



# THE CALLING 2018

A MOUNTAIN SNOWMOBILE FESTIVAL  
and NON-PROFIT FUNDRAISER

## BACKCOUNTRY SAFETY COORDINATOR

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# The Calling Profile

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## Mission Statement

*The Calling* is an annual snowmobiling festival in Revelstoke, British Columbia that generates funding for non-profit groups, shifts the culture of safe backcountry mountain motorized use practices, generates community revenue and exposure for Revelstoke as a world-class snowmobiling destination.

## Objectives

The objectives of *The Calling* are as follows:

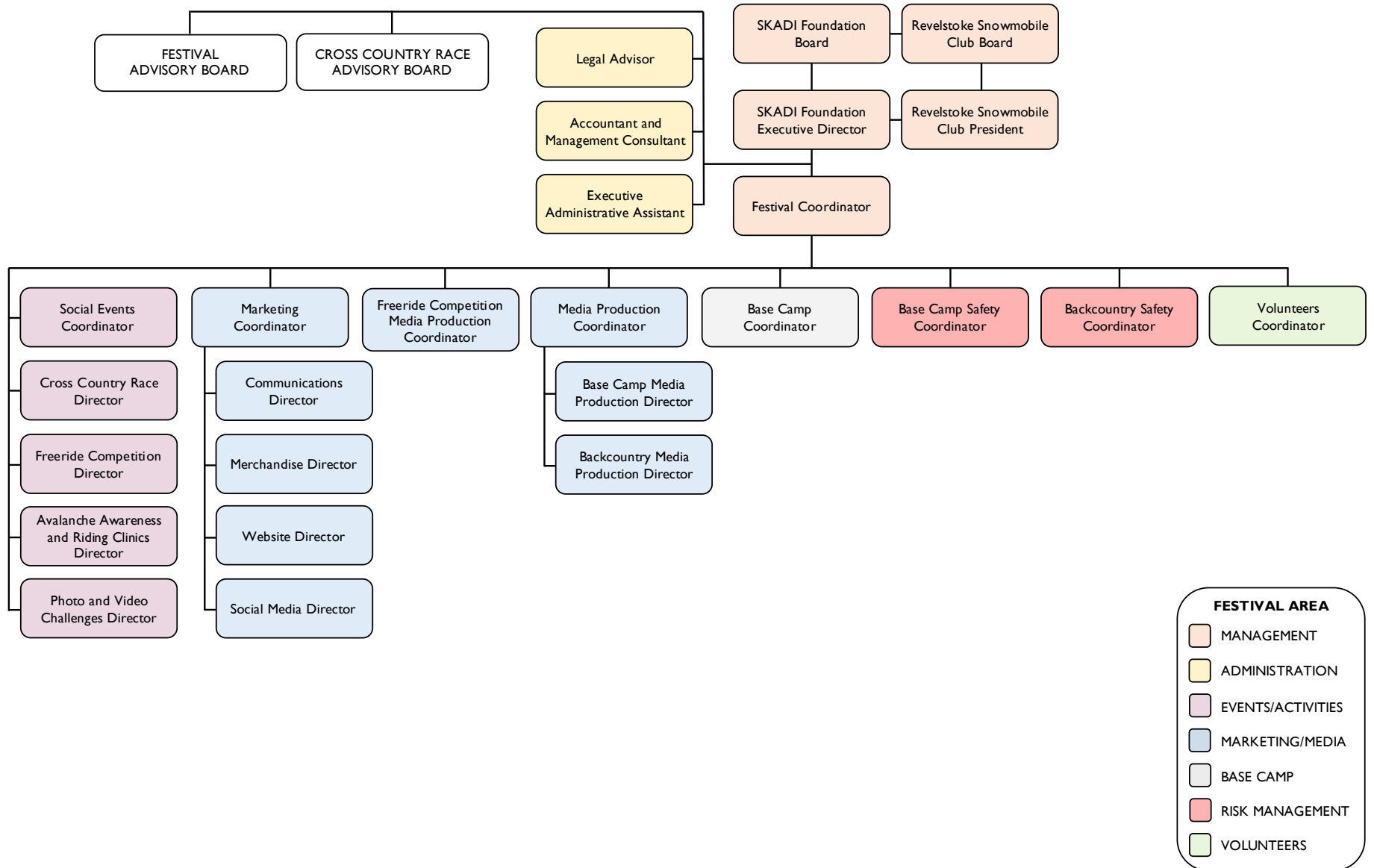
- Establish an annual snowmobiling festival in Revelstoke, BC specific to the winter sport community that includes a prestigious Cross Country Snowmobiling Race, Vendor Village, Freestyle Demonstrations, Education Clinics and Entertainment.
- Devise a strict Risk Management Plan that includes an effective Emergency Response Plan; these plans should set a new precedence in the industry and be used as a legacy for succeeding winter sport events.
- Raise funds for local non-profits.
- Provide educational opportunities that direct a shift in the culture of safe backcountry mountain motorized use practices.
- Work with local volunteers and clubs to achieve an inclusive community event.
- Use community resources wherever possible to generate community revenue.
- Cross-market Revelstoke, British Columbia and Canada as a world-class snowmobiling destination.
- Maximize marketing opportunities for sponsors and stakeholders.

