

Corporate Team Building in Fish Creek Provincial Park

Explore the Park so the Kids can too!

- Introduction and Contact Information
- Your Day Orienteering
- Cost
- Facility and Services Provided
- Available 2014 Summer Dates and Times
- Scheduling and Payment
- Rescheduling/Cancelling your Event Reservation
- Food and Catering
- Viewing the Fish Creek Environmental Learning Centre
- Safety/Waivers
- Creating Teams
- Checklist

Introduction

Orienteering is a game of skill, speed and wits, where individuals work together in teams using a map and compass to find markers along an unfamiliar course. The Friends of Fish Creek Provincial Park Society (the Friends) is now offering Orienteering as a corporate team building activity in Fish Creek Provincial Park!

Every participant will feel great after Orienteering in Fish Creek Provincial Park. That's because all proceeds from your day will go directly to the Friends', ***TD Learning Naturally Program***, a program which for 15 years has been bringing students to Fish Creek Provincial Park, free of charge, to explore and participate in school field trips, students that would not have had such an opportunity if it were not for you and our corporate sponsors! To read more about the TD Learning Naturally Program, go to <http://friendsoffishcreek.org/td-learning-naturally-program>.

Should you have any questions after reading the information at this site, please contact Connie at learningnaturally@friendsoffishcreek.org, or 403-297-7850.

Your Day Orienteering

Your Orienteering day will begin inside the beautiful Fish Creek Environmental Learning Centre, your home base, where complementary coffee and tea will be provided. Here, the Corporate Host will present a park orientation and lead the activities for the day. You may choose to start the event with a breakfast or a lunch; a few local caterers are listed below. A large room inside the Fish Creek Environmental Learning Centre is yours for three and a half hours, along with the outdoor fire pit and picnic area. Only one company will be scheduled to participate in corporate team building at a time.

Approximately half an hour to one hour after participants arrive, the outdoor Orienteering component begins! The terrain around the Environmental Learning Centre is flat to slightly graded, so participants need not be advanced hikers. Teams will consist of at least 3 to 5 individuals, and they will have up to 2 hours to complete the orienteering course. Every team will be supplied with a compass, maps, and a question booklet. They will walk within half a kilometre around the Environmental Learning Center, searching for control markers within the forest.

When a control marker is found, letters on the marker are to be recorded and a question, regarding a local plant, animal or cultural history, answered. At the end of the day, points are awarded for every marker found, question correctly answered, and the total time it took to do so.

For the final hour of your Orienteering event, while results are being tallied, participants may have refreshments and relax inside the Environmental Learning Centre or outdoors by the fire pit. You may bring in roasting sticks, marshmallows, hot dogs, etc. (Alcohol is prohibited in Fish Creek Provincial Park.) The Corporate Host will lay out various animal skull, scat and fur guessing games, for extra last-minute team points. We recommend your company award prizes to the winning team and runners up. Silly prizes can even be awarded in fun categories, such as, “The Least Outdoorsy”, or “The Nature Nut”.

Corporate Team Building Cost

- \$36 per person (includes coffee and tea)
- Minimum charge for up to 20 persons (\$720 minimum + registration fee)
- Maximum 42 persons (carpooling recommended if more than 35 persons attending)

Facility and Services Provided

- Free parking – 6 to 10 parking stalls will be reserved for your event in the parking lot to the **west** of the Fish Creek Environmental Learning Centre. There is also free public parking to the **north** of the Fish Creek Environmental Learning Centre.
- A large open room inside the Fish Creek Environmental Learning Centre and the outdoor fire pit and picnic area for 3.5 hours. Participants may remain outdoors at the fire pit after the event.
- A Friends staff member to host and lead activities for 3.5 hours, provide an orientation and answer questions throughout the event, grade teams, assist with indoor food set-up/clean up. (Two weeks prior to your Orienteering event, you will receive a phone call from your Corporate Host to confirm approximate number of participants, food arrangements, etc.)
- One bundle of kindling and one bundle of firewood (additional firewood may be purchased on-site)
- Coffee and tea throughout the event will be provided by and set-up by Friends staff

- Use of laminated maps, question booklets, compasses

Available 2014 Summer Dates and Times

Orienteering Corporate Team Building dates will be offered on weekdays in July and early August, and on Saturdays in July, August and September.

