

## **Guidelines for Requesting and Conducting an NCRC Orientation to Cave Rescue (OCR) Seminar**

Updated October 29 2013

### **Requesting Authorization**

**All NCRC seminars must have prior approval from the NCRC Training Coordinator.** Submit your official request to hold an OCR to [paperwork@ncrc.info](mailto:paperwork@ncrc.info). This reaches the Training Coordinator, National Coordinator, Database Manager and Finance Officer all at once.

***In your request, be sure you include the following information:***

- Type of seminar (i.e. OCR)
- Date(s) of seminar (include year)
- Location of seminar
- Intended audience (it's okay to restrict it)
- Intended methods of promotion (note specifically if you want it posted on the NCRC website)
- How much you'll charge (we recommend \$35 for a two-day event - but that's just a recommendation)
- How you will account for the money (it's best to run it through your regional NCRC account, if the region has one)
- Lead Instructor
- Other instructors and specialists you expect will assist
- Regional Coordinator's approval (or at least acknowledgement of) the seminar
- Request for current curriculum (if needed)

Note that you must receive the NCRC Training Coordinator's official authorization to hold the seminar before making the event public knowledge.

### **Who Can Serve As Lead Instructor**

NCRC requires that a current NCRC Instructor, in good standing, serve as the Lead Instructor for regional seminars. For OCRs, the Regional Coordinator may serve as Lead Instructor even if he/she lacks Instructor status.

### **OCR Curriculum**

We still use the Central Region BCRO curriculum, 1997 version, as the basic curriculum for NCRC OCRs. A set of notes is available to help instructors cover the material. If you need the curriculum or notes, please note that in your request.

### **Insurance**

Any approved NCRC seminar is covered under the NSS liability insurance policy, at no additional cost, provided the NSS office has been notified of said seminar in advance. This policy covers only above-ground activities, not those conducted below-ground.

Proof of insurance, if required, can be obtained from the NSS office and should be requested well in advance of the seminar's start date.

### **Fees**

The NCRC collects a curriculum fee of \$5.00 per student and a \$3 per student per day insurance fee.

### **Certificates**

Certificates can either be issued by the NCRC Database Manager, or may be issued locally. When submitting your final paperwork, note if you want the Database Manager to issue certificates. If issuing locally, make sure they say "Certificate of Completion" (or something similar) and avoid any statement about the holder being "certified" in cave rescue. NCRC does not "certify" students. A wallet card template is available if desired. It can be requested from the National Coordinator at [national@ncrc.info](mailto:national@ncrc.info).

### **Required Documentation**

All students, **and all instructors/specialists**, must sign a liability waiver and fill out a contact information form.

At the conclusion of the seminar, send all the paperwork and a check for the fees (made out to NCRC) to the National Coordinator (currently Anmar Mirza). His mailing address is Anmar Mirza, 3430 Huron-Williams Rd., Williams, IN 47470.

Paperwork submitted must include:

- liability waivers
- contact forms
- participant list
- list of instructors/specialists and what they did
- finance report (accounting) showing income and expenses (detail is appreciated)
- the check for fees
- brief narrative about how the event went
- request to have Database Manager issue certificates (if desired)

### **Highly Recommended Reading**

For more info see the NCRC Policy on Regional Seminars. The policy is posted on the NCRC website ([ncrc.info](http://ncrc.info)).