## Organizational Chart

Attached Organization Chart.

# THE CALLING ORGANIZATIONAL CHART

as at August 1, 2017



## Activity Profile

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The Backcountry Safety Coordinator is responsible for the risk management of all backcountry activities (Cross Country Race, Freeride Competition, Avalanche Awareness Clinics, Riding Clinics, Backcountry Media Production and Freeride Competition Media Production) and coordinates with Vital Services to devise and execute a comprehensive Emergency Response Plan and Avalanche Safety Plan. The Backcountry Safety Coordinator provides support to each backcountry activity by: assisting with the development of individual risk assessment packages, providing custom emergency response inserts, hiring and managing required safety teams. The Backcountry Safety Coordinator is also responsible for storing/supplying/distributing spare backcountry avalanche safety gear (avalanche transceiver, probe, shovel, airbag) for festival working groups and participants.

## Coordinator Roles and Responsibilities

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The Coordinator works directly with the Festival Coordinator. The following is a summary of the Coordinator's responsibilities:

- Design a proposal that meets the requirements outlined in the Activity Profile and follows *The Calling's* objectives and Coordinator Package Template.
- The Coordinator of the winning proposal must make any changes required by the Boards in accordance with their contract and resubmit their package for final approval. The Festival Coordinator is then responsible for forwarding the approved package to the Executive Administration Assistant and relevant Coordinators indicated in each section of the package.
- Ensure the Festival Coordinator, Executive Administrative Assistant and relevant Coordinators indicated in each section of the package are immediately notified regarding changes to the package leading up to the festival and during the festival.
- Submit detailed schedules for all persons involved with their Activity.
- The Coordinator is required to conduct daily Morning Safety Meetings and Safety Debrief Meetings during the festival.
- Provide a general budget for their Activity.
- Work within the Legal and Liability Management outline provided by *The Calling* and provide insight on potential Legal and Liability Management issues within their area of responsibility.
- Submit the Risk Assessment Package for their Activity and work within the final Risk Management outline.
- Appoint a designated emergency response lead who in the event of an Emergency follows the steps outlined in the Emergency Procedures Insert at the front of the final Coordinator Package.
- The Coordinator must contract, supply and is responsible for equipment required to conduct their Activity.
- The Coordinator must hire and is responsible for sub-contractors required to conduct their Activity.
- Collect and provide feedback for Festival Debrief Meeting.
- The Coordinator must ensure their Activity is conducted in compliance with *The Calling's* Code of Conduct and Policies.

# Contacts Sheet

The Coordinator must submit a Contacts Sheet for persons involved in their Activity. The Festival Coordinator and Executive Administration Assistant must be notified immediately if changes are made to the Contacts Sheet.

