



CONTRIBUTOR'S GUIDE

Winter 2025 Issue

FACILITY **2** FACILITY

An easy-to-follow article submission guide packed with all the details you need to contribute successfully to RFABC's Facility 2 Facility Magazine.



Hey there!

We're thrilled you're interested in contributing to our quarterly publication. To make things easy and straightforward, we've put together an article submission guide. Here's what you'll find inside:

- **F2F Insight:** Our magazine's purpose and content goals to connect with and benefit our readers.
- **Submission Guidelines:** Simple steps to get your work in front of our readers.
- **Editorial Calendar:** A heads-up on what we're planning for the upcoming issues.
- **Themes and Hot Topics:** Ideas to inspire your writing and align with our focus.
- **Deadlines:** Clear dates to keep us all on track.
- **Advertising:** Get your business front and center. Reach more people and make a real impact!

We're all about making things easy and relatable. We are excited to see what you'll bring to our community!

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WHY WE DO WHAT WE DO

OUR VISION

We envision a future where every recreational space in our province operates safely, efficiently, and inclusively.

OUR MISSION

We empower recreation professionals to operate safe, efficient, and accessible recreation spaces.

OUR VALUES



LIFELONG LEARNING

We continuously grow our knowledge and skills within the recreation sector.



CULTURE OF SAFETY

We are committed to emphasizing safety, efficiency, and inclusion in recreational spaces.



DRIVING CHANGE

We empower communities to develop, grow, and evolve their recreation spaces and practices.



CONNECTION

We build strong networks and encourage sharing of resources. Establishing and strengthening relationships within these networks is crucial.




PARTNERSHIP


We foster strategic relationships within the sector.


F2F INSIGHT


The purpose of F2F Magazine is to be a reliable, go-to source for B.C.'s recreation facility operators. The magazine provides up-to-date information, practical education, and valuable resources to help recreation professionals do their jobs better.

CONTENT GOALS

-  **Provide Comprehensive Maintenance Guidance**
 - Deliver detailed articles offering step-by-step maintenance guides for various facilities, including pools, arenas, parks, and sports fields.
 - Highlight seasonal maintenance tasks and checklists to ensure facilities remain in top condition year-round.

-  **Promote Safety Standards**
 - Educate readers on the latest safety protocols and best practices for all types of recreation facilities.
 - Feature articles on emergency preparedness, risk management, and accident prevention to enhance facility safety.

-  **Enhance Operational Efficiency**
 - Share tips and techniques for optimizing facility operations, including energy management, equipment maintenance, and staff scheduling.
 - Showcase case studies and success stories that demonstrate effective operational strategies in different facility types.

-  **Foster Accessibility and Inclusivity**
 - Provide guidance on making facilities more accessible to all community members, including those with disabilities.
 - Highlight recreation products and services that promote accessibility and inclusivity in recreation, ensuring that facilities serve a diverse population.

-  **Encourage Sustainable Practices**
 - Promote eco-friendly maintenance and operational practices to help facilities reduce their environmental impact.
 - Share innovative solutions and technologies that enhance sustainability in recreation facilities.

-  **Stay Current with Industry Trends**
 - Keep readers informed about the latest trends, technologies, and regulatory changes in the recreation facility industry.
 - Provide reviews and evaluations of new products and services that can enhance facility maintenance and operations.

-  **Support Professional Development**
 - Offer resources and training opportunities for facility managers and staff to improve their skills and knowledge in facility maintenance and operations.
 - Feature interviews with industry experts and leaders to provide insights and inspiration.

-  **Create a Platform for Knowledge Sharing**
 - Encourage contributions from readers, including tips, success stories, and lessons learned from their own facilities.
 - Foster a sense of community among recreation professionals by sharing experiences and best practices.


-  **Highlight the Association's History and Membership Benefits**
 - Provide articles on the history and milestones of the association, showcasing its evolution and achievements.
 - Highlight the benefits of membership and share testimonials from members about how the association has positively impacted their careers and facilities.

-  **Align with the Mission Statement**
 - Ensure that all content aligns with the mission statement of empowering recreation professionals to operate safe, efficient, and accessible spaces.

