How to Host a Course

British Columbia Tracking Association - 2018

The following document is intended to guide a SAR Group Training Officer or an assigned Course Coordinator through the process of requesting and hosting a British Columbia Tracking Association course. If you have questions, or if issues come up beyond the scope of this document, please contact your BCTA Regional Director http://www.bctracking.org/Contact.html or the Training Director training@bctracking.org

Requesting a course

When a Search and Rescue Group wishes to host a tracking course, they should either designate the Training Officer or a Course Coordinator to complete the steps outlined in this document.

1. Contact the local BC Tracking Association Regional Director or Training Director to request a Track Aware, Tracker and/or Advanced Tracker course. Course descriptions can be found at http://www.bctracking.org/Courses/BC%20Tracking%20Association%20Course%20Descriptions%20Feb%202016.pdf
2. Be sure to include the host group's name and the name of the training officer or course coordinator, along with their email and phone numbers.
3. Work with the BCTA Regional Director to determine the location and dates of the course.
4. Review the hosting requirements with the Regional Director (see below) to ensure a full understanding of the expectations, roles and responsibilities.
5. The Regional Director will then coordinate with the Training Director to confirm the dates based on availability of instructors, and the timing of other courses.
6. The BCTA will assign a Lead Instructor for the course, who should be copied on all ensuing correspondence.

Note, there is a minimum of 12 students per course. Groups hosting a course with fewer than 12 students should be prepared to cover the tuition costs equivalent to 12 students.

Course Announcement

1. Once the dates are confirmed, the Course Coordinator will need to fill in Course Announcement and Registration templates available from the Regional Director. These should include:
    *   Course name and level(s)
    *   Location and dates
    *   Details on any meal or accommodation plans, as well as their associated costs (see below)
    *   Any additional fees beyond the standard tuition for a course (for example, many courses offer a selection of snacks at breaks for between $10 and $20 per student above the tuition)
    *   The address to which registration forms and payments should be sent
    *   May also include nearby accommodations, restaurants, and a map of the area

2. Send the completed announcement and registration forms to the Regional Director, who will work with BCTA Communications to disseminate the information to relevant parties such as BCTA members, EMBC, BCSARA, Facebook and others.
3. (optional) promote the event via the host group's social media channels.

Application Forms

Leading up to the course, the Course Coordinator will be receiving completed registration forms, and possibly BCTA membership forms from students.

All application forms must be received by the course coordinator and passed along no later than 2 weeks prior to the first day of class

1. Verify that the forms are completed, and the information appears correct.
2. Send a copy of any completed Membership forms to membership@bctracking.org so the member can be entered into our system. (a scan or cellphone photo of the form is sufficient, so long as it is legible)
3. Send a copy of the Registration form to the Lead Instructor (or Regional Director if unsure of who the lead instructor is). The Lead Instructor will verify the student's membership and tracking certification level is appropriate for the course and inform the coordinator of any issues that arise.

Course Location

Classroom Facility

Should be suitable for the classroom portion of the tracking course. This includes a classroom space with tables and chairs, bathroom facilities and drinking water for the number of anticipated attendees. It should also include the following specific items:

- o A projector, screen, adequate electrical outlets and extension cords. If a projector is not available, please notify BCTA well in advance.
- o Scanner/copier/printer with sufficient ink and paper
- o Whiteboard, markers and eraser and/or flip-chart paper, easel and coloured markers
- o Student name tags (can be stickers at minimum, ideally something reusable)
- o Some extra pens/pencils

If the course includes Track Aware and Tracker/Advanced Tracker portions, a second classroom area must be available for the Tracker/Advanced Tracker students. It should support a projector, computer and whiteboard/chart paper as above.

Field Training Location(s)

Appropriate field space (2 or 3 options) including a mix of terrain representative of the local area. For courses with a Track Aware component, this should include an open field for the initial exercises. Instructors will arrive early on the day of the course (if not before) to review the proposed areas.

Additional specific requirements:

- o Written landowner permission to use private property
- o Written Parks, municipal or other permission to use public properly
- o SAR "Training in Progress" signs to warn passersby and/or director students to the training area
- o Reflective vests for any training that occurs near roadways
- o First aid supplies (see provincial First Aid SOG 1.11 Appendix B for contents). A certified student will be asked to fill the role of primary first aid responder during the course.
- o Weatherproof Clip Boards (1 for every 3 students)
- o Flagging tape to mark training area, lines of sign and known hazards
- o Printed maps of the area (Google Earth maps are acceptable)
- o Extra eye protection (for students who arrive unprepared)
- o One portable radio per instructor and one for every team of 3 students.