<b>BACKCOUNTRY SAFETY COORDINATOR CONTACTS SHEET</b>			
<b>Name</b>	<b>Role</b>	<b>Email</b>	<b>Phone</b>
(enter later)	Executive Administrative Assistant	(enter later)	(enter later)
	Festival Coordinator		
	Cross Country Race Director		
	Freeride Competition Director		
	Avalanche Awareness and Riding Clinics Director		
	Photo and Video Challenges Director		
	Social Events Coordinator		
	Marketing Coordinator		
	Communications Director		
	Sales Director		
	Website Director		
	Social Media Director		
	Media Production Coordinator		
	Base Camp Media Production Director		
	Backcountry Media Production Director		
	Freeride Media Production Coordinator		
	Base Camp Coordinator		
	Base Camp Safety Coordinator		
	Backcountry Safety Coordinator		
	Volunteers Coordinator		
	(Additional contacts may be entered later)		
	Contractor		

## Timeline and Activity Schedules

The Coordinator must submit schedules for all persons involved in their Activity. The Festival Coordinator, Executive Administrative Assistant and Marketing Coordinator (relevant information) must be notified immediately if changes are made to the timeline and schedules.

<b>THE CALLING 2018 PROJECT DEVELOPMENT/IMPLEMENTATION TIMELINE 2017-2018</b>	
2017 Project Development Budgets Fundraising Communications Scheduling Implementation Monitoring Problem Management	<ul style="list-style-type: none"> <li>▪ May-Sep: PHASE 1 – BUDGET DEVELOPMENT               <ul style="list-style-type: none"> <li>▪ Complete Draft 3 of Operations and Business Plans</li> <li>▪ Coordinators/Directors submit proposals; upon acceptance revisions required by Board</li> <li>▪ Fill all positions</li> <li>▪ Definitive Budgets (+10% to -10% accuracy)</li> <li>▪ Finalize Coordinator/Director Packages</li> </ul> </li> <li>▪ Jul-Sep: PHASE 2 – FUNDRAISING STRATEGY               <ul style="list-style-type: none"> <li>▪ Team Meeting                   <ul style="list-style-type: none"> <li>▪ Fundraising Strategies Brainstorm Session</li> <li>▪ Team Resources and Skills Assessment</li> </ul> </li> <li>▪ Establish Sponsorship Structure/The Calling 2018 Branding</li> <li>▪ Media Development for fundraising strategies</li> <li>▪ Strategy Launches</li> </ul> </li> <li>▪ Jul-Sep: PHASE 3 – COMMUNICATIONS               <ul style="list-style-type: none"> <li>▪ Team Communication Strategies/Templates</li> <li>▪ Stakeholder Communication Strategies/Templates</li> <li>▪ Media Communication Strategies/Templates</li> </ul> </li> <li>▪ Jul-Sep: PHASE 4 – SCHEDULING               <ul style="list-style-type: none"> <li>▪ Work Breakdown Structures, GANTT Charts, Milestones Chart (visually easy to follow)</li> <li>▪ Deadlines, follow-up, accountability, monitoring</li> <li>▪ Status Updates and Status Reports</li> </ul> </li> <li>▪ Sep-Dec: PHASE 5 – IMPLEMENTATION               <ul style="list-style-type: none"> <li>▪ Deposits to Coordinators/Directors</li> <li>▪ Booking</li> <li>▪ Permits/Government Approvals</li> <li>▪ Public Consultations</li> <li>▪ Vital Services Meetings</li> <li>▪ Policy Development</li> <li>▪ Launch Marketing Strategy</li> </ul> </li> <li>▪ Sep-Dec: PHASE 6 – MONITORING               <ul style="list-style-type: none"> <li>▪ Follow-up</li> <li>▪ Team and Stakeholder Communications</li> </ul> </li> <li>▪ Sep-Dec: PHASE 7 – PROBLEM MANAGEMENT               <ul style="list-style-type: none"> <li>▪ Assist team with staying on track</li> </ul> </li> </ul>
2018 Implementation Monitoring Problem Management Closing	<ul style="list-style-type: none"> <li>▪ Jan-Mar: PHASES 5-7               <ul style="list-style-type: none"> <li>▪ Jan: Confirm contractors and rentals</li> <li>▪ Feb: Plan review and last-minute corrections</li> <li>▪ Mar: Festival set-up and take-down</li> </ul> </li> <li>▪ Mar-Apr: PHASE 8 – CLOSING               <ul style="list-style-type: none"> <li>▪ Apr: Appreciation to Volunteers, Stakeholders, The Calling Members and Contractors</li> <li>▪ Apr: Festival Debrief and develop The Calling 2019 Plan</li> <li>▪ May: Present The Calling 2019 Plan to Stakeholders</li> </ul> </li> </ul>

