



# THE CALLING 2018

A MOUNTAIN SNOWMOBILE FESTIVAL  
and NON-PROFIT FUNDRAISER

## **AVALANCHE AWARENESS AND RIDING CLINICS DIRECTOR**

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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:

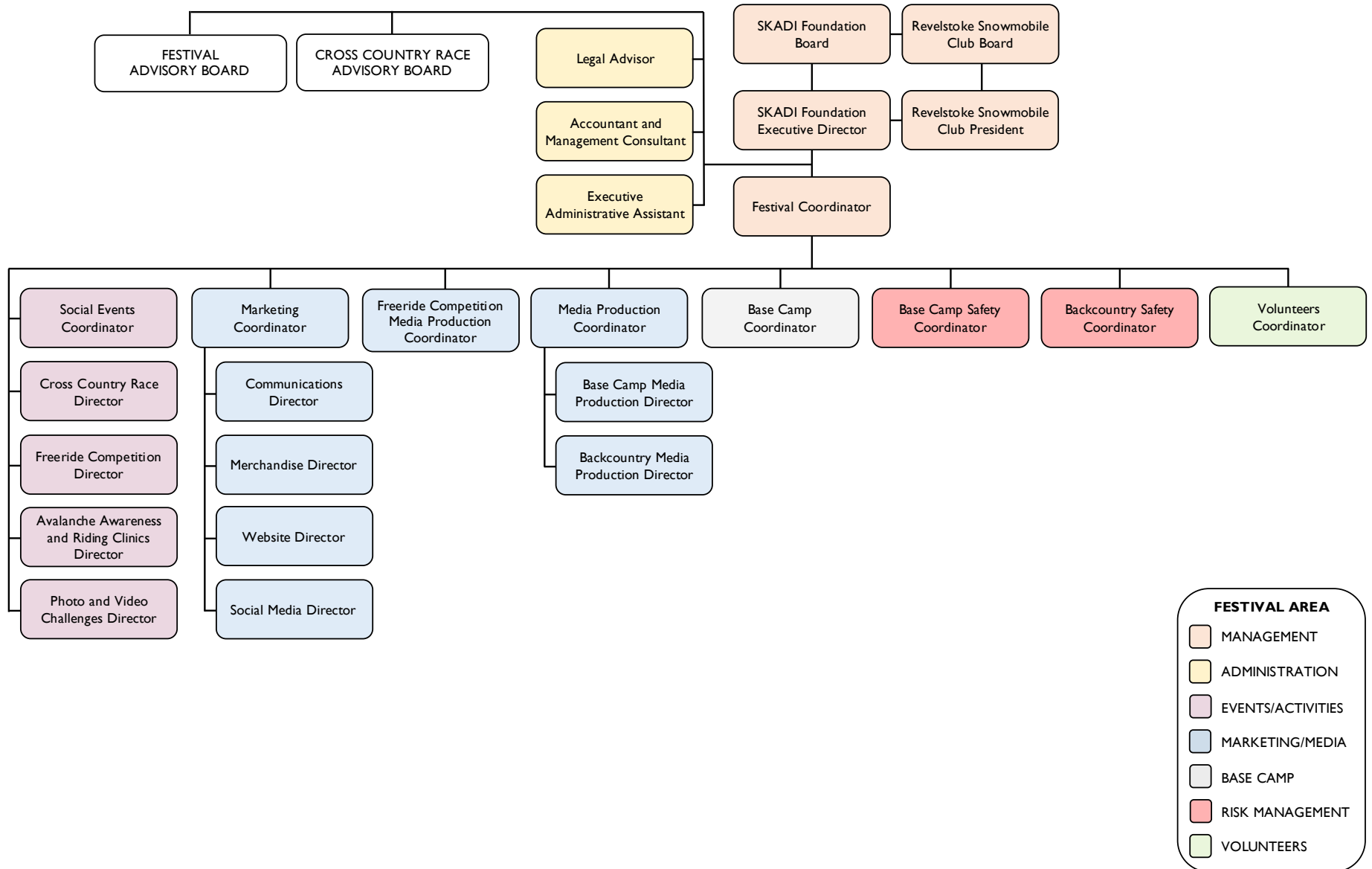
- Establish an annual snowmobiling festival in Revelstoke, BC specific to the winter sport community that includes a prestigious Cross Country Snowmobiling Race, Vendor Village, Freestyle Demonstrations, Education Clinics and Entertainment.
- Devise a strict Risk Management Plan that includes an effective 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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Avalanche Awareness Clinics are part of *The Calling's* objective to provide educational opportunities that direct a shift in the culture of safe backcountry mountain motorized use practices. The clinics operate all three days of the festival and offer four clinics per day and ten participants per clinic totaling 120 participant opportunities. Each clinic is three hours long and is facilitated by two certified instructors. Each clinic includes: a talk about updated backcountry mountain survival and safety practices, a ride up Boulder Mountain to Sugar Bowl (to provide participants with an overview of avalanche dangers that exist in different types of avalanche terrain), demo snowmobile and gear onsite, an evaluation of participant skills and abilities and recommendations for further education opportunities.

