

# BC Fire Training Officers Association Workshop Guidelines

<b>Operational Guideline</b>	
<b>Operations: Announcement of Workshop</b> <b>Effective Date 2001.03.01</b>	<b>Section: 1</b>  <b>Page of 1 of 1</b>

## 1. CALL TO WORKSHOP

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**PURPOSE:** The purpose is to provide the members with sufficient notice to register for the Workshop.

**SCOPE:** The call to Workshop is for all members which includes active, Associate, retired, honorary life and meritorious achievement award members.

**POLICY:** There will be one Call to Workshop, which must be in the mail by:

- Associate members February 28 of each year
- All other members by March 31 of each year

ITEM	REQUIREMENT	ACTION
<b>WORKSHOP CALL</b>	<p>In the Newsletter will be an announcement of the workshop and an invitation to attend. This will include a tear out registration sheet with costs shown. The delegates package will include general information on:</p> <ul style="list-style-type: none"> <li>• Accommodations</li> <li>• Opening ceremonies</li> <li>• Appropriate dress for each event</li> <li>• Transportation</li> <li>• Banquet night(s)</li> <li>• Educational workshops</li> <li>• Map of Workshop area hotels</li> <li>• Last page could include advertising to help cover costs</li> </ul> <p><b>NOTE:</b> Associate Members will receive all the Workshop information sent to members <u>and</u> information about displays, costs and the education program.</p>	<b>First Vice-president, Workshop Committee And Executive Director</b>

# BC Fire Training Officers Association Workshop Guidelines

<b>Operational Guideline</b>	
<b>Operations:</b> <i>REGISTRATION</i>	<b>Section:</b> 1
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## 1. **REGISTRATION**

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**PURPOSE:**     To provide direction for the registration of the Annual Workshop.

**SCOPE:**        The registration is for all members which includes active, associate, retired, honorary life, meritorious achievement award members and manufacturers.

ITEM	REQUIREMENT	ACTION
<b>ACCOMMODATION</b>	Book accommodation as soon as possible. Telephone or meet with the hotel manager or front desk manager to block rooms. As a number of rooms are being booked, a lower rate may apply. Ask if a discounted rate applies. View the rooms if you are unsure of the quality of accommodation. Book adequate rooms for delegates and manufacturers. Check with the B.C.F.T.O.A. Executive concerning the accommodation for the Executive and meeting rooms required.	<b>First Vice-president and Workshop Co-ordinator</b>
<b>TRADE SHOW AND OPENING CEREMONIES VENUE</b>	An appropriate setting for the Opening Ceremonies should be Secured. Space should be booked for the Trade Display. Check with the Manufacturer's Rep for details Regarding the Trade Show. Secure Props required for Trade Show (tables, chairs, table skirting, electrical plug-ins, internet connections, etc).	<b>First Vice-president, Workshop Co-ordinator and Manufacturer's Representative</b>

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**I. REGISTRATION continued....**

ITEM	REQUIREMENT	ACTION
<b>EDUCATIONAL PROGRAM</b>	Work with Education Committee to develop the Educational Workshop program	<b>BCFTOA Executive and the Education Committee</b>
<b>FOOD SERVICES</b>	Request written menus and quotes from local caterers for the Banquet and Theme Night dinners, Wine and Cheese (consult with manufacturer rep), Pin Swap Evening dinner and coffee breaks. If a host hotel is being used, check the menus and choose the meals for each event. This should be done as soon as possible.	<b>Workshop Co-ordinator</b>
<b>PARTNERS PROGRAM</b>	Set up a committee to organize the Partners' Venue including Transportation if required. Do this as Soon as possible	<b>Workshop Committee and Workshop Co-ordinator</b>
<b>WORKSHOP BINDERS</b>	Decide of a design, format and Number of binders required. This should be done in January.	<b>Committee and Conference Co-ordinator</b>
<b>TICKETS FOR EVENTS</b>	Design and printing of tickets for lunches, the Banquet, Theme Night and Partners' Program should be completed. Tickets should be designed and printed by March.	<b>Workshop Committee &amp; Workshop Co-ordinator</b>
<b>FIRST CALL</b>	The first notification and registration information should be accumulated and sent to all members in the January Newsletter. Updates should be in the following Newsletters. Basic information including workshop dates, location, theme, itinerary, registration packages, accommodation information and maps of the locality should be sent. State that payment must be included when registration is sent to the Treasurer.	<b>President and Workshop Co-ordinator</b>

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**I.        REGISTRATION continued....**

ITEM	REQUIREMENT	ACTION
<b>REGISTRATION</b>	<p>Registration records are maintained with the MS WORD – ACCESS (Database), WORD (word processing), and EXCEL (spreadsheet) applications shall be used.</p> <p>Registration information is entered in the database with separate fields for the manufacturers and the delegates and partners. (Basic fields are established and can be modified.)</p> <p>Receipts are generated following the entry of registration information. It is recommended this be done regularly. (Basic receipt files are designed in MS OFFICE-WORD/EXCEL. Mailing labels can also be generated as required.</p> <p>Registrants that do not pay should be flagged and reminders sent requesting payment. It is much easier to have payment prior to the Workshop. Late registration receipts can be kept and given to registrants upon arrival at the Workshop.</p>	<b>Workshop Co-ordinator</b>