SUBMISSION GUIDELINES

We value our members, associates, and partners as recreation industry experts. We want to hear from you!

Here's what we're looking for:

- Your article should be educational or entertaining for RFABC members, not promotional.
- Make sure it covers the 5Ws: Who, What, Where, When, and Why.
- Keep it between 800-1200 words.
- Include proper citations for any external sources.
- Since our magazine is digital, you can include external links in your article to guide readers to additional information and resources. [CLICK HERE](#) 

Please submit images and photos along with your article.

Just make sure:

- Everyone in a photo is identified.
- Diagrams come with detailed descriptions.

We want to make sure you get credit for your article.

- Along with your full name, you can include a company name and a small logo.

Submit your article to: communications@rfabc.com

EDITORIAL CALENDAR

We publish our digital magazine four times per year. It reaches over 1,800 members and is growing!

01 **FALL ISSUE (September - November)**
Reflection, Maintenance & Future Planning

PUBLISH DATE: [AUGUST 5, 2025](#)

DEADLINE: [JULY 15, 2025](#)

02 **WINTER ISSUE (December - February)**
Winter Maintenance & Strategic Planning

PUBLISH DATE: [NOVEMBER 4, 2024](#)

DEADLINE: [OCTOBER 15, 2024](#)

03 **SPRING ISSUE (March - May)**
Spring Cleaning & Summer Prep

PUBLISH DATE: [FEBRUARY 3, 2025](#)

DEADLINE: [JANUARY 15, 2025](#)

04 **SUMMER ISSUE (June - August)**
Peak Season Operations & Maintenance

PUBLISH DATE: [MAY 20, 2025](#)

DEADLINE: [APRIL 21, 2025](#)

2025 WINTER ISSUE HOT TOPICS

Simple ideas to spark your writing and keep us on track.

POOLS

Case Study: Successful Winterization Strategies for Indoor Pools

-Highlight a facility that successfully implemented winterization strategies, sharing lessons learned and best practices for maintaining operations.

Guide: Protecting Pool Infrastructure from Freeze Damage

-Step-by-step instructions on preventing freeze damage to pipes, tiles, and other pool infrastructure.

Guide: Preventing Condensation and Mold Growth in Indoor Pool Facilities

-Practical advice on preventing condensation and mold issues, focusing on proper ventilation, dehumidification, and regular maintenance.

Article: Energy Efficiency Tips for Heated Pools

-Tips and strategies for optimizing energy efficiency in heated pools, including smart thermostat settings, energy-efficient pumps, and insulation techniques.

Research Summary: Impact of Winter Weather on Indoor Pool Infrastructure

-An analysis of how winter conditions can affect indoor pool infrastructure, including roof integrity, plumbing, and structural components.

ARENAS

Article: Innovations in Arena Heating Systems for Winter

-Explore new technologies and strategies for efficiently heating arenas during the colder months while maintaining comfort for spectators and players.

How-To Guide: Preventing Slip and Fall Accidents in Arenas

-Practical advice on maintaining safe walking surfaces, especially around entrances, exits, and spectator areas, during icy conditions.

Research Summary: Impact of Cold Weather on Arena Structural Integrity

-An overview of how freezing temperatures can affect building materials and structural components, along with strategies to mitigate damage.

Safety Spotlight: Emergency Preparedness for Winter Events in Arenas

-Tips on preparing for potential winter emergencies, such as power outages or severe weather events, ensuring safety and continuity of operations.

Training Resource: Winter Operations Training for Arena Staff

-A resource or training module designed to educate arena staff on the unique challenges of winter operations, focusing on safety, efficiency, and customer service.

PARKS & SPORT FIELDS

Guide: Effective Winterization Techniques for Sport Fields

-Detailed instructions on winterizing different types of sports fields to prevent damage and ensure readiness for spring.

How-To Guide: Protecting Outdoor Facilities from Winter Weather

-Step-by-step guidance on safeguarding outdoor facilities like restrooms, benches, and signage from harsh winter conditions.

Research Summary: Impact of Snow and Ice on Turf Health

-An analysis of how snow and ice affect turf health and strategies for minimizing damage to grass and soil.