On weekdays, **Monday through Thursday**, you may schedule your 3.5 hour Orienteering event starting anywhere from **8:00 a.m. to 4:30 p.m.**, and it will run for **3.5 hours** from that start time. For example, if 9:00 a.m. is a good starting time for your company on a weekday, your event will begin at 9:00 a.m. and end at 12:30 p.m. If 4:30 p.m. is a good starting time for your company on a weekday, your event will begin at 4:30 p.m. and end at 8:00 p.m.

Participants may remain at the outdoor fire pit after the event ends. All belongings must be removed from the Fish Creek Environmental Learning Centre by the event end time, however, and the doors to the Environmental Learning Centre will be locked.

Available weekdays:

July 2, 3, 7, 8, 9, 10, 14, 15, 16, 17, 21, 22, 23, 24

August 5, 6, 7, 12

On **Fridays and Saturdays**, two orienteering time slots are available on each day, either: 8:00 a.m. to 12:00 p.m.; or, 1:30 p.m. to 5:00 p.m.

The morning time slot has the Fish Creek Environmental Learning Centre open to participants for 4 hours, instead of 3.5 hours. As a second party may have the afternoon time slot reserved, morning participants must vacate the Fish Creek Environmental Learning Centre and the outdoor fire pit by noon and the west parking lot by 12:15 p.m.

Available Fridays: July 11, 18, 25 August 8

Available Saturdays: July 5, 12, 19, 26 August 9 September 6, 13, 20

Scheduling and Payment

Reservations may be made online. Available dates may be viewed on the Friends of Fish Creek online event calendar and reservations made through Eventbrite. When reserving through Eventbrite, record the date of reservation and your Order Number should you wish to change or cancel your reservation (see “Rescheduling/Cancelling your Event Reservation”).

If a preferred date has already been reserved, check back within a few weeks time as event dates may be rescheduled or cancelled.

When reserving a weekday, Monday through Thursday, please indicate the preferred start time for your event (between 8:00 a.m. to 4:30 p.m.) The Corporate Host will contact you two weeks prior to your event date to confirm the preferred start time.

The minimum corporate team building fee of \$720 + registration fee (minimum 20 people) is to be paid in full when the reservation is made. Payment for **additional participating individuals** (if more than 20 participants are attending) is to be made on the day of your Orienteering event by a cheque made payable to the *Friends of Fish Creek Provincial Park Society*.

A receipt for payment will be issued on the day of your Orienteering event.

Should you reschedule or cancel your Orienteering reservation date, a full refund will not be provided as a fee will be charged (see “Rescheduling/Cancelling your Event Reservation”).

If online scheduling is not an option, or if you have any questions, please leave a message for Connie at 403-297-7850, clearly stating your name, phone number, and the corporate team building date(s) and time(s) you prefer. Your call will be returned within two business days.

Rescheduling/Cancelling your Event Reservation

Cancel or reschedule up to 3 weeks prior to event:

Cancellation fee – non-refundable \$360 + registration fee

Rescheduling Fee - no charge to reschedule up to 3 weeks prior to event date

***Cancel or reschedule 3 weeks or less prior to event:**

Cancellation or rescheduling fee – non-refundable \$720 + registration fee

***See Exceptions below regarding Thundershowers and Heavy Rain**

Cancellations and changes may be made by contacting learningnaturally@friendsoffishcreek.org or 403-297-7850.

A receipt for cancellation/rescheduling fees will be made out to the company name provided in Eventbrite and mailed to the company address provided in Eventbrite.