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**I.        REGISTRATION continued....**

<b>ITEM</b>	<b>REQUIREMENT</b>	<b>ACTION</b>
<b>REPORTS</b>	<p>Reports can be generated and produced at any time. Reports have been created in the MS OFFICE WORD/EXCEL program. They can be altered to suit the requests at each individual workshop. (Helpful in maintaining numbers and dollars received. Also helpful in tracking meal purchases.)</p> <p>Access to buildings should be arranged for early in the day of registration and set up completed (if at all possible) at this time of day. Set up should include tables, chairs computer loaded with MS OFFICE WORD/EXCEL and Workshop working files – any other arrangements that may be required to facilitate registration.</p> <p>Registration packages should be divided into Delegates, Partners and Associate Members. These packages should be alphabetized and include tickets for the banquet, theme night, lunches, partners’ program and any events occurring during the Workshop. The packages should also include a detailed outline of the Workshop.</p> <p>It is helpful to have four to five volunteers to assist with registration at all times.</p>	<b>Workshop Co-ordinator</b>

# Workshop Guidelines

<b>Operational Guideline</b>	
<b>Operations: OPENING CEREMONIES</b>	<b>Section: 2</b>
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**I. OPENING CEREMONIES**

**PURPOSE:** To provide direction in setting up and facilitating the opening ceremonies for the Annual Workshop.

**SCOPE:** The Agenda of the opening ceremonies is developed by the Workshops committee in consultation with the Association Executive.

**POLICY:** The opening ceremonies are to be held at the start of each annual workshop. The opening ceremonies will be at 09:00 hours on Monday, prior to the keynote speaker Monday. The components of the opening ceremonies are:

- March on the Colours
- National Anthem
- President’s Address
- Guest comments
- Memorial Service
- Adjournment

ITEM	REQUIREMENT	ACTION
<b>TIMING OF OPENING CEREMONIES</b>	The Opening Ceremonies for the Annual Conference shall be held on the first day (Monday) of the Educational Program. The Opening Ceremonies shall commence at 09:00 hours.	<b>Workshop Committee</b>
<b>FACILITIES</b>	<p>The Opening Ceremonies shall be held in a facility that is capable of holding at least 300 persons. Where possible the facilities should be protected by automatic sprinklers.</p> <p>A platform or stage area shall be capable of holding at least 20 persons sitting plus a podium.</p>	<b>Workshop Co-ordinator</b>

## BC Fire Training Officers Association

# Workshop Guidelines

<b>Operational Guideline</b>	
Operations: <i>OPENING CEREMONIES</i> Effective Date 2001.03.01	Section: 2 Page of 2 of 4

**I. OPENING CEREMONIES cont'd....**

ITEM	REQUIREMENT	ACTION
<b>INVITED GUESTS</b>	<p>Conference Committee shall invite representatives from the BC Fire Chiefs Association, BCVFFA, BCFPOA, OFC, MLA, Host Department Chief, Fire &amp; Safety Division Director, Police Representative, Mayor of Host Community and A member of the clergy....see list.</p> <p>The invited guests and Executive shall sit on the platform facing the audience (insert order here). Their partners shall sit in the front row of the hall (looking towards the platform or stage).</p>	<b>Workshop Committee</b>

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Operations: <i>OPENING CEREMONIES</i> Effective Date 2001.03.01	Section: 2 Page of 3 of 4

## I. OPENING CEREMONIES cont'd....

ITEM	REQUIREMENT	ACTION
<p><b>COLOUR PARTY (Optional)</b></p>	<p>An official colour party is to be formed to carry on the colours.</p> <p><b><u>Dress:</u></b> The colour party should be dressed consistently in full dress uniform. Gloves, and shoulder cords should form part of the dress.</p> <p><b><u>Position of Order:</u></b> To assume position of order:- Stand at attention: The pike (flag pole is held vertical at the right side, the base of the pike is on the ground beside the right foot: The pike and the flag are held with an all-around grasp of the right hand: The right elbow is at the side.</p> <p><b><u>Stand easy:</u></b> On the command stand easy:- The carrier and pike remain in the same position: The left arm is kept to the side: The feet are spread apart: The body is relaxed:</p> <p><b><u>Carry Colours</u></b> <b>carry colours, by number-one</b> On command, <b>squad one:</b> Raise the colours with the right hand to a vertical position with the base of the pike just clear of the socket on the carrying belt (carrying belts might not be available):. Simultaneously, bring the left hand up to the socket and guide the pike into the socket: On the command, <b>squad-two:</b> Return the left hand to position of order – eyes facing front.</p>	<p><b>Workshop Committee</b></p>

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<b>Operational Guideline</b>	
Operations: <i>OPENING CEREMONIES</i> Effective Date 2001.03.01	Section: 2 Page of 4 of 4

