



**HOLLYBURN**  
Cross Country Ski Club

**POLICIES & PROCEDURES MANUAL**  
**2019-2020**

**July 2019**

**\*This Manual will be reviewed and updated annually by the Board.**

**TABLE OF CONTENTS**

Introduction .....	3
Club Objectives .....	4
Mission .....	4
Vision .....	4
Program Policies.....	5
Registration Process .....	5
Programs Offered .....	5
Skill Development Programs .....	5
Teen Programs .....	6
Graduate Coaching/Volunteer Program .....	6
Volunteer Requirements .....	6
Safety Policies and Procedures.....	8
Risk Management .....	8
Emergency Action Plan .....	10
Supervision Policy .....	11
Roller Skiing Policy .....	11
Safety Equipment Policy .....	12
Insurance Policy .....	12
Cypress Mountain Trail Etiquette Policy .....	12
Club Board and Staff .....	14
A. Officers (Board) .....	14
B. Program Coordinators (Board) .....	15
C. 10 – 12. Directors at Large (Board).....	17
D. Club Staff .....	17
Governance Policies .....	19
Communication Policy.....	19
Privacy Policy .....	19
Conflict of Interest Policy .....	19
Strategic Planning Policy .....	20
Financial Management Policies.....	21
Accounting Policy .....	21
Budgeting Policy .....	21
Program Fees Policy .....	21
Refund Policy.....	22
Purchasing and Reimbursement Policy.....	22
Sponsorship and Donation Policy .....	23
Sponsorship Guidelines.....	23
Athlete Financial Support Policy .....	24
Professional Development Policy .....	25
Coach Policies .....	26
Coach Qualifications Policy.....	26
Coach Replacement Policy .....	26
Criminal Records Check .....	26
Code of Conduct.....	28
Equipment Policies .....	34
Management of Club Equipment .....	34
Use of Club Skate Skis.....	34
Use of Club Snowshoes .....	34

Use of Club Waxing Hut..... 34  
 Use of Club Waxes and Waxing Equipment..... 34  
 Race Team Wax Policy ..... 35

**Introduction**

Hollyburn Cross Country Ski Club (the Club) is Vancouver’s Family Cross Country Ski Club at Cypress Mountain. The Club is based in Vancouver, British Columbia, and is a non-profit organization overseen by a volunteer board and qualified volunteer coaches. The 500 member club follows the Cross Country Canada endorsed Jackrabbit program to introduce children to

cross country skiing, fitness and winter fun. The Club currently has over 290 young skiers, aged 4 to 18 years, instructed by more than 70 volunteer coaches in the Jackrabbit, Track Attack, and Teen programs. The Club skis at the Hollyburn Ridge cross country area of Cypress Mountain, located 25 minutes from downtown Vancouver.

### **Club Objectives**

The Club provides families in Greater Vancouver the opportunity to learn and excel at cross country skiing in a fun, supportive and encouraging environment. Children, youth and adults develop and build on the basics of good cross-country ski technique, fitness and how to stay safe and have fun in a winter playground.

The Club follows the Cross Country Canada Long-Term Athlete Development Model, starting with the Skill Development Program for children, which then leads into either recreational or competitive programs for youth and adults. Parents are encouraged to be actively involved as coaches, mentors, racers and volunteers.

### **Mission**

We support skiers to develop to their potential and encourage life-long skiing in a fun, social environment. We strive to achieve excellence by providing a wide variety of programs delivered by qualified coaches.

### **Vision**

We will strive to be a full service cross country ski club, recognized by Cross Country BC and Cross Country Canada as a leader in the country and continue to be a winter sport activity of choice in Greater Vancouver.

