



Western Educational Adventures Inc.
(250) 888-1622
www.westernadventures.ca

REGISTRATION FORM

Outdoor Youth Leadership Club

Parent Agreement

Youth Leadership Terms and Conditions v3.9 January 1st 2024

PLEASE READ THIS AGREEMENT CAREFULLY AS IT IS LEGALLY BINDING

WESTERN EDUCATIONAL ADVENTURES INCORPORATED & WESTERN EDUCATIONAL ADVENTURE SOCIETY Hereinafter collectively referred to as: "WEA".

PARTICIPANT: _____ **PARENT/GUARDIAN(S):** _____

PARENT/GUARDIAN(s) Hereinafter referred to as the: "Parent" OR "PARENT".

PARTICIPANT Hereinafter referred to as the: "Participant" or "PARTICIPANT"

Any individual event, activity, trip or otherwise in this Program: Hereinafter collectively referred to as: "Trip" or "TRIP"

THE PROGRAM WEA's Outdoor Participant Leadership Club Program hereinafter collectively referred to as the: "Program" or "PROGRAM", is designed to teach Participants valuable life, leadership, and outdoor skills. This Program is run as close to cost as possible and sometimes even below cost. As part of their learning, Participants are given as much responsibility as possible. Given the Participants are learning skills like communication, the dates and times of, meetings, etc. may change without significant notice. WEA is not responsible for providing Parents with missing information that their Participant has failed to communicate/manage.

PARTICIPANT CALENDAR: Participants are required to attend every Trip and weekly meetings with a complete calendar of their other commitments. This ensures Trips can be planned on the spot without confirmation from multiple families which could derail planning of a particular Trip. If the Participant's calendar changes, they become sick or unable to attend a Trip, a Trip changes or a Trip date changes, the Participant does not have to attend but at WEA's discretion, may still have to pay the associated fees.

CRIMINAL RECORD CHECK AND PAPERWORK: If hosting Trips or volunteering for Trips, the Parent agrees to provide WEA with a clear criminal record check with vulnerable sector screening, personal information necessary for the particular Trip (this may include medical information) as well as a signed release package. Failure to complete this information prior to a Trip may result in the cancellation of said Trip. The Parent understands that a Parent volunteer may be responsible for collecting this information on behalf of WEA. This would mean that the Parent volunteer would see other Parent's personal information.

CANCELLATIONS: Cancellations for yearly Program fees are subject to the "General Terms and Conditions" signed at the time of registration. Any Trip cancellations or refunds within this Program are solely at WEA's discretion. This is because a last-minute cancellation may cause an increase in price or make the Trip not feasible for other families or leave WEA responsible for non-refundable components of a Trip. As a side note, trips are sometimes cancelled due to Program quality and safety concerns as a result of weather.

GROUP GEAR DEPOSIT: All families are required to pay a \$250 deposit as part of (or shortly after) the registration process for use of WEA's gear during the length of the Program. Group gear will typically include items that more than 2 people are using such as: tents, tarps, kitchen gear, etc. If any equipment owned by or loaned to WEA is lost or damaged by any of the Participants or Parents, the replacement/repair cost will be deducted from this deposit. The deposit will be refunded at the end of the Program less any deductions. Typically, all lost or damaged group equipment costs will be deducted from all Participants, not just the Participant(s) that lost or damaged the item(s). WEA has sole discretion as to how the deposit money will be allocated (whether to an individual or a group as a whole). Furthermore, if at the end of the year the Participant or their family owes any other outstanding fees to WEA for any reason, WEA will deduct the amount owing from the gear deposit refund.



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PERSONAL GEAR RENTAL DEPOSIT AND FEES: WEA does offer limited selection of personal gear items for rent on a per Trip or per year basis. Gear available includes items such as backpacks, sleeping pads, etc. Families must contact WEA to determine which gear is available and to arrange rentals. Rental fees and damage deposits vary depending on length of rentals, items being rented, etc. The GROUP GEAR DEPOSIT and FEES listed above in this agreement do not cover any personal gear items.

INTERAC E-TRANSFERS: At WEA's discretion, only E-transfers may be accepted as payment prior to payment deadlines/before payments are due.

CREDIT CARD SURCHARGE: Due to the high rates of credit card fees, WEA (not Visa or Mastercard) charges a credit card surcharge of 2.4% on all Visa and Mastercard transactions. The Surcharge that WEA charges is not greater than the WEA's Effective Merchant Discount Rate for Mastercard & Visa credit card transactions. e-Transfer payments are not subject to any fees.