**I. OPENING CEREMONIES cont'd....**

ITEM	REQUIREMENT	ACTION
	<p>On command, <b>squad three:</b> Assume a position of attention.</p> <p><b><u>To place Colours on Stage</u></b> To place the colours the carrier should be positioned behind the holder facing the audience. Canada (Municipal) B.C. BCFTOA * * * *</p> <p><i>Note for additional detail see CAFC Reference Manual "Colour Party."</i></p> <p><b>Platform Party:</b>  (As appropriate)</p> <p>BCFTOA Executive: President 1<sup>st</sup> Vice president 2<sup>nd</sup> Vice president Secretary Treasurer Fire Commissioner, Mayor, Local Fire Chief, Minister/Cergy, MLA, MP, VFFABC, FPOABC, BCPFFA Director Fire &amp; Safety Division, Police Representative</p>	

# BC Fire Training Officers Association Workshop Guidelines

<b>Operational Guideline</b>	
Operations: <i>MEMORIAL SERVICE</i> Effective Date 2001.03.01	Section: 2 Page of 1 of 2

**I. MEMORIAL SERVICE**

**PURPOSE:** Memorial service is performed during the opening ceremonies to honour members of the Fire Rescue Service who have passed away in the last year leading up to the Workshop.

**SCOPE:** This service is to be arranged by the Workshop Committee.

**POLICY:** A memorial service will be held during each annual B.C.F.T.O.A. Workshop Opening Ceremonies.

**PERSONS & TITLE:**

Leader: Person appointed to take charge of the memorial service (full dress Uniform).

Sgt. At Arms: Person appointed to be in charge of the Colour Guard.

Honour Guard: Consists of three members of the service who will carry in the flags and place a carnation on the cross for each member who has passed on.

Piper: Person who, in full regalia, will pipe on the colour guard.

ITEM	REQUIREMENT	ACTION
	<ol style="list-style-type: none"> <li>1. Memorial Service Leader will proceed to the Podium in full dress uniform and take charge of the ceremony.</li> <li>2. He will say: "Fellow members of the Fire Honoured guests, ladies and gentlemen, several of our comrades have answered the last alarm since we met last at (state date of the last workshop). We would like to honour these comrades at this time."</li> <li>3. Service:               <ol style="list-style-type: none"> <li>a) Sgt. at Arms. "MARCH ON THE GUARD" .....</li> <li>b) Hymn "Amazing Grace" played by piper (optional).</li> <li>c) At the end of Amazing Grace one Honour Guard member steps to the front of the cross, Places one red carnation on the cross and then steps back one pace and salutes military style to the cross, at which time the director sounds to the last alarm three (3) times. (bell). The honour guard member will then return to his place. (If Honour Guard is in civilian clothing, then the salute is right hand over heart).</li> </ol> </li> </ol>	

# BC Fire Training Officers Association Workshop Guidelines

<b>Operational Guideline</b>	
<b>Operations: <i>Memorial Service</i></b> <b>Effective Date 2001.03.01</b>	<b>Section: 2</b> <b>Page of 2 of 2</b>

**1. MEMORIAL SERVICE - continued**

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	d) Lament is next (bagpipes).	
	e) “Fellow Members of the Fire Service, ladies and gentlemen, please arise for the Last Post, one minute silence and reveille.” Last Post One Minute Silence Reveille	
<b>CARNATIONS</b>	f) i) Memorial prayer ii) Benediction (Chaplain) g) Sgt. At Arms Retire the Guard.”  One red carnation will be required (placed on the cross).	

# BC Fire Training Officers Association Workshop Guidelines

<b>Operational Guideline</b>	
Operations: <i>Annual General Meeting</i> Effective Date 2001.03.01	Section: 3 Page of 1 of 2

## I. ANNUAL GENERAL MEETING

**PURPOSE:** To provide direction format of the Annual General Meeting

**SCOPE:** The Annual General meeting is for all members including active, associate, retired, honorary life, meritorious achievement award members and manufacturers. Only one representative of each active member department is permitted to vote on any motions, resolutions or by-law changes at the AGM. All members are allowed to speak to any issue under consideration. The AGM will follow Roberts Rules of Order.

ITEM	REQUIREMENT	ACTION
<b>PROCEDURES</b>	The Annual General Meeting shall be held the Thursday during the Annual Workshop. It shall commence at 15:00 hrs. and continue until all business is concluded.	<b>Executive Director</b>
<b>TIME OF ANNUAL MTG.</b>	The time of the Annual General Meeting is to be on Thursday afternoon and shall be co-ordinated between the Executive and the Chairman of the Workshop Committee.	
<b>MINUTES</b>	The Executive shall preside at the Annual General Meeting. The Minutes to be recorded by the secretary.	
<b>VOTING</b>	At the commencement of the Annual General Meeting, the President shall ensure that those persons present who have the right to vote are provided coloured voting cards.	
<b>BALLOTS</b>	The President may grant any person the right to speak during the Annual General Meeting. Arrange for written ballot. When a written ballot is required, the Chairman shall appoint at least three scrutineers who do not have the right to vote.	
<b>AGENDA</b>	The Chairman shall ask the membership to pass a motion to vary the Order of Business as required.	

