



MANITOBA ENVIROTHON

A Program of the Manitoba Forestry Association

PRACTICE, PROCEDURE

&

RULES



20 Years Strong!



15 April 2016

MANITOBA ENVIROTHON

The Manitoba Envirothon is organized and operated under the auspices of the Manitoba Forestry Association (MFA), in partnership with of a number of organizations and agencies. The Manitoba Envirothon is delivered through the efforts of many volunteers. The volunteer Steering Committee and sub-committees annually plan and co-ordinate the Envirothon program.

The Manitoba Envirothon program parallels the content and procedures of the NCF North American Envirothon. It is intended to be a showcase of environmental education and responsibility.

All registration fees collected by Manitoba Envirothon help to offset the expenses of the Manitoba Envirothon study materials and the Manitoba Envirothon program. Fees are set annually by the Envirothon Committee. The Regional Competition registration fee is kept low to allow all interested Teams to participate.

The Manitoba Envirothon provides an opportunity for all Participants to benefit from learning more about the natural environment in which we live. Team Members, their schools, Advisors, invited dignitaries, judges, other officials and volunteers all contribute to and benefit from the experience of this competition. The Manitoba Envirothon is open to students and other Participants regardless of race, colour, religion, national origin, sex, sexual orientation, gender identity or disability.

It is our goal that everyone enjoys the competition, meets new friends, learns a lot and has fun! In order to maximize the positive aspects of the event, the following rules and procedures are implemented to ensure fairness and to assist with organization.

***We all have a desire to be informed;
we will share what we know,
and inquire when we don't know!***

CONTENTS

TERMS		4
1 GENERAL RULES & PROCEDURES		4
1.1 Applications		4
1.2 Teams and Advisors.....		4
1.3 Team Registration, Fees and Forms.....		5
1.4 Identification, Safety, Security and Emergency Response		6
1.5 Transportation, Accommodations and Meals.....		7
1.6 Waste Management and Recycling.....		8
1.7 Program Evaluation.....		8
2 EDUCATIONAL PRACTICES		9
2.1 Envirothon Resources		9
2.2 Field Tests.....		9
2.3 Oral Presentations.....		10
3 REGIONAL COMPETITION RULES & PROCEDURES		11
3.1 Assigning Teams to Regional Competitions.....		11
3.2 Regional Field Test		11
3.3 Regional Oral Presentation.....		12
3.4 Regional Competition Scoring		13
3.5 Qualifying for the Provincial Competition		13
4 PROVINCIAL FIELD TEST RULES & PROCEDURES		15
4.1 Field Test Trails		15
4.2 Mystery Teams.....		15
4.3 Field Test Day Procedures.....		15
4.4 Field Test Scoring		17
5 PROVINCIAL ORAL PRESENTATION RULES AND PROCEDURES		17
5.1 Oral Question.....		17
5.2 Oral Presentation Procedure.....		18
5.3 Oral Presentation Scoring.....		20
6 PROVINCIAL COMPETITION SCORING AND AWARDS		20
6.1 Provincial Scores		20
6.2 Provincial Awards.....		20
7 TEAM CODE OF CONDUCT		22
7.1 General Rules		22
7.2 Field Test Rules		22
7.3 Oral Presentation Rules		23
7.4 Infractions and Penalties		23
7.5 Quick Reference Table		25
7.6 Reporting an Infraction.....		25
FORMS		27
Acknowledgement of Rules and Procedures		28
Statement of Authorship		29
Code of Conduct Infraction Report.....		30
Release & Waiver		31
MFA Incident Report		34

TERMS

The term “Manitoba Envirothon” in this document applies to the entire Manitoba Envirothon program, including Provincial and Regional Competitions.

The term “Envirothon Committee” in this document refers to the Manitoba Envirothon Steering Committee and all of its sub-committees.

The term “Steering Committee” in this document refers to the Manitoba Envirothon Steering Committee alone.

The term “Participant” refers to anyone who participates in any Manitoba Envirothon event, including Team Members, their schools, Advisors, invited dignitaries, and volunteers.

1 GENERAL RULES & PROCEDURES

1.1 *Applications*

- a) All the rules and procedures laid out in this document apply to all events that are part of the Manitoba Envirothon unless otherwise noted.
- b) All Envirothon Participants are expected to be familiar with these rules and procedures and conduct themselves accordingly.
- c) Any official instructions given by a Steering Committee member during the Manitoba Envirothon will constitute rules, even if they have not been identified in this document.
- d) Ignorance of a rule will not be an acceptable excuse for failure to comply.
- e) Any infraction of the Manitoba Envirothon rules can result in team penalties, disqualification, and/or dismissal from the event and host site.
- f) This document cannot cover all potential issues that may occur. The Envirothon Committee reserves the right to clarify and expand rules and procedures as needed.
- g) This document will be revised periodically. The most recent version will supersede all previous versions.

1.2 *Teams and Advisors*

- a) A **Team** consists of five (5) individuals enrolled in grade 9 to 12 during the current school year from the same school, organization or association.

- b) At Regional Competitions, Teams of four (4) members will be allowed to compete and to qualify for the Provincial Competition.
- c) At Regional Competitions, Teams of six (6) members will be allowed to participate, but will **not** be allowed to qualify for the Provincial Competition.
- d) At the Provincial Competition, Teams of four (4) may compete with **no penalty to their score**. However, regardless of their scores at the Provincial Competition, Teams of four (4) **will not be eligible to represent Manitoba at the NCF Envirothon nor to receive the funds designated to support team travel to the NCF Envirothon**. Teams representing Manitoba at the NCF Envirothon **must** have five (5) members.
- e) Schools will be allowed to replace up to two (2) Team Members with new individuals per team after qualifying for the Provincial Competition.
- f) Each Team must compete independently at each event. Once a Regional or Provincial Competition has started, Teams will not be allowed to exchange Team Members.
- g) A school may be eligible to send more than one Team to Manitoba Envirothon events. Manitoba Envirothon may place limits on the number of Teams any school can register, based on event or facility particulars.
- h) A team **Advisor** is to be a teacher, volunteer, past Envirothon Participant, or other person over the age of 18 who is not currently enrolled as a student in the school in which the Team is representing.
- i) Each Team must be accompanied by at least one adult team Advisor who has received permission from the guardians of the Team Members through the appropriate process of the sponsoring school/organization/agency.
- j) At the Provincial Competition, each Team must arrange for an adult male Advisor to chaperone male Team Members and an adult female Advisor to chaperone female Team Members.
- k) Advisors are responsible for the supervision of their Teams, and adherence to the rules and curfew.
- l) The Envirothon Committee will not be responsible for improperly chaperoned Teams.

1.3 Team Registration, Fees and Forms

- a) Each Team must register for Regional Competitions and must pay a non-refundable Regional registration fee by the published deadline.
- b) Teams that qualify for the Provincial Competition must pay a non-refundable Provincial registration fee prior to the published deadline.