Guide: Inspecting Playground Equipment During Winter

-A comprehensive guide on what to look for when inspecting playground equipment for potential winter damage, such as rust, cracks, or loose fittings.

Case Study: Successful Winter Trail Management Programs

-Highlight a park or community that has effectively managed its trails throughout the winter, focusing on innovative practices and community involvement.

2025 WINTER ISSUE HOT TOPICS

Ideas to inspire your writing and align with our focus.

FACILITY OPERATIONS

<p>Article: Winter Facility Management: Balancing Comfort and Cost</p> <p>-Explore strategies for maintaining a comfortable environment for patrons while managing operational costs during the winter months.</p>	<p>Guide: Essential Winter Maintenance Tasks for Recreation Facilities</p> <p>-A comprehensive guide covering key maintenance tasks specific to winter, including plumbing, roofing, and exterior inspections.</p>	<p>Expert Interview: Winter Lighting Solutions for Recreation Facilities</p> <p>-Insights from a lighting expert on optimizing indoor and outdoor lighting for energy efficiency and enhanced visibility during shorter days.</p>	<p>Article: Indoor Air Quality Management During Winter</p> <p>-Explore strategies for maintaining healthy indoor air quality in recreation facilities, focusing on ventilation, humidity control, and air purification systems.</p>	<p>How-To Guide: Removing Salt Residue from Different Flooring Types</p> <p>-Step-by-step instructions for removing salt and dirt from various types of flooring, including tile, wood, and carpet.</p>
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FACILITY LEADERSHIP

<p>Article: Adapting Operations for Winter: Challenges and Solutions</p> <p>-Explore common challenges faced by recreation facility operations during winter and innovative solutions to address them.</p>	<p>Article: Navigating Tough Decisions</p> <p>-Explore the complexities of making difficult decisions in recreation facility management, focusing on strategies to balance competing priorities and maintain effective operations.</p>	<p>Safety Spotlight: Creating a Culture of Safety in Winter Operations</p> <p>-Tips for fostering a culture of safety within the organization, focusing on training, communication, and incident prevention.</p>	<p>Insight: Strategic Planning for the Year Ahead</p> <p>-Explore the key components of effective strategic planning for recreation facilities, focusing on aligning operations with long-term goals and adapting to seasonal challenges.</p>	<p>Article: Staff Morale and Motivation</p> <p>-Article: "Maintaining Staff Morale During the Busy Winter Season"</p> <p>-Tips: Leadership strategies for keeping staff motivated and engaged</p>
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PROGRAMS & SERVICES

<p>Guide: Developing Inclusive Winter Programs for All Ages and Abilities</p> <p>-A guide on creating programs that are accessible and enjoyable for individuals of all ages and abilities, ensuring broad community engagement in winter.</p>	<p>Checklist: Preparing Program Spaces for Winter Activities</p> <p>-A detailed checklist for program managers to ensure indoor and outdoor spaces are safe and ready for winter activities, covering heating, lighting, and safety measures.</p>	<p>Research Summary: Trends in Winter Recreation Programming</p> <p>-An overview of the latest trends and innovations in winter recreation programming, including virtual and hybrid offerings.</p>	<p>Safety Spotlight: Ensuring Safety in Winter Recreation Programs</p> <p>-Tips for maintaining safety during winter programs, focusing on staff training, emergency preparedness, and risk management.</p>	<p>Bridging Teams: The Vital Role of Collaboration Between Program and Maintenance Staff in Winter</p> <p>-Explore how effective collaboration between program and maintenance staff can enhance the success of winter operations.</p>
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PROCESS AND DEADLINE

Let's all stay on track!

The Process

- 1** Declare which stream you intend to write for:
 - Pools
 - Arenas
 - Parks & Sport Fields
 - Facility Operations
 - Facility Leadership
 - Programs & Services
- 2** Decide on a topic and potential article title.
- 3** Email Michelle Bigelow to declare your stream and submit your article topic and title.
 - communications@rfabc.com
- 4** Write your article!

The 2025 WINTER ISSUE Deadline

Submit your completed article by
Tuesday, October 15, 2024

CONSIDERATIONS

➔ Deciding to write an F2F article is not a sales pitch.