**Program Policies**

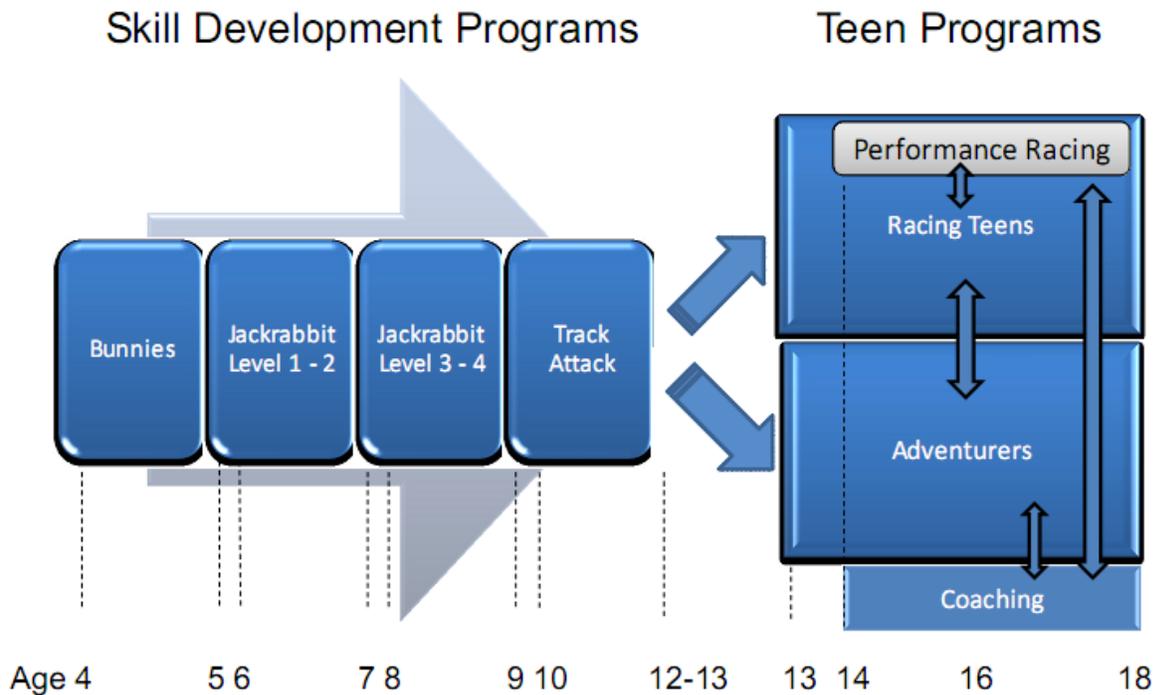
**Registration Process**

Registration for events and programs is performed by the registrar, once registration forms and payments have been submitted online. The Club will administer the purchased programs and services according to published policies and procedures.

**Programs Offered**

The Club ski programs consist of Cross Country Canada's Skills Development Program for young children (starting at age 4) and recreational and racing programs for teenagers, which is based on Sport Canada's [Long Term Athlete Development](#) model. The diagram below summarizes our program structure:

**HOLLYBURN CROSS COUNTRY SKI CLUB  
SKI PROGRAM**



**Skill Development Programs**

The Skills Development Program consists of three subprograms: Jackbunny, Jackrabbit (levels 1 to 4) and Track Attack. See the [Registration Guide](#) to help you decide on the appropriate Skills Development Program for your child.

Click on the links below for further details:

- [Jackbunny](#): ages 4-5
- [Jackrabbit](#) (Levels 1 and 2): ages 6-7
- [Jackrabbit](#) (Levels 3 and 4): ages 8-9
- [Track Attack](#): ages 10-12 (9 and 13 on an individual basis)

The Club places children by both skill level and age. The *age ranges listed above are flexible* to some extent as various factors related to each child are taken into account. During the first session coaches may decide to move the child to a more appropriate group if an incorrect placement has been made.

For some further details on the [Skills Development Program](#), [click here](#).

### **Teen Programs**

Teen programs have been divided into three subgroups to respond to the diverse interests that develop during these years. For those that enjoy skiing and perhaps want to compete in the occasional race and eventually start doing some backcountry skiing, we offer our Adventurers program. For those teens that enjoy competing, we have two options:

- Racing Teens is an introduction to skiing fast and competing that takes into account that youth may be involved in several other activities;
- Performance Racing is for those that want to dedicate themselves more to being a top-level competitive skier, offering a year-round program.

We also offer the opportunity for those graduating from high school to continue racing with the club. Click on the links below for further details:

- [Adventurers](#): ages 13-18
- [Racing Teens](#): ages 13-18
- [Performance Racing](#): ages 14+
- [University/College Racing Program](#): ages 19+

### **Graduate Coaching/Volunteer Program**

We encourage any "graduates" of our programs to stay involved in the Club by volunteering in whatever capacity they wish. For example, you could help out as a Coach Assistant or, if you are 14 or older, you could take the National Coaching Certification Program (NCCP) coaching courses to become a certified coach. Either way, you would be teamed with an older, more experienced coach. The coaching courses are offered in the fall. Any time contributed to the Club can be used for school volunteer requirements.

### **Volunteer Requirements**

The Club relies on parents to operate successfully. At least one parent/guardian from each family is expected to volunteer for a position. The time required varies with the position and further information is contained in the [Volunteering](#) section of the Club website. Consider volunteering as a coach, race/event volunteer or other club position.

Coaches receive the following benefits:

- Free training in coaching and skiing skills or officiating
- Free upgrade courses for returning coaches
- Registration discount
- Discounted pre-purchased (from Cypress) session trail passes valid for instructional days for coaches (responsible for own equipment rental)
- Registration priority (early registration)

## **Safety Policies and Procedures**

### **Risk Management**

Coaches have a legal obligation to provide a safe environment for participants at all times.

The coach is expected to be reasonable and act as other reasonable coaches would act in the same circumstances.

There is a certain amount of risk in the sport of cross country skiing. Coaches are expected to know and understand the implications of potentially risky situations, decide which situations might pose serious risks, and determine what practical steps he/she can take to minimize those risks.

If the risk is moderately significant, the coach must take measures to reduce the likelihood of its occurrence through careful planning, supervision and training of the participants. If the risk is severe, then the coach must decide to avoid whatever causes the risk. For example, extreme weather conditions such as freezing rain or very cold weather with potential to cause frostbite would cause a practice to be cancelled.