Riding Clinics operate all three days of the festival and offer four clinics per day and ten participants per clinic totaling 120 participant opportunities. Each clinic is three hours long and is facilitated by two professional snowmobiling athletes/guides. Each clinic includes: Beginner or Intermediate levels, a ride up Eagle Pass, skill and technique guidance to achieve riding goals, demo snowmobile and gear onsite and an evaluation of participant skills and abilities and recommendations for further education opportunities.

The Avalanche Awareness and Riding Clinics Director will also be responsible for arranging an Avalanche Skills Training Level I course for participants competing in the Cross Country Race and Freeride Competition who have no formal Avalanche Skills Training. The AST I course should be held 1-2 weeks prior to the festival.

# Director Roles and Responsibilities

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

- Design a proposal that meets the requirements outlined in the Activity Profile and follows *The Calling's* objectives and Director Package Template.
- The Director 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 Director is required to attend the daily Morning Safety/Operations Meetings and Safety/Operations 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 Directorship.
- Submit the Risk Assessment Package for their Activity and work within the Risk Management outline provided by the Backcountry Safety Coordinator.
- Appoint a designated emergency response lead at the site of their Activity who in the event of an Emergency follows the steps outlined in the Emergency Procedures Insert at the front of the final Director Package.
- The Director must contract, supply and is responsible for equipment required to conduct their Activity.
- The Director must hire and is responsible for sub-contractors required to conduct their Activity.
- Collect and provide feedback for Festival Debrief Meeting.
- The Director must ensure their Activity is conducted in compliance with *The Calling's* Code of Conduct and Policies.

# Contacts Sheet

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

<b>AVALANCHE AWARENESS AND RIDING CLINICS DIRECTOR 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		
	Merchandise Director		
	Website Director		
	Social Media Director		
	Media Production Coordinator		
	Base Camp Media Production Director		
	Backcountry Media Production Director		
	Freeride Competition 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 Director must submit schedules for all persons involved in their Activity. The Festival Coordinator, Backcountry Safety 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>