# BC Fire Training Officers Association Workshop Guidelines

<b>Operational Guideline</b>	
<b>Operations:</b> <i>Annual General Meeting</i> <b>Effective Date</b> 2001.03.01	<b>Section:</b> 3 <b>Page</b> of 2 of 2

**1. ANNUAL GENERAL MEETING continued...**

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<b>ITEM</b>	<b>REQUIREMENT</b>	<b>ACTION</b>
<b>Agenda continued....</b>	<p><i>Order of business:</i></p> <ul style="list-style-type: none"> <li>➤ Opening remarks by President</li> <li>➤ Adoption of Minutes of the Previous AGM.</li> <li>➤ Reports</li> <li>➤ President's Report</li> <li>➤ Executive Board Member's Reports</li> <li>➤ Committees Reports – standing</li> <li>➤ Ad Hoc</li> <li>➤ Reading of Communications</li> <li>➤ Workshop Resolutions</li> <li>➤ Sectional Reports</li> <li>➤ .Business Arising from the Minutes of the previous AGM.</li> <li>➤ Elections</li> </ul> <p><b>NEW BUSINESS - ELECTIONS</b>            The Senior Executive member not being elected that year, shall assume the Chair.            The Executive positions up for election shall be declared vacant.            Election of Executive members and zone reps.            Installation of Elected Members            Motion to adjourn.</p>	

# BC Fire Training Officers Association Workshop Guidelines

<b>Operational Guideline</b>	
Operations: <i>RESOLUTIONS</i> Effective Date 2001.03.01	Section: 4 Page of 1 of 3

**PURPOSE:** Resolutions are to come to the AGM from the members through the Zone Reps and the Executive.

**SCOPE:** This process will assure the ordered presentation of Resolutions.

**POLICY:** All resolutions will be presented in the outlined format after review by the Executive.

## 1. WORKSHOP RESOLUTIONS

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ITEM	REQUIREMENT	ACTION
<b>Resolutions</b>	<p>A Resolution submitted to the Annual General Meeting should address an issue that affects the Association, the Fire Service or the Public.</p> <p>A Resolution contains two clauses – The Preamble begins with <b>WHEREAS</b> and there should be no more than three (3) Whereas paragraphs. Each paragraph will provide concise information as to the nature of the problem and the reason for the request. If the sponsor feels that the problem cannot be adequately dealt with in three paragraphs then supporting documentation should be attached to the resolution. The operative clause begins with <b>THEREFORE BE IT RESOLVED</b>. This clause should be short and clearly state the action the sponsor would like the BCFTOA to deal with the concern. The clause should specifically state who the concern needs to be addressed to.</p>	<p><b>Second Vice President and Zone Reps.</b></p>

# BC Fire Training Officers Association Workshop Guidelines

<b>Operational Guideline</b>	
Operations: <i>RESOLUTIONS</i> Effective Date 2001.03.01	Section: 4 Page of 2 of 3

## 1. WORKSHOP RESOLUTIONS

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<b>ITEM</b>	<b>REQUIREMENT</b>	<b>ACTION</b>
<b>How to Draft A Resolution</b>	<ol style="list-style-type: none"> <li>1. The Language of a resolution should be simple, action oriented and free of ambiguous terms.</li> <li>2. Each resolution should embody one single specific subject.</li> <li>3. Resolutions should be properly titled.</li> <li>4. Resolutions should contain accurate references.</li> <li>5. Resolutions should have the support of the Zone wherever possible.</li> <li>6. Resolutions should deal with issues that are province wide.</li> </ol>	<b>Members and Zone Reps.</b>
<b>Submitting a Resolution</b>	<ol style="list-style-type: none"> <li>7. An explanation should be prepared and submitted with each resolution. The purpose is to provide background information on the subject being addressed in the resolution. This will assist the Executive in making a decision or not.               <ul style="list-style-type: none"> <li>➤ Resolutions are to be submitted to the Second-Vice president prior to the Executive meeting prior to the AGM.</li> <li>➤ The Executive will ensure that each Resolution is properly prepared and meets all requirements.</li> </ul> </li> </ol>	<b>Executive, Second Vice-President and Zone Reps.</b>

# BC Fire Training Officers Association Workshop Guidelines

<b>Operational Guideline</b>	
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## 1. WORKSHOP RESOLUTIONS

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ITEM	REQUIREMENT	ACTION
	<ul style="list-style-type: none"> <li>➤ The Executive will contact the resolution sponsor if clarification is required.</li> <li>➤ The Executive will either endorse or not endorse a resolution. If a resolution is not endorsed the reason will be stated.</li> <li>➤ A copy of all Resolutions will be made available to the Delegates as soon as possible.</li> <li>➤ The executive will introduce each resolution at the AGM. Resolutions will then be on the floor for debate and voting.</li> <li>➤ Sponsors are encouraged to speak to the resolution when it comes to the floor.</li> <li>➤ All resolutions, along with decisions, will be forwarded to the BC Fire Chiefs Association for information.</li> </ul>	<b>Secretary</b>

