



CANADA'S SPORTS
HALL OF FAME
PANTHÉON DES
SPORTS CANADIENS



EDUCATION PROGRAMS

Teacher Welcome Package and FAQs

Before Arriving at Canada's Sports Hall of Fame

- Please share this welcome package with any teaching colleagues who will also be attending the fieldtrip and ensure all adults attending are aware of the expectations and information outlined in this document.
- If you have never been to Canada's Sports Hall of Fame for a fieldtrip and need to complete a site visit please contact 403-776-1059 or programs@cshof.ca to arrange a free visit!
- Prepare your adult supervisors! Provide them with a package that includes the names of the students in their group and the Volunteer Guidelines sheet included in this welcome package. ***We strongly recommend one adult supervisor to every five students.***
- ***Student discipline during the program is the responsibility of the teacher and adult supervisors.*** All teacher and adult supervisors are admitted free of charge up to a 1:5 adult to student ratio. Adult supervisors are to remain with their students ***at all times***. This includes during lunch, washroom breaks, and ***self-guided visits***.
- If taking part in a directed program, please have your students attend with ***nametags*** on. Our Education Program Presenters really appreciate being able to refer to students by name. If you are taking part in a self-guided visit, nametags are not necessary.
- If you require a lunch space, please let us know as soon as possible. Our lunch space is limited and can hold a maximum of 40 students.
- Prepare your students: ***Teacher Guides for our various programs are located on our website: www.sportshall.ca under Education.*** These guides will provide you with ***curriculum links, pre and post visit activities, and museum rules.*** We strongly encourage you to go over the rules with your students and take part in some of the pre-visit activities before your fieldtrip. The more preparation your students have, the more meaningful their fieldtrip experience will be.
- Inclement weather can lead to school or facility closures. Should the weather force a cancellation of your visit, please contact **403-776-1059** on the morning of your visit. Your visit will either be rescheduled or refunded. Should Canada's Sports Hall of Fame be closed due to weather, the booking teacher will be contacted.
- Please provide a full 48 hours notice for any non-weather related cancellations. A \$25.00 administrative fee will be charged with less than 48 hours notice.

- A maximum of 40 students can participate in a directed program at Canada's Sports Hall of Fame. Please do not combine classes as it compromises the quality of the program and the students' experience. A maximum of 80 students can participate in a self-guided visit.
- Sketching and journaling are great activities to take part in at Canada's Sports Hall of Fame, but most of our directed programs do not allow time for them. Please leave your sketchbooks and journals at school unless you have booked a self-guided visit or a full day directed program that includes journaling and sketching time in the museum. Pencils only in the museum please!
- It is very important that you let us know of any special needs **BEFORE** your fieldtrip, such as the English language level of your group, and if any students have behavioural challenges or disabilities. This allows us to better prepare for your program and give your students the best experience possible. We thank you in advance!

Upon Arrival at Canada's Sports Hall of Fame

- When dropping students off please let your bus driver know to enter the parking lot on the West side of our building (right turn from Canada Olympic Road) and drop students at the back door (South) of the building. Students can then walk around the building to our front doors. Please tell your bus driver not to stop on the road in front of the building to unload. This blocks the fire lane for Canada Olympic Park.
- **For directed programs:** upon arrival, your group will be greeted by their Education Program Presenter(s) and students will be directed to our coatroom to put away jackets and bags. Groups will receive a short introduction to Canada's Sports Hall of Fame.
 - After their introduction to Canada's Sports Hall of Fame, students will watch our film: "Canada's Greatest Sports Moments". Afterwards, the class will split into two groups to complete tours and activities. To make effective use of time ***please split your class into two groups before you arrive and ensure each student knows if they are in group one or group two*** so we can easily transition into activities after the film.
- **For self-guided visits:** Upon arrival, please visit our Visitor Services desk to make payment for your group. Afterwards, your group will be directed to our coatroom to put away jackets and bags. You are then free to explore the museum at your leisure. Our film, "Canada's Greatest Sport Moments", plays every 30 minutes on the hour and half hour in the Riddell Family Theatre.