**AVALANCHE AWARENESS AND RIDING CLINICS DIRECTOR  
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>▪ Meet with Backcountry Safety Coordinator to develop Risk Management Plan</li> <li>▪ Work with Backcountry Safety Coordinator to establish clearly defined routes, develop maps (design, layout), safety team requirements, barrier and pylon requirements</li> <li>▪ Submit backcountry safety equipment (avalanche transceiver, probe, shovel, airbag) request to Backcountry Safety Coordinator</li> <li>▪ Submit Volunteers Request to Volunteers Coordinator</li> <li>▪ Submit safety gear, radios, barriers and pylons request to Base Camp Safety Coordinator</li> <li>▪ Meet with Marketing Coordinator to develop/pick-up/distribute marketing content             <ul style="list-style-type: none"> <li>▪ digital and printed advertising poster, newspaper ad, radio ad, badges and identifiers, signage (event indicator, traffic control), sponsor banners, swag bag, custom webpage (schedule, activity profile, instructor profile, open spots, online registration, location map, schedule changes and location changes), working group webpage (schedules for volunteers, vested parties), social media ads (open spots, encourage registration, activity ads, schedule and location changes).</li> </ul> </li> <li>▪ Land Use and Event Permits</li> <li>▪ Book tents</li> <li>▪ Book gear and snowmobile demonstrators</li> <li>▪ Hire minimum 10 instructors - 4 AAC, 4 RC, and 2 Backup</li> <li>▪ Arrangements for Participant AST I course</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>
<p>2018</p>	<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>▪ AST I Course for participants competing</li> <li>▪ Conduct Volunteer Briefing Meeting with volunteers scheduled to work within your Directorship</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 distribute avalanche safety equipment from Backcountry Safety Coordinator</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 Safety Coordinator</li> <li>▪ Collect/return avalanche safety equipment to Backcountry Safety Coordinator</li> <li>▪ Attend Festival Debriefing Meeting</li> </ul> </li> </ul>
<p>As at XXX, 2017</p>	

<b>DAILY AVALANCHE AWARENESS AND RIDING CLINICS SCHEDULE DIRECTOR March 29 – April 2, 2018</b>	
Thursday, March 29	<ul style="list-style-type: none"> <li>▪ 7:00am - 8:00am: Festival Set-up Meeting</li> <li>▪ 1:00pm - 2:00pm: <i>The Calling</i> Members Meeting</li> <li>▪ Meet on-site for rentals set-up</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: Avalanche Awareness/Riding Clinics (check-ins before and after 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: Avalanche Awareness/Riding Clinics (check-ins before and after 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: Avalanche Awareness/Riding Clinics (check-ins before and after 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>▪ Meet on-site for rentals take-down</li> </ul>
As at XXX, 2017	

<b>DAILY AVALANCHE AWARENESS AND RIDING CLINICS SCHEDULE INSTRUCTOR March 30 – April 1, 2018</b>	
Friday, March 30 STAT	<ul style="list-style-type: none"> <li>▪ 7:00am - 8:00am: Festival Safety Meeting</li> <li>▪ 8:00am - 10:00am: Free Breakfast</li> <li>▪ 10:00am - 10:30am: Contact Website Director for Registered Participants</li> <li>▪ 10:30am - 1:30pm: Morning Clinics</li> <li>▪ 1:00pm - 1:30pm: Contact Website Director for Registered Participants</li> <li>▪ 2:00pm - 5:00pm: Afternoon 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: Free Breakfast</li> <li>▪ 10:00am - 10:30am: Contact Website Director for Registered Participants</li> <li>▪ 10:30am - 1:30pm: Morning Clinics</li> <li>▪ 1:00pm - 1:30pm: Contact Website Director for Registered Participants</li> <li>▪ 2:00pm - 5:00pm: Afternoon 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: Free Breakfast</li> <li>▪ 10:00am - 10:30am: Contact Website Director for Registered Participants</li> <li>▪ 10:30am - 1:30pm: Morning Clinics</li> <li>▪ 1:00pm - 1:30pm: Contact Website Director for Registered Participants</li> <li>▪ 2:00pm - 5:00pm: Afternoon Clinics</li> <li>▪ 5:00pm - 6:00pm: Closing Ceremony and Awards</li> <li>▪ 7:00pm - 8:00pm: Safety/Operations Debrief Meeting</li> </ul>
As at XXX, 2017	

<b>DAILY AVALANCHE AWARENESS AND RIDING CLINICS SCHEDULE VOLUNTEER March 30 – April 1, 2018</b>	
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	