# BC Fire Training Officers Association

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<b>Operational Guideline</b>	
<b>Operations: WORKSHOP BANK A/C</b> Effective Date 2001.03.01	<b>Section: 5</b> Page        of        1 of 1

### **1. WORKSHOP BANK ACCOUNT**

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<b>ITEM</b>	<b>REQUIREMENT</b>	<b>ACTION</b>
<b>WORKSHOP BANK ACCOUNT</b>	<p>The Annual Workshop Committee shall open an account in a Canadian chartered bank or a British Columbia credit union designated B.C.F.T.O.A. "year" Annual Workshop.</p> <p>Two members of the Annual Workshop Committee to sign all cheques or authorize any withdrawals.</p> <p>Blank cheques shall not be pre-signed.</p> <p>Receipts shall be issued for any funds received by the Annual Workshop Committee.</p> <p>The Annual Workshop Committee shall be responsible for depositing all monies received for the Workshop in the account in a timely manner.</p> <p>The Annual Workshop Committee will maintain a complete record of all transactions relating to the Workshop and the Workshop Account. The format of the financial information shall be in a format approved y the Association Treasurer.</p> <p>The Annual Workshop Committee shall complete all necessary reports including the Workshop Account and forward them to the Treasurer for final reconciliation by September 30 following the Workshop.</p>	<p>Workshop Committee and Treasurer</p>

# BC Fire Training Officers Association Workshop Guidelines

<b>Operational Guideline</b>	
Operations: <i>WORKSHOP REFUNDS</i> Effective Date 2001.03.01	Section: 5 Page of 1 of 1

## 1. **WORKSHOP REFUNDS**

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ITEM	REQUIREMENT	ACTION
<b>WORKSHOP REFUNDS</b>	<p>In view of the contracts involving financial commitments the Annual Workshop Committee must enter into, to provide facilities, meals, transportation and other related items pertaining to operating an Annual Workshop, the following guidelines shall apply.</p> <p>Workshop registration fees will only be refunded to any delegate or their department or company 7 days prior to the commencement of the Annual Workshop.</p> <p>Payments made for partners' program will only be refunded 14 or more days prior to the commencement of the Annual Workshop.</p> <p>In the event a delegate is ill or injured they may designate a replacement to attend in their place.</p>	<b>Treasurer and Workshop Committee</b>

# BC Fire Training Officers Association Workshop Guidelines

<b>Operational Guideline</b>	
Operations: Trade Show	Section: 6
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## 1. TRADE SHOW

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- PURPOSE:** To facilitate a Trade Show as a component of the Annual B.C.F.T.O.A. Workshop.
- SCOPE:** The scope of this Operational Guideline is to provide understanding of the complexity of timely planning between the host and the vendors.
- POLICY:** A manufacturers/vendor trade show venue will be part of the BCFTOA Annual Workshop opening on Sunday and continuing Monday with Wine & Cheese (following Keynote Address).

ITEM	REQUIREMENT	ACTION
<b>SPACE REQUIREMENTS</b>	Arrange exhibit area for minimum of 25 booths. Booth size minimum 8' wide by 6' deep; maximum 10' wide by 10' deep. Cost of such a booth shall be \$100. Arrange space for inside seminars.	<b>Manufacturer representative and Conference Co-ordinator</b>
<b>DISPLAY REQUIREMENTS</b>	Arrange parking space, in exhibit hall or outside in close proximity, for at least 5 vehicles. Some vehicles may be up to 45' in length with a mass up to 55 tonnes. Arrange an area for outside demonstrations of new equipment and techniques in fire suppression and rescue. Security must be provided for inside displays and outside vehicles. Power, table and chair to be supplied to each booth. Carpet will depend on flooring at exhibit site. P.A. system to be supplied for use in the Manufacturer area. Manufacturers representative to be supplied with some form of communication with workshop organizers. Manufacturers must be able to set up booths four (4) hours prior to opening of exhibits.	<b>Manufacturer representative and Workshop Co-ordinator</b>  <b>Manufacturer representative and Workshop Co-ordinator</b>



# BC Fire Training Officers Association Workshop Guidelines

<b>Operational Guideline</b>	
Operations: Trade Show Effective Date 2001.03.01	Section: 6 Page of 2 of 5

**1. TRADE SHOW continued...**

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ITEM	REQUIREMENT	ACTION
<b>FREIGHT</b>	<p>Exhibits to be open: Sunday 1600-1200, Monday 1500 – 2000.</p> <p>A manufacturer may register a maximum of three booths. If extra booth space is available two weeks prior to the annual workshop additional booths can be purchased.</p> <p>Manufacturers to be given a shipping address for freight.</p> <p>Workshop facility to be capable of accepting and storing freight up to two working days prior to workshop and up to one working day after tear down of exhibits.</p> <p>A storage area for shipping containers to be available during workshop.</p>	<p><b>Manufacturer Director and Workshop Co-ordinator</b></p>
<b>EXHIBIT TIMES</b>	<p>Security of the outside exhibits is the responsibility of the Annual Workshop Committee. Any changes to these security arrangements is the responsibility of the individual manufacturers involved.</p> <p>Manufacturers will maintain a minimum of 8 hours combining exhibit times (including wine and cheese and pin swap), demonstrations and education.</p> <p>Delegate’s lunch and coffee shall be served in exhibit area when possible.</p>	<p><b>Manufacturers Rep and Workshop Co-ordinator</b></p> <p><b>Manufacturer Rep and Workshop Co-ordinator</b></p>



