

Medicine Hat Public School Division

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INTERNATIONAL FIELD TRIPS - APPROVAL IN PRINCIPLE(Completed by the **Lead Teacher**. Submitted to the **Superintendent**.If all conditions are met, the **Superintendent** will present this document to the **Board of Trustees**.

These steps must be completed at least 6 months prior to proposed departure.)

1. Proposed Event Details "For whom are you proposing this trip?"

Event(s) and Destination(s): Mingo Bay Classic Baseball Tournament / Myrtle, S.C.		Date(s): April 10th-16th, 2023	
Name of Lead Teacher: Lyll Foran		School: Medicine Hat high School	
☒ Extracurricular	Group/Team/Class: MHHS Baseball Team		
☐ Curricular			
Estimated Number of Students: 16		Estimated Supervisor to Student Ratio: 4/16	
Names of Other Supervisors: Lyll Foran, Cameron Rittinger, Houston Doig, Dean Brown			
Describe student eligibility requirements: Students must be enrolled at MHHS.			
Describe plan for informing and meeting with parents: Information meetings will be held next fall and prior to departure.			
Attach satisfactory destination-specific travel advice and advisory information from the Government of Canada. https://travel.gc.ca/travelling/advisories			☒

2. Describe Purpose (Educational goals and or Educational Value) "Why do you want to take this trip?"

Educational goals are specified for the activity by the lead teacher for the activity and are compatible with the Alberta Program of Studies, the Guide to Education and the school's instructional program. The educational value of the activity is described to balance the loss of instructional time in the regular classroom program.

The purpose of this trip is to provide our students with exposure to college and professional scouts while exploring post secondary institutions in the surrounding areas.



4. Proposed Transportation Details "How will you move from place to place?"

Describe the transportation plan. Include details for all types that apply. If flying, a flight number is not necessary at this point, but please provide an estimated cost of flight.

All participants will be bused by Southlands to the Calgary International Airport. Flights will be planned from Calgary to Myrtle Beach, South Carolina. When in Myrtle Beach, all participants will be shuttled by rental vans.

School Bus or Shuttle	☒
Volunteer driver / vehicle	☐
Commercial Airline	☒
Other	☒

5. Proposed Accommodation Details "Where will students sleep?"

Describe the accommodation plan (dorm, hotel, gym, billets, cost per night) including supervision.

All participants will be staying in a hotel with coaches and chaperone's.

6. Estimated Expenses "What will this cost and how will it be paid?"

Describe the plan to finance the trip. Include estimated costs per student, total cost of the trip and any fundraising plans. Consider costs of transportation, accommodation, food, registrations, etc.

The last time we took this trip, the final cost was \$1500. I would anticipate a slight increase in costs due to inflation, but would keep costs below \$2000. The majority of fees will be supplemented through fundraising efforts by the baseball program and consideration will be given to students that have hardships.

Do you plan to use a tour company?

☐ Yes - Attach detailed tour information

☒ No - Attach a detailed itinerary and a satisfactorily completed Off-Site Activity Risk Assessment (720 E 006)

7. Contingency Plan

Describe considerations in case of bad weather, cancellations, delays, etc.

All considerations will be given to keep students best interests in mind.



8. Declarations and Signatures

Lead Teacher:

I have reviewed AP 720 P 001 and understand my responsibilities as lead teacher for this proposed international trip.

Signature: Lyall Foran Digitally signed by Lyall Foran
Date: 2022.05.25 09:34:20
+06'00'

Date: _____

Principal:

I have reviewed this proposal and am supportive of the plan in principle.

Signature: [Signature]

Date: May 25/22

Superintendent or Designate:

I have reviewed the proposed international trip plan and the lead teacher's plans comply with division procedures. I am supportive of the plan in principle.

Signature: [Signature]

Date: 1 June 2022

OHS Officer:

I have reviewed the proposed international trip plan and the lead teacher's plans comply with division procedures.

Signature: [Signature]

Date: 1-June-2022

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Recommendation to the Board:

The administration recommends that the Board of Trustees authorize this international trip proposal in principle; thereby allowing the lead teacher to inform students and parents and to continue planning.

