

# **British Columbia Tracking Association**

## **Official Status and Policies Manual**



**Adopted:** August 14 2016

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## **OFFICIAL STATUS – LEGAL AND LIABILITY**

The British Columbia Tracking Association (BCTA) Society is registered and incorporated in BC under the Societies Act. (S-0055305)

The BCTA Constitution defines the purpose and organization of the Association and contains the By-Laws by which it operates.

The BCTA is a tax-exempt Non-Profit Organization (NPO) as defined by the Canada Income Tax Act (see IT-496R).

The BCTA is not a registered Charity and therefore, cannot issue Tax Receipts.

The BCTA does not have a PST, HST or GST number.

The BCTA does have a registered Business Number;  
85612 4250 RC0001 Dated 2009-08-30

The BCTA is recognized by;

Emergency Management BC as a GSAR Tracking Training group. Training task #130362 Fax dated: April 12 2012

National SAR Secretariat (NSS) on about 20 May 2011 with the signing of the SAR New Initiatives fund

Justice Institute of BC July 12, 2016 Requesting subject matter experts to assist with re-write of the Basic GSAR Manual chapter on Tracking

BC SARA March 14, 2013

See attached letters; (Complete SAR NIF agreement, Training task # 2012, BCSARA SARVAC Algoma)

Public Safety Lifeline Volunteers coverage for Injury, Disability, Accidental death, Liability and General Insurance coverage through WorkSafe BC. EMBC Policy date November 14 2008

The BCTA must apply for yearly (before April 1) for a Training Task Number which offers coverage only for registered GSAR Volunteers while attending or instructing BCTA Sponsored courses.

(EMBC Policy 3.01 Application for Training task number)

All Instructors, Coordinators and students must sign in daily while attending training. Non-GSAR students and Instructors must sign a liability waiver when attending a course.

The BCTA is covered by SARVAC Non-Profit Directors and Officers and general liability insurance with Algoma Insurance Company.

(Policy #82411797 and #36027667)

This has to be applied for annually by August 8<sup>th</sup> through Shuswap Insurance Brokers

The BCTA does not conduct GSAR tasks or operations. The Association does provide EMBC with a Volunteer Tracker Call Out list and a Tracker Advisor list, which may be called upon for Mutual Aid by tasked SAR Groups.

BCTA Certified GSAR Tracker specialists are tasked for SAR operations by their own SAR Groups or for Mutual Aid.

The BCTA does not provide Tracking Services for hire, although members may choose to provide such services independently. The BCTA assumes no responsibility or liability for such services by its members or anyone trained by the BCTA.

## **BCTA FINANCIAL POLICY 2016 (Fee For Service Model)**

### **Background**

This financial policy has been approved by the Board of Directors and the Executive, and is provided for the guidance of the Treasurer, members, instructors, host SAR groups, course coordinators, and students.

**The BCTA Executive** is responsible for entering into any contracts or arrangements involving any financial commitments by the BCTA.

All cheques issued by the BCTA, must be signed by two authorized executive members, usually the Treasurer and one other.

All Association accounts and banking is done through the;  
TD Canada Trust Bank 789 Ryan Road Unit A Courtenay BC Branch 9075.

Accounts are separated into Administration, Training and Grants (Gaming), and are further described in sections below.

### **Administration - Memberships**

**Application forms** are available on-line at: [www.bctracking.org](http://www.bctracking.org)

The membership year is January 1 to December 31

#### **Members can renew membership at their next course.**

Lead Instructors, BCTA Executive and Regional Directors can issue BCTA Membership cards on the spot when students register at a course when they are handed a completed application accompanied with the appropriate 1 or 3-year fee.

The completed application and funds will be sent to the Treasurer for deposit and to be added to the Membership List.

Membership applications can still be obtained from the website and mailed in at any time.

The membership form and the membership cards allow indication of the length of membership and the expiry year. All memberships are only valid January 1 to December 31 and are not pro-rated.

## **Reimbursement Claims and Membership.**

Instructors and students must be current members in order to receive any reimbursement. Course Coordinators may not be BCTA members, but will receive reimbursement of course costs on behalf of the host GSAR Group.

### **Membership fees are not refundable.**

Membership fees are used to cover the cost of conducting Association administration and business, including liability insurance, society fees, web fees, correspondence, postage and Directors' out-of-pocket expenses when conducting Association business. Membership fees are not used for training purposes.

### **Administration - Executive, Directors and Committee Members**

May be reimbursed actual expenses, with receipts, for the following:

- Printing materials for BCTA administrative documents, correspondence;
- Forms and certificates;
- Society Annual Reports and fees;
- Postal Services;
- Long-distance calls, teleconferences; and
- Out-of-pocket expenses pre-approved by the Treasurer and the Executive.

Hours in kind are recorded at \$25 /hr, except where the Treasurer is a certified bookkeeper or accountant then it is \$50/hr.

### **Training**

#### **Instructor Training (TTT Course)**

The BC Tracking Association will only use BCTA trained Instructors.

The BCTA will offer a Train the Trainer (TTT) course, (ideally 2 times a year - 1 in the Interior and 1 in the Lower Mainland/ Island).

