from group;
- Drowning or near drowning; and,
- Other risks normally associated with participation in the activity and environment.

# REGULATION

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## **Tobogganing/Sledding – Known Potential Risks**

- Injuries related to vehicle crashes enroute to and from activity area;
- Becoming lost or separated from the group or the group split up;
- Injuries related to slips, trips and falls (while on foot);
- Injuries related to falling off the sliding apparatus;
- Injuries related to collisions with movable (e.g. other sliders or sliding equipment) or immovable (e.g. tree, fence) objects;
- Injuries related to equipment malfunction or becoming tangled in apparatus (e.g. toboggan pull rope);
- Hypothermia, frostbite or other cold injuries due to insufficient clothing; and,
- Other risks normally associated with participation in the activity and environment.

## **Voyageur Canoeing (See Paddlesports)**

### **Whale Watching – Known Potential Risks**

- Injuries related to vehicle crashes enroute to and from activity area;
- Becoming lost or separated from the group or the group becoming split up;
- Injuries related to slips, trips and falls;
- Injuries related to collisions with movable (e.g. other boats or paddles) or immovable (e.g. rock) objects;
- Injuries related to capsize of craft or falling out of craft;
- Injuries related to equipment malfunction or becoming tangled in apparatus (e.g. foot snag in cord to bailer);
- Hypothermia/hyperthermia due to insufficient clothing and/or hydration;
- Allergic reactions to natural substances in the outdoor environment (e.g. bee or wasp stings);
- Motion sickness when on large wavy bodies of water (lakes, ocean);
- Drowning or near drowning; and,
- Other risks normally associated with participation in the activity and environment.

### **Wide Games – Known Potential Risks**

- Injuries related to vehicle crashes enroute to and from activity area;
- Becoming lost or separated from the group or the group becoming split up;
- Injuries related to trips and falls;
- Injuries related to collisions with other students;
- Injuries related to collisions with immovable objects (e.g. trees);
- Hypothermia due to insufficient clothing;
- Allergic reactions to natural substances (e.g. bee or wasp stings); and,
- Other risks normally associated with participation in the activity and environment.

### **Windsurfing/Boardsailing- Known Potential Risks**

- Injuries related to vehicle crashes enroute to and from activity area;
- Becoming lost or separated from the group;
- Injuries related to slips, trips and falls on the board;
- Injuries related to collisions – with movable (e.g. other boarders/boards or one's own board) or immovable (e.g. rock) objects;
- Injuries related to board capsize or falling off of board;
- Injuries related to equipment malfunction (e.g. rigging jammed) or becoming tangled in apparatus (e.g. snagging in rigging);
- Hypothermia/hyperthermia due to insufficient clothing and/or hydration;
- Psychological injury related to anxiety of drifting away from group;
- Drowning or near drowning; and,
- Other risks normally associated with participation in the activity and environment.