TRIP FEES: Trips often carry an additional cost, in these circumstances, WEA runs these Trips as close to cost as possible. Trip fees with payment due dates are posted in advance of any Trip and are non-refundable. Once a Participant has confirmed in writing that they are attending a particular Trip, the Participant or Parent is agreeing to pay any associated Trip fees related to this trip regardless of whether they attend the trip or not. In certain circumstances, WEA may choose to issue refunds or waive the fees owing at its discretion.

OUTSTANDING FEES & VALID CREDIT CARDS: WEA will charge any outstanding, past due fees to a Parent's credit card. A fee up to 10% of the amount owing, may be charged at WEA's discretion. If WEA is unable to charge a credit card, the Parent will be charged 5% interest per month. No participants are permitted to attend any WEA Program with any outstanding fees owing on that particular program or any other program.

All Participants or at least one Parent is required to have a valid credit card on file with WEA for the entirety of the Program with a minimum of \$1,000 credit available. If WEA attempts to charge the credit card as per this agreement or the families instructions and the card is declined, the Parent or Participant has 5 business days to provide WEA with a new valid credit card as per the terms in this section.

If the complete balance owing is not paid within 10 business days, WEA, at its discretion reserves the right to suspend or remove the Participant from the Program. Any funds already paid to WEA will be forfeit. Furthermore, WEA has the right to hold any deposits or cancel any other program registrations (such as for summer camps) and apply the amount to the balance owing.

LATE TRIP AND EVENT REGISTRATIONS: In the event a Participant was not attending a particular Trip and now wishes to attend the Trip, WEA reserves the right to: 1. Charge an additional fee (exact amount is entirely at WEA's discretion) for the late registration or 2. Not allow the Participant to attend the Trip.

CREDIT CARD AUTHORIZATION: The Parent authorizes WEA to charge their card on file for any of the fees listed in this document when applicable. The Parent also authorizes WEA to charge their card for the cost of any Trip that the family has confirmed the Participant is attending.

FEE OVERPAYMENT: WEA will not issue refunds for cancelled trips, Programs or outstanding credits for previous trips. Instead, WEA at its discretion, may hold funds as a credit to be applied for future Trips or simply not issue a refund. The value of the credit issued will be calculated by the fee paid, less any non-recoverable costs.

COST OVERRUNS: WEA will make every effort to run Trips within the proposed budgets. However, costs may be higher than anticipated. In the interim, WEA may cover these expenses. If WEA covers these costs, Parents must reimburse the outstanding costs to WEA within 7 days of the trip completion or the date the families, Parent, Participant or otherwise were informed about the increased costs. Failure to do so may result in the Participant being dismissed or suspended from the overall Program with no refund.



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PARTICIPANT FITNESS: Outdoor adventure activities inherently require a base level of physical fitness. For reasons of safety and group enjoyment, WEA reserves the right to not allow a Participant to attend/participate in a certain Trip (with no refund) if WEA determines the Participant's fitness level to be inadequate. Therefore, to help support youth develop their fitness, weekly fitness training is an important, mandatory component of the leadership Program. As part of this fitness training, youth are given a fitness plan that includes components that the Participant must complete outside of Program hours, such as at home. This fitness plan will require youth to be physically active at least 4 days per week including weekly meeting training.

At that start of the Program, it is expected that the Participant can:

- Be physically active for at least 3 hours a week doing moderate activities like biking, hiking, walking, jogging, etc;
 - Run at least 400m or hike more than 7km in a day with at least 250m elevation gain;
- and
- Hike Mount Finlayson in under 1.5 hrs with a 10lb backpack.

By March, the Participant should be able to:

- Be physically active for at least 7 hours a week doing moderate to intense physical activities like soccer, hockey, running, track, swimming, hiking, biking, etc.;
 - Run at least 1.5km or hike more than 22km in a day with at least 800m elevation gain;
- and
- Hike Mount Finlayson in under 45 min with a 25lb backpack.

WEA reserves the right to remove the Participant from the Program and/or a particular trip with no refund if in WEA's opinion:

1. It becomes apparent that the Participant has not been following this fitness plan;
 2. Inadequate change in the Participant's fitness (in WEA's opinion) level is observed within 1.5 months after starting fitness training;
 3. The other youth in the group have physically surpassed the Participant to the point where the Participant cannot physically handle the majority of Trips;
- or
4. The youth has not met their volunteering commitment for the year as outlined in the "Youth Volunteering Requirement" section below.

LATENESS OR NO SHOWS: Participants that show up 10 or more minutes late to any Trips, meeting or otherwise more than 5 times throughout the Program, may be removed from the Program at WEA's sole discretion. Participants that miss 3 or more Trips or meetings without providing written notice at least 1 day prior to the Trip may be removed from the Program at WEA's sole discretion.