The main risk factors in the sport cross country skiing are:

1. Environmental (weather, temperature, snow conditions)
2. Equipment and facility risk (participant's clothing and ski equipment, trail conditions)
3. Human Risks: (the participants individual physical and behavioural characteristics, other skiers on the trails, the coach's training, experience and supervision of the participants)

An informed and prudent coach protects himself by implementing a personal risk management plan. This helps the coach in two ways: first, it will promote a safe program that will help prevent injuries from occurring, and second, if an injury can not be prevented, it will help protect the coach from liability claims. The summary below provides a recommended risk management plan for coaches.

**Personal Risk Management Plan****Personal Risk Management Plan for Coaches**

1. When choosing terrain, the coach must be sure that the activity and terrain are suitable to the age and condition (mental and physical) of the participants. For example: beginner skiers or bunnies should not be asked to ski down steep icy trails.
2. The participants must be progressively trained and coached to do the activity properly and avoid injury.
3. The participant's equipment must be adequate for the activity (boots fit, bindings close properly, child's clothing is adequate for the weather conditions)
4. The activity must be properly supervised.
5. Be familiar with the Hollyburn Cross Country Ski Club Emergency Action Plan. Carry with you: a Cypress Mountain Trail Map, emergency medical contact numbers and participant's medical profiles.
6. Inspect the facility (trails) before you do an activity with participants. If the area poses a risk, adjust activities to avoid the risk.
7. Ensure that participants ski using trail etiquette. Choose areas carefully when stopping to teach a lesson or play a game so that participants are not at risk of collisions with other skiers.
8. Stop any activity that poses unreasonable risks.
9. Trust your common sense and intuition.
10. Actively pursue your own training, professional development and further coaching certification.

**Emergency Action Plan**

All coaches are introduced to the concept of an emergency action plan through the Introduction to Community Coaching workshop. Workshop participants are expected to discuss their plan with their workshop leader and workshop participants. Hollyburn Cross Country Ski Club has developed a recommended Emergency Action Plan, provided below. All coaches are required to carry this plan with them during all coaching activities throughout the season.

### Emergency Action Plan

Prepared by: \_\_\_\_\_ (coach)  
 Emergency phone numbers: 9-1-1 for all emergencies  
 Address of home facility: Hollyburn Mountain, Cypress Provincial Park, West Vancouver  
 Address of nearest hospital: Lion's Gate Hospital, 231 East 15<sup>th</sup> Street, North Vancouver  
 Phone: 604-988-3131  
 Professional First Aid Ski Patrol: contact via staff in base area (604.922.0825)  
 In-charge person (1<sup>st</sup> option): \_\_\_\_\_ (coach)  
 In-charge person (2<sup>nd</sup> option): \_\_\_\_\_ (partner coach)  
 Call person (1<sup>st</sup> option): \_\_\_\_\_ (parent)  
 Call person (2<sup>nd</sup> option): \_\_\_\_\_ (parent)

Known health issues: Name: \_\_\_\_\_  
 Issue(s): \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Issue(s): \_\_\_\_\_

#### *In case of emergency . . .*

##### **Control environment and secure site so no further harm occurs**

- Quickly assess surroundings to identify and address immediate safety issues
- Place ski barrier (X) well above injured child

##### **Communicate with team**

- Communicate with partner coach to confirm basic plan and roles/responsibilities
- Confirm "person in-charge"
- Confirm "call person" (person who makes contact with medical authorities and assists person in-charge)

##### **Assess injury; comfort child; administer first aid**

- Ask child: "Can you hear me?" and "Are you okay?"
- At a minimum, assess: airway clear? breathing present? pulse is present? major bleeding? conscious? If suspected injury to head, neck or back, do not move the child.
- Stay calm and reassure child
- Cover child with jacket/blanket; get child's head off snow (if possible)
- Place insulated pad underneath child if child will be on snow for more than a few minutes
- Administer additional first aid as required and able (first aid training required)

##### **Get help**

- If help is needed, have "call person" ask parent or passing skier to get ski patrol:
  - Provide them with a trail map marked with location of injured skier
  - Provide injury details and what, if any, first aid done
  - Have person repeat back information to confirm their understanding
  - Confirm with person that they must report back
  - Send person to lodge or base area to ask staff to contact ski patrol

**Address needs of class/group**

- Reassure other children and move them to a safe location away from injured child
- Have the other coach and parents continue the session (if possible) or move the children down to base

**Follow-up communication**

- Communicate with parent of injured child (if not already present)
- Communicate with session coordinator
- Complete accident report form

**Supervision Policy**

Conscientious supervision of athletes is mandatory during all Club programs and events. Volunteers supervising athletes are expected to be coaches qualified through a minimum level of coach training, which includes completion of the Introduction to Community Coaching workshop. Those supervising athletes over the age of 5 years are expected to complete the Community Coaching workshop. Coaches are expected to be aware of the expectations of the [Coaches Code of Conduct](#) and be competent to deal with emergencies that might arise.