- c) Teams bringing more than two (2) Advisors to the Provincial Competition must pay an additional fee for meals and accommodations.
- d) All Teams must complete the **Acknowledgement of Rules and Procedures** indicating that they have read this document.
- e) All Team Members must have the **Release & Waiver** completed and signed. The document must be signed by a parent or legal guardian if the Team Member is under 18.
- f) The **Acknowledgement of Rules and Procedures** and **Release & Waiver** forms must be submitted **no later than the time the Team checks in at the Regional Competition**. Preferably, these forms will be submitted (by fax or mail) to the Manitoba Forestry Association prior to the Regional Competition.
- g) Any Team Member who does not have a signed **Release & Waiver** when the Team checks in at an event will **not** be allowed to participate at that event.
- h) The Manitoba Forestry Association, Envirothon Regional Hosts or any Envirothon sponsor may use images (photographs, recordings, pictures, videos) of Participants at the Manitoba Envirothon to promote the program in a variety of formats and media.

1.4 Identification, Safety, Security and Emergency Response

- a) At the Regional Competitions, all Team Members will be provided with a Manitoba Envirothon t-shirt. Team Members will be required to wear this shirt for the duration of the Regional Competition and during the Oral Presentation at the Provincial Competition.
- b) The Manitoba Envirothon may require Participants to wear clothing provided by the Manitoba Envirothon to clearly designate them as Participants at other times and places.
- c) At the Provincial Competition, all Participants will be given a name tag upon arrival and must wear this identification for the duration of the Provincial Competition.
- d) A Manitoba Envirothon name tag may be required for access to meals, transportation, and accommodations at the Provincial Competition.
- e) Members of the Steering Committee will be identified in an easily visible and distinctive way, to be announced at the event.
- f) All Participants must sign in once they arrive at any Manitoba Envirothon event so individuals can be located in case of emergencies, for security and for insurance purposes. Advisors are allowed to sign in for their Team Members.
- g) All Participants are expected to conduct themselves in a manner which ensures the safety, security and enjoyment of themselves and of other Participants.

- h) All Manitoba Envirothon events are included in the Manitoba Forestry Association's liability insurance. This covers activities while on site during an event but does not cover travel to and from the site.
- i) Basic First Aid services will be provided at the Manitoba Envirothon by recognized service providers and/or qualified volunteers.
- j) Participants with allergies or medications must bring their own supplies. Safe refrigeration will be supplied by the Envirothon Committee if needed.
- k) Any and all accidents, injuries, unacceptable behaviour or security concerns must be immediately reported to a member of the Steering Committee.
- l) Written **Incident Reports** must be completed when required to comply with insurance, medical, and site use requirements.
- m) Other than in the case of emergencies, Participants are not allowed to leave the designated Manitoba Envirothon sites during the Manitoba Envirothon without prior approval from the Steering Committee.
- n) In the case of an emergency that requires leaving the site, the Steering Committee must be advised as soon as possible.
- o) The Envirothon Committee will undertake Criminal and Child Abuse Registry Checks for volunteers who may be in a position of responsibility for a Team Member.
- p) The MFA and the Manitoba Envirothon accept no responsibility or liability for individuals or groups of individuals who are not registered as Manitoba Envirothon Participants, who are not on designated Manitoba Envirothon sites, or who are not complying with Manitoba Envirothon practices, rules, and procedures.

1.5 Transportation, Accommodations and Meals

- a) Transportation, meals, accommodations and liability en-route to and from all Manitoba Envirothon events are the responsibility of each participating school or organization.
- b) When required, buses will be provided to transport Participants during a Manitoba Envirothon event.
- c) All Team Members and Advisors will be required to use the bus service or other designated transportation services between the Manitoba Envirothon sites and events.
- d) Bus departure/pick-up times and locations will be clearly announced. Missed transportation will be considered an unauthorized absence.
- e) All Participants are expected to adhere to rules regarding safety and behaviour on and around the buses.

- f) At the Provincial Competition, accommodations and meals will be provided for Participants. Team Members and Advisors will be required to use these accommodations and meals.
- g) At the Provincial Competition, Manitoba Envirothon will endeavor to provide nutritious meals and to accommodate special dietary needs that are identified in advance.
- h) All Participants are expected to adhere to the meal schedule and to avoid wasting the food provided.
- i) Any concerns with the food portions or the menu should be reported to a member of the Steering Committee.
- j) At the Provincial Competition, keys to assigned rooms will be provided when required.
- k) Security deposits will be required before room keys are issued. Deposits will be refunded after keys are returned at the end of the event, subject to damage assessment.
- l) At the Provincial Competition, Team Members and Advisors will be housed near each other.
- m) At the Provincial Competition, the curfew is 11:00 pm. Team Members must be in their own rooms at this time.
- n) All Participants are expected to respect host site rules regarding behaviour in the accommodations. These include curfews and area restrictions.
- o) All Participants are expected to be considerate of others as accommodations are shared with many other people.

1.6 Waste Management and Recycling

- a) All Participants are expected to demonstrate responsible waste management and recycling practices.
- b) Appropriate waste recycling containers will be provided at all events.
- c) All Participants are encouraged to bring their own reusable beverage containers to the Manitoba Envirothon.

1.7 Program Evaluation

- a) Each aspect of the Manitoba Envirothon is evaluated annually and adjustments are made in response to observations made during the course of events and to comments received after events.
- b) The Envirothon Committee will give Advisors an opportunity to view the Field Test, either as a Trail Guide for a Team from another school, or as part of a Advisor Team.

- c) Team Advisors will have the opportunity to watch the Oral Presentations of all Teams in their Presentation group.
- d) All Participants will be provided an opportunity to evaluate the Manitoba Envirothon through an evaluation form handed out at the Provincial Competition and available on the Envirothon website.
- e) Participants are encouraged to provide additional comments and suggestions to the Envirothon Committee through the Manitoba Forestry Association Office by email at envirocoordinator@thinktrees.org.

2 EDUCATIONAL PRACTICES

2.1 *Envirothon Resources*

- a) The Envirothon Committee provides study materials for the four core discipline areas (Water and Aquatic Ecology, Native Plants and Forestry, Soils and Land Use, and Wildlife and Wildlife Management) plus an annual current environmental issue theme topic on the MFA website (www.thinktrees.org).
- b) The study materials provided are linked to the Manitoba Envirothon Learning Outcomes and to Manitoba Education's Curriculum Outcomes.
- c) The Envirothon Committee endeavors to review and revise Manitoba Envirothon Learning Outcomes on a regular basis.
- d) Hands-on training sessions are provided during Regional and Provincial Competitions prior to the Field Tests.
- e) Additional Manitoba Envirothon events may be scheduled to provide hands-on training, presentations, and tips throughout the year.
- f) Additional material is available on the Manitoba Forestry Association Website (www.thinktrees.org) and via Envirothon Newsletters (Enviroweb) and YouTube channel (ThinkTreesTV).