**BACKCOUNTRY SAFETY COORDINATOR  
DEVELOPMENT/IMPLEMENTATION TIMELINE  
2017-2018**

<p>Activities that need to be included in Timeline</p>	<ul style="list-style-type: none"> <li>▪ Work with Exec Admin Team on Policy Development</li> <li>▪ Develop individual Risk Management Plan for Backcountry Safety</li> <li>▪ Submit backcountry safety equipment (avalanche transceiver, probe, shovel, airbag) request specific to Backcountry Safety</li> <li>▪ Submit Volunteers Request to Volunteers Coordinator</li> <li>▪ Submit safety gear, radios, barriers and pylons request to Base Camp Safety Coordinator specific to Backcountry Safety</li> <li>▪ Secure air support (helicopter) contractors</li> <li>▪ Secure required spare backcountry safety equipment and storage option</li>   <li>▪ Meet with Marketing Coordinator to develop/pick-up/distribute marketing content <ul style="list-style-type: none"> <li>▪ badges and identifiers, custom webpage (emergency information), working group webpage (locations and schedules), social media posts (emergency information).</li> </ul> </li> <li>▪ Meet with Cross Country Race Director <ul style="list-style-type: none"> <li>▪ Assist with completing Risk Management Plan</li> <li>▪ establish clearly defined routes, develop maps (design, layout), safety team requirements, barrier and pylon requirements</li> <li>▪ Produce topographical maps</li> </ul> </li> <li>▪ Meet with Freeride Competition Director <ul style="list-style-type: none"> <li>▪ Assist with completing Risk Management Plan</li> <li>▪ establish clearly defined routes, develop maps (design, layout), safety team requirements, barrier and pylon requirements</li> <li>▪ Produce topographical maps</li> </ul> </li> <li>▪ Meet with Avalanche Awareness and Riding Clinics Director <ul style="list-style-type: none"> <li>▪ Assist with completing Risk Management Plan</li> <li>▪ establish clearly defined routes, develop maps (design, layout), safety team requirements, barrier and pylon requirements</li> </ul> </li> <li>▪ Meet with Backcountry Media Production Director <ul style="list-style-type: none"> <li>▪ Assist with completing Risk Management Plan</li> <li>▪ establish clearly defined routes, develop maps (design, layout), safety team requirements, barrier and pylon requirements</li> <li>▪ Arrangements for 1 spot in the helicopter for filming during Cross Country Race</li> </ul> </li> <li>▪ Meet with Freeride Competition Media Production Coordinator <ul style="list-style-type: none"> <li>▪ Assist with completing Risk Management Plan</li> <li>▪ establish clearly defined routes, develop maps (design, layout), safety team requirements, barrier and pylon requirements</li> </ul> </li> <li>▪ Meet with Base Camp Coordinator <ul style="list-style-type: none"> <li>▪ establish a way for in-field working groups/participants to access Morning Safety Meeting and Safety Debrief Meeting</li> <li>▪ establish rental/layout requirements for Incident Command Center</li> <li>▪ Plans/requirements for helipad</li> </ul> </li> <li>▪ Write Emergency Response Plan, Avalanche Safety Plan, Emergency Response Inserts</li> </ul>
<p>2017</p>	<ul style="list-style-type: none"> <li>▪ Aug <ul style="list-style-type: none"> <li>▪ Submit Proposal, complete required adjustments</li> </ul> </li> <li>▪ Sep <ul style="list-style-type: none"> <li>▪ Attend Fundraiser Meeting</li> </ul> </li> <li>▪ Oct</li> <li>▪ Nov</li> <li>▪ Dec</li> </ul>