All cancellation/rescheduling fees go directly to support the TD Learning Naturally Program, and will bring students in need to Fish Creek Provincial Park to participate in curriculum-related school field trips. We thank you for your support. <http://friendsoffishcreek.org/td-learning-naturally-program>

Thundershowers and Heavy Rain

If thundershowers or heavy rains are forecast for the day of your event, you may call Connie at 403-297-7850 **one to three** days prior to your event to reschedule or to cancel free of charge (\$35 registration fee will apply).

Should thundershowers or heavy rain unexpectedly occur during within the first **1.5 hours** of the event and participants leave Fish Creek Provincial Park to the inclement weather, a refund of \$360 will be provided.

Food and Catering

Coffee and tea, provided by and set up by the Friends, are included in per/person costs.

No alcohol is permitted.

It is recommended that participants bring refillable water containers, or that bottled water be supplied to participants by the attending company.

Weather permitting, marshmallows, hotdogs, etc. may be heated at the outdoor fire pit. You must bring all food, supplies, and eating utensils, including the roasting sticks. One bundle of kindling and one bundle of firewood will be provided on-site. If required, additional bundles of firewood may be purchased on-site.

You may arrange for food to be catered at your event, or you may bring in your own food. Food may be brought in and set up **one hour** prior to the start of the event. **Ensure you bring required cups, plates, utensils and napkins.** Food may be kept warm in appropriate containers, however, NO cooking is allowed inside the Fish Creek Environmental Learning Centre. Two items may be plugged into the electrical outlets in the event room. All food must be wrapped and the eating area cleared by the end of your event time.

Vehicles with food and supplies should be parked and unloaded in the parking lot just beside (to the west) of the Fish Creek Environmental Learning Centre. Ensure emergency vehicle access is not blocked. The Corporate Host will assist with food set up.

There are a variety of companies that will cater breakfast, lunch or dinner in southwest Calgary. Some companies close to the Fish Creek Environmental Learning Centre are listed below. The Bow Valley Ranche Restaurant (located in the east end of Fish Creek Provincial Park) can also cater your event, bringing food to the Fish Creek Environmental Learning Centre (located in the west end of Fish Creek Provincial Park).

Great Events Group

Office Gourmet Catering

www.officegourmetcatering.com

403-256-9344

Bow Valley Ranche Restaurant

High-End Catering

www.bvrrestaurant.com

403-476-1310

Patisserie du Soleil

Woodbine location, opens at 7:00 a.m., caters for breakfast and lunch

www.patisseriedusoleil.com, 403-452-8833

Sammy's Pizza

Braeside location, caters for lunch and dinner

www.sammysworldsgreatestpizza.com, 403-251-9800

Canada Safeway

Woodbine location, caters for lunch

www.safeway.ca/corporatecatering, 1-888-391-9759, then dial 3

Catered food is to be delivered to:

The Fish Creek Environmental Learning Centre

13931 Woodpath Road S.W., Calgary, 403-297-7827

(West end of Fish Creek Provincial Park, off of 37th Street and 130th Ave. S.W.)

Map and Directions: http://www.albertaparks.ca/media/2493336/fcelc_access_map.pdf

Viewing the Fish Creek Environmental Learning Centre

The Fish Creek Environmental Learning Centre is located at 13931 Woodpath Road S.W., Calgary. You may view the outside of the Environmental Learning Centre and the surrounding forest at anytime during park hours, 8:00 a.m. – 8:00 p.m. (as of mid-March). From May through August, the park remains open until 10:00 p.m. Should you wish to tour the inside of the facility, please contact Connie at learningnaturally@friendsoffishcreek.org or at 403-297-7850 and leave your name and number.

Map and Directions: http://www.albertaparks.ca/media/2493336/fcelc_access_map.pdf

Safety/Waivers

As participating individuals will be walking on and around trails within a provincial park and making use of an outdoor fire pit, all participants must sign a waiver. Waivers must be signed by all participants prior to the event.

All participants must sign-in upon arrival and sign out prior to their departure.

Participants will be provided with a trail and park safety orientation by the Corporate Host prior to the start of the event. A first aid kit and defibrillator are on site. The Corporate Host is trained in standard first aid.