<b>DAILY AVALANCHE AWARENESS AND RIDING CLINICS SCHEDULE CONTRACTOR March 29 – April 2, 2018</b>	
Thursday, March 29	<ul style="list-style-type: none"> <li>▪ Meet on-site for rentals set-up</li> </ul>
Friday, March 30 STAT	<ul style="list-style-type: none"> <li>▪ 7:00am - 8:00am:</li> <li>▪ Times Locations for gear demo</li> <li>▪ Times Locations for snowmobile demo</li> </ul>
Saturday, March 31	<ul style="list-style-type: none"> <li>▪ 7:00am - 8:00am:</li> <li>▪ Times Locations for gear demo</li> <li>▪ Times Locations for snowmobile demo</li> </ul>
Sunday, April 1	<ul style="list-style-type: none"> <li>▪ 7:00am - 8:00am:</li> <li>▪ Times Locations for gear demo</li> <li>▪ Times Locations for snowmobile demo</li> </ul>
Monday, April 2	<ul style="list-style-type: none"> <li>▪ Meet on-site for rentals take-down</li> </ul>
As at XXX, 2017	

<b>DAILY AVALANCHE AWARENESS AND RIDING CLINICS SCHEDULE PARTICIPANT March 29 – April 1, 2018</b>	
Thursday, March 29	<ul style="list-style-type: none"> <li>▪ <i>Scheduling Note: Morning Clinics 4 simultaneous clinics (2 AAC and 2 RC) 10 open spots per clinic and Afternoon Clinics 4 simultaneous clinics (2 AAC and 2 RC) 10 open spots per clinic</i></li> <li>▪ <i>All-Access Pass and Clinic Pass registration deadlines to be added later</i></li> </ul>
Friday, March 30 STAT	<ul style="list-style-type: none"> <li>▪ 10:30am - 1:30pm: Morning Clinics</li> <li>▪ 2:00pm - 5:00pm: Afternoon Clinics</li> </ul>
Saturday, March 31	<ul style="list-style-type: none"> <li>▪ 10:30am - 1:30pm: Morning Clinics</li> <li>▪ 2:00pm - 5:00pm: Afternoon Clinics</li> </ul>
Sunday, April 1	<ul style="list-style-type: none"> <li>▪ 10:30am - 1:30pm: Morning Clinics</li> <li>▪ 2:00pm - 5:00pm: Afternoon Clinics</li> </ul>
As at XXX, 2017	

## Budget

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

The budget in this Directorship may include: Director salary, staging tent rentals, satellite phone, GPS Communicators, minimum 5 certified instructors for Avalanche Awareness Clinics and 5 professional snowmobilers/guides for Riding Clinics for three days, AST I course for participants competing (estimate cost per person).

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; Safety Team supplied by Backcountry Safety Coordinator; Swag Bag contents supplied by Base Camp Coordinator; spare backcountry safety equipment (avalanche transceiver, probe, shovel, airbag) for working groups and participants supplied by the Backcountry Safety Coordinator.

Potential Receivables in this Directorship may include: Clinic Pass Fees.

## Marketing

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Marketing for this Directorship is supplied by the Marketing Coordinator. Items in the Marketing Plan specific to this Directorship include: digital and printed advertising poster, newspaper ad, radio ad, badges and identifiers, signage (event indicator, traffic control), sponsor banners, swag bag, custom webpage (schedule, activity profile, instructor profile, open spots, online registration, location map, schedule changes and location changes), working group webpage (schedules for volunteers, vested parties), social media ads (open spots, encourage registration, activity ads, schedule and location changes).

The Director 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 Directorship.

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

# Legal and Liability Management

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The Director must work within the Legal and Liability Management outline provided by *The Calling*. The Director must provide insight on potential Legal and Liability Management issues within their Directorship.

Potential Legal and Liability Management within this Directorship 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
- Event Permit
- 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 Directorship: Participant Skill Requirements, Bad Weather, Injured Participant, Medical Policy for the Removal of Participant.