2018	<ul style="list-style-type: none"> <li>▪ Jan <ul style="list-style-type: none"> <li>▪ Confirm contractors and rentals</li> </ul> </li> <li>▪ Feb <ul style="list-style-type: none"> <li>▪ Plan review and last-minute corrections</li> </ul> </li> <li>▪ Mar <ul style="list-style-type: none"> <li>▪ Conduct Volunteer Briefing Meeting with volunteers scheduled to work within your area of responsibility</li> <li>▪ Collect/distribute badges and identifiers from Marketing Coordinator</li> <li>▪ Collect and distribute safety gear and radios from Base Camp Safety Coordinator</li> <li>▪ Collect and set-up pylons and barriers from Base Camp Safety Coordinator for Cross Country Race, Freeride Competition, Avalanche Awareness and Riding Clinics</li> <li>▪ Collect and distribute avalanche safety equipment</li> </ul> </li> <li>▪ Apr <ul style="list-style-type: none"> <li>▪ Collect Feedback</li> <li>▪ Collect/return safety gear and radios to Base Camp Base Camp Coordinator</li> <li>▪ Collect/return pylons and barriers from Cross Country Race, Freeride Competition, Avalanche Awareness and Riding Clinics and return to Base Camp Safety Coordinator</li> <li>▪ Collect/return avalanche safety equipment to Backcountry Safety Coordinator</li> <li>▪ Attend Festival Debriefing Meeting</li> </ul> </li> </ul>
As at XXX, 2017	

**DAILY BACKCOUNTRY SAFETY SCHEDULE  
COORDINATOR  
March 29 – April 2, 2018**

Thursday, March 29	<ul style="list-style-type: none"> <li>▪ 7:00am - 8:00am: Festival Set-up Meeting</li> <li>▪ 8:00am - 9:00am: Festival Stakeholders and Vital Services Meeting</li> <li>▪ 1:00pm - 2:00pm: <i>The Calling</i> Members Meeting</li> <li>▪ 2:00pm - 3:00pm: Safety Teams (2) Meeting</li> <li>▪ 3:00pm - 4:00pm: Volunteers Meeting</li> <li>▪ 5:00pm - 6:00pm: Media Production Teams (3) Meeting</li> <li>▪ 6:00pm - 7:00pm: Participant Meeting</li> </ul>
Friday, March 30 STAT	<ul style="list-style-type: none"> <li>▪ 7:00am - 8:00am: Festival Safety Meeting</li> <li>▪ 8:00am - 10:00am: Festival Operations Meeting (8-9) and Free Breakfast</li> <li>▪ 10:00am - 5:00pm: Cross Country Race, Freeride, Avalanche Awareness/Riding Clinics</li> <li>▪ 5:00pm - 6:00pm: Opening Ceremony</li> <li>▪ 7:00pm - 8:00pm: Safety/Operations Debrief Meeting</li> </ul>
Saturday, March 31	<ul style="list-style-type: none"> <li>▪ 7:00am - 8:00am: Festival Safety Meeting</li> <li>▪ 8:00am - 10:00am: Festival Operations Meeting (8-9) and Free Breakfast</li> <li>▪ 10:00am - 5:00pm: Cross Country Race, Freeride, Avalanche Awareness/Riding Clinics</li> <li>▪ 7:00pm - 8:00pm: Safety/Operations Debrief Meeting</li> </ul>
Sunday, April 1	<ul style="list-style-type: none"> <li>▪ 7:00am - 8:00am: Festival Safety Meeting</li> <li>▪ 8:00am - 10:00am: Festival Operations Meeting (8-9) and Free Breakfast</li> <li>▪ 10:00am - 5:00pm: Cross Country Race, Freeride, Avalanche Awareness/Riding Clinics</li> <li>▪ 5:00pm - 6:00pm: Closing Ceremony and Awards</li> <li>▪ 7:00pm - 8:00pm: Safety/Operations Debrief Meeting</li> </ul>
Monday, April 2	<ul style="list-style-type: none"> <li>▪ 8:00am - 9:00am: <i>The Calling</i> Members and Stakeholders Meeting</li> <li>▪ 9:00am - 10:00am: Participant Meeting</li> </ul>
As at XXX, 2017	