Optional Components (Food and Lodging)

Meals

Consider arranging a meal package. It should be a reasonable cost per person. Inquire and arrange for special diets. Include this on the Course Application Form with the course announcement.

Alternately, many courses located in or near town opt instead to simply provide snacks during scheduled course breaks. An additional fee can be added to the course to cover these costs.

Accommodations

It is helpful if arrangements or suggestions of options could be made for student's accommodation as they are not familiar with the area. Provide this information to the BCTA Regional Director to be included with the course announcement.

Additional Materials Provided by BCTA

The BCTA will provide a number of materials for the course. The course coordinator is *NOT* responsible for:

- o Tracking cards
- o Manuals
- o Liability wavers
- o Sign in sheets
- o Student evaluation forms
- o Presentation materials (tools for demos, PowerPoints, videos, etc.)
- o Course evaluation forms

Fee Payment

Tuition fees are payable in advance by the student to the Course Coordinator at least two weeks before the start date. Cancellations must be made at least two weeks before the course date, after which there

are no refunds for no-shows as funding for instructors' travel and course materials will already be committed. Additional optional fees (meals, accommodation) may be paid in advance or upon registration, at the discretion of the Course Coordinator, and stated in the course announcement and application form.

Tuition, Membership Fees and Other Costs

Tuition for BCTA courses is $100.00 for BCTA Members or $200.00 for non-members.

Individuals completing a BCTA membership application upon registration will pay $100.00 tuition and $15.00 for one-year membership or $40.00 for a three-year membership. Completed membership forms must be sent to the BCTA at least two weeks prior to the start of the course.

Reminder, there is a minimum of 12 students per course. Groups hosting a course with fewer than 12 students should be prepared to cover the tuition costs equivalent to 12 students.

It is the responsibility of the Course Coordinator to collect the BCTA tuition fee in advance. These funds may be used to pay the cost of instructor meal and accommodations packages and pre-approved administrative costs. At the end of the course, complete the coordinator reimbursement claim and mail with a cheque to remit the balance of the tuition fee less any allowable expenses incurred. Instructor travel expenses and any additional meals will be claimed separately by the instructors.

It is the responsibility of the Course Coordinator to settle all eligible costs and claims relating to meals, group accommodation, and any other expenses outside the tuition fee, utilizing the monies received from students.

Paperwork

Commitment by the Course Coordinator to provide the BCTA Regional Director or Lead Instructor with all the necessary course paperwork, which includes:

Prior to the course

- o Request to host a BCTA Tracking course;
- o Customized Course Announcement (see BCTA template);
- o Customized Student registration form (see BCTA template);
- o Completed student application/registration forms;

After the course

- o Completed BCTA Expense Coordinator reimbursement claim;
- o Cheque for tuition, less allowed Instructor & Coordinator expenses;
- o Cheque for BCTA Memberships issued on-site.
- o Signed BCTA liability waivers and Convergent Volunteer forms for non-GSAR students.
- o Originals or copies of all receipts related to the course.

How to Host a Course

How to Host Checklists

Requesting a Course

☐	Item
	Select a Course Coordinator
	Contact the appropriate Regional Director (RD)
	Determine the course levels to be offered (Track Aware, Tracker, Adv. Tracker)
	Select a location and dates (with input from RD)
	Draft Course Announcement and Registration Form (Submit to RD)

Classroom (2x needed if hosting Track Aware and Tracker/Advanced Tracker)

☐	Item
	Projector and screen (or suitable surface)
	Adequate power & extension cords for a laptop and speakers
	Whiteboard or Flip Chart Paper and Easel
	Whiteboard markers or chart paper markers
	Printer / Copier with sufficient paper and ink
	Chairs for all students and instructors
	Table space for all students and instructors
	Student name tags
	Extra pens/pencils

Field Location (Repeat for each location to be used simultaneously)

☐	Item
	Written permission to train
	"Training in Progress" signage
	Signs to direct students to the training area (as needed)
	Flagging tape (min 3 full rolls)
	Reflective Vests for each student and instructor (if near a roadway)
	Extra eye protection
	1 Clipboard for every 3 students (e.g. 12 students would warrant 4 clip boards)
	Printed maps of the training area
	First aid kit (see provincial First Aid SOG 1.11 Appendix B for contents)
	A portable radio for each instructor and each team of 3 students