In all cases, it is expected that there will be two supervising adults within a group. If two qualified coaches are not available, a parent may step in to serve the role of the other supervising adult. For first year bunnies, a parent is required to accompany their child.

In addition to a minimum of two supervising adults to each group of athletes, the Club has adopted the following recommended supervision ratios based on the age of the athlete and/or specific program:

- Bunny/Jackrabbit athletes (4-9 yrs)                      1:4
- Track Attack athletes (9-13 yrs)                        1:5
- Adventurer athletes (13-18 yrs)                        1:10 - 1:15
- Race Team athletes (13-18 yrs)                        1:10 - 1:15

Circumstances determined by the Head Coach and/or SDP Coordinators may warrant adjusting the ratios according to the age, maturity, knowledge and skill of the athletes, and the nature and inherent risk of specific Club events.

**Roller Skiing Policy**

Roller skiing is an integral part of the sport of cross-country skiing, providing one of the most enjoyable and highly specific forms of ski training that can be practiced in the dry-land training season. Club members who practice roller skiing in an official training session will follow Cross Country BC (CCBC) [guidelines](#) for roller skiing at all times.

### **Safety Equipment Policy**

Safety equipment requirements for Club events consist of eye protection, only in the case of all racing events which include a mass or multi-person start. Helmets are not required.

### **Insurance Policy**

The Club's insurance through Cross Country BC (CCBC) covers members for most Club-related activities. The following items are specifically NOT covered by the insurance (refer to the CCBC website for details):

- Non Club or non Cross Country Canada (CCC)/CCBC activities
- Training activities which are of high risk (such as mountain climbing)
- Operation of personal vehicles (individuals using their own vehicles for Club activities and especially carrying passengers should carry a minimum 3<sup>rd</sup> party personal liability coverage of not less than \$1,000,000)
- Open competitions which are outside the usual scope of cross country skiing; this would include but not be limited to triathlons which involve a component of mountain biking or ski jumping
- Mountain biking and road cycling are covered for training purposes only and in no case does the coverage include racing events or time trials. For mountain biking, there is only 3<sup>rd</sup> party liability, even if it is a training activity.

Separate from the sport-related insurance, personal goods (ski equipment, tools, other equipment, etc.) are left at the owner's risk.

**THE CLUB INSURANCE POLICY DOES NOT COVER LOSS OR DAMAGE TO PERSONAL ITEMS.**

### **Cypress Mountain Trail Etiquette Policy**

Club members ski in a public ski area; we do not receive any special preference. Please be aware of this, share the trails and always remain courteous towards the skiing public.

All skiers must display their trail passes upon entry into the ski trails, including coaches and program participants. If requested to do so by Cypress staff, please show your pass, even if you've been skiing at Cypress for years and think they should recognize you.

Please try not to block the trails. Coaches should try to find little-used trails or areas when playing games or teaching technique. When stopped for ski demonstrations or other reasons, remember to keep your group of children to the side.

The main entrance of Cypress Cross Country area becomes particularly congested. When organizing your group beforehand or when returning after your session, please take your group well off the main trail to in behind the Club waxing hut.

**Club Trail Etiquette**

1. Good trail etiquette makes skiing more fun for everyone.
2. I will show my trail ticket to Cypress personnel when leaving base area.
3. I will greet people with a friendly “Hello” on the trail.
4. When faster skiers come up behind, I will move to the right and let them pass.
5. When I pass a skier, I will move to the left and go around them.
6. If I meet a skier head on, I will pass on their right.
7. I will remember that skiers coming down a hill have the right of way.
8. If I need to stop, I will move off the trail and wait until the other skier passes.
9. If I want to visit with my friends, I will move off to the side of the trail.
10. I will not leave any litter behind and pack out what I bring in.
11. I will obey trail signs and ski in designated areas only.
12. If I fall and make a big hole (sitzmark), I will fill it in with snow.
13. I will not ski fast when returning to the base area.
14. I will stay to the right of the cones when returning to the base area.
15. Please ensure that your group of skiers is going dead slow as they enter the base area.

## **Club Board and Staff**

The Club operates under the British Columbia *Society Act* with a volunteer Board of Directors. There are generally 12 positions on the Board, each with its own respective responsibilities. Many of these responsibilities are program delivery responsibilities, given the volunteer nature of the Club. In some cases, responsibilities are shared; however, at all times, one Director ensures specific responsibilities are fulfilled in a manner consistent with the vision and mission of the Club.

### **A. Officers (Board)**

#### **1. President**

The President is responsible and accountable for overall operations and functioning of the Club, ensuring its annual success, including:

- Chairs Annual General Meeting and meetings of the Board, resolving any issues that may arise with the support of the Board.
- Oversees and coordinates the various program coordinators.
- Arrange for any special recognition required for long-term or dedicated, retiring members.
- Ensures that all volunteers are aware of the requirements of their positions and that all have the appropriate guidance and assistance.
- Liaise with Treasurer.
- Ensures that the club operates under the B.C. government guidelines of a non-profit organization.
- Oversees the work of the Club Registrar.