Writing an F2F article is not an opportunity for a sales pitch; it's about providing real, practical value to our readers. The focus must be on delivering educational content that helps them in their everyday roles.

EXAMPLE

SPORTS FIELD TURF MANUFACTURER

- **Instead of:** Promoting a specific type of artificial turf.
- **Focus on:** The benefits of different types of turf and grass, maintenance tips for keeping fields in top condition, and how to choose the right surface for various sports and climates.

➔ Authors may need to revise their article to meet our criteria.

When an author submits an article for consideration in our F2F magazine, it is important to note that the editorial team carefully reviews each submission to ensure it aligns with our publication's standards and objectives. While we value and respect the unique voice and perspective of each author, we may ask for revisions to help the article better fit within our established guidelines.

➔ Your article might not be selected for publication in the current issue and may be stored for consideration in future editions.

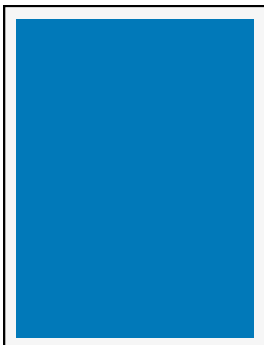
Please note that while we greatly appreciate your submission, there is a possibility that your article may not be selected for publication in the current issue. However, rest assured that it will be stored and given full consideration for inclusion in future editions. We value your contribution and look forward to potentially featuring your work in our magazine at a later date.

PURCHASE AD SPACE

SECURE YOUR SPOT!

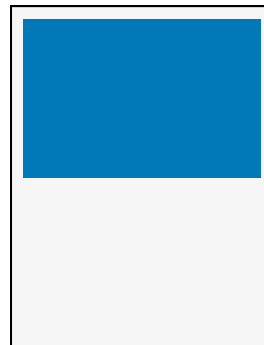
Purchase an ad with us and let your business shine. We're here to help you connect with your community and grow your success.

FULL PAGE



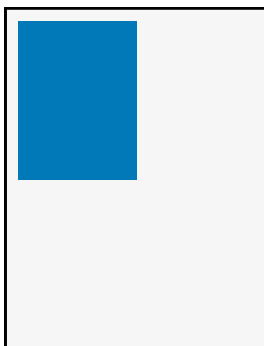
- 1 Issue:** \$555 + GST
- 2 Issues:** \$835 + GST
- 3 Issues:** \$1190 + GST
- 4 Issues:** \$1630 + GST

HALF PAGE



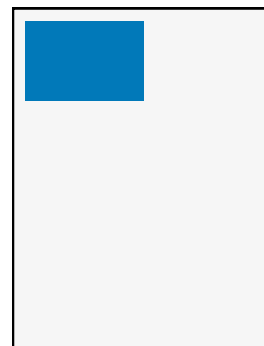
- 1 Issue:** \$375 + GST
- 2 Issues:** \$565 + GST
- 3 Issues:** \$800 + GST
- 4 Issues:** \$925 + GST

QUARTER PAGE



- 1 Issue:** \$230 + GST
- 2 Issues:** \$345 + GST
- 3 Issues:** \$490 + GST
- 4 Issues:** \$640 + GST

EIGHTH PAGE



- 1 Issue:** \$145 + GST
- 2 Issues:** \$215 + GST
- 3 Issues:** \$305 + GST
- 4 Issues:** \$400 + GST

Contact Dwayne for Enquiries & Ad PDFs

Phone: 1-250-514-7518
 dwayne@rfabc.com

CONTACT US

For questions, connect with our helpful team. They're here to ensure you have a smooth and enjoyable experience.



Michelle Bigelow

Manager, Communications & Marketing

✉ communications@rfabc.com

Michelle is your go-to person for any questions, to let us know you're interested in writing an article, or to submit your work for consideration.

Dwayne Kalynchuk

Executive Director

✉ Dwayne@rfabc.com

Looking to advertise in the F2F? Reach out to Dwayne, he's happy to help get you set up.