# 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 Backcountry Safety Coordinator will assist with developing and finalizing the Risk Assessment Package for this Directorship. The Director must work within the finalized Risk Management Plan provided by the Backcountry Safety Coordinator. The Director 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 Emergency Procedures Insert (provided by the Backcountry Safety Coordinator) at the front of the final Director Package. The Festival Coordinator, Backcountry Safety 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 Directorship:

## **Medical Plan**

medical personnel, equipment and sources, medical personnel schedules, transportation plan (emergency and non-emergency), medical team communications, incident documentation plan, insurance for medical team

## **Security Plan**

security risk assessment, communications protocol

## **Public Health Plan**

waste management, site clean-up

## **Fire Safety Plan**

complete risk assessment result will be - Not Applicable in this Directorship

## **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**

emergency response route protocol, route signage

## **Other Contingency Plans**

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

Additional Risk Management within this Directorship include: Director and Instructors must attend Morning Safety/Operations Meetings and evening Safety/Operations Debrief Meetings, constant contact with Avalanche



Awareness and Riding Clinics Safety Teams, timed interval check-in log, Avalanche Awareness and Riding Clinics Safety Teams to respond in the event of an Emergency.

## Site Plan

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The location for the Avalanche Awareness and Riding Clinics is pre-determined by *The Calling*. The proposed location for the Avalanche Awareness Clinics is Boulder Mountain. The proposed location for the Riding Clinics is Eagle Pass. The Director must provide detailed Site Plans that include the following: Access/Exit Routes, Parking Plan, Vender/Supplier Areas, Staging Area, Start/Finish Area, Routes, Perimeter, Staff/VIP/Media Areas, Medical Layout, Security Layout, Waste Management Area.



Avalanche Awareness Clinics (Boulder Mtn area)



Riding Clinics (Eagle Pass area)

{INSERT AVALANCHE AWARENESS CLINICS SITE PLAN HERE}

{INSERT RIDING CLINICS SITE PLAN HERE}

## Equipment

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It is an objective of *The Calling* to use community resources wherever possible to generate community revenue. The Director 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 Directorship may include: staging tent rentals, waste management, satellite phone, GPS Communicators

## Contractors

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It is an objective of *The Calling* to use community resources wherever possible to generate community revenue. The Director is responsible for hiring Contractors. Contractors hired must be in good standing with WCB. The Director 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 Directorship may include: Avalanche Skills Provider, CAA active members to in-field teaching.

# Volunteers

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It is an objective of *The Calling* to achieve an inclusive community event; Directors are encouraged to access volunteers and community groups wherever possible. Directors 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 gift certificates for their services. The Director 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>Avalanche Awareness Clinics</b>			
Staging Area Assistant (2)	Help outfit and organize participants	{What days/hours?}	Vests

Volunteer opportunities for this Directorship may include: guest/participant services, staging area volunteer to assist with outfitting and organizing groups.

Volunteers to be requested by the Backcountry Safety Coordinator include members of the Avalanche Awareness Clinics and Riding Clinics Safety Teams.

## Sponsors

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

Sponsor Opportunities for this Directorship may include: avalanche education company, professional athlete, avalanche equipment demonstrator, new snowmobile ride demonstration for manufacturer, banner placement on staging tents.

## Stakeholders and Community Resources

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The Director 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 Activity may include: Avalanche Canada, Eagle Pass Heliskiing, Local CAA Professional Members, Search and Rescue, Revelstoke Snowmobiling Club, Eagle Valley Snowmobiling Club.

## Additional Notes

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Want the Best Instructors!

May need to break-up demo sponsors in 1.5 or 1 and 2-day components.

Participants are required to have avalanche safety equipment (avalanche transceiver, probe, shovel, airbag). Spare equipment should be provided on-site temporarily provided by a gear demonstrator or by Backcountry Safety Coordinator.

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