



GGC MAKE A DIFFERENCE DAYS

GREAT CANADIAN SHORELINE CLEANUP



Site Coordinator Guide



A CONSERVATION INITIATIVE OF





Site Coordinator Guide

Introduction

The Great Canadian Shoreline Cleanup (Shoreline Cleanup) is a joint conservation initiative of the Vancouver Aquarium and WWF-Canada. It aims to promote understanding of shoreline litter issues by engaging Canadians to rehabilitate shoreline areas through cleanups. It is one of the largest direct action environmental events in Canada, engaging tens of thousands of participants annually in every province and territory to make a positive change in their communities.

The Site Coordinator is the lead contact and organizer for a local shoreline cleanup. You will be responsible for:

- Selecting a date, time and accessible location to host a shoreline cleanup
- Registering your Shoreline Cleanup online
- Notifying your local municipality to:
 - ensure permission to clean
 - seek guidance on waste disposal
- Managing a team of cleanup volunteers (girls, Guiders, and parents/guardians)
- Obtaining cleanup supplies such as bags and gloves

Your Online Account

One of the first things you will need to do is create an online account (<http://www.shorelinecleanup.ca/>) with the Great Canadian Shoreline Cleanup.

Using your online account is easy! Everything you need will appear in “My Dashboard,” including online tools to assist in your role as the Site Coordinator. These tools include:

- My Cleanups:
 - Manage your cleanup event details
 - Submit your cleanup data
- Messages
 - Communicate with your participants
- My Resources
 - Download additional resources for your cleanup (e.g. liability waiver, posters, tip sheets, participation certifications)



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Registering a Site

On the Great Canadian Shoreline Cleanup website, click on “Search for a Cleanup” (under Take Action) to find a cleanup location. Cleanup locations that are in need of a Site Coordinator and are open to registration will be listed in **green**. Locations that have already been registered and are open to the public to join will be in **blue**. If there is a public cleanup location that you are interested in, you may contact the organizer to see if you can join! Locations that have already been registered and are private (not open to the public) will be in **red**.

If there is a place in your community that you would like to clean, but it is not listed on the Shoreline Cleanup website this means it is a brand new shoreline for the program. Simply use the “Submit a new Site” tool on the registration map for program staff to review.

This is a great opportunity for a bridging activity between different branches of Guiding. You may want to contact units in your district or area to join in on one giant cleanup. This may also be helpful for units in smaller communities who have fewer cleanup locations to choose from.

Remember: **Anybody can participate! You do not need to live by the coast to clean a shoreline!** We define a shoreline as any place where land connects with water, so anyone from anywhere in Canada can participate. You could host a cleanup at a local wetland, lake, river, pond, beach or even a local park where there is a drainage system. Any water going through the drain system will eventually lead back to our waterways.

Here are some things to consider when you are making your decision on a cleanup location:

- an accessible meeting location that is easy to find and get to
- if there is a spot to set-up and distribute supplies and materials
- public washrooms
- parking and/or access to public transit
- existing garbage and recycling bins
- safety – any steep and slippery sections, holes, tripping hazards etc.
- if your shoreline is affected by tides, make sure to check local tide tables to confirm the ideal date and time to host your cleanup

The Essential Five - Your Responsibilities as a Site Coordinator

1 Know Your Shoreline

- Visiting your shoreline before the cleanup is one of the most important steps when organizing a cleanup.
- Choose a meeting location that is easy to find.
- Locate available facilities (e.g. parking, public washrooms).
- Identify potentially unsafe areas.
- Create directions to your cleanup that are easy to follow. You may post them online or distribute them directly to the girls and volunteers.
- If your shoreline is affected by tides, make sure to check local tide tables to confirm the ideal date and time to host your cleanup.



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2 Notify Your Municipality

- Contact your local municipality to:
 - inform them of your plan to organize a cleanup
 - notify them of your cleanup date and location
 - arrange waste disposal
- Your local municipality is an important resource for your cleanup. In some cases, they may help provide supplies such as garbage bags.
- Where to start:
 - Check municipal websites for contact information of their Parks and Recreation and/or solid waste management
 - Find out who the park supervisor is (if cleaning a city owned property)
 - If feasible, drop by city hall in person to find out who can assist
- A template called “Municipality Script” is available under the “My Resources” section of the online dashboard to help guide your conversation with your Municipality contact.
- Ensure travel arrangements are made for the day of the cleanup if garbage needs to be transported to another location.
- Before collecting any biohazard or medical waste, please contact your local municipality or police service to find out how to properly dispose of them. Do not dispose of syringes or syringe containers in a garbage can or dumpster.

3 Obtain Cleanup Supplies

The amount of supplies you need will depend on how large your group is.

- Basic supplies include:
 - garbage bags
 - recycling bags
 - gloves (work gloves, gardening gloves, rubber gloves etc.)
 - data tally sheet
 - pens or pencils
- Additional supplies to consider:
 - first aid kit
 - clipboards
 - garbage pickers
 - hand-held scale
 - flagging tape
 - two-way radios
 - camera
 - sharps container (any rigid container)



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- Basic supplies are easy to find and you can ask the participants to bring their own gloves and pencils, plus any other items that you are unable to bring yourself.