BCTA certified Tracker or better, members in good standing, with an aptitude for instructing will be offered the opportunity to attend at no cost\*.

\*Instructors who successfully complete the course and have signed a letter of intent, as well as instructed one course (within 2 years) will be reimbursed (per BCTA policy) travel and accommodation costs.

In order to stay in good standing as an Instructor members are encouraged to instruct 1 course a year. In order to keep up with current trends and policy, trainers should attend a TTT course every 2-3 years.

## **Course Instructors**

BC Tracking Association may reimburse BCTA certified, assigned, designated instructors their out-of-pocket expenses for instructing a BCTA sponsored tracking course as described below.

Instructors are volunteers and are not compensated for their travel time or instructional time. A 20-hour course is recorded as 24 hours in kind to allow for preparation and final paperwork.

Instructors will be specifically requested and assigned to courses by the Training Committee, normally 2 instructors at a ratio ideally 1:6 students for Novice /Track Aware courses and up to 2 instructors for Advanced training.

Ideally, instructors for a course will be selected by proximity from within the region where the course is being held, in order to minimize travel expenses and time. Exceptions will be made in order to fill positions and enhance course instructions.

Only the designated, assigned instructors are reimbursed their expenses. Other Instructors who chose to attend courses must register as students. They may request or they may be asked to assist in some of the training in order to gain instructional experience.

Instructor reimbursement may include reasonable expenses such as, travel, accommodations and meals to, from and during a course, in accordance with the following policy:

Travel: Actual mileage from home to course location and return at \$.53 per km

Mileage and ferry reimbursements for out-of-region Instructors, or for travel beyond 500 km may be considered on an individual basis with prior approval by the BCTA BOD.

**Individual Meals:** at \$15.00 per meal, if no meal package is provided during a course. Maximum meal allowance is 7 meals \$105 (Friday supper to Sunday supper).

**Accommodations - Commercial** @ up to \$125.00 plus taxes per day, with receipts, for a maximum of 3 nights (\$375.00 + Taxes).

**Accommodations - Private or campground:** @ up to \$35.00 plus taxes per day, with receipts for a maximum of 3 nights (\$105 + taxes).

**Accommodation package** may be provided by the Host Course Coordinator during the course (see below).

**Other Instructor Course Expenses:** Normally arranged and/or provided by the host Coordinator, but may include: manuals, tracking cards, flagging tape, badges, copy cost for admin documents, etc...

### **Training - Course Coordinators**

Cost of student meals, student accommodations, hall and equipment rental, is the responsibility of the host SAR Group and Course Coordinator.

Information and course costs are to be provided to the students on the Course Announcement. These are separate from the BCTA Tuition and Membership fees.

Course Coordinators may claim the actual meal and accommodation package cost for themselves and for the designated BCTA Instructors. This cost can be deducted from the BCTA tuition amount received from the students.

**Course Coordinators** may be reimbursed for some course expenses, including hall rental and/or cleaning, equipment rental, renting audio visual equipment (if necessary); printing/copying administrative materials if not already provided by the Lead Instructor.

### **Training - Students**

Students attending a BCTA Tracking course must be current BCTA members in good standing. All students are responsible for their own travel, accommodation and meal costs, including snacks and water for field training.

### **Courses**

(Friday Evening to Sunday Afternoon – 20 hours)

Students must register, at least two weeks in advance of a course by the course deadline and pay the tuition fee upon registration.

### **Accommodations and meal packages.**

The Course Coordinators may arrange for an optional accommodation and meal package.

This will be included in the course announcement and is totally separate from the BCTA Tuition.

**Registration forms and tuition fees must be received by the Course Coordinator no later than 14 days before the course start date.**

## **Refunds:**

The tuition fee will only be refunded if the course is cancelled, the course is full, or if the student withdraws, in writing (e-mail), no later than 14 days before the course start date. Because facilities bookings, the number of instructors and travel arrangements are made at that time, there is no refund if the student does not cancel in time or if the student is a no-show. Refund for the meal and accommodation package is solely at the discretion of the Host Course Coordinator, as facilities and catering contracts must be honoured.

## **BCTA Reimbursement Claims**

Available for Directors, Instructors and Course Coordinators on the BCTA website link Members Only → forms.

Students are encouraged to request reimbursement of expenses for training from their own GSAR Group.

Original receipts should accompany all BCTA claims.

All Instructor and Coordinator claims must be submitted to the BCTA Treasurer within seven days after completion of a course. Directors' claims must be submitted to the BCTA Treasurer no later than one week after the end of each calendar quarter.

For specific inquiries about allowed reimbursements, contact the BCTA Treasurer.

## **Grants & Gaming**

A separate account has been established for monies received from grants and/or gaming, as required by their policies. The money placed in this account must only be used for the purposes contained in the agreement or grant documents.

## **Donations**

The BCTA is not a registered Charity, so cannot issue tax receipts for donations. However, donations are always welcome and can be used for training, administration or for whatever other purposes the donor specifies.