2.2 *Field Tests*

- a) Field Tests are located on outdoor trails and make use of features of the natural and human environment. Generally the Field Test is comprised of a number of stops on a test trail.
- b) The Field Test encourages students to learn knowledge and skills relevant to environmental sciences.
- c) The Field Test gives students an opportunity to use their knowledge and skills in a field setting.
- d) All questions on the Field Tests are taken from the study materials on the MFA website and the training sessions at Regional and Provincial Competitions.

- e) The Test Writing Committee endeavors to relate questions to site specific features and to provide hands-on opportunities wherever possible.
- f) Whenever possible, the Field Test questions will be reviewed by a teacher with experience in Envirothon topics.
- g) In the case of any **Envirothon Team Member with a physical disability**, the Envirothon Committee will work with the Participant, family (where appropriate) and Advisors, to determine how best to accommodate the student. The earlier the Envirothon Committee is advised of the potential for a Participant with a disability the more likely they will be able to review the alternatives and develop an acceptable solution.

2.3 Oral Presentations

- a) The Oral Question relates the current theme to a local environmental issue and to the four core disciplines.
- b) The Oral Question encourages students to use a variety of primary sources and secondary sources to develop a factual and balanced response to a current environmental issue.
- c) The Oral Presentation provides students with a focused opportunity to think critically about a current environmental issue and to synthesize what they have learned.
- d) The Oral Presentation encourages students to develop public speaking and teamwork skills through creating and delivering an oral presentation.
- e) The Oral Presentation will be judged by panels comprised of individuals with expertise in the Envirothon disciplines, the current theme topic and public speaking.
- f) The Oral Presentation provides students an opportunity to receive feedback on the content and mechanics of their presentation from a set of professionals.
- g) The Oral Presentation Committee will develop a scoring rubric specific to each Oral Question that specifies the points allocated to each aspect of the Presentation and the criteria for each aspect.
- h) Teams will be given the scoring rubric for the Oral Presentation at the time they receive the Oral Question.

3 REGIONAL COMPETITION RULES & PROCEDURES

3.1 *Assigning Teams to Regional Competitions*

- a) Each Regional Host will determine the maximum number of Teams that can attend that Regional Competition.
- b) The Envirothon Coordinator will assign each Team to a Regional Competition in their geographical region until the maximum for that Regional Competition is reached, based on the date both registration form and fee are received.
- c) Each Team will be asked to indicate first, second and third choices for an alternate Regional Competition in case the maximum for their normal Regional Competition has been reached when their registration is received.
- d) After the maximum for a Regional Competition has been reached, the Envirothon Coordinator will assign Teams to Regional Competitions based on their alternate choices, and the date both registration form and fee are received.
- e) The Envirothon Coordinator reserves the right to vary from this procedure as required.

3.2 *Regional Field Test*

- a) The Regional Trail will generally have 10 to 12 stops with Field Test questions, as determined by the Regional Host.
- b) At each of these stops, there will be two (2) Field Test questions, one question from each of two different disciplines.
- c) All questions will be worth five (5) points.
- d) In addition to the stops with Field Test questions, there will be one (1) double stop on the Regional Trail for the Oral Presentation.
- e) Teams will have a predetermined amount of time to move to the next stop and complete the questions at that stop.
- f) At some Regional Competitions, Teams will travel around the trail in pairs. These Teams will still compete independently of each other.
- g) The number of stops and team movement details will be presented to the Teams during the event.
- h) Each Team will be provided with a package containing clipboards, pencils and other necessary equipment for writing the test. Teams will return these materials to the Trail Guide with the Field Test after each trail.
- i) Teams will be allowed to bring additional clipboards to hold tests if they wish.

- j) Team Members will be allowed carry their own backpacks to hold personal items such as medications, sunscreen, bug repellent, outerwear, water bottles and snacks, but not personal electronic devices.
- k) Team Members must wear sturdy, closed-toe outdoor footwear (runners, boots).
- l) Team Members who are not wearing appropriate footwear will **not** be allowed to participate in the Field Test.
- m) All Field Test volunteers will be trained before the Field Test begins.
- n) Trail Guides will be allowed to take photographs and videos if their team wishes, as long as doing so does not distract the Teams around them.

3.3 Regional Oral Presentation

- a) The Regional Oral Question will be distributed to the Teams in advance of Regional Competition Week. The Envirothon Committee will endeavor to distribute the Question the week before Spring Break.
- b) Teams will be allowed to use a poster no larger than 36"x48" for their Oral Presentation.
- c) Teams will be allowed to use computer generated graphics, fonts and images to create their poster or print their poster with a computer.
- d) Teams will be allowed to use **one side** of a 3"x5" index-card per student for speaking notes.
- e) Teams will hand-in their poster and cue cards when they arrive at the Regional Competition. The Team name must be written on the back of the poster and each card.
- f) The Regional Host will put each Team's poster and cards in a bag labelled with the Team name/number when the Team checks in at the Regional Competition.
- g) Judges will be briefed on the Oral Question and trained in use of the score sheet before the presentations begin to ensure consistency in scoring the Oral Presentations.
- h) Each Team will give its Oral Presentation at the Oral Presentation Stop, which is a double stop on the test trail.
- i) Each Team will have five (5) minutes to prepare and ten (10) minutes to present.
- j) The Judges will stop the Team at ten (10) minutes even if the Presentation is not finished.
- k) Following the Presentation, the Judges will have five (5) minutes for questions and feedback.

3.4 Regional Competition Scoring

- a) The total score in Regional Competition consists of two major components: the Field Test and the Oral Presentation.
- b) The Field Test includes 20 **core** questions written by the Test Writing Committee.
- c) In addition, the Field Test may include up to 4 **local** questions written by the Regional Host, and up to 4 **additional** questions written by the Test Writing Committee to accommodate larger numbers of Teams at a Regional Competition.
- d) All questions will be used to determine the Total Regional Competition Score.
- e) The Field Test is worth 60% of the total score, regardless of whether it includes local questions provided by the Regional Host or additional questions written by the Test Writing Committee.
- f) The Oral Presentation is worth 40% of the total score.
- g) In advance of the Regional Competitions, each Discipline Chair will choose one (1) core question from their discipline. The five (5) questions chosen by the Discipline Chairs will be used as a tie breaker.
- h) Team scores on these five (5) questions will be used to determine which Teams qualify for the Provincial Competition if there is a tie when Teams are ranked.

