

## Staff to Participant Ratios Policy

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<b>Division:</b>	Parks and Recreation	<b>Approved by:</b>	Parks and Recreation Directors
<b>Date Approved:</b>	September 10, 2000	<b>Source:</b>	Parks and Recreation
<b>Date Revised:</b>	December 13, 2002	<b>Category:</b>	Parks, Forestry and Recreation
		<b>Sub-cat:</b>	Recreation

### Policy Statement

The following staff to participant ratios are the standard for all programs city wide. Staff will adhere to these ratios when implementing recreation programs, **effective April 1, 2001.**

### Procedure

- Skiing and aquatics have harmonized ratios according to governing organizations.
- Refer to Aquatic Harmonized Policies and Procedures Manual for ratio policy when around water.
- Refer to Off-Location and Overnight Trip policy.
- Ratios for adult and senior programs will depend on room size, type of program and recommendations from the recreation co-ordinator in consultation with the instructor.

### Volunteers

- Adult volunteers (18 and over) who are supervised by staff may be included as part of the staff compliment and may therefore be included in staff to participant ratios (e.g. parent volunteers)
- Support staff (e.g. working with participants with a disability/special need) volunteers (under the age of 18) and leaders in training (LIT's, CIT's and IFIT's) must always work under the supervision of staff and may be included in staff to participant ratios only at the discretion of the Supervisor of Recreation and Facilities.
- Adult volunteers who are trained and qualified can run and operate programs provided ratios stated in this policy are followed as well as:
  - Placement Students must always work where there is a Parks and Recreation staff on-site
  - Coaches must always work with another volunteer, where possible
- Refer to the Volunteer Policy Manual

### Camp Programs

**(Full and half day programs five days/week e.g. Summer, March Break, Holiday camps)**

- 3-5 years ratio 1:8

- 6-12 years ratio 1:10
- 13-24 years ratio 1:15

**Lunchtime Supervision for Camps:**

Pre-school Camps - 1:10

Children & Youth Camps - 1:15

**Extended Hours for Camps:**

There must be a minimum of one staff directly supervising the extended program (not exceeding a 1:10 ratio for pre-schoolers and a 1:15 ratio for children) with a second either in the facility or with-in call to assist in case of an emergency.

**Pre-School Programs**

**(2 day programs a couple days a week during F/W/S/S: e.g. tiny tots, drop-ins)**

under 5	with parent	class maximum of 15
under 3 years	without a parent	ratio 1:5
3-5 years	without a parent	ratio 1:8

**Instructional Programs**

**(1- 2 hour of instruction one day per week; e.g. martial arts, SPRINT programs, sport leagues, after school programs)**

3-5 years	without a parent	ratio 1:10
6-12 years	without a parent	ratio 1:14
13-24 years	without a parent	ratio 1:16

**Youth Centres, Clubs and Drop-in Programs**

**(Includes junior and senior youth programs during F/W/S/S)**

13-24 years ratio 1:20  
(with a minimum of two staff at all times)

**Note:** These are only program/drop-in ratios, they do not include ratios for dances and special events.

**High Risk Programs**

**(Includes instructional skating, hockey and gymnastics programs)**

<b>Ages</b>	<b>Instructional Class Size</b>	<b>Overnight</b>	<b>Wilderness</b>
Under 5 (with parent)	up to 10	-	-
3-5 Years (no parent)	1:8	-	-

6-12 years (no parent)	1:10	1:8	-
12-24 years (no parent)	1:12	1:10	1:5

**Playgrounds**

Minimum of two staff at all times.

**Babysitting**

Under 3 years:	ratio 1:3
3 to 5 years:	ratio 1:8
6 to 12 years:	ratio 1:10

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