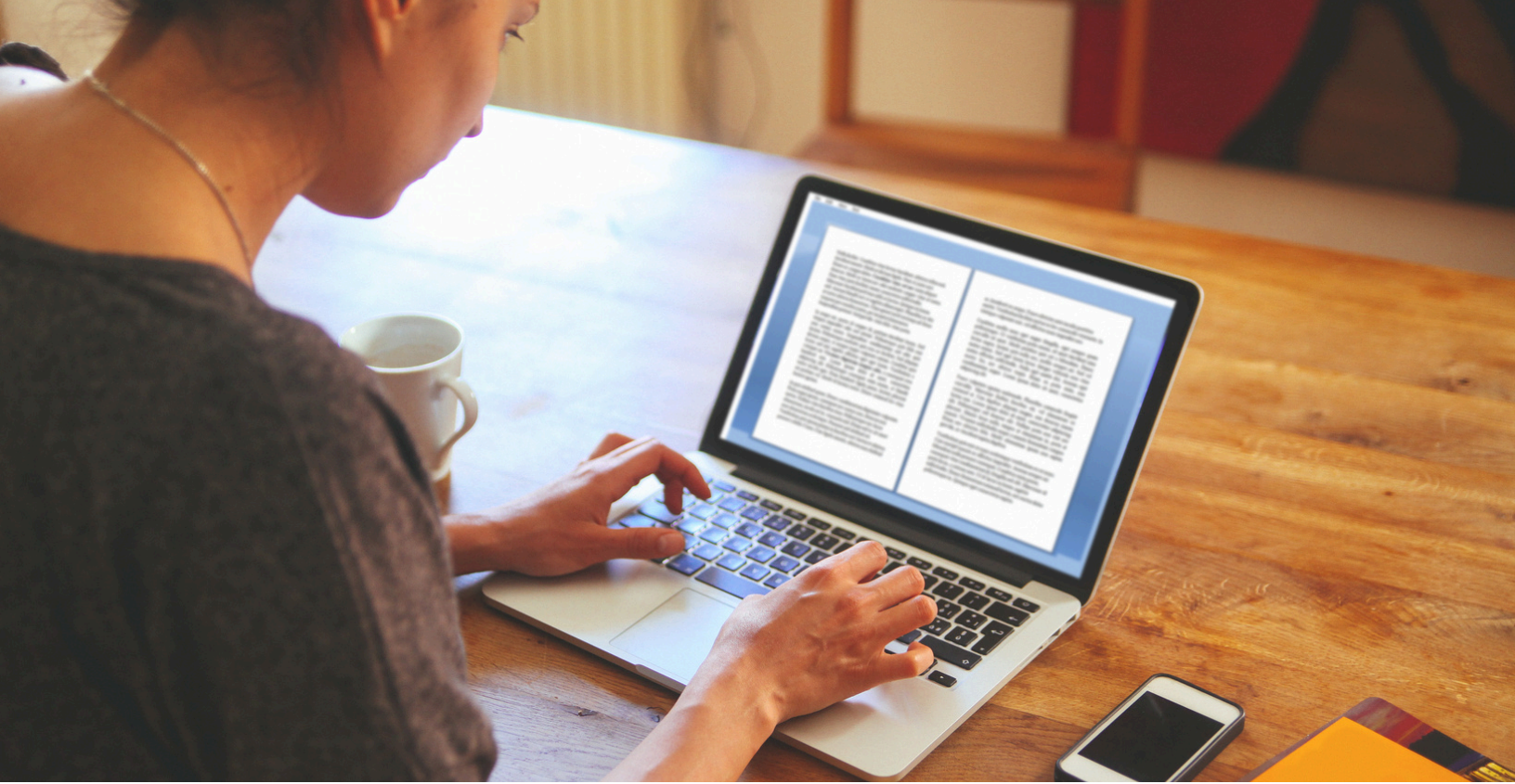


Shawntel Dickinson

Manager, Business & Education

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Have an idea for an article but unsure if it's a topic that's right for our readers? Ask Shawntel.



NEXT STEPS



That's it for the Contributor's Guide!
Now it's your turn to start
brainstorming and writing. The
deadline is just around the corner.
We can't wait to see what you
come up with!

M. Bigelow

Michelle Bigelow
Manager, Communications & Marketing



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*Thank
You*