TRIP ATTENDANCE: The core of our leadership program is the wilderness and adventure trips that take place outside of meetings. These trips are essential to personal growth and group bonding. Those that miss a trip lose the critical opportunity to bond and grow with their other group members. This often results in social challenges within the group. As such, unless otherwise



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approved by WEA, Participants must not miss more than 2 Trips. WEA reserves the right to remove a Participant that has missed more than 2 trips without a refund.

GEAR CHECKS: Participants and Parent volunteers are required to attend gear checks in advance of certain Trips. These gear checks are scheduled by WEA and are mandatory. If a Participant or Parent volunteer cannot make a gear check, they will not be allowed to attend the applicable Trip. They will also still be required to pay the associated trip fees. Exceptions may be made at WEA's discretion if requested in writing.

PLANNING DEADLINES: As part of the learning process, Participants are often given Trips or components of Trips to plan, along with planning deadlines. This is to ensure WEA staff have adequate time to accurately evaluate the safety and completeness of the Trip plan. In such instances, Participants or Parents are assigned planning tasks and deadlines. Unless otherwise stated by WEA in writing, the default planning deadline is 2 weeks before the Trip. If a Participant or group of Participants responsible for planning a trip misses one or more deadlines, WEA reserves the right to not allow the Participant to attend said Trip, come up with an alternative consequence at WEA's discretion or cancel the entire Trip for all Participants (not only just the youth responsible for planning) with no refund. If a Participant misses deadlines for more than 3 Trips, WEA may decide to remove the Participant from the entire leadership Program at its discretion with no refund of any fees.

CLEANING: Participants are responsible for fully cleaning our facility space at the end of each weekly meeting. Each week, WEA will assign 1-4 Participants – "Cleaning Leaders" the responsibility of ensuring the facility is cleaned. If the facility is not fully cleaned by the end of the scheduled meeting time, the Parent or Parents responsible for the Cleaning Leaders will be required to stay at the facility with the Cleaning Leaders until the task is completed. These Parents will be responsible for closing up the facility. At this time, the Participants are in the full legal care of the Parents and no longer WEA's responsibility. Furthermore, the Parent accepts responsibility for any incidents or damage that occurs while they are still on site after the scheduled Program has ended.

COMMUNICATION: WEA is not responsible for communicating dates, times, locations, or any other information beyond the initial weekly meeting locations. As this is a leadership Program, responsibility for communicating these details to families lies with the Participants. WEA is not responsible for ensuring Parents and Participants read and/or reply to emails sent by WEA and its staff. Parents and Participants are responsible for reading/answering and replying to all emails, texts or telephone communications within 5 days of the communications being sent. WEA reserves the right to dismiss or suspend the Participant from the Program in the event that a Parent or Participant does not respond within this 5 day period on 3 or more occasions. No refund will be provided.

If Parents have a concern with WEA, their Participant, another Participant, etc., they should contact WEA via phone. If an email regarding a concern is sent to WEA by a Parent, the Parent may not include any other party in the email chain. This is to ensure everything stays in context. Furthermore, any larger conversations such as program concerns, about a Participant's experience on a previous trip, etc. must take place prior to the "Questions" deadline listed in a trip plan. Failure to comply with this term may result in the Participant being dismissed or suspended from the overall Program with no refund at WEA's discretion.

In order for the Program to run effectively, Program Participants and their families must be able to contact each other. Therefore, you agree to have your and your Participant's email and phone number shared with the other Participants in the Program and their families.

COMMUNICATION TIME & FEES: After registration, each family is entitled to a maximum of 3 hours of individual communication time with WEA throughout the Program year. At WEA's discretion, families requiring more than 3 hours of time may be billed at a rate of \$50/hour. This fee would apply to circumstances such as Parent concerns, questions, etc. Communication time may be tracked on a document accessible to all leadership families.

PARENT/GUARDIAN ROLE: WEA needs Parent involvement to help the Participants learn and grow. Parents are expected to read and adhere to the "tl-at-home-resources-for-Parents-document.pdf".



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In general, Parents are not to assist the Participant nor contact WEA on the Participant's behalf regarding planning and trip execution. Parents will be reminded of this but continually failing to comply with this term may result in Participant dismissal. Some exceptions may be made at WEA's discretion.

PARENT VOLUNTEER'S ROLE: The Parent volunteer's role is to be a secondary adult on the Trip. In no way is a Parent volunteer to be leading the group or providing guidance to Participants unless the WEA instructor has given explicit permission/instruction to do so or has become incapacitated. If no Parent volunteers for a Trip or a Parent volunteer cancels without sufficient time for WEA to find a replacement, the Trip may be cancelled or WEA may decide to hire an additional paid staff member at an additional expense to the entire group.

