

# Richmond Olympic Oval Field Trip Instructions

## To do before your visit

### Payment

- **Payment requirements:**
  - Signed confirmation and pre-payment is required for all private group bookings.
  - Signed contract must be received 14 days prior to the first visit in order to secure booking.
  - Full payment is required for all group bookings **5 business days** before each visit. At which time group numbers must be finalized. Discounted rate is not available for additional guest on day of visit.
  - Payment may be completed over the phone, in person or by cheque.
- **Cancellation and Visitation Changes:**
  - Notification of cancellation or transfer of dates must be given 14 days in advance in order to avoid a late cancellation fee.
  - Cancellations, or booking changes to schedule or dates, within 14 days of time of booking are subject to an administration fee.
  - Final visitor numbers must be determined at the time of payment which is required a minimum of **5 business days in advance**.

### Waiver Forms

- Send Oval Waiver Form to all participants and guardians to complete and sign. These must be brought on the day of your booking and handed in to Oval Staff before starting activities. Alternatively, these completed forms may emailed to a booking agent.

### What students should bring and wear

- Athletic clothes appropriate for activity.
- Warm layers if going skating or to the Olympic Experience museum which is adjacent to the ice rinks.
- Skating requires a CSA Approved helmet. Skates and helmets are included in the booking, but participants are encouraged to wear their own.
- Water bottle.
- Snack and/or lunch.

## The Day of Your Field Trip

### What to bring

- All participants are reminded to dress appropriately for our facility. The Richmond Olympic Oval is an athletic training facility. Proper athletic attire is required on all fields of play. Please be reminded that the facility has cooler temperatures due to the ice rinks: long pants, warm jackets, gloves or mitts are recommended. Non-marking running shoes and athletic attire must be worn while on the courts (participants and spectators included).

### A. Skating:

- **CSA approved multi-impact helmets are required for all youth 12 years and under.**
  - We strongly encourage students to bring their own skates and CSA approved hockey helmets as we have a limited number of skate and helmet sizes available for student use.
  - Bike, skateboard and/or ski helmets are not permitted on ice.
- Your visit includes admission to skate, skate rental and helmet rentals. Skate sizes are limited and cannot be guaranteed.
- Strollers and wheelchairs are permitted on the ice.
- Oval Ice Attendants will be on the ice during your school's skating period. Parents and teachers are encouraged to help with the supervision of the students and to ensure they are safe and having fun.
- "No shoes on ice policy" will be in effect.
- We ask that teachers remind students to not walk on concrete with their skates.
- Siblings are not permitted on the ice during the school's skate period. Only students accounted for by the school are allowed to skate.
- Experienced skaters are asked to be considerate of beginners as we want to ensure everyone has an enjoyable time. We have approximately 25 scooters to assist those just starting out.
- For safety reasons, carrying a child while on the ice is not acceptable.

## B. Climbing:

- Wear appropriate athletic clothing for climbing.
- Must wear closed toed athletic shoes for climbing – no sandals or flats.

## Arrival

- **Please arrive 10 minutes prior to your start time.** Should your class arrive late, your visit will be modified to remain within the scheduled hours.
- **Parking – Buses.** For student safety, all bus drivers dropping students off, shall stop on River Road in front of the Olympic Oval to unload students before driving to park the bus. Students must be accompanied by adult supervisors when being dropped off.
- Buses can stop on River Rd for drop-off and pick-up. Onsite bus parking must be arranged in advance. For a map of nearby parking, please visit the Oval website <http://richmondoval.ca/facility/hours-location/#parking>.
- **Parking – Cars.** Please note that pay parking will be in effect at the time of your arrival. It is \$1/hour to a maximum of \$10/day. Cars must enter from Road C on the West side of the Olympic Oval. Students should be accompanied through the parkade by an adult.
- **Greeting area.** Please check in at the front desk upon arrival. The front desk is located on the East side of the lobby.
- **Signed Oval Waiver Forms must be completed and handed to Oval Staff when you arrive.** Waivers must be handed in before you begin your activities. Attach a class attendance list with the completed waiver forms for our staff to check off waiver completion. A downloadable copy of the Oval Waiver may be found on the ROX website at theROX.ca.

## What the flow of the day looks like:

1. Arrival
2. Check-in at front desk
3. Hand in waivers with class attendance list to Olympic Oval Staff
4. Oval Staff will bring the class to a designated lunch space if available to drop off bags, or to the first activity
5. Transitions to subsequent activities or lunch will be led by Olympic Oval Staff

### Olympic Oval Conditions of Use

- Food and beverages (besides water) are not permitted on the ice or court surfaces. This applies to participants and spectators. Snacks can take place on the blue benches just outside the ice surface or in an assigned lunch area.
- All food and beverages (including water) are not permitted in the museum.
- In the case of an emergency, the client understands that all participants will be expected to adhere to the Richmond Olympic Oval emergency response policies and procedures as directed.

### Visiting the Olympic Experience

- **Conditions of attendance and participation at the Olympic Experience. The Holder must:**
  - Advise Olympic Oval staff of any medical or other conditions which may affect Holder's participation at the Olympic Experience. Refrain from using simulators if pregnant or suffering from a heart condition or under the influence of alcohol or drugs.
  - Not use simulators without Olympic Oval staff or volunteer supervision
  - Follow Olympic Oval staff or volunteer instructions.
  - Food and drinks are prohibited in the ROX.
    - We ask visitors to keep food and drink stowed in bags during their time in the Olympic Experience. Bags and personal belongings may be placed in complimentary lockers in the Oval's changerooms or in a designated lunch area for your school.
  - Be at least 60 inches in height to participate on race car simulator.
  - It is understood that Tickets are non-refundable and failure to abide with the conditions of use may result in expulsion.

### Before Leaving

Take a class photo on the East Plaza with the Olympic rings in the background!