#### **2. Vice-President**

The Vice-President supports the President and performs the duties of the President whenever the president is unable to do so. This position is also responsible for some of the external functions of the Club including:

- Responsible for liaison with Cypress Mountain Cross Country
- Responsible for external relations, including liaising with Cross Country BC and Cross Country Canada.

#### **3. Secretary**

The Secretary supports the efficient and successful operations of the Club in an executive capacity. Responsibilities include:

- Organize AGM and Board meetings, including issuing notices of meetings of the Club and the Board.
- Keep minutes of all meetings of the Club and Board and ensure that they are distributed and posted online in a timely manner. If unavailable, ensure that another Director fulfils this responsibility at Board meetings.
- Responsible for all club records and correspondence except financial records.

#### **4. Treasurer**

The Treasurer is responsible for all of the financial matters of the Club, including:

- Works with the President to ensure that the club operates under the B.C. government guidelines of a non-profit organization.
- Prepare and maintain yearly budget, using input provided by other Board members based on program responsibility and presents this budget at the AGM.
- Using the budget, provide recommendations on yearly fees, and allocating funds for various club purchases.
- Send reports and financial statements to the BC government or other parties as required in collaboration with President.
- Maintain Club financial records, including general ledger and various bookkeeping requirements, according to generally accepted accounting principles and as required by law.
- Pay insurance and registration fees to CCBC on a timely basis.
- Liaise closely with the Club Registrar regarding number of program and member registrants and any other matters that could affect the financial status of the club.
- Oversee club expenses and provide funds as required for Club operations, while ensuring a reasonable operating balance.

#### **B. Program Coordinators (Board)**

One of the main functions of the Club is to nurture the development and appreciation of cross country skiing. There are five program coordinators who design and deliver core Club functions. Three of these program coordinator positions; the Skills Development Program Coordinator, the Track Attack Coordinator and the Racing Program Coordinator, are directly related to the delivery of ski programs and as a result share similar responsibilities for different age groups.

#### **5. Bunny and Jackrabbit – SDP Coordinator**

The Skills Development Program Coordinator oversees the Bunny and Jackrabbit programs (children 4-9 years of age), and is responsible for the following activities:

- Assigns coaches, group assistants, and program participants to each various groups at this level, using the summary reports obtained from the Registrar and Coaching Coordinator.
- Ensures a minimum of two coaches are assigned to each group, and where possible match returning coaches with new coaches.
- Ensures that a session coordinator is assigned for each session (i.e., Sat AM session).
- Meets with session coordinators before program sessions begin; review tasks for season.
- Oversees the session coordinators throughout season to address issues that may arise. This may involve discussions with parents, coaches or other session coordinators.
- Order materials from CCBC as required and distribute to the session coordinators for the last session.
- Liaise with Cypress Mountain and ensure they are fully informed of Jackrabbit program and activities for the entire season.
- Informs Cypress Mountain of hot chocolate requirements for the Bunny and Jackrabbit programs
- Liaise with President regarding any issues regarding Program activities.

## **6. Track Attack Program – SDP Coordinator**

The Track Attack Program Coordinator oversees the Track Attack Program (children 10-13 years of age) and is responsible for the following activities:

- Organize weekly dryland activities beginning in September and continuing until skiing begins.
- Organize an overall skiing program plan for Track Attack athletes.
- Assign coaches and program participants to various groups at this level, using the summary reports obtained from the Registrar and Coaching Coordinator.
- Ensure a minimum of two coaches for each group.
- Order program materials from CCBC as required.
- Liaise with Cypress Mountain and ensure they are fully informed of Track Attack program and activities for the entire season.
- Liaise with President regarding any issues regarding Program activities.

## **7. Racing Program Coordinator**

The Racing Program Coordinator (in conjunction with the Head Coach) is responsible directing the racing program and establishing racing team policies and procedures. Due to the additional organizational requirements of the race team, this Coordinator is also responsible for recruiting a specific set of volunteers to help deliver this program. The specific areas of responsibility are as follows:

- Supervise and assist the Head Coach in providing the Race Team Program.
- Liaise with CCBC and other governance bodies such as CCC.
- Work with Head Coach to hire or recruit volunteers to fill the roles listed below:
  - Assistant Coaches: To help deliver the Racing Team program.
  - Waxing Volunteers: To provide waxing support to athletes at races.
  - Racing Program Treasurer: To collect team fees, monitor racing program finances, including employee pay and operating expenditures.
  - Communications coordinator: To update website and deliver racing team updates, planning team communication meetings.
  - Event Coordinator: To support trip and special event (e.g. fundraisers) organization as well as governance of training and racing trips.
  - Volunteer Coordinator: To recruit support from club team membership to find volunteer support for coaching, events, racing committee positions etc.

