



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 the BCTA 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> and go to Courses – Course Descriptions.
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 application 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, D4H, Facebook and others.
3. (optional) Promote the event via the host group's social media channels.



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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 (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. 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 Parks, municipal or other permission to use public property
- Written landowner permission to use private 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 evaluation forms
- Presentation materials (tools for demos, PowerPoints, videos, etc.)
- 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. *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 \$200.00 for BCTA Members or \$400.00 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.



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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.

Initially, BCTA will limit the intake of students to 12 Track Aware and take 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 or Lead Instructor with all the necessary course paperwork, which includes:

Prior to the course

- Request to host a BCTA Tracking course;
- Customized Course Announcement (see BCTA template);
- Customized Student Registration Form (see BCTA template);
- Completed student registration information.

After the course

- Completed BCTA Course Coordinator Expense Reimbursement Form (mailed or emailed);
- 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) |