3.5 Qualifying for the Provincial Competition

- a) Teams qualify for the Provincial Competition based upon their standing in the Regional Competitions.
- b) The Teams that qualify will be notified of their qualification for the Provincial Competition within one week of the last Regional Competition.
- c) The maximum for the Provincial Competition is 24 Teams.
- d) Between 12 and 18 of 24 places at the Provincial Competition will be offered to the top Teams competing at each of the Regional Competitions on the basis of their Total Regional Competition Score.
- e) The total number of places for the top Teams from the Regional Competitions, and the number of Teams from each Regional Competition, will be determined by the Steering Committee annually, based on the number of Regional Competitions and the number of Teams attending each Regional Competition.
- f) The number of Teams that will qualify from each Regional Competition will be announced once all Teams are assigned to Regional Competitions.

- g) A minimum of two (2) Teams will qualify from each Regional Competition as Top Teams at that Competition.
- h) A maximum of two (2) Teams from any particular school will be allowed to qualify for the Provincial Competition as a top Team from a Regional Competition.
- i) Teams will normally compete for places at the Provincial Competition with the other Teams at the same Regional Competition, regardless of whether they are assigned to the competition in their geographical region or not.
- j) If a Team declines its place in the Provincial Competition, its place will be offered to the Team in their region with the next highest Total Regional Competition Score.
- k) If the Provincial Competition is being held in a location with a participating local school, and no Team from that school qualifies under these rules, the top Team from that school will be offered one of the remaining places at the Provincial Competition as a 'host' school.
- l) The Teams that have not yet been offered places at the Provincial Competition will be ranked by their score on **only** the **core** Field Test questions written by the Test Writing Committee.
- m) The remainder of the 24 places at the Provincial Competition will be offered to these Teams in order of their rank as determined above.
- n) In the event that a Regional Competition has to be cancelled because of weather, the places allocated to the top Teams from that Regional Competition plus a prorated share of the remaining places will be offered to Teams that were registered for that Competition based on the following procedure:
 - The Regional Host will prepare a modified version of the Field Test, removing questions that require physical objects unless those objects can be replaced with images. The Regional Host will also prepare a modified answer key for use by the Test Writing Committee.
 - The Regional Host will e-mail the modified test to the Teams registered for the Regional Competition on the next day school is open, unless that day falls after the Friday of Regional Competition Week.
 - The Teams will complete the modified test at school on the day they receive it, and e-mail their completed test to the Regional Host by the end of the day.
 - The Regional Host will deliver the completed tests to the Manitoba Forestry Association in time for marking on the weekend immediately following Regional Competition Week.

- The Teams will be ranked based on their score on the modified test, and offered the places allocated to the Region in order of rank.
- In the event that school is not open by the end of Regional Competition Week, Teams will be selected by a random draw of those Teams that have indicated their intent to attend the Provincial Competition.

4 PROVINCIAL FIELD TEST RULES & PROCEDURES

4.1 *Field Test Trails*

- a) The number of trails and stops will depend on the location and logistics of the Provincial Competition, and the number of Teams registered for the event.
- b) At each stop there will normally be five (5) questions: one question from each of the five (5) disciplines (Water and Aquatic Ecology, Native Plants and Forestry, Soils and Land Use, and Wildlife and Wildlife Management and the current environmental theme issue).
- c) The point value of each question will be identified on the test. One (1) question at each stop will be worth ten 10 points, and the other four (4) worth two (2) points each.
- d) Teams will have a predetermined amount of time to move to the next stop and complete the questions at that stop.
- e) Teams will normally travel around the trail in pairs. These Teams will still compete independently of each other.
- f) The configuration on the number of trails, stops and team movement details will be presented to the Teams during the event.

4.2 *Mystery Teams*

- a) Mystery Teams may be formed from Advisors, the media or other organizations.
- b) These Teams will take the same Field Test as the student Teams. Their tests will be marked, but they will not be allowed to win the competition.
- c) Mystery Teams will not be paired with student Teams on the Trail Test.

4.3 *Field Test Day Procedures*

- a) All Field Test volunteers will be trained before the Field Test begins.
 - The Trail Guides will accompany the Teams around the trail, and will provide assistance to their Team as described during training.

- The Time Keeper(s) will keep time and alert Teams when it is time to start the test, move to the next stop, and end the test.
 - The Trail Captains will supervise the whole trail, getting required equipment or materials and problem solving.
 - The Trail Monitors will supervise a predetermined set of stops, and will report to the Trail Captains.
- b) Teams will be identified only by the Team number they were assigned at Registration.
 - c) Teams will be marshalled before the Field Test begins, briefed on the trail and the rules, and assigned to their Trail Guide(s).
 - d) Teams will be allowed to bring additional clipboards to hold tests if they wish.
 - e) Team Members will be allowed to carry their own backpacks to hold personal items such as medications, sunscreen, bug repellent, outerwear, water bottles and snacks, but not personal electronic devices.
 - f) Team Members must wear sturdy, closed-toe outdoor footwear (runners, boots).
 - g) Team Members who are not wearing appropriate footwear will **not** be allowed to participate in the Field Test. Their Team will **not** be eligible to represent Manitoba at the NCF Envirothon.
 - h) Trail Guides will check that Team Members are wearing appropriate footwear before leaving the marshalling area.
 - i) After the team briefing, the Trail Guides will be given a package of equipment the Teams need to write the test, including clipboards, a calculator, and pencils, and a copy of the test for their Team.
 - j) Each Trail Guide will lead their Team to its starting location and remain with the Team throughout the Field Test.
 - k) Once Teams are at their starting stops, the Time Keeper(s) will blow an air horn **twice**, the Trail Guide will give the package and the test to the Team, and the test will begin.
 - l) At the end of the time allotted for each stop, the Time Keeper(s) will blow the air horn **once** (*one short blast*).
 - m) The Trail Guide will then lead their Team to the next stop.
 - n) This procedure will be repeated until all the stops are completed on that trail.
 - o) When Teams have completed their final stop, the Time Keeper(s) will blow the air horn **once** (*one long blast*).

- p) Teams will then have the amount of time allocated for one stop to finish the test. ***If this is a stop where equipment is present, the Team will not be allowed to use the equipment during this time.***
- q) At the end of that time, the Time Keeper(s) will blow the air horn ***twice*** and the test will end.
- r) Teams will hand in their Field Test to their Trail Guide, along with their package of equipment. Teams are responsible for ensuring that all the test pages are together and that each page has their Team number on it.
- s) Trail Guides will hand their Team's Field Test to the Trail Captains as they leave the trail.
- t) Only a photographer designated by the Steering Committee will be allowed to take photographs and videos during the Field Test.
- u) All Field Test volunteers will assist in the clean-up of the Field Test site and the re-organization of Field Test equipment and materials at the conclusion of the Provincial Field Test at the direction of the Test Writing Committee.

4.4 Field Test Scoring

- a) Field Test questions will be marked by members of the appropriate discipline team based on the answer key developed when the question was written.
- b) All marks will be double-checked by a volunteer who did not mark the question.