Approved in principle: ☐ Yes ☐ No Date: _____

Board Motion # _____

MHHS Baseball Trip - Myrtle Beach, April 2023

Trip Detail Summary – Proposed Itinerary Based Off Of Previous 2018 Trip

Date	Time	Description
<u>Monday April 10th</u>	4:00am	Depart MHHS for YYC and travel to Myrtle Beach. Arrive in Myrtle Beach @ 11:00pm
<u>Tuesday April 11th</u>	9:30am	Team breakfast @ Dennys
	11:30am	Depart for Wal-Mart for team groceries
	1:00pm	Explore accommodations and beach area
	2:15pm	Depart to Georgetown Field for game – 45 minute drive
	4:30pm	Game vs East Fairmont, West Virginia
	7:30pm	Return from game and have team dinner back at resort
<u>Wednesday April 12th</u>	6:30am	Team breakfast @ resort
	7:30am	Depart for WCHS Field for game – 30 minute drive (Show and Go)
	9:00am	Game vs Beekmantown, NY
	12:00pm	Return from game and have lunch back at resort
	2:00pm	Depart to Coastal Carolina University for tour
	4:30pm	Return from University and have team dinner/ beach time @ resort
<u>Thursday April 13th</u>	7:00am	Team breakfast @ resort
	8:30am	Depart for WCHS Field for game – 30 minute drive
	10:30am	Game vs Martinsburgh, West Virginia
	1:30pm	Return from game and have lunch back at resort
	5:30pm	Depart to Pelicans game for BBQ and game
	9:00pm	Return to resort for night
<u>Friday April 14th</u>	8:00am	Team breakfast @ resort
	9:45am	Depart for St. James Field – 15 minute drive

MHHS Baseball Trip - Myrtle Beach, April 2023
Trip Detail Summary – Proposed Itinerary Based Off Of Previous
2018 Trip

	11:30am	Game vs Kempsville, Virginia
	2:30pm	Return from game and have lunch back at resort
	5:15pm	Depart for Coastal Carolina University for Baseball Game
	9:00am	Return to resort for night
<u>Saturday April 15th</u>	9:00am	Depart Plantation resort for Myrtle Beach International Airport. Arrive in Medicine Hat @ 1:30am



Off-Site Activity Risk Assessment

(To be completed by Lead Teacher and Principal)

720 E 006

A copy of this form must be given to the school principal.

School: MHHS Lead Teacher: Lyall Foran
Destination: Myrtle Beach, South Carolina Date(s): April 10th-16th
Day Trip ☐ Interprovincial / Overnight Trip ☒

Is there an appropriate number of adult supervisors (specific ratio requirements by grade level)? Yes ☒
No ☐

SITE VISIT:

Wherever possible, the lead teacher should visit the site prior to the activity to:

- ensure that the venue is suitable to meet the aims and objectives of the field trip
- assess potential areas and levels of risk
- ensure the venue can cater to the needs of the staff and participants in the group
- become familiar with the area before a group is taken to that venue/location

If an exploratory excursion is not feasible, then the lead teacher will need to consider how to complete adequate assessment of the risks. A minimum measure would be to obtain specific information from the venue.

As off-site activity lead teacher, are you directly familiar with the destination proposed in the season the trip is planned? If no, attach information stating how risk assessment was completed. Yes ☒
No ☐

Have you analyzed the safety aspects of the destination, identified potential risks and provided training for supervisors if required? Yes ☒
No ☐

EMERGENCY PROCEDURES:

PRE-TRIP risk management check list:

☒ Discuss the proposed field trip and receive permission from the Principal prior to discussing it with students/parents. For trips outside Alberta/Canada approval is required from the Superintendent of Schools prior to discussion with students/parents.

☒ Familiarize yourself with the destination and potential risks. Review risk elements as required.

☐ Does MHPSD have a *Service Provider Agreement* in place for this destination? Yes ☐ No ☐

If yes, the school will **not** be able to participate in the field trip until a ***Service Provider Agreement*** (720 E 009) is completed between MHPSD and service provider.

☐ Is the service provider asking parents of students or the school to sign a waiver of liability form? Yes ☐ No ☐

☒ Develop a plan to address any special needs.

- ☒ Develop a proposed itinerary for the off-site activity. As applicable, include dates and times, transportation/food/housing arrangements, supplies/equipment for staff to bring, supplies/equipment for students to bring, suitable dress, etc.

ONCE APPROVED:

- ☐ Ensure parents have been given all relevant information about the field trip and ensure the appropriate permission form is signed and returned by all participants. It is essential that no one participate without written approval.
- ☐ Discuss the safety aspects of the trip with the students and all supervisors in advance of the trip. Talk about the known or potential risks and hazards. Stress safety first and the prevention of accidents. Supervisors must be familiar with the general supervision expectations while on the field trip and should be made aware of any known or possible hazards.
- ☐ Clearly outline all behaviour expectations for participants on the field trip. Behaviour that creates risk for the participants will not be tolerated.
- ☐ Prepare a list (to be taken on the trip) of the names of the participants including parent/guardian contact information and any identified special needs. Discuss any behavioural, medical or physical limitations with the Principal to determine whether that individual is a suitable participant.
- ☐ Develop an emergency action plan including:
- ☐ location and ready access to a first aid kit
 - ☐ location and ready access to a telephone or other reliable means of communication (cell phones do not work in all areas)
 - ☐ telephone number of school emergency contact person, ambulance and hospital
 - ☐ provision of a suitable means of transportation in the event of an emergency
 - ☐ supervision plans for emergency situations (who is second in command, who takes injured individuals to hospital, who reports problems to school administration, etc.)
- ☐ Arrange appropriate transportation (no student drivers). All volunteer drivers must complete the *Automobile Driver Authorization Form (720 E 007)*.

Signature of Lead Teacher

Date

Signature of Principal

Date

Reference: Administrative Procedure 720 P 001 Off-Site Activities