# BC Fire Training Officers Association Workshop Guidelines

<b>Operational Guideline</b>	
Operations: Trade Show Effective Date 2001.03.01	Section: 6 Page of 3 of 5

**1. TRADE SHOW continued...**

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ITEM	REQUIREMENT	ACTION
<b>EXHIBIT TIMES</b>	<p><b>9 – 12 months</b> – Send out questionnaire. Visit and check conference facilities and layout. Vehicle exhibit area and maximum weight loads. Booth set up time (allow four hours pre-opening). Freight delivery and storage. Security for inside and outside exhibits. Power for booths. Outside demonstration area (if required) and check on environmental restraints (e.g. use of foam; fire etc.). Check on local catering arrangements for wine and cheese.</p> <p><b>8 months</b> – Consult with manufacturer’s representative on booth layout. Check placement of coffee, lunch and bar areas for delegates. Set meeting place and time for manufacturers general meeting to held January or February.</p> <p><b>7 months</b> – Write newsletter information for manufacturers. Write questionnaire with manufacturers needs. Set hosting fee for manufacturers (fee to go on registration form). Co-ordinate with workshop committee on sponsorship/binders.</p> <p><b>6 months</b> – Hold general meeting. Plan entertainment for pin swap night. Consult with shipping company and arrange for them to send out information including Canada Customs clearance.</p>	<b>Manufacturer Representative and Workshop Co-ordinator</b>

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<b>Operational Guideline</b>	
Operations: Trade Show Effective Date 2000.01.01	Section: 6 Page of 4 of 5

**1. TRADE SHOW continued...**

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ITEM	REQUIREMENT	ACTION
<b>EXHIBIT TIMES</b> Continued...	Consult with Workshop safety officer re: outside demos and any other concerns. <b>3 – 4 months</b> – Order wine, beer and food trays. Order invitations for wine and cheese (with draw numbers). Consult with education committee re: inside seminars. Set up outside demonstration timetable. <b>1 – 2 months</b> – Consult with booth rental company on final layout and booth numbers. Check on security arrangements. Check manufacturers doing outside demos have liability insurance. <b>Last month</b> – Booth selection and send to rental company, Workshop Committee, buy draw prizes, check wine and beer delivery, finalize food trays with caterer.	<b>Manufacturer Representative and Workshop Co-ordinator</b>
<b>GENERAL</b>	The annual Workshop Committee to select a local co-ordinator/safety officer to work with the Manufacturers’ Director. The Annual Workshop Committee will be responsible for supplying information on any additional requirements such as equipment, power, water or vehicles for outside demonstrations. The cost to be borne by the individual manufacturers. The Annual Workshop Committee will assist in booking local entertainment, food services, etc. if required by the manufacturers.	<b>President</b>

# BC Fire Training Officers Association Workshop Guidelines

<b>Operational Guideline</b>	
<b>Operations: Trade Show</b> <b>Effective Date 2001.03.01</b>	<b>Section: 6</b> <b>Page of 5 of 5</b>

**1. TRADE SHOW continued...**

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<b>ITEM</b>	<b>REQUIREMENT</b>	<b>ACTION</b>
	<p>The cost will be borne by the manufacturers.</p> <p>The Annual Workshop Committee will ensure basic insurance coverage and will inform the manufacturers of additional insurance required (e.g. outside demonstrations).</p>	

# BC Fire Training Officers Association Workshop Guidelines

<b>Operational Guideline</b>	
<b>Operations: Workshop Binder</b> <b>Effective Date 2001.03.01</b>	<b>Section: 7</b> <b>Page of 1 of 1</b>

## 1. CONFERENCE BINDER

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- PURPOSE:** To establish a guideline for the development of a Workshop Binder to be provided for each member attending the Annual Workshop.
- SCOPE:** BCFTOA. Annual Workshop
- POLICY:** A Workshop Binder will be designed each year for the purpose of compiling all lecture and handout material or any other material applicable to the BCFTOA. Annual Workshop. This Workshop Binder will be provided to the members in attendance as a service and reference manual.