5 PROVINCIAL ORAL PRESENTATION RULES AND PROCEDURES

5.1 Oral Question

- a) The Oral Question and the corresponding scoring rubric will be posted on the Manitoba Envirothon website on the Monday immediately following Regional Competition Week. The Question and rubric will also be e-mailed to the Advisors of all Teams that participated in a Regional Competition.
- b) Teams will be allowed to choose any format they want for the Oral Presentation with these restrictions:
 - Teams will **not** allowed to include any recorded audio component, and
 - Teams will **not** have access to the Internet during their Oral Presentations.
- c) Teams will be allowed to use digital media, paper media and/or props.
- d) Teams will be allowed to use any digital software they choose to produce digital and/or paper images.

- e) Teams using digital technology for their Oral Presentation must bring their own laptop with the presentation and software loaded and ready to use.
- f) Teams will be allowed to use any sources they would typically use in preparing an academic presentation, including both primary sources such as personal interviews, primary research and photos conducted or taken by the Team and secondary sources such as journal articles, websites and newspaper articles.
- g) Sources for all images used in the Oral Presentation, including but not limited to graphs, charts, pictures, tables and videos, must be cited on the image itself, whether in digital or paper form, including images produced by the Team, using a standardized citation format.
- h) The Oral Presentation will be a maximum of ten (10) minutes in length.
- i) The Oral Presentation will be delivered in front of a panel of judges and an audience including up to eight (8) other Teams, their Advisors and other Participants.

5.2 Oral Presentation Procedure

- a) The Envirothon Committee will divide the Teams into three (3) groups for Oral Presentations.
- b) The Steering Committee will provide a projector and screen for Presentations using digital technology.
- c) The Steering Committee will provide a paid technician and volunteer assistants to help connect Team laptops to the projector.
- d) Each Team must sign the **Statement of Authorship** indicating that their Oral Presentation was produced solely by the Team Members registered to compete in the current Provincial Competition and must submit it when the Team checks in at the Provincial Competition.
- e) Teams will have an opportunity to test the laptop they plan to use for the Oral Presentation with the projector provided by the Steering Committee after they arrive at the Provincial Competition and before the start of the Oral Presentations.
- f) All Oral Presentation volunteers will be trained before the Oral Presentations begin.
 - Each Oral Presentation room will have Judges, one Facilitator, one Timekeeper and one Technology Assistant.
 - The Facilitator will act as master of ceremonies for the Oral Presentation room.
 - The Timekeeper will keep time and indicate the amount of time remaining for a Team to present at announced intervals.

- g) Team assignments to Oral Presentation locations will be posted at breakfast on Saturday morning.
- h) All Teams must attend the Oral Presentations of all other Teams assigned to their presentation room.
- i) Team Members must wear the Manitoba Envirothon t-shirt they were provided at the Regional Competition for the Oral Presentation.
- j) Teams must bring all materials needed for their Presentation with them to their presentation room, including cue cards, props, posters, the laptop loaded with their Oral Presentation, and any back-up versions of their Presentation.
- k) Teams must leave all their Presentation materials in the Presentation room until all Presentations are concluded.
- l) Teams must bring a hardcopy list that identifies all the images used in their Presentation by slide number and cites the source for each image using a standardized citation format with them to their presentation room.
- m) After Teams arrive in the Oral Presentation rooms, the Facilitator in each room will explain the procedure for the Presentations, including introducing the Time Keeper and the process for reporting a Code of Conduct Infraction.
- n) The order in which Teams present will be determined by a random draw by the Facilitator.
- o) The Judges will introduce themselves before the first Team presents.
- p) Each Team must submit the hardcopy list of image citations for its Presentation during the set-up period immediately prior to their Presentations.
- q) Each Team will have five (5) minutes to set up immediately before its Presentation.
- r) If a Team is unable access the digital component of its Presentation in the five (5) minute set-up period, the following guidelines rules will apply:
 - If the difficulties are the fault of the Manitoba Envirothon, the Manitoba Envirothon will attempt to remedy the problem, and Presentations will resume as soon as possible.
 - If difficulties are the fault of the Team, the team may choose to present without their digital resources, or withdraw from the Oral Presentation component.
- s) Team Members will introduce themselves before their time starts if they wish.
- t) The Timekeeper will stop the Team at the 10 minute mark even if the Team has not finished their presentation.

- u) After the Team has stopped presenting, the Judges will have ten (10) minutes to ask questions of the Team.
- v) Following each Presentation, the Judges will complete the scoring rubric for the Team. The Judges may also complete a comment sheet.

5.3 Oral Presentation Scoring

- a) Scores for the Oral Presentations will be calculated as the average of the individual scores submitted by the Judges Panel.
- b) If the judging panel is sufficiently large, the high and low scores will be dropped, and the remaining scores averaged.
- c) Copies of individual Judges' scoring rubrics will not be provided to the Advisors or Teams. The Judges' comment sheets will be forwarded to the Advisor following the competition.
- d) The Judges' decisions will be final.
- e) There will be no penalty for presentation of less than 10 minutes.

6 PROVINCIAL COMPETITION SCORING AND AWARDS

6.1 Provincial Scores

- a) The total score in Provincial Competition consists of two major components: the Field Test and the Oral Presentation.
- b) The Field Test consists of all questions on the Field Test.
- c) The Field Test is worth 60% of the total scores.
- d) The Oral Presentation is worth 40% of the total score.
- e) In advance of the Provincial Competition, each Discipline Chair will choose one (1) 10-point question from their discipline. The five (5) questions chosen by the Discipline Chairs will be used as a tie breaker.
- f) In the event of a tie between the top Teams, Team scores on these five (5) questions will be used to determine the top three (3) Teams at the Provincial Competition.

6.2 Provincial Awards

- a) First, Second and Third Place will be awarded to the Teams with the first, second and third highest Provincial Envirothon Scores.
- b) The First Place Team will be awarded the Provincial Envirothon Trophy.

- c) The First Place Team in the Provincial Competition will represent the province at the NCF North American Envirothon.
- d) In the event a Team of four (4) places first in the Provincial Competition, or the First Place Team is unable or unwilling to attend the NCF Envirothon, the next highest Team with five (5) members will represent Manitoba at the NCF Envirothon.
- e) The Team that represents the province at the NCF Envirothon will receive financial support from the Manitoba Forestry Association to defray the cost of travel to the NCF Envirothon. The amount will be determined annually by the Steering Committee. The Team will usually need to raise their own funds to support their travel as well.
- f) Field Test scores will be used to identify the top Teams in each of the four Envirothon disciplines and the theme topic.
- g) The Oral Presentation scores will be used to identify the top Teams in the Oral Presentation.
- h) Awards for Excellence in each discipline, the theme topic and Oral Presentation will be determined by the Steering Committee.
- i) Other awards may be presented at the discretion of the Steering Committee.
- j) Prizes will be allocated by the Envirothon Committee unless the donor has indicated a specific preference. Most of the Envirothon awards are donated by supporting agencies and individuals.

