

How to Host a BC Tracking Association Course in 2017

Step 1. Training Officer or Course Coordinator of Hosting Group:

- Host Group Training Coordinator requests an In House Novice, Track Aware and/or Advanced Tracking course through their respective BCTA Regional Director or Training Committee at: <http://www.bctracking.org/contact.html>
- Location and dates requested.
- Contact Information: Host Group training coordinator name, e-mail, phone #.

Step 2. BCTA Regional Director:

- Regional Director receives initial information from Course Coordinator: dates, location, contact information, etc...
- Regional Director reviews Checklist (Step 4) for Hosting SAR Group with the Course Coordinator to ensure full understanding of expectations, roles, and responsibilities.
- Regional Director will inform Training Committee to ensure availability of instructors and no schedule conflicts with other courses.

Step 3. Course Announcement:

- When the Training Committee approves the course dates and location, BCTA Regional Director will provide the course announcement and registration form to the Communications Committee, who will send it out to:
 - BCTA membership via e-mail,
 - BCTA web site,
 - EMBC (to RCMP, Parks, Conservation),
 - BC SARA (to SAR Groups) and
 - the general public.

Step 4. Detailed Checklist for Hosting a Course

The following is a detailed checklist for the GSAR group hosting BCTA sponsored tracking courses. It details what is expected of hosting groups to arrange and provide. During the initial planning, the BCTA Regional Director is responsible for ensuring this is fully understood and agreed to by the lead person of the host group (herein called Course Coordinator).

- **Classroom Facility:** Suitable for group tracking training (classroom space, open area, bathroom facilities, suitable water source, and tables and chairs for number of people attending).
 - PowerPoint projector and screen (adequate electrical source required).
 - Laptop or computer and speakers (power source required and extension cord provided if needed).
 - Scanner/copier/printer, ink and paper.

- Whiteboard, markers, eraser and / or flip-chart paper, easel, coloured markers.
- Student Nametags.

- **Field Training:** Appropriate field space (2 or 3 options). Should include an open field area for novices and more challenging terrain/woods for more advanced students. Instructors will arrive early to view the proposed areas.
 - Written landowner permission to use private property;
 - Written Parks, municipal or other permission to use public property.
 - SAR Training signs to warn passersby and/or direct students to the training area,
 - Reflective vests (students may have their own reflective clothing),
 - First Aid (certified student may be asked to be designated first-aider),
 - Weatherproof clip boards – one per team of three students,
 - Flagging to mark training area, lines of sign and known hazards, and
 - Printed maps of the area.

- **Meals (Optional):** Consider arranging a meal package. It should be a reasonable cost per person. Inquire and arrange for special diets. Include this on the Tracker Training Application Form with the course announcement.

- **Accommodation:** 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.

- **Instructor to Student ratio:** BCTA Courses should be planned for a minimum of 12 students, for which the BCTA Training Committee will assign two Instructors. The Training Committee will assign an instructor student ratio of 1:6 for additional Novice students. The BCTA will also provide one or two Advanced instructors, depending on number of registrations. Final student numbers must be confirmed two weeks before the course date.

- **Manuals and Tracking Cards:** The BCTA Regional Director or Lead Instructor will provide the manuals, tracking cards, training task number, liability waivers, BCTA membership applications, etc... for the courses in their respective areas.

- **Student Forms:** The lead instructor will provide student assessment forms and critique forms.

- **Sign-In Sheets:** The Course Coordinator will provide daily sign-in sheets for GSAR/ BCTA members and Instructors, and separate Convergent Volunteer forms and sheets for non-GSAR, non-BCTA members.

- **In House Course tuition fees** are \$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 three-years.

- **Fees for meal packages, accommodations and other charges** are separate from the BCTA tuition fees.
- **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.
- **Paperwork!** Commitment by the Course Coordinator to provide the BCTA Regional Director or Lead Instructor with all the necessary course paperwork, which includes:
 - Request to host a BCTA Tracking course;
 - Customized Course Announcement (see BCTA template)
 - Customized Student registration form (see BCTA template);
 - Completed BCTA Expense Coordinator reimbursement claim;
 - Cheque for tuition, less allowed Instructor & Coordinator expenses;
 - Cheque for BCTA Memberships issued on-site.
 - Completed student application/registration forms;
 - Student and Instructor daily sign-in sheets;
 - Training Task Number used;
 - Signed BCTA liability waivers and Mutual Aid forms for non-GSAR students and instructors;
 - Student assessment forms;
 - Course critiques; and
 - Originals or copies of all receipts related to the course.
- **Completing forms:** Please explain to students the importance of filling in the forms so they are complete and legible. Please instruct students to print when completing the forms.
- **Reviewing forms:** Once the Course Coordinator completes the paperwork, please review it to ensure its accuracy and to account for any and all funds received and disbursed.
- **Collecting Tuition:** 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.

- **Other Costs:** It is the responsibility of the Course Coordinator to settle any and all eligible costs and claims relating to meals, group accommodation, and any other expenses outside the tuition fee, utilizing the monies received from students.
- **Instructors' expenses** are covered in accordance with BCTA Policy, and an Instructor reimbursement form is on the BCTA Website/Members Only/Files.
- **Student reimbursement: There is no student reimbursement.**
- **Course Coordinator reimbursement form** for eligible course expenses is available on the BCTA Website/Members Only/Files or from the Regional Director. Should you have any questions on what is or is not an eligible expense, please contact your BCTA Regional Director or BCTA Treasurer.
- **Contact Information:** Provide BCTA Regional Director with Course Coordinator contact information. The BCTA Regional Director will provide this information to the Instructors who will be teaching the respective In House course.
- **Lead Instructor:** The assigned lead instructor will contact the Host Group Course Coordinator to finalize details of the In House course. The Lead Instructor will be responsible for the conduct of the course.
- **Any questions?** - Ask your Regional Director! Or e-mail Training@bctracking.org