ITEM	REQUIREMENT	ACTION
<b>BINDER</b>	The Binder shall be of such a size that it will accommodate the material provided at the Workshop. A two inch (2”) binder is recommended.	
<b>DESIGN</b>	<p>The Binder should have the following printing and graphics display on the cover and spine:</p> <ul style="list-style-type: none"> <li>▪ Association crest on cover and spine.</li> <li>▪ The following words on the cover: “#th Annual Workshop British Columbia Fire Training Officers Association “Theme” Date and City</li> <li>▪ The following words on the spine: B.C.F.T.O.A.</li> <li>▪ City</li> <li>▪ Year (followed by the Association crest).</li> </ul>	
<b>CONTENTS</b>	<p>Tabs will be needed for each day of the Workshop, Annual General Meeting, Notes and Vendors information. (Identify each tab appropriately.)</p> <p>A map of the area and venue must be included.</p>	

# BC Fire Training Officers Association Workshop Guidelines

## Operational Guideline

Operations: Educational Committee  
Effective Date 2001.03.01

Section: 8  
Page of 1 of 1

### 1. EDUCATIONAL COMMITTEE

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**PURPOSE:** To provide an Education Program for the Annual Workshop based on input from the Members that meets the needs of the members of the Association.

**POLICY:** The Workshop Chair will appoint a Workshop Education Committee, tasked with developing the Educational Program for the Annual BCFTOA Workshop. This committee will consult with the BCFTOA executive as plans are developed and before final presentation of the workshop program.

ITEM	REQUIREMENT	ACTION
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<p><b>EDUCATIONAL COMMITTEE</b></p>	<p>Chairman and committee members to be approved by the B.C.F.T.O.A. The Chairman of the committee will call an initial meeting of the Committee in the Fall (October) to:</p> <ul style="list-style-type: none"> <li>a) review input from the members</li> <li>b) discuss speaker/moderator and topics</li> <li>c) develop a workshop “theme”</li> <li>d) designate committee member assignments</li> </ul>	<p><b>Education Committee</b></p>
<p><b>FINALIZE AGENDA</b></p>	<p>The Chairman will call a second Committee meeting in the Spring (January) to review the program and finalize the Agenda. The Chairman shall:</p> <ul style="list-style-type: none"> <li>a) confirm speakers/moderators in writing including expenses and fees</li> <li>b) notify the Workshop Co-ordinator of accommodation requirements.</li> <li>c) Notify the Workshop Co-ordinator of session visual aid requirements.</li> <li>d) Liase with the Executive on “gifts” for the participants.</li> <li>e) Arrange for speaker arrival hospitality.</li> </ul>	<p><b>Workshop chair and committees – BCFTOA executive</b></p>
<p><b>Agenda Approval</b></p>	<p>Schedule a member for speaker Introduction and recognition. The Workshop Chair shall liase with the BCFTOA executive and have approval before plans are finalized.</p>	<p><b>Workshop Chair and BCFTOA Executive</b></p>

## BC Fire Training Officers Association Workshop Guidelines

<b>Operational Guideline</b>	
<b>Operations: Partners Program</b>	<b>Section: 8</b>
<b>Effective Date 2001.03.01</b>	<b>Page of 1 of 1</b>

### 1. PARTNERS PROGRAM

- PURPOSE:** The purpose is to provide direction to the Partners’ Program Committee.
- SCOPE:** A Partners’ Program is an important part of the annual BCFTOA. Workshop and should be developed in consultation with the Workshop Committee.
- POLICY:** That a Partners’ Program will be developed for each Annual Workshop. The Workshop Committee will appoint a chair to facilitate this project.

ITEM	REQUIREMENT	ACTION
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<p><b>OPENING CEREMONIES</b></p>	<p>Dress code for partners:</p> <ul style="list-style-type: none"> <li>▪ Ladies and Men: Business dress or business casual dress.</li> </ul> <p>Once a tour is established with the host city, it should be rated as to the amount and difficulty in walking.</p>	<p><b>Workshop Committee and Partners' Committee</b></p>
<p><b>TOURS</b></p>	<p>We have had many requests for speakers that pertain to partners' concerns, which they would like to have separated from the BCFTOA speakers. This could be done within the education venue, but it would mean we would have to make arrangements to have such an event.</p>	
<p><b>SPEAKERS</b></p>		
<p><b>NEW MEMBERS</b></p>	<p>New members should have a different colour name tag, so we know that they are new members. At the registration a buddy system with established members could be established to help the new members through the workshop.</p>	

# BC Fire Training Officers Association Workshop Guidelines

<b>Operational Guideline</b>	
<b>Operations: Annual Banquet</b> <b>Effective Date 2001.03.01</b>	<b>Section: 9</b> <b>Page of 1 of 1</b>

## 1. ANNUAL BANQUET

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- PURPOSE:** The purpose of this guideline is to assist in planning for and hosting the Annual Banquet.
- SCOPE:** The Annual Banquet is formal. It shall recognize Executive Board member changes, Meritorious and Honorary Life Awards, BCFTOA/Fire and Safety Division Training of the year, host department and special guests. It will conclude with a dance.
- POLICY:** On the Thursday night following the Annual Workshop, BCFTOA will host an annual Banquet.