**DAILY BACKCOUNTRY SAFETY SCHEDULE  
VOLUNTEER  
March 30 – April 1, 2018**

Friday, March 30 STAT	<ul style="list-style-type: none"> <li>▪ 7:00am - 8:00am: Festival Safety Meeting</li> <li>▪ 8:00am - 10:00am: Festival Operations Meeting (8-9) and Free Breakfast</li> <li>▪ 7:00pm - 8:00pm: Safety/Operations Debrief Meeting</li> </ul>
Saturday, March 31	<ul style="list-style-type: none"> <li>▪ 7:00am - 8:00am: Festival Safety Meeting</li> <li>▪ 8:00am - 10:00am: Festival Operations Meeting (8-9) and Free Breakfast</li> <li>▪ 7:00pm - 8:00pm: Safety/Operations Debrief Meeting</li> </ul>
Sunday, April 1	<ul style="list-style-type: none"> <li>▪ 7:00am - 8:00am: Festival Safety Meeting</li> <li>▪ 8:00am - 10:00am: Festival Operations Meeting (8-9) and Free Breakfast</li> <li>▪ 7:00pm - 8:00pm: Safety/Operations Debrief Meeting</li> </ul>
As at XXX, 2017	

## Budget

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The budget of \$XX,XXX has been allocated to this area of responsibility. The Coordinator must provide a general breakdown of projected expenses for the Activity. Include in-kinds and potential receivables.

The budget in this area of responsibility may include: Coordinator salary, spare backcountry safety equipment (avalanche transceiver, probe, shovel, airbag) for all backcountry working groups and participants, rescue helicopter x2 (1 on stand-by and 1 patrolling), possibly 1 helicopter for Freeride Competition, typographical maps.

Items supplied by other areas of responsibility include: marketing materials indicated in Marketing section supplied by Marketing Coordinator; safety gear, radios, barriers and pylons supplied by Base Camp Safety Coordinator; Swag Bag contents supplied by Base Camp Coordinator.

## Marketing

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Marketing for this area of responsibility is supplied by the Marketing Coordinator. Items in the Marketing Plan specific to this area of responsibility include: badges and identifiers, custom webpage (emergency information), working group webpage (locations and schedules), social media posts (emergency information).

The Coordinator must submit a request for marketing materials, provide content, and notify the Marketing Coordinator of any incorrect or updated information for the website and social media regarding their area of responsibility.

It is an objective of *The Calling* to maximize marketing opportunities for sponsors and stakeholders. The Coordinator must provide insight to and submit requests to the Marketing Coordinator for marketing opportunities within their area of responsibility for example: promotions, cross-marketing and merchandise.

# Legal and Liability Management

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The Coordinator must work within the Legal and Liability Management outline provided by *The Calling*. The Coordinator must provide insight on potential Legal and Liability Management issues within their area of responsibility.

Potential Legal and Liability Management within this area of responsibility include:

- Role Contract
- Collect required copies for due diligence: waivers (participant, sub-contractors, volunteers), contracts, certificates, permits, licenses, sub-contractor WCB clearance letters
- Liability Insurance
- Radio Use Permit
- Land Use Requirements

# Policies

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## Code of Conduct

Members of *The Calling*, Contractors and Volunteers actively representing *The Calling* must behave in a professional, safe manner and act in the best interest of *The Calling*. Alcohol consumption and drug use is detrimental to *The Calling's* vision of providing a safe, community event and is not acceptable.

## Policies in Review

The following policies are in review for this area of responsibility:

# Risk Management

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It is an objective of *The Calling* to devise a thorough Risk Management Plan that includes an effective Emergency Response Plan. Risk Assessment Packages assist Safety Coordinators in the development of Risk Management Plans and ensure Vital Service requirements are in place at each Activity. The following plans are explored in the Risk Assessment Package: Master Site Plan, Medical Plan, Security Plan, Public Health Plan, Fire Safety Plan, Communications Plan, Traffic Management Plan, Liquor Control Plan, Other Contingency Plans.

The Coordinator must work within the finalized Risk Management Plan. The Coordinator must appoint a designated emergency response lead at the site of the Activity who in the event of an emergency follows the steps outlined in the final Emergency Procedures Insert at the front of the final Coordinator Package. The Festival Coordinator, and the Executive Administration Assistant must be notified immediately if changes are made to the Risk Management Plan.

