



How to Host a Course

British Columbia Tracking Association



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 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 tentative dates of the course.
4. Review the hosting requirements with the Regional Director 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. The BCTA will assign a Lead Instructor for the course.
6. Once the Course Announcement is complete and the Lead Instructor assigned, the Course Coordinator will correspond with the Lead Instructor rather than the Regional Director.

Note, there is a minimum of 12 / maximum of 15 Track Aware students per course and a minimum of 6 / maximum of 12 Tracker students per course. A waiting list for numbers over these should be taken and the Lead Instructor advised so a call can be made to see if more instructors are available to accommodate the waiting list. Groups hosting a course with fewer than 12 Track Aware students should be prepared to cover the tuition costs equivalent to 12 students if they still wish the course to go ahead with the fewer number of students.

Course Announcement

Once the dates are confirmed, the Course Coordinator will need to fill in the Course Announcement Form (attached) and email it to the Regional Director who will update the BCTA Membership website. The BCTA Membership website will automatically generate the Course Announcement. The Regional Director will send a copy of the Course Announcement to the Course Coordinator for prior approval.

BCTA will post the course on their Membership site db.bctracking.org and public site bctracking.org as well as D4H and BCSARA.



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Application Forms

Leading up to the course, the Course Coordinator will be receiving completed registration 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. Email a list of the students, the class they are registered in and their email to the Lead Instructor. The Lead Instructor will verify the student's membership and tracking certification level is appropriate for the course. The BCTA Membership person will follow up on memberships.

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:

- A projector, screen, adequate electrical outlets and extension cords. If a projector and/or screen is not available, please notify BCTA well in advance.
- Whiteboard, markers and eraser and/or flip-chart paper, easel and coloured markers
- Some extra pens/pencils

If the course includes Track Aware and 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, and if possible, a long trail in a forested area. Instructors will arrive early on the day of the course (if not before) to review the proposed areas.

Additional specific requirements:

- Written landowner permission to use private property;
- Written Parks, municipal or other permission to use public property;
- SAR "Training in Progress" signs to warn passersby and/or director students to the training area;
- Reflective vests for any training that occurs near roadways;
- 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;
- Flagging tape to mark training area, lines of sign and known hazards;
- Printed maps of the area (Google Earth maps are acceptable).



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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:

- Tracking cards
- Liability waivers
- Sign in sheets
- Name tags
- Student / Course evaluation forms
- Presentation materials (tools for demos, PowerPoints, videos, etc.)

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. *Registration fee may be refunded at the discretion of the Lead Instructor in consult with the Treasurer, for valid reasons.

Tuition, Membership Fees and Other Costs

Tuition for BCTA courses is \$150.00 for BCTA Members or \$300.00 for non-members.

Individuals attending a course and wishing to be a member of the BCTA must complete a BCTA Membership Application and submit payment of \$15.00 for one-year membership or \$40.00 for a three-year membership, at least two weeks prior to the start of the course, to the BCTA Treasurer. The Fee and Application can be completed on-line, or via postal mail. Go to JOIN on the bctracking.org website.

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



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Initially, BCTA will limit the intake of students and make a waiting list for more applicants. Depending on the number of Instructors available the Lead Instructor will advise of how many students can be taken from the waiting list.

It is the responsibility of the Course Coordinator to collect the BCTA tuition fee in advance (payment made out to the Hosting SAR Group). At the end of the course, complete the Coordinator Reimbursement Claim and mail with one cheque (or email and e-transfer) to the Treasurer. Instructors will claim expenses directly to the BCTA.

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 with all the necessary course paperwork, which includes:

Prior to the course

- Request to host a BCTA Tracking course – complete Course Announcement Form; review the course announcement once it has been published prior to final posting.

After the course

- Completed BCTA Course Coordinator Expense Reimbursement Form (attached);
- Cheque or E-Transfer for Tuition;
- Originals or copies of all receipts related to the course.



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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
Chairs for all students and instructors
Table space for all students and instructors
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)
Printed maps of the training area
First aid kit (see provincial First Aid SOG 1.11 Appendix B for contents)