



# RECREATION FACILITIES ASSOCIATION OF B.C.

Box 320 Suite 110 – 174 Wilson Street, Victoria, B.C. V9A 7N7  
www.rfabc.com

## COURSE REQUISITION REQUEST

Prior to hosting a Recreation Facilities Association of B.C. course in your community or facility and in order that we can provide the best learning experience possible, our Association requires you to complete the this Course Requisition Request. This request form is designed to be completed and returned electronically to [info@rfabc.com](mailto:info@rfabc.com) for course confirmation. Thank you for your cooperation and looking forward to working with you to ensure a successful conclusion the course.

NAME:

TITLE:

ADDRESS:

CITY:

POSTAL CODE:

PHONE: [W]

[C]

OTHER

EMAIL:

RFABC MEMBER:

YES

NO

SECONDARY COURSE CONTACT:

PHONE: [W]

EMAIL:

### COURSE & PREFERRED DATES

1<sup>ST</sup>

2<sup>ND</sup>

3<sup>RD</sup>

*[maximum/course & duration(days) shown in brackets]*

**Arena Ice Maker [18 (3)]**

**Building Service Worker I [12 (2)]**

**Building Service Worker II [10 (2)]**

**Building Service Worker III [10 (2)]**

**Ice Facility Operator [20 (5)]**

**Play Space Safety [25 (1)]**

**Supervisory Skills [14 (2)]**

**Swimming Pool Operator I [18 (2)]**

**Swimming Pool Operator II [18 (2.5)]**

As a host you will receive one complimentary registration into the respective course. Further, you will be responsible for the following on site instruction requirements: Classroom with chairs & tables to accommodate maximum class size; Access to an instruction facility [if required]; Flip chart[s] or Whiteboard & pens or Blackboard; Overhead projector; LCD projector; Projection screen [large]; Extension cords & power bar; Listing of three close-at-hand accommodations, including their respective web links, for out-of-town course participants.

**Please note:** some RFABC courses [i.e. Arena Ice Maker, Building Service Worker II & III] may also require the host to supply instructional materials as well as staff assistance to ensure the program is presented in an appropriate manner. Course hosts will be notified of any specialty needs upon receipt of Course Requisition Request.

**For information and description on all RFABC staff training courses please go to the website at [www.rfabc.com](http://www.rfabc.com) and click on Courses.**