The following planning considerations will be reviewed in the Risk Assessment Package for this area of responsibility:

## **Medical Plan**

The Backcountry Safety Coordinator provides a service to backcountry Activities. Each Activity should include Risk Management for the services the Backcountry Safety Coordinator provides.

## **Security Plan**

security risk assessment, communications protocol

## **Public Health Plan**

The Backcountry Safety Coordinator provides a service to backcountry Activities. Each Activity should include Risk Management for the services the Backcountry Safety Coordinator provides.

## **Fire Safety Plan**

The Backcountry Safety Coordinator provides a service to backcountry Activities. Each Activity should include Risk Management for the services the Backcountry Safety Coordinator provides.

## **Communications Plan**

designated communications lead, communication devices, media access arrangements, pre-scripted messages for delay/cancellation/evacuation, spectator/volunteer/contractor/participant messaging, event safety messages

## **Traffic Management Plan**

The Backcountry Safety Coordinator provides a service to backcountry Activities. Each Activity should include Risk Management for the services the Backcountry Safety Coordinator provides.

## **Other Contingency Plans**

weather, evacuation plan, delay/cancellation protocol, emergency response protocol

Additional Risk Management within this area of responsibility include:



## Site Plan

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Site Plans for areas where Safety Teams are deployed will be provided by the Cross Country Race Director, Freeride Competition Director, Avalanche Awareness and Riding Clinics Director. The Base Camp Coordinator will provide a Site Plan for the Incident Command. Copies should be provided here.

{INSERT MAPS HERE}

## Equipment

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It is an objective of *The Calling* to use community resources wherever possible to generate community revenue. The Coordinator must contract, supply and are responsible for equipment needed to conduct their Activity. The cost for equipment is outlined in the budget.

Equipment required in this area of responsibility may include: spare backcountry safety equipment (avalanche transceiver, probe, shovel, airbag),

## Contractors

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It is an objective of *The Calling* to use community resources wherever possible to generate community revenue. The Coordinator is responsible for hiring Contractors. Contractors hired must be in good standing with WCB. The Coordinator must collect insurance, waivers and other pertinent documents from their Contractors and submit copies to the Festival Coordinator for proof of due diligence. A list of potential/confirmed Contractors should be provided here.

Contractors required in this area of responsibility may include:

# Volunteers

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It is an objective of *The Calling* to achieve an inclusive community event; Coordinators are encouraged to access volunteers and community groups wherever possible. Coordinators must submit a Request for Volunteers to the Volunteers Coordinator and include the information sampled in table below. For liability and security purposes all volunteers must be registered by the Volunteers Coordinator.

The Volunteers Coordinator recruits and schedules volunteers, ensures relevant waivers and Criminal Record Checks are completed, and collects copies of required certifications and licenses. Volunteers must not be given money or certificates for their services. The Coordinator may contact the Volunteers Coordinator if a scheduled volunteer does not show up for their shift.

A list of potential/confirmed Volunteer opportunities should be provided here.

<b>REQUEST FOR VOLUNTEERS</b>			
	<b>General Job Description</b>	<b>Requirements</b>	<b>Safety Gear/ Certificates/Licenses</b>
<b>Backcountry Safety</b>			
Meeting Note Taker	Take notes at all safety meetings. Type out and submit copies to Exec. Admin and to Coordinator	{What days/hours?}	

Volunteer opportunities for this area of responsibility may include: Backup Backcountry Safety Coordinator, Cross Country Safety Team, Freeride Competition Safety Team, Avalanche Awareness Clinics Safety Team, Riding Clinics Safety Team, Meeting Note Taker

## Sponsors

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It is an objective of *The Calling* to maximize marketing opportunities for sponsors and stakeholders. The Coordinator must provide a list of sponsor marketing opportunities within their Activity.

Sponsor Opportunities for this area of responsibility may include:

## Stakeholders and Community Resources

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The Coordinator must provide a list of stakeholders and organizations that may be effected by or could provide insight to their Activity and may need to be solicited.

Stakeholders that may be effected by this area of responsibility may include:

## Additional Notes

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