REQUIRED PARENT VOLUNTEER DAYS: Most Trips in the youth leadership Program require at least one Parent volunteer. It is expected and required that a parent from each family volunteers in some capacity with the Program. This could look like a Parent helping the group grocery shop, driving some youth to a volunteer event or volunteering on an actual trip itself.

PARENT VOLUNTEER CHANGES: If a Parent has committed to volunteer on a particular event and cancels with less than two weeks notice, WEA reserves the right to charge the Parent volunteer a \$250 fee. This condition only applies to Parents of a Participant in the Program. Volunteers without children in the Program will not be charged a fee.

YOUTH VOLUNTEERING REQUIREMENT: Every Participant in the program must do 10 hours of community service/volunteer work per school year. The goal is to have youth learn about work ethic and have them give back to the community in a way that is not entirely reliant on WEA.

Conditions on youth volunteer hours:

- Youth who have not completed this requirement by May 1st of each year may not - at WEA's discretion - be allowed to attend any leadership events dated after May 1st. Any trip fees, deposits or otherwise paid to this point will not be refunded and any additional obligations will still be required to be met.
- Of the minimum 10 volunteer hours, 7 must be done independently of WEA, the other 3 can be done on a WEA sanctioned volunteering event or on WEA camps.
- Non-WEA hours must be signed off on by a supervising adult and submitted to WEA.

AGE: Adults participating in any Programs must sign liability releases that are additional to this form. These releases must be signed before the Program starts. Failure to do so will result in ejection from the Program with no refund.

FAMILY DISMISSAL: The Company reserves the right to cancel a Parent volunteer's enrollment and/or a Participant's enrollment or to dismiss a Parent volunteer and/or Participant from the Program without a refund if:

1. The Parent's conduct, influence or behaviour is deemed unsatisfactory. Particularly when the safety, experience and/or well being of the Parent volunteer, other Parent volunteers, Participants and/or WEA staff is threatened.
2. The Parent attends a Program without the equipment required on the Program packing list. Exceptions may be made if:
 - a) prior arrangements are made with WEA via email or b) WEA has equipment available for rent or purchase. WEA reserves the right to charge rental fees for loaned equipment. Gear purchase and rental fees must be paid up front and are not refundable. The Parent will be charged for any equipment loss or damage.

All fees, costs, etc. associated with a dismissal or enrollment cancellation are the sole responsibility of the Parent volunteer.

HEALTH FORM: The Parent/Guardian is responsible to inform WEA of any change to the Parent/Guardian volunteer's health status or information on the Personal Health Form prior to the start of the Program session.

MEDICATION, EMERGENCY TRANSPORTATION AND MEDICAL CARE: In the event you become sick or injured our staff will give



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medication, first aid and/or take the Parent volunteer to an external medical facility at their discretion. Senior Program Staff and Parents will work together to make arrangements for transportation and care of Parent volunteers requiring medical attention. **All costs related to medical care, transportation and/or emergencies are the responsibility of the Parent and/or Parent volunteer.**

NON-EMERGENCY EVACUATIONS: In the event that a Participant or Parent on a Trip needs to be evacuated for a non-emergency reason, the Parent is responsible for all evacuation costs and costs associated with the evacuation.

PERSONAL INFORMATION: From time to time, Parents, Participants or other family members may have intentional access to confidential information of other Participants. This typically happens when a Parent is volunteering on a trip, they need to have access to Participant medical form. All parties involved are required to keep any private information they have learned through WEA private and confidential and should not discuss it with any non-WEA staff.

ADDITIONS TO THIS AGREEMENT: From time to time during the Program, new policies and rules may need to be implemented after this Agreement has been signed for the success of the Program. New additions must be agreed to by 75% of Participant families. Families get one vote per Participant in the Program that year. You agree to all future additions to this agreement if the 75% majority threshold is reached.

PHOTOGRAPHS: Photographs/video or other images of Parents, volunteers and staff participating in Program activities will be taken and may be used by WEA for publicity purposes, including but not limited to the company's website, printed material and social media. Not compensation will be given for any photos, videos, etc.

FUTURE EMAIL CORRESPONDENCE: The email address provided to WEA on this registration form may be used in the future for making Parents aware of future company Programs. It will not be given to any third party for any other use whatsoever.

COMPLETE INFORMATION: You agree that all information submitted was submitted by you, the Parent and is complete and accurate. We accept no liability for issues arising out of inaccurate information. We reserve the right to remove the Parent at our discretion if information is found to be inaccurate or incomplete.

By signing and submitting this form, you acknowledge having read and agreed to the above Terms and Conditions.

I acknowledge that I am nineteen (19) years old or older.

Signature of Parent/Guardian

Date

Name of Parent/Guardian