Participants must be in teams of at least 3 persons while orienteering. In this way, should a person get injured, the second person can go get help, while the third person stays with the injured party. A list of teams with the first name of every participant must be provided to the Corporate Host prior to the start of the event. At least one individual in every group should be

carrying a charged cell phone. Their cell number and name must also be provided to the Corporate Host and to the main company contact.

It is recommended that participants bring refillable water containers, or bottled water be provided to participants by the attending company. Hats, weather appropriate jackets, comfortable footwear, sunscreen and insect repellent should also be brought along by participants.

Do not leave valuables unattended in parked vehicles within the provincial park.

Creating Teams

If possible, place participants into teams prior to the Orienteering event. Each Orienteering team must have a **minimum of 3** participants, and, ideally, not more than **5** participants.

The Orienteering Course is designed for **no more than 8 teams**. The Corporate Host will ensure that every team heads in a **different direction** at the start of the Orienteering course.

It is recommended that you bring prizes for the winning teams. Silly prizes can even be awarded in fun categories, such as, “The Least Outdoorsy”, or “The Nature Nut”.

Sample Team Sizes

20 Participants <ul style="list-style-type: none"> ▪ 4 teams of 5 ▪ 5 teams of 4 ▪ 4 teams of 3 + 2 teams of 4 	24 Participants <ul style="list-style-type: none"> ▪ 4 teams of 5 + 1 team of 4 ▪ 6 teams of 4 ▪ 8 teams of 3
27 Participants <ul style="list-style-type: none"> ▪ 3 teams of 5 + 3 teams of 4 ▪ 6 teams of 4 + 1 team of 3 	30 Participants <ul style="list-style-type: none"> ▪ 6 teams of 5 ▪ 5 teams of 4 + 2 teams of 5
33 Participants <ul style="list-style-type: none"> ▪ 5 teams of 5 + 2 teams of 4 ▪ 7 teams of 4 + 1 team of 5 	35 Participants <ul style="list-style-type: none"> ▪ 6 teams of 5 ▪ 5 teams of 4 + 3 teams of 5
40 Participants <ul style="list-style-type: none"> ▪ 8 teams of 5 	42 Participants (participants must carpool) <ul style="list-style-type: none"> ▪ 7 teams of 6

Checklist

Corporate Team Building

Friends of Fish Creek Provincial Park Society

- Select a date and make a reservation using Eventbrite. Record your Password.
- Arrange for catering / coordinate food and supplies. (Coffee and tea will be provided and set up by the Friends Corporate Host.)
- Provide participants with the address and map to the Fish Creek Environmental Learning Centre. Relay that parking is reserved for your event to the west of the Fish Creek Environmental Learning Centre, and that there is free public parking to the north of the Fish Creek Environmental Learning Centre. It is recommended that participants carpool. Participants are not to park on sidewalks or along emergency access roads. (Signage will be placed in the west parking lot.)
- Remind participants not to leave valuables unattended in parked vehicles within the provincial park.
- Suggest to participants to bring refillable water bottles, hats, jackets, appropriate footwear, sunscreen and insect repellent.
- Group all participants into teams in advance.
- Create a list of the teams indicating participant's first names. Obtain one participant cell phone number from each team. Provide this information to the Friends Corporate Host on the day of your Orienteering event.
- Purchase prizes for the winning team and runners up (even prizes for silly categories).
- Encourage participants to bring guitars for singing around the campfire. Karaoke can be brought into the event room.
- If more than 20 participants are attending, bring a company cheque, made payable to the *Friends of Fish Creek Provincial Park Society*, to pay for the additional participants (\$36/person + GST).
- Extra firewood bundles may be purchased on-site by cash or cheque.

The Friends Corporate Host will call you two weeks prior to your event to obtain the approximate number of participants, obtain catering information, confirm start time (Monday through Thursday), answer questions, etc.

Should you have any questions, please call Connie at 403-297-7850.