

Perth Polar Bear Plunge Recipient Information

* Please note sample pages at the end of this document created by The Table CFC for the 2018 PPBP *

Outdoor Criteria: (PPBP Committee will be responsible for this section)

- a. Plunge site will be supervised by PPBP Committee, and initially marked out approx. 2 weeks prior weather permitting.
 1. Open site approximately two days prior, using chain saw.
 2. The site will be approximately 20-24 feet long by 15 feet wide.
 3. Plunger's path will be fenced off so that the spectators don't interfere.
 4. Spectators require cleared room to view and move about.
- f. Require safety staff along the shore, pathway, outside entrances, above and below the stairs, and on the ice.
- g. Charity groups should have people outside with the spectators, be visible and show off your charity, using this time to collect money, using various methods: ie - Collecting pots, clowns, etc...
- h. It would be nice to have an outside stand that sold coffee, hot chocolate, etc.
- i. Public works might be able to give a helping hand in snow removal.
- j. Wooden stairs will be used to the ice.
- k. Vehicle parking must have alternative parking spots.
- l. Will have a mandatory area for the following:
 - media;
 - ambulance service;
 - handicap;
 - misc.

Opening and Closing Ceremonies:

- a. Keep it as short as possible however must take the time out to thank all responsible for making this event happen.
- b. Will require P.A. system/blow horns for opening and closing.
- c. Tentative sequence of events:
 - Town Crier, Brent McLaren will give cry and blessing.
 - Emcee will begin to chair this event in accordance to our start time, and first plungers will make their way down onto the ice.
 - All key players who are involved must be down on the ice (Recipient representative, PB Committee).
 - National Anthem.
 - The Legion President or Mayor will officially open the Perth Polar Bear Plunge.
 - First plungers will be announced and plunge.
 - Then under control the remainder of the plungers will commence.
 - Once all crazy souls have finished, emcee will announce the end of the Plunge and thank everyone.

Public Relations:

- In general, the recipient is responsible for promoting the upcoming event. However, the PPBP committee may from time to time utilize the media to promote the event on a year to year basis. Arrangements for spots on Lake 88 Radio should be made through the PPBP committee.
- In all print and online media, the official PPBP logo will be used in relation to "Perth Polar Bear Plunge". Other logos for the current recipient may also be used.

Pre Planning: (start as early as you wish):

- it is important that donors be given an opportunity to respond to our demands.
- pre-registrations and pledge sheets must go out early;
- contact former Polar Bear participants
 - identify chain of command, key players, & establish committee.
- plan to hold committee meetings to report progress.

Legion:

- carpets/mats are required at entrances & hallways;
- change areas upstairs, one big area divided into male/female;
- require more staff for control inside Legion to aid in security and assistance (4-6 people);
- no children will be allowed in Members' Lounge, post out of bound areas;
- must have a work party ready to assist in set up & clean up;

Registration:

- pre-registration & pledge forms made available at easy to get locations throughout Perth.
- must be on time ready to start registration exactly for 9:00am on Plunge day.
- registration desk requires 2x persons.
- register everyone (ensure they print clearly all info required).
- everyone who is taking the plunge will sign the waiver of liability.
- hand out Legion bar token for those who wish a beverage.
- for those who wish to eat, hand out breakfast ticket.
- hand out draw/raffle ticket, hand out itinerary/safety briefing sheet.
- T-shirt registration - should have some on hand for quick sales (10-20).

Breakfast:

- require ticket control, ie. pay at a separate desk entrance into hall.
- meal line up should be down the centre of the hall, not blocking the entrance.
- paper plates & eating utensils should be used for ease of clean up, (receive from local merchant).
- should have one order only, everyone receives the same meal, no special orders.
- must be prepared to serve large crowd, (should work on the ticket system, and once we have sold "X" amount that will be our indication to shut down).
- ensure if we tell folks that coffee or whatever is part of the breakfast meal, then we must be prepared to give them coffee.
- timings - breakfast will be open from 9:00am to 10:00am. This must be enforced we want everything organized for the main event.

Information & awareness:

- a. During the event the following should be made available:
 - polar bear info board to have the following information on it:

- * number of plungers.
- * oldest & youngest name.
- * funds raised to date, and by who for the most pledged.
 - inform plungers of critical timings, hand out itinerary.
 - hand out safety brief sheet to all plungers.
 - event organizer must make a visit outdoors to announce to the spectators that all is in order basically give a situation report.
 - be prepared to give all updates. ie. - anything in dealing with numbers.

b. Outside: Have an emcee on a PA system, which is provided by the Legion. Have the emcee keep the crowd informed and amused prior to the event.

Safety briefing: (PB Committee will look after these details)

- Will take place in the Legion Hall immediately prior to the event.
- Will be given by one of the co-chairs of the PPBP committee.
- Will be attended by ALL participants.
- A separate document on the briefing is available for download.

Who does what, in brief

PPBP Committee	Recipient Committee
Take banners to Prodecap for yearly updating.	Picks up large street banner at Prodecap when finished.
Picks up smaller banner for plunge site at Prodecap when finished.	Looks after prize T-Shirts (most money raised, etc.)
Pays bill at Prodecap for both banners mentioned above	Looks after PPBP registration table in foyer of Legion.
Arranges for matting outside Legion and rugs for inside.	Looks after breakfast ticket table inside hall.
Arranges for barricades	Looks after breakfast inside hall with the use of Legion kitchen facilities.
Arranges for Fire Departments (BBD&E for cutting hole in ice and Perth FD for water safety on Plunge day)	
Arranges for installation and removal of bleachers, and snow removal if necessary.	
Arranges for Ambulance and Paramedics.	
Arranges for Town Crier, Brent McLaren	

PERTH POLAR BEAR PLUNGE – Line List for MC

Page#

#	Name	Group	Notes
1			
2			
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#	Name	Group	Notes
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the Table

community food centre



NAME: _____ AGE: _____ (if under 18)
ADDRESS: _____
TOWN: _____ PROV: _____ POSTAL CODE: _____

In volunteering to participate in the PERTH POLAR BEAR PLUNGE, I understand there are risks and I hereby agree that I am participating at my own risk. I confirm that I accept all risks with respect to any injury to myself (including death) and with respect to any loss or damage to my property, regardless of the cause.

I hereby release and discharge the ROYAL CANADIAN LEGION, BRANCH 244, The Polar Bear Plunge Committee, and THE TABLE COMMUNITY FOOD CENTRE, ("the sponsors") and agree to indemnify them of and from all actions, claims and demands of every nature and kind whatsoever which I, or my heirs, executors, administrators or assigns, may now or can at any time hereafter have against the sponsors of the PERTH POLAR BEAR PLUNGE, their servants, agents, members, resulting from my participation in the PERTH POLAR BEAR PLUNGE.

I CONFIRM THAT I HAVE READ AND UNDERSTAND THIS WAIVER.

SIGNATURE: _____ DATE: _____

****A participant under the age of 18 must have this form countersigned by a parent or guardian****

PARENT SIGNATURE: _____ DATE: _____
(if applicable)

Registration Sign In

Registration Desk Volunteers:

Page: #

#	NAME	Offline (Cash)	Verified	Online	Verified	TOTAL
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2						
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