Payment

- The program fee per student is \$5.00 for a half day or \$10.00 for a full day.
- Payment should be made **upon arrival** on the day of your program at our Visitor Services desk. Payment can be made using credit card, cash or school/organization cheque. You only pay for the number of students in attendance on the day of your visit. **Refunds will not be issued for cheque overpayments due to a change in student numbers.**

During your Visit to Canada's Sports Hall of Fame

- If you have booked a full day directed program you will break for lunch at noon. Your Education Program Presenter(s) will direct you to our lunch space. Groups are encouraged to take a walk around the grounds of Canada Olympic Park after their lunch to enjoy some fresh air and refocus for afternoon programming.
- Teachers, students, and adult volunteers are asked to bring bag lunches. We do not have a microwave or cafeteria on site. We do have water fountains to re-fill water bottles.
- **Adults and students** are asked to keep their cell phones away during programming. Take this opportunity to un-plug from the stresses of life and enjoy our amazing programs and exhibits! During free time at the end of the program students may use their cell phones or cameras but must turn the flash off if taking photos.
- Most of Canada's Sports Hall of Fame's programs do not have time to accommodate a snack break. Please eat snack before or after your visit. Exceptions can be made for students with special dietary needs. Please let us know of any special needs prior to your fieldtrip.

After your visit to Canada's Sports Hall of Fame

- For directed programs: Your Education Program Presenter(s) will provide you with an evaluation form at the end of your program. If you have a chance to fill it out before you leave please return it to your presenter. If not, please feel free to fax or email it back to us! Your feedback is valued and will help us create the best programs possible. Please fax your evaluation to 403-776-1045 or email it to programs@cshof.ca
- Take some time to talk about your visit to Canada's Sports Hall of Fame with your class. Complete a post visit activity located in your teacher guide.

For more information about our programs and facilities please visit www.sportshall.ca

LEED Certification Silver Rating

What is LEED?

Leadership in Energy and Environmental Design (LEED) is a rating system that is recognized as the international mark of excellence for green building in over 132 countries. Since 2002, the Canada Green Building Council (CaGBC) and LEED Canada have been redefining the buildings and communities where Canadians live, work and learn.

LEED works because it recognizes that sustainability should be at the heart of all buildings – in their design, construction and operation. Over the past 11 years, the CaGBC has certified over 1000 LEED buildings in Canada and registered over 4000, the second highest number in the world.

How does Canada's Sports Hall of Fame meet this Certification?

Building Features:

- bike storage and changing rooms
- access to public transportation
- carpool and electric vehicle designated parking stalls
- light pollution reduction: motion controlled lighting
- automatic taps in our washrooms
- storage and collection of recyclables
- Non-smoking facility
- Building made of recycled materials
- Use of green cleaning products

What can you do to help?

- Have students arrive at Canada's Sports Hall of Fame by bus or carpool.
- Please place all recyclables in marked bins during your visit.
- Please *pack-in and pack-out* your waste. All uneaten food and waste should go back to school with you.

Museum Behaviour

Students and Adults participating in directed programming or self-guided visits are asked to respect the following rules while visiting the museum:

1. Food, drink (including water), chewing gum, and pens are not permitted in the museum's galleries and should be left in the coatroom.
2. Please refrain from rough-housing and using foul language.
3. Please use an indoor voice in the museum.
4. Please walk in the museum.
5. We ask visitors not to handle the artefacts, costumes, statues, and art on display in the museum. Even a slight touch can cause damage to them due to the oils and acids we have on our hands.
6. Students should remain with their group at all times.
7. Please respect Canada's Sports Hall of Fame staff by listening when they are speaking during directed programs.
8. You are welcome to take photos in the museum. However, please turn the flash off your camera as the UV light emitted by the flash causes damage to our art and artefacts.

Please go over these rules with your students prior to your fieldtrip. Provide a copy to your adult volunteers so they are aware of expectations.

Volunteer Guidelines Sheet

Please ensure your adult supervisors have a copy of this sheet prior to your fieldtrip to Canada's Sports Hall of Fame.

- ***Student discipline during the program is the responsibility of the teacher and adult supervisors.*** All teacher and adult supervisors are admitted free of charge up to a 1:5 adult to student ratio. Adult supervisors are to remain with their students ***at all times***. This includes during lunch, washroom breaks, and ***self-guided visits***.
- Adults are asked to keep their cell phones away during directed programming. Take this opportunity to un-plug from the stresses of life and enjoy our amazing programs and exhibits! Cameras are welcome but please turn the flash off when taking photos.
- Please go over the museum rules that will be provided to you by the organizing teacher. Please follow these rules and set a positive example for students by not talking when your Canada's Sports Hall of Fame Program Presenter is speaking, avoid touching the artefacts, costumes, statues, and art on display in the museum, and refrain from leaving the group to explore on your own.
- You will be required to help during the program! Please be prepared to assist students with activities such as artefact handling, reading, writing, asking questions, etc.

Thank you for volunteering to help these students have an amazing fieldtrip at Canada's Sports Hall of Fame! There is so much to see here so we hope you will come back with your own friends and family and explore further. Please visit www.sportshall.ca for admission prices and hours of operation.

Kind Regards,

Manager, Education and Programming
Canada's Sports Hall of Fame
403-776-1059