



# BC RECREATION & PARKS ASSOCIATION

## How to Host a Pool Operator Course

### Course Details

- 14-16 hours over two days (including breaks)
- Minimum 10 people, maximum 20
- Certificate upon successful completion

#### 1. Decide what course(s) you would like to offer:

- Level 1
- Level 2
- Level 1 & 2 (*not available back-to-back, recommended 3+weeks between levels*)

#### 2. Complete and send in the Parks & Recreation Course Request Form which includes:

- Potential dates & times
- Location
- Whether the course is open to the public

#### 3. Course Costs to Consider

- \$70 per person (for each course level) + shipping fees (according to location)
- Shipping Costs

Shipping & handling costs for Pool Operator course materials will be charged according to the following chart and has also been revised to be more reflective of regional shipping fees:

Region	Rate
Lower Mainland - GVRD	\$25
Lower Mainland - Fraser Valley/Squamish/Whistler +	\$40
Vancouver Island	\$40
Okanagan	\$50
Kootenays	\$55
Cariboo	\$55
North Coast/Nachako	\$60
Peace River/Liard	\$60
NWT	\$100
Yukon	\$125



- Instructor fee & travel costs (varies; to be negotiated with instructor)

**4. Confirm with the Programs and Initiatives Coordinator:**

- a. Instructor availability
- b. Promotion details (BCRPA website & email Communiqué)
- c. Administration details

<b>Responsibilities</b>	<b>Host</b>	<b>BCRPA</b>
Audio-visual (LCD Projector, screen, & flipchart)	✓	
Classroom Space	✓	
Refreshments	✓	
Marketing/Promotions	✓	✓
Registration	✓	<i>Is available by request</i>
Instructor Fees (including travel expenses)	✓	
Course Materials		✓

**Benefits of hosting a Pool Operators Course**

- Maintain efficiencies at your operation
- Maintain a safe work/play environment
- Enhance your staff's knowledge, skills and abilities

For more information, contact:

Programs and Initiatives Coordinator

604-629-0965 ext. 229

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