## **8. Coach Training Coordinator**

- Liaise with CCBC to ensure the Club programs are delivered to CCBC standards.
- Organize all training required for both new and returning coaches. Setup dates and times, locations, instructors and any equipment required for the training sessions, whether training takes place indoors or outdoors.
- Ensure that all new coaches take the appropriate NCCP training, as required for insurance purposes by CCBC, and act as a central contact for all training issues.
- Ensure that a technique improvement course is made available to all returning coaches just prior to the start of the season.

- Set up evening or weekend technique sessions to provide coaches and volunteers the opportunity to improve their skiing technique. Ensure that a variety of skill upgrades are offered, including both classic and skating techniques.
- Liaise with Skills Development Program Coordinator and Track Attack coordinator to ensure coaches have sufficient training for program requirements.
- Liaise with Cypress Mountain to ensure they are informed when coaches will be on the hill for training.
- Provide training information to the registrar in time to publish registration forms.
- Ensure coaching page on Club website is regularly updated.

## **9. Volunteer Coordinator**

- Liaise with Board and Club Registrar to identify volunteer needs and recruit parents from Club families using volunteer application forms.
- Ensure that all volunteer positions have a job description.
- Screen volunteers with phone call and reference check as necessary.
- Respond to enquiries from people about volunteering.
- Ensure volunteers are contacted in a timely manner. If a given position is no longer required, attempt to find an alternate position for that person.
- Help new volunteers become informed about the club and its policies and procedures.
- Monitor new volunteers and assess their performance and interactions with other club members.
- Maintain and update job descriptions on Club website for all volunteer positions.

### **C. 10 – 12. Directors at Large (Board)**

There are three Director at Large positions. While these board members have no specific executive or program responsibilities, they are nonetheless responsible for overall operations of the Club and assuming functions as required by the Executive.

### **D. Club Staff**

The Club currently has one paid position, the Registrar. As Club requirements dictate, a Club Head Coach may also be a staff position.

#### **Registrar**

- Prepare and submit all required forms in order to register the club with CCBC before October 5th of the new ski year.
- Enter new families into the Club database. Check all registrations for errors and omissions and follow up until each registration is accurate and complete.
- Process all club members with CCBC.
- Act as central contact for any organization that engages with the Club (Cypress, CCBC, CCC), and ensure inquiries are addressed by the right person within the Club.
- Create reports in Zone4 containing specific information and distribute to Program Coordinators.
- Order SDP stickers and booklets from CCBC before the start of the ski season.

- Ensure all coaches perform a Criminal Record check once every two years. Gather and store Criminal Record Check results.
- Create online Zone4 registrations for club events, such as Coach Training, Lantern Ski, Dryland Training Camps and Volunteer Appreciation Evening.
- Collect Levels Awarded and Jackrabbit Assessments from Session Coordinators (or from Coaches) at the end of the season and enter Levels into database. Create spreadsheet of Jackrabbit Assessments and coaches' comments.

### **Head Coach**

- Work with the Racing Program Coordinator and the Board to set the direction of the racing program and establishing racing team policies and procedures.
- Provide the leadership that facilitates successful progress and performance of all Club athletes.
- Develop and coordinate race team program guidelines, schedules.
- Keep abreast of the current trends and issues in cross country skiing both for on and off season training and incorporate this knowledge into coaching practices, programs as appropriate.
- Co-ordinate coaching resources to meet the needs of all registered racing program participants.
- Provide regular updates to the Racing Program Coordinator on racing program activities.
- Provide regular communication to parents of race team athletes participating in the program.
- Cultivate the skill level of and mentor all Coaches.
- Be a highly visible member of the Club and participate in Jackrabbit and Track Attack Club activities.
- Work with the Racing Program Coordinator to recruit Race Team staff and volunteers.

## **Governance Policies**

### **Communication Policy**

The Board is committed to the principle of open, two-way communication between Club members and the Board. The Board recognizes that they have been elected by the membership to work on their behalf and it is incumbent upon them to communicate with the membership, in a timely fashion.

The primary means of communication with membership is through the Club's website. Once approved, Board meeting minutes from the previous meeting will be posted on the Club website within seven days of approval by the Club Secretary.

### **Privacy Policy**

The Club collects personal information from its participants and uses that information for program development, marketing purposes, contact information and to meet legal obligations. The Club may use participant and guest photos and/or videos from Club activities for promotional purposes including brochures and websites. In all circumstances, the Club will limit the collection of personal information to those items necessary to provide the best service to all members.

The Club is committed to safeguarding member personal information through the use of security standards and procedures appropriate to the sensitivity of the information. Member personal information will not be sold, leased, rented or otherwise provided to any third party other than those contracted to provide services to the Club.

### **Conflict of Interest Policy**

Conflicts of interest may arise from time to time in the affairs of the Club where the private interests of an individual may interfere with his/her official duties and responsibilities. The conflicts may be real or perceived: in either case, the Club seeks to protect itself, its volunteers and its employees from potential legal difficulties and from poor public relations through a clear and transparent process.