7 TEAM CODE OF CONDUCT

7.1 General Rules

- a) Team Members will comply with all the rules and procedures described in this document during all Manitoba Envirothon activities.
- b) Team Members will attend all scheduled events during the Regional and Provincial Competitions.
- c) Team Members will treat all other Participants with respect at all times.
- d) Team Members will not engage in cheating, stealing, or vandalism of any kind before, during or after any Manitoba Envirothon event.
- e) Team Members will not use alcohol, illegal drugs or tobacco products at the Manitoba Envirothon.
- f) Team Members will not bring weapons including but not limited to firearms, knives, multi-tools, and self-protection sprays to the Manitoba Envirothon.

7.2 Field Test Rules

- a) Teams and Advisors will not access the trails or Field Test site before the Field Test.
- b) Team Members will treat the Field Test environment with respect.
- c) Teams will not in any way prevent other Teams from doing their best on the Field Test.
- d) Teams will follow the directions of the Stop Attendant regarding handling of equipment and specimens.
- e) Teams will handle all specimens and equipment with care.
- f) Teams will share all materials equally if there is only one set.
- g) Teams will not seek out help or advice in answering questions from any individual on the trail other than their Teammates. Teams may ask Stop Attendants for clarification regarding the questions and equipment at that particular stop.
- h) Teams will not use any resources, equipment or materials which are not provided by the Envirothon Committee to write the Field Test.
- i) Team Members will not carry or use any electronic devices during the Field Test, including but not limited to cameras, cell phones, computers, calculators, tablets, mp3 players, and smart watches. Conventional watches will be allowed and calculators will be provided by the Envirothon Committee if they are needed on the test.

- j) Teams from the same school will not contact each other until after all Field Tests are completed, including during any breaks.
- k) This document cannot cover all potential issues that may occur during the Field Test. The Envirothon Committee reserves the right to clarify and expand rules and procedures as needed.

7.3 Oral Presentation Rules

- a) At the Provincial Competition, Team Members will not use electronic devices while listening to other Team's Oral Presentations, including but not limited to cameras, cell phones, computers, calculators, tablets, mp3 players, and smart watches.
- b) Teams will not in any way prevent other Teams from doing their best in the Oral Presentation.
- c) This document cannot cover all potential issues that may occur during the Oral Presentations. The Envirothon Committee reserves the right to clarify and expand rules and procedures as needed.

7.4 Infractions and Penalties

- a) At Regional Competitions, the Regional Host will appoint a Policy Panel to deal with infractions. The panel should consist of three (3) members of the Regional Host Committee, plus one member of the Steering Committee who will assist in an advisory role.
- b) At the Provincial Competition, the Steering Committee will appoint a Policy Panel to deal with infractions and penalties at the Provincial Competition. The Policy Panel will consist of the Envirothon Coordinator plus one of the Co-Chairs each of the Steering Committee, the Test Writing Committee and the Oral Presentation Committee.
- c) If any members of the Policy Panel have a connection to one of the participating schools or to any of the Team Members, or any other conflict of interest, they will designate an alternate from the committee they represent.
- d) When an infraction is reported through the procedure below, the Policy Panel will invite the Team or Team Member named and the Team's Advisor to respond to the allegation.
- e) The Policy Panel will endeavour to use all available information from all affected parties in making decisions regarding rule infractions.
- f) The Policy Panel reserves the right to consult with other members of the Envirothon Committee during its deliberations, as needed.
- g) All decisions of the Policy Panel made regarding penalties will be in writing and will be final. No appeals will be heard.

- h) Possession of alcohol, illegal drugs, tobacco, or weapons will be grounds for loss of points or for disqualification of the entire Team from the competition.
- i) If a Team Member becomes unable to participate due to illness or injury during the Provincial Competition, the consequence will range from no penalty to point deductions to ineligibility to represent Manitoba at the NCF Envirothon.
- j) Field Test infractions will incur the following penalties:
- Conversation or collaboration related to the Field Test with an individual other than a Team mate: *10% deduction from the Field Test score per Infraction reported*
 - Use of unauthorized resources: *10% deductions from Field Test score per Infraction reported*
 - Disrespectful behavior towards other Participants, specimens or equipment, the trail environment, or the Manitoba Envirothon: *10% deduction from the Field Test score per Infraction reported*
 - Use of an electronic device not provided by the Envirothon Committee during the Field Test: *automatic disqualification from the Field Test*
- k) Oral Presentation infractions will incur the following penalties:
- Use of recorded audio in the Oral Presentation: *10% deduction from Oral Presentation score*
 - Failure to cite sources on the images used in the Oral Presentation: *10% deduction from Oral Presentation score*
 - Failure to provide a hardcopy of citations for the Oral Presentation: *10% deduction from Oral Presentation score*
 - Failure to report on time for Provincial Oral Presentations: *10% from Oral Presentation score*
 - Use of an electronic device during another Team's Oral Presentation: *automatic disqualification from the Oral Presentation*
 - Disrespectful behavior toward another team, the judging process, or the Manitoba Envirothon: *10% from the Oral Presentation score per Infraction reported*
 - Failure to attend all Presentations in the Team's Presentation group: *automatic disqualification from the Oral Presentation*
- l) For situations that are not covered by this document, the Policy Panel reserves the right to deal with those issues on a case by case basis.

7.5 Quick Reference Table

<i>Infraction</i>	<i>Penalty</i>
<i>General</i>	
<ul style="list-style-type: none"> • Possession of alcohol, illegal drugs, tobacco or weapons 	Disqualification from Manitoba Envirothon
<ul style="list-style-type: none"> • Loss of Team Member due to illness or injury during Provincial Competition 	Determined by Policy Panel on case by case basis
<i>Field Test</i>	
<ul style="list-style-type: none"> • Conversation with non-Team member • Use of unauthorized resource • Disrespectful behavior during the Field Test 	10% deduction from Field Test score per infraction reported
<ul style="list-style-type: none"> • Use of unauthorized electronic device 	Disqualification from Field Test
<i>Oral Presentation</i>	
<ul style="list-style-type: none"> • Use of recorded audio • Failure to cite sources of images • Failure to provide hard copy of sources • Failure to report on time 	10% deduction from Oral Presentation score
<ul style="list-style-type: none"> • Use of an electronic device during another Team's presentation • Disrespectful behavior during the Oral Presentations 	10% deduction from Oral Presentation score per infraction reported
<ul style="list-style-type: none"> • Failure to attend all Presentations in Presentation group 	Disqualification from Oral Presentation

7.6 Reporting an Infraction

- a) An infraction of the rules and procedures outlined in this document may be reported by any Participant.
- b) At a Regional Competition, the following procedure must be followed:
 - Any Participant who thinks a Team has violated the Code of Conduct or that a Volunteer has interfered with a Team, the Participant must speak to a member of the Host Committee or a member of the Steering

Committee who is attending the Regional Competition as soon as possible.