4 Communicate With Your Team

Make sure you communicate the following things to your girls and volunteers before the event:

- Welcome the cleanup team
- Directions to the cleanup
- Map of the area
- A list of supplies and equipment that they should bring
- What paperwork they need to fill out (i.e. data cards)
- What time to meet and how long your cleanup will last
- If your cleanup event is cancelled and/or rescheduled

5 Complete and Return Data Cards (mandatory)

- Data collection is one of the most important and unique parts of a shoreline cleanup. Simply keep an ongoing tally of the items as you remove them from the shoreline.
- Data cards will be mailed to the Site Coordinator, but it can also be printed from the dashboard of your Shoreline Cleanup online account.
- Simple steps to data collection:
 - Split your group into small teams (2-4 people) and assign one person in each team as the Data Recorder.
 - If you have younger girls participating in the cleanup, make sure an adult is assigned to their groups for safety considerations and to be the Data Recorder.
 - Data Recorder adds a lined tick mark next to each litter item as it's collected (do not use words such as "lots" or "many").
 - Items not listed on the data card are recorded under the Litter items of local concern section (top three items only).
 - Set up an area in your cleanup location to be your weigh station. You do not need to literally weigh all of your garbage bags. You can count bags of garbage and use the chart below to estimate how heavy your garbage is.



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Ask each group to go to the weigh station to weigh their filled bags. If exact weights can't be obtained, use the estimates listed below.

Item	Estimate Weight
Full bag of garbage	10lbs or 5kg
Tire	30lbs or 15kg
Shopping cart	30lbs or 15kg
Bicycle	15lbs or 7kg

- Remind the groups to be specific on whether the weight of the garbage is in **pounds (lbs)** or **kilograms (kg)**.
- Ask them to record the total weight of all collected garbage on their data cards.
- Submitting your cleanup data on time is the final step in your role as a Site Coordinator!
- Simple steps to data submission:
 - Collect individual data cards and summarize each item total onto the orange Group Summary data card.
 - Record the final group size, total # bags collected, total estimated weight and distance of shoreline cleaned.
 - Log on at ShorelineCleanup.ca to submit your data.
 - You will be able to request the number of crests for your group by filling out the online evaluation form. You will be able to access this via the Shoreline Cleanup Online Dashboard.
- **Crests are free and will be mailed to the address listed on the Site Coordinator's online account. Remember, crests will only be mailed once evaluation forms are received, so make sure this is done as soon as possible!**

Safety Considerations

- **Make sure you review your activity under our Safe Guide guidelines to ensure all safety precautions are considered, such as completing and submitting relevant forms. Specifically, read the "General Planning for Activities" chapter (page 14) and the "Activities in the Community" section (page 50) under the "Activity Guides" chapter.**
- When collecting garbage, always wear gloves and proper footwear. Hiking boots, work boots or other reliable closed-toed shoes are best. Avoid sandals and open-toed shoes.
- Before the cleanup, let the girls know that they should never handle sharp objects such as glass shards and syringes. Only adults should handle such objects.
- Use "Sharps" or "Broken Glassware" containers for disposal of glass shards, hard plastic and metal. Do not allow girls to handle sharp items.
- Though uncommon, syringes can be found on some shorelines. Wear heavy-duty work or canvas gloves when collecting syringes. Always pick up syringes with the needle pointing down and away from your body. Place the syringe, needle end first, in a rigid container. A glass container with a properly fitted lid works well.



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- Needle punctures must be treated immediately. If a participant is pricked, take them to the nearest hospital as medical treatment may be necessary.
- If no one in your cleanup group is comfortable collecting syringes, please clearly mark the location of any syringes on the beach and contact local authorities for collection.
- If you encounter any waste you think may be hazardous or toxic, mark the area with flagging tape and contact local authorities immediately.
- Have a first aid kit, emergency phone numbers and a floatation device (if appropriate) on hand. Keep these in a central location under the supervision of a responsible adult and ensure that all cleanup participants know to go to this person if they are injured.
- If your cleanup is along an ocean shoreline, make sure you are aware of local tide changes (tides can come in very quickly) and never turn your back on the ocean. You never know when a large wave might roll in.
- If your cleanup is along a river shoreline, keep your participants a safe distance from the water. River currents can be much stronger and deeper than they appear.
- Never approach any animal, dead or alive. If you encounter a live entangled animal, please notify appropriate authorities (e.g., Humane Society, SPCA, and local conservation authority). Never attempt to detangle an animal yourself. You will cause it considerable stress and possible injury, as well as endanger yourself.

Other Considerations

- You may encounter sensitive biohazardous items such as condoms and tampons. If you have young girls participating in the cleanup, you will want to let them know beforehand that these are hygienic items that only adults should handle.
- We strongly recommend you to use our instant meeting before the cleanup to teach girls about the importance of a cleanup.

Contact

If you have specific questions about the Site Coordinator role, you may contact the Great Canadian Shoreline Cleanup.

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