## **Safety Policy**

Follow EMBC;

Public Safety Lifeline Volunteer Safety Policy Dated: March 14 2013

Provincial Search and Rescue Operating Guidelines Revised: February 2015



## **Emergency Management BC (EMBC) Policy**

The BCTA must follow all EMBC Policy referenced below;

Public Safety Lifeline Volunteer Safety Policy Dated: March 14 2013

Search and Rescue Safety Program Guide September 2012

Provincial Search and Rescue Operating Guidelines September 2012

5.13 Workers Compensation Board Claim

## **Tracker Call Out and Tracker Advisor Lists**

BCTA members can volunteer to have their contact information placed on the Tracker Call Out and Tracker Advisor Lists by indicating on the membership form.

To be on the Tracker Call Out list, BCTA members in good standing must be current TK (Tracker) certified or higher, no more than 2 years since they attended a BCTA or UTS Advanced course, and approved by the Training Committee and BOD.

To be on the Tracker Advisor List, BCTA members in good standing must be current AT (Advance Tracker) certified or higher AT (Advanced Tracker) have ICS 100 with additional experience or training as a Team Leader or SAR Manager, may be selected as Tracker Specialist Advisors to SAR Management, as may be required on a search, and are approved by the Training Committee and BOD.

The Call Out Lists are provided to EMBC/ECC. Members who are certified and registered SAR Volunteers with a SAR Group will only be called out via Mutual Aid request from ECC through their home GSAR Group, not through the BCTA. It is the responsibility of the Member to advise their home GSAR Group that they are on the Call Out List(s).



## BRITISH COLUMBIA TRACKING ASSOCIATION LIABILITY WAIVER

I understand that the activity of tracking is a physical pursuit primarily occurring in the outdoors and as such could pose a risk to my well-being. I agree to indemnify and hold harmless the British Columbia Tracking Association, directors, members, instructors, course sponsors, land owners, and any person, group or organization involved, from all cost, exposure and liability arising out of my participation in this tracking activity. I hereby waive all claims for damage or loss to my person or property which may be caused by any act or failure to act by the above mentioned people, groups or organizations arising directly or indirectly from my participation in this tracking activity. I assume liability for any loss, damage, or other liability from my involvement in this tracking event.

I have read, understand and agree to the above conditions.

(Print Name) \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

Print Name and contact information for witness:

\_\_\_\_\_  
\_\_\_\_\_

LETTER OF SUPPORT  
VOLUNTEER HOURS-IN-KIND



To Whom it May Concern:

In taking the British Columbia Tracking Association (BCTA) Ground Search and Rescue (GSAR) Tracking Instructor Course, it is my intention that, upon successful completion of the course, I agree to volunteer my services as a Tracking Instructor to the BCTA. Further, to maintain my certification as an instructor, I understand that it is expected I instruct a minimum of 40 volunteer hours-in-kind on a minimum of two courses over the next two years; or a minimum of one course plus providing a minimum of 20 hours of Tracking instruction to a Search and Rescue Group over the next two years. It is understood that I will perform the assigned instructional tasks in accordance with the BCTA Instructor Manual and BCTA policies, and in compliance with EMBC GSAR Operational and Safety Guidelines.

It is understood that when I volunteer to be assigned by a BCTA Regional Director and/or the BCTA Training Committee as a designated instructor on a course, my out-of-pocket expenses, within prescribed limits, may be reimbursed; including travel, accommodations and meals during the course. In accordance with the Employment Standards Act, I am fully aware of the nature of my role as an unpaid volunteer instructor, with no expectation of payment for services rendered. I will not receive any remuneration for my personal time for travel and instructional hours. I understand that I will be given options relating to the volunteer instructional task I may be asked to perform. I understand that I will be offered flexibility in the location and dates during which I may provide instruction. I will not perform tasks normally performed by paid employees. I understand that as a result of volunteering to instruct, there is no promise of obtaining future employment.

As a certified BCTA Instructor, I will maintain my BCTA membership, maintain my EMBC Lifeline Volunteer status and maintain my membership in good standing with a recognized EMBC GSAR Group. In return, I will be included under the EMBC Training Task Number for WorkSafe BC and SARVAC liability insurance while instructing a course.

If I am not a current member of an EMBC GSAR Group and I am not a current EMBC Lifeline Volunteer, I understand that I will not be covered under the EMBC Training Task Number for WorkSafe BC and SARVAC liability Insurance, and I must sign a waiver before instructing any course.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

DD/MM/YYYY

Print Name: \_\_\_\_\_ BCTA Membership #: \_\_\_\_\_

Valid to \_\_\_\_\_

Certification Level: \_\_TK, \_\_AT, \_\_SC Previous BCTA Instructor/TTT Date: \_\_\_\_\_

GSAR Group: \_\_\_\_\_

GSAR Certifications: \_Basic, \_Instr, \_GSTL, \_SARM, Other: \_\_\_\_\_

**Contact Information:**

Mailing Address: \_\_\_\_\_

\_\_\_\_\_ Postal Code: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Phone (s): \_\_\_\_\_

Witnessed by: \_\_\_\_\_

Chair, Training Committee or Lead Instructor

Distribution

Signed Original – BCTA Secretary

BCTA Training Committee

Instructor