ITEM	REQUIREMENT	ACTION
<b>DRESS</b>	Department uniform, department blazer, business dress or business casual dress. Partners should wear appropriate attire.	<b>Workshop Co-ordinator</b>
<b>FACILITY</b>	The banquet facility should be appropriate for the function and seat approximately 200-250 people. It is preferable to use round tables for seating. Head tables are not used; however, seats for executive members and special guests must be guaranteed and reserved near the podium.	
<b>SOUND SYSTEM</b>	A sound system must be available for use by the master of ceremonies and speakers.	<b>Workshop Committee</b>
<b>MUSIC</b>	Although this is partly an awards banquet, it also finalizes the week's activity with a dance. Quality music should be booked early to entertain and provide music. Entertainment may also be arranged.	
<b>FLOWERS</b>	It has been past practice to arrange for a bouquet of flowers for the host chief's wife. This must be evaluated for each Workshop.	<b>Workshop Committee</b>
<b>FOOD SERVICE</b>	A catering service should be secured early. The Workshop Committee determines the selection of the menu. The meal may be a plate dinner or a buffet.	
<b>PROGRAM</b>	The content of the banquet program will be supplied by the Committee.	<b>Workshop Co-ordinator</b>



# BC Fire Training Officers Association Workshop Guidelines

<b>Operational Guideline</b>	
<b>Operations: Sponsorship</b> <b>Effective Date 2001.03.01</b>	<b>Section: 10</b> <b>Page of 1 of 1</b>

## 1. SPONSORSHIP

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**PURPOSE:** The purpose of sponsorship is to reduce the cost of the Workshop to the members and provide an opportunity for business to advertise their company and show support for education via the B.C.F.T.O.A. Annual Workshop.

**SCOPE:** Opportunity for sponsorship is available to industry, local business, B.C.F.T.O.A. manufacturers, vendors and host municipalities.

**POLICY:** Sponsorship for different functions of the Annual Workshop should be pursued.

ITEM	REQUIREMENT	ACTION																		
<b>SPONSORSHIP</b>	<p>Sponsorships can be solicited from member vendors or community organizers and businesses. This should be done by writing each organization/business identifying the different events and the cost for sponsoring each.</p> <p>There may an opportunity to seek corporate sponsorship. Some companies, not members of the Association; are more than willing to sponsor an event at the B.C.F.T.O.A. Workshop.</p>	<b>Workshop Committee and Workshop Co-ordinator</b>																		
<b>COST AND EVENTS</b>	<p>It is not necessary to find one sponsor for all lunches as an example. A list of the number of Workshop events that require sponsorship should be drafted with the cost for each identified. This list should form part of the letter requesting sponsorship.</p> <p><b><i>Sample Sponsorship List:</i></b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">4 morning refreshment breaks.....</td> <td style="text-align: right; padding: 2px;">\$150</td> </tr> <tr> <td style="padding: 2px;">4 continental breakfasts/partners program...</td> <td style="text-align: right; padding: 2px;">\$150</td> </tr> <tr> <td style="padding: 2px;">4 delegate lunches .....</td> <td style="text-align: right; padding: 2px;">\$500</td> </tr> <tr> <td style="padding: 2px;">4 partner lunches.....</td> <td style="text-align: right; padding: 2px;">\$500</td> </tr> <tr> <td style="padding: 2px;">Theme night event.....</td> <td style="text-align: right; padding: 2px;">\$1,000</td> </tr> <tr> <td style="padding: 2px;">Pin swap sponsorship (4 units).....</td> <td style="text-align: right; padding: 2px;">\$100</td> </tr> <tr> <td style="padding: 2px;">Antique apparatus display (4 trophies) .....</td> <td style="text-align: right; padding: 2px;">\$100</td> </tr> <tr> <td style="padding: 2px;">10 tab dividers for Conference binder .....</td> <td style="text-align: right; padding: 2px;">\$200</td> </tr> <tr> <td style="padding: 2px;">Binder</td> <td></td> </tr> </table>	4 morning refreshment breaks.....	\$150	4 continental breakfasts/partners program...	\$150	4 delegate lunches .....	\$500	4 partner lunches.....	\$500	Theme night event.....	\$1,000	Pin swap sponsorship (4 units).....	\$100	Antique apparatus display (4 trophies) .....	\$100	10 tab dividers for Conference binder .....	\$200	Binder		
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# Fire Training Officers Association Workshop Guidelines

<b>Operational Guideline</b>	
<b>Operations: Media Protocol</b> <b>Effective Date 2001.03.01</b>	<b>Section: 11</b> <b>Page of 1 of 1</b>

## 1. SPONSORSHIP

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- PURPOSE:** To provide a guideline for relaying information to the media and addressing protocol.
- SCOPE:** This procedure will apply to all members and the Board.
- POLICY:** Media relations and news releases will be the responsibilities of the Executive of the Association. The President may delegate these responsibilities to any executive member or the Workshop Co-ordinator.

ITEM	REQUIREMENT	ACTION
	<p>Press releases for the Association will be provided by the Workshop Co-ordinator and co-ordinated by the Executive.</p> <p>The President shall be the Spokesperson for the Association but may delegate this authority to any executive member or the Workshop Co-ordinator.</p> <p>The Freedom of Information and Protection of Privacy Act must be considered in All media releases. Only those persons so authorized shall make any statement regarding the business or actions of the Association. Requests for information shall be directed to the President or designate.</p>	<p><b>President</b></p>