The objective of this Policy is to enhance confidence in the integrity of, and afford legal protection to, all volunteers and employees of the Club. The following guidelines will operate in regard to real or potential conflicts of interest:

- a. Volunteers and employees shall perform their official duties in a manner that will conserve and enhance public confidence and trust in the integrity, objectivity and impartiality of the Club.
- b. Volunteers and employees must declare private interests that would be affected by the activities and actions of the Club.
- c. Volunteers and employees shall not solicit and accept transfers of economic benefit other than incidental gifts, customary hospitality, or other benefits of nominal value, from persons or organizations having dealings with the Club, unless the transfer is pursuant to an

enforceable contract or property right of the volunteer or employee. Such benefits may be accepted with the written consent of the Club. Neither benefits received nor private interests of a member should influence the objectivity or impartiality of their judgments in the performance of their duties on behalf of the Club.

d. Volunteers and employees must declare any participation in decisions from which they or their immediate family may derive a benefit, either directly or indirectly. Where discussions related to such decisions take place, the volunteer or employee must identify his/her potential conflict of interest and refrain from participating in the discussion or decision.

e. Negotiation of contracts for goods, services or equipment should be reviewed by the Club Officer to ensure that all potential conflicts are identified and resolved. In the situation where a conflict of interest is likely to arise due to the supply of goods or services by a volunteer or employee to the Club, proper and open tendering procedures must be followed. A volunteer or employee may still receive a contract as long as the Club Officer is aware of the potential conflict and the decision is in the best interests of the Club.

### **Strategic Planning Policy**

The Board of Directors believes that short and long term planning is necessary to ensure that the Club and its governance is continually improved and strengthened. The Board has developed a Five Year Strategic Plan that describes the mission, vision, guiding principles and goals of the Club. It includes a business plan required to achieve these goals.

The Strategic Plan will be reviewed annually to ensure that the annual goals are in alignment with the overall strategic plan. The Plan will be formally updated every five years on a cycle commencing in 2010.

## **Financial Management Policies**

### **Accounting Policy**

The Club Treasurer is responsible for the full cycle accounting for the Club, including budgeting, financial reporting to the membership, daily operational accounting, and government reporting (Annual Report to BC Registry Services).

Accounting for the use of Club funds is tracked using QuickBooks software and follows generally accepted accounting principles.

There are two bank accounts – Operating and Gaming. The Operating account is used for all regular Club operations. The Gaming account is used to keep separate control and tracking of Gaming Grant funds. Two signatures are required on all cheques. Signing officers do not sign their own expense reimbursement cheques. The Treasurer and President are always two of the signing officers. Other Board members may be added as signing officers, as deemed appropriate, depending on Club role and geographic location.

Unaudited Prior Year Financial Statements are presented to the membership, for approval, at the Annual General Meeting, usually held in October.

The financial year of the Club runs from September 1 to August 31. The Annual General Meeting (AGM) is held within two months of the end of the prior fiscal year. A current year budget is presented to the membership, for approval, at the AGM.

### **Budgeting Policy**

Hollyburn is a not-for-profit Club. Budgets are established with the goal to post a modest surplus over operating costs each year to ensure ‘rainy day’ funds. Surpluses in excess of one year of operating funds, which have not been allocated / reserved for an approved capital project (e.g. new van, head coach), must be reduced in the following operating year.

The budgeting process is lead by the Treasurer, in cooperation with Program Coordinators. The budget is debated and approved by the Board early in the new fiscal year and presented to the membership, for approval, at the AGM.

### **Program Fees Policy**

- **Membership Fee**

This mandatory fee must be paid by each registering member, including program registrants, volunteers (including coaches and excluding those families who volunteer only) and bunny parents who ski with their children. At least one adult per family must register as a Club member. Memberships are non-transferable.

- **Program Fee**

Fees are charged for each of the programs offered by the Club. There is a discount for coaches, session coordinators and key volunteers that register during the early registration period. This discount is listed on the Club website.

- **Trail Passes and Equipment Rental (Cypress Mountain)**

These fees are set by and paid to Cypress Mountain directly. Cypress Mountain manages the cross country ski area and is completely independent from the Hollyburn Cross Country Ski Club. All coaches, bunny parents skiing with children and program participants must purchase trail passes from Cypress Mountain.

- **Administrative Fees**

The Club charges an administrative fee for errors made during registration. This fee covers costs incurred through our merchant services provider. The administrative fee is listed on the Club website.

### **Refund Policy**

In light of the limited spaces available in the Club, which is dictated by participant limits set by Cypress Mountain, the Club does not provide refunds to registrants once registration has closed and programs have been filled. If the space can be filled from a waiting list, prior to the start of the season, a refund, less an administrative fee, will be considered, at the discretion of the Board. In extenuating circumstances, the Club reserves the right to consider a partial refund or credit, regardless of whether the space has been filled.

Once the online registration has been completed, refunds for program fees are only provided for medical reasons (doctor's note required) and then on a pro-rated basis once the program starts. No refunds for membership fees are provided for any reason after the start of the program.