- The Regional Host Committee member or Steering Committee member present must complete a written **Code of Conduct Infraction Report**.
- c) During the Provincial Field Test, the following procedure must be followed:
- If a Team, Trail Guide or other Volunteer thinks that a Team has violated the Code of Conduct OR that a Volunteer has interfered with a Team by conversing with the Team unnecessarily; by handling equipment, samples or other test materials; or by behaving in other disruptive or distracting ways, the Team, Trail Guide or Volunteer must advise a Stop Attendant or Trail Monitor immediately.
 - The Stop Attendant or Trail Monitor must complete a written **Code of Conduct Infraction Report**.
 - The Stop Attendant or Trail Monitor must inform the Trail Captains who will address the situation immediately.
 - Completed **Code of Conduct Infraction Reports** involving the Provincial Field Test must be submitted to a member of the Policy Panel no later than one (1) hour after the conclusion of the Field Test.
- d) During the Provincial Oral Presentations, the following procedure must be followed:
- If a Team, Team Advisor or other Participant thinks that a Team has violated the Code of Conduct, the Team, Team Advisor or other Participant must request a **Code of Conduct Infraction Report** from the Facilitator in their Presentation room.
 - Completed **Code of Conduct Infraction Reports** involving the Provincial Oral Presentation must be submitted to a member of the Policy Panel no later than thirty (30) minutes after the last Presentation has finished.
- e) At any other time during the Provincial Competition, the following procedure must be followed:
- If any Team, Advisor or Volunteer thinks a Team has violated the Code of Conduct, they must contact a member of the Steering Committee immediately.
 - All reports of infractions except those during the Field Test and the Oral Presentations must be submitted in writing to a member of the Steering Committee, and include a brief description of the situation.
- f) If an infraction is reported at either the Regional or Provincial Event, the respective Policy Panel will investigate the complaint.

FORMS

Acknowledgement of Rules and Procedures

Statement of Authorship

Code of Conduct Infraction Report

Release & Waiver

MFA Incident Report

Manitoba Envirothon Practice, Procedure & Rules
TEAM ACKNOWLEDGEMENT



BACKGROUND:

- A. Manitoba Envirothon is a charitable organization providing environmental education and experience to high school students;
- B. The Manitoba Envirothon Steering Committee has established rules and procedures (including a code of conduct) to promote, develop and govern Manitoba Envirothon events. These rules and procedures can be viewed at the following website: http://www.thinktrees.org/What_is_Envirothon.aspx (the "Manitoba Envirothon Practice, Procedure & Rules"); and
- C. Manitoba Envirothon requires a commitment from its advisors and team members to read, understand and comply with the Manitoba Envirothon Practice, Procedure & Rules.

THEREFORE in recognition of the above I acknowledge and agree that:

- A. The advisors and team members from my school or organization have read the Manitoba Envirothon Practice, Procedure & Rules document;
- B. We will comply with the Manitoba Envirothon Practice, Procedure & Rules; and
- C. We will be subject to disciplinary or other action if we fail to comply with the Manitoba Envirothon Practice, Procedure & Rules and any such failure may result in negative consequences to me and my team.

Date: _____

_____ Advisor's signature

Name (printed): _____

School or Organization _____

Team Name: _____

Team Member Signatures:

Manitoba Envirothon

Practice, Procedure & Rules Acknowledgement (v2016-01)



**Manitoba Envirothon
Statement of Authorship**

All Manitoba Envirothon Team Members must initial this form.

We the members of our team affirm that the presentation we will present at the 2016 Manitoba Envirothon Oral Competition has been prepared and written solely by the team members in attendance at this event.

Date: _____

School or Organization: _____

Team Name: _____

Team Member Signatures:



Code Of Conduct Infraction Report

Name & Team # of Person(s) Involved: _____ Date: _____

Name of Person(s) Witnessing Incident: _____ Name Of Person Reporting Incident: _____

Description of Infraction:

(Please use back if more space required)

Warnings Issued Prior to Filing Report Report: _____

Received by: (initial, last name) _____

Members Of Policy Panel (initials): _____

Summary of Decision(s):

Advisor Briefed on outcome (signature): _____

Briefed by Policy Panel member (signature): _____



RELEASE & WAIVER

Participant Name: _____ (the "Participant")
 (Please insert in the blank above the full legal name of the person participating in The Envirothon Program)

Image Consent & Release

The Manitoba Envirothon ("Envirothon") is a core program of the Manitoba Forestry Association ("MFA"). The term "Envirothon" includes four (4) regional competitions to be held in April of 2016, one (1) provincial event to be held in May of 2016, and one (1) North American competition to be held in July of 2016. The MFA would like to share information and communicate with future participants and the broader community by highlighting Envirothon and the activities associated with Envirothon in a variety of publications, mediums and/or events. The term "MFA" includes all of Manitoba Forestry Association's affiliates, subsidiaries, officers, directors, members, agents, users, representatives, contractors, suppliers, customers, licensors, licensees, partners, employees, volunteers, sponsors and their respective successors and assigns.

The term "Images" in the Release & Waiver (the "Waiver") means (i) any photographs, recordings, pictures, voice recordings and videos of the Participant, (ii) the performance, appearance, name, likeness, words, identity, story, image, face and/or voice of the Participant, and (iii) any materials, testimonials and information provided by the Participant to The MFA, together with any modifications, reproductions and depictions of same, and together with any and all intellectual property rights relating thereto.

The term "Product" in this Waiver means (i) any photographs, recordings, voice recordings, pictures and videos made by MFA that include the Images, and (ii) any materials, testimonials, advertising copy, printed matter and information made by MFA that include the Images, together with any modifications, reproductions and depictions of same, and together with any and all intellectual property rights relating thereto.

For valuable consideration, including being allowed to participate in Envirothon for which the delivery of this Waiver is a condition of my participation, the Participant:

1. consents and grants to MFA the absolute and irrevocable right and unrestricted permission, in perpetuity, worldwide (i) to take, record or photograph the Images and the Participant; (ii) to edit, combine and modify the Images at its discretion; and (iii) to publish, make, distribute, show, record, reproduce, use, broadcast, translate into other languages, formats and/or mediums and exploit the Images in any manner, form, format or media whatsoever now or hereafter known, for the purpose of trade, advertising, describing, publicizing or promoting MFA and its activities (the "Purpose").
2. waives (i) any right to inspect or approve the Images and/or the Product or the uses of the Images and/or the Product, (ii) all moral rights in the Images and the Product, and (iii) any right to royalties or other compensation arising from or related to the Images or the Product.
3. agrees and acknowledges that all right, title and interest in the Product shall be the sole exclusive property of MFA free and clear of all claims of any kind whatsoever by the Participant. The Participant assigns and transfers to MFA his/her entire right, title and interest, if any, worldwide, in and to the Product, without any remuneration.
4. releases and forever discharges The MFA from and against any and all demands, causes of action, liability and claims, at law or in equity, of any nature or kind, including, without limitation, any action for copyright infringement, rights of publicity, misappropriation of personality, breach of privacy, invasion of privacy, defamation, libel or slander, that the Participant or his/her heirs, executors, administrators, personal representatives, successors or assigns can, has ever had, now or may hereafter have arising out of or connected in any way with the Images and/or the Product.
5. understands that (i) the Images and the Product may appear on MFA's website and that the Internet is not a secure medium, (ii) any material posted on the Internet is accessible to and may be copied or altered by anyone with a computer, (iii) MFA cannot absolutely guarantee privacy or control the access to its website, and (iv) an inherent risk may include but is not limited to identity theft or danger to the Participant.

Waiver & Assumption of Risk and Indemnity

Warning: By signing this Waiver, you give up the right to make any claim for any injury or damages to persons or property howsoever caused.

6. I agree as a precondition to my participating in Envirothon organized by MFA and conducted by MFA and in further consideration of MFA allowing me to do so, to be strictly bound by the terms of this Waiver.
7. I acknowledge that Envirothon involves inherent risks and may cause serious injury to participants.
8. I understand this event may be strenuous, and adverse weather conditions may occur.
9. I fully understand the risks and dangers associated with my participation in Envirothon and accept same entirely at my own risk.
10. I hereby waive any and all claims which I may have against MFA, including the Manitoba Forestry Association's employees, volunteers, and regional hosts (the "Additional Parties") and release MFA and the Additional Parties from all liability for injury, death, property damage or any other loss sustained by me as a result of my participation in Envirothon to any cause whatsoever including, without limitation, negligence on the part of the MFA or the Additional Parties.
11. I appreciate that this Waiver applies whether the MFA or the Additional Parties are at fault or not and it limits the liability of the Additional Parties to the same extent as it limits the liability of the MFA even though the Additional Parties are not formal parties to this Waiver. I understand that MFA, in securing execution of this Waiver by myself, is acting as agent on behalf of or for the benefit of the Additional Parties who shall to this extent be or be deemed to be parties to this Waiver.

The Participant acknowledges that MFA will rely on this Waiver potentially at substantial cost to MFA, and the Participant agrees not to assert any claim of any nature whatsoever against anyone relating to the exercise of the provisions of this Waiver.

The provisions of this Waiver shall enure to the benefit of MFA and the Participant and their respective successors and assigns and shall be binding upon the Participant and MFA, and their executors, heirs, administrators, personal representatives, successors and assigns.

All of the rights granted herein are assignable and licensable by MFA to any third party without restriction. The laws of the Province of Manitoba shall govern the terms of this Waiver.

TO BE COMPLETED IF THE PARTICIPANT IS AT LEAST 18 YEARS OLD:

The Participant represents that (i) he/she is at least 18 years old and has the legal authority to execute this Waiver, and (ii) he/she has read this Waiver prior to executing same and fully understands its contents, meaning and impact.

Read and Understood

Participant Name (print name)

Participant Signature

Date Signed

Witness Name (print name)*

Witness Signature*

Date Signed

*A witness must not be an employee of MFA and must be a minimum of 18 years of age.

[PARTICIPANTS UNDER 18 COMPLETE NEXT PAGE]

TO BE COMPLETED IF THE PARTICIPANT IS UNDER THE AGE OF 18 YEARS:

The Participant represents that (i) he/she is under the age of 18 years and has the consent of his/her parent or legal guardian to execute this Waiver, and (ii) he/she has read this Waiver prior to executing same and fully understands its contents, meaning and impact.

Participant Name (print name)

Participant Signature

Date Signed

I represent that I am the parent or legal guardian of the Participant and that I have the legal authority to execute this Waiver. I have read and understand the provisions of this Waiver and consent to all provisions in this Waiver.

Parent/Guardian Name (print name)**

Parent/Guardian Signature**

Date Signed

***A parent or legal guardian must sign this Waiver if the Participant is under 18 years of age.*

Witness Name (print name)*

Witness Signature*

Date Signed

**A witness must not be an employee of MFA and must be a minimum of 18 years of age.*



INCIDENT REPORT

Please Note:

All incidents should be documented and reported. Incidents include illnesses, injuries, discipline problems, conflicts, frightening situations or any unusual or unexpected occurrences. Fill out one form for each person involved in the incident.

ALL Incident Reports must be sent directly to the Manitoba Forestry Association Office within five (5) days from the date of the incident.

E-mail: info@thinktrees.org

Fax: (204) 477-5765

Mail: 900 Corydon Avenue, Winnipeg Manitoba, R3M 0Y4

Part A: Complete this for all incidents.

Part B: Completed in addition to Part A, if the incident is considered a "serious incident".

ALL INFORMATION MUST BE PROVIDED - PLEASE PRINT CLEARLY IN CAPITAL LETTERS

PART A:

Name of person involved: _____

Complete Address: _____ Postal Code: _____

Street

Apt #

City

Participant Volunteer Employee Under 18 years of age 18 or older

Parent(s)/guardian(s): _____ Telephone #: _____

School \ Event Name: _____

Date of incident: _____ Time of incident: _____

Names of all other participants directly involved: _____

Names of witnesses: _____

Was parent/guardian contacted? Yes No When (date/time)? _____

Describe the incident in full detail, if event staff supplied First Aid, etc. (attach additional sheets as necessary): _____

Was any outside help called in? (Emergency Medical Services (911), caretaker, police, fire, etc.) Yes No

If yes, describe who was called and what they did. _____

Were there any injuries resulting from this incident? Yes (complete Part B) No

If yes, was the participant taken to: Name and address of health care professional or medical facility: _____

Health care professional OR _____

Medical facility _____

Describe in detail any other measures taken once the incident was reported. _____

Did the person continue participation at the event/activity? Yes No

Was the participant sent home? Yes No If yes, when (date and time)? _____

Note any information relevant to their departure: _____

Form prepared by (print name): _____ Signature: _____

Position in MFA: _____ Date: _____

Parent/Guardian/Teacher: _____ Signature: _____



INCIDENT REPORT

PART B

Describe illness or detail how injury occurred (attach additional sheets as necessary):

For injuries, describe or diagram:

Describe first aid given:

By whom? _____ Time: _____ Location: _____

Additional comments: _____

Follow-up: _____

If taken to a health care professional/ facility, when? (Date/time) _____

Name of person accompanying participant
to health care professional/facility (Print name): _____

Signature: _____ Position: _____

Did health care professional/ facility contact parent/guardian? Yes or No

Was medication prescribed? Yes or No

Activity limitations prescribed: _____

Follow-up prescribed: _____

We protect and respect your privacy. Your personal information is used only for the purposes stated on or indicated by the form. For more information please get in touch with the Manitoba Forestry Association at info@thinktrees.org