Contact Cypress Mountain directly for information regarding refunds for any trail passes or rentals purchased from them.

### **Purchasing and Reimbursement Policy**

General Program expenditures are managed by the Treasurer and Program Coordinators (e.g. Bunny & Jackrabbit – SDP Coordinator, Track Attack Program – SDP Coordinator, Racing Program Coordinator, Coach Training Coordinator), and are guided by the annual budget. Board members may make a purchase if it is within their established annual budget (e.g. booking a room for a coaching course). All other purchases that are not expressly identified in the annual budget must be approved by the Club Officers.

All expenditures over \$1,500 require a formal quote from a provider, prior to purchase. Purchases over \$3,000 require a minimum of two quotes, to ensure the Club is seeking the best value for money for Club members. Wherever possible, local suppliers should be considered first in purchasing decisions, and allowed to provide a quote.

Race Team Expenditures are managed by the Racing Program Coordinator, in collaboration with the Treasurer. Purchases are assessed against the annual budget for the Racing Program.

Reimbursements for expenses are issued once receipts are received by the Treasurer and have been approved by the appropriate Program Coordinator.

### **Sponsorship and Donation Policy**

The Club accepts unsolicited sponsorship funds and donations from organizations that are aligned with the goals of the Club and the Provincial and National Sport Organizations for the sport (e.g.. Haywood).

The Club reserves the right to refuse donations or sponsorship where there is a requirement to provide recognition that is not deemed appropriate, or to add programs or services that are not in line with the Club's strategic policy, or for which there are insufficient club resources to undertake, or other reasons at the discretion of the Board.

From time to time, the Club may solicit sponsorship or donations for Club capital expenditures (e.g. team van, wax hut, paid head coach). These solicitations will be guided by a clear sponsorship document that will outline why we are seeking funds, how they will be utilized, and how sponsors and donors will be recognized for their contribution.

General Sponsorship and Donation Recognition will follow the Sponsorship Guidelines, as shown below, which will be reviewed on an annual basis.

#### **Sponsorship Guidelines**

Level	Parameters	Recognition
Legacy	Significant financial or in-kind contribution to Club assets (e.g. Cypress Mountain for use of land and electricity for Wax Hut)	Listed on Website as Legacy Supporter, for life of asset Listed on Clothing if deemed of value to donor (e.g. some do not wish recognition)
Platinum Sponsor	Over \$15,000 in total (in kind or cash) or at least \$5,000/year for three years	Listed on Website as Platinum Sponsor for 3 years including year of last donation Listed on Club clothing for total of 3 years including the year of the donation Recognition ceases in 4 <sup>th</sup> year after last donation
Gold Sponsor	\$1,000-\$5,000 one time donation	Website recognition for one year from donation Clothing recognition for one year Allowed to post banners and tents at all Club events for one year
Silver Sponsor	\$500- \$1000 in a calendar year, or for specific events	Recognition on Website for one year Recognition at event for which donation was made Allowed to post banners or use logo tent at sponsored event
Friends of Hollyburn XC Ski Club	Under \$500/year or one time donors	Listed as friends on Website for one year

### **Athlete Financial Support Policy**

The following policy provides guidance when assessing the option of providing financial assistance to an athlete.

#### **Objectives**

The objectives for providing financial support to athletes attending higher level competitions are as follows:

- To recognize and reward high performance athletic achievement in cross country skiing;
- To provide meaningful financial assistance to these athletes in their pursuit of excellence. Funding is intended to assist long-term Club members.

#### **Qualifications**

In order to be eligible to receive financial support from the Club, the athlete must meet the following qualifications:

- Must be a member in good standing of the Club;
- Represent the Club and the sport of cross country skiing in a dignified and responsible manner;
- Behave in such a manner as to provide a positive role model for younger skiers within the Club;
- Must have demonstrated commitment and potential at local and regional competitions.

#### **Process**

A Committee consisting of the President, Treasurer, Head Coach and 1 other director will review applications submitted by the athlete in order to determine who is eligible for funding. The Committee will then make recommendations to the Club Board of Directors. Funding will be awarded to athletes on approval of the Club Board of Directors. Any committee member that may be in a conflict of interest must clearly declare this conflict at the time of receipt of the applications.

#### **Financial Support Amount**

The club may provide the following financial support for athletes attending national and international competitions, subject to Club finances as determined by the Club Board of Directors.

##### **Athletes Attending National Competitions**

The club may provide up to \$500 per athlete to cover expenses to attend National Championships and National Trials races (World Junior/U23 Trials and Olympic Winter Games Trials, etc.) This applies to Performance Racers who meet the qualifications defined above.

##### **Athletes Attending International Competitions and High-Level Training Opportunities**

The club may provide financial assistance up to \$2,500 per athlete to cover expenses to represent Canada at international competitions or to attend high-level training opportunities including but not limited to National Development Training Centres.

### **Professional Development Policy**

The Club pays the fees for all required coaching courses, following the NCCP Long Term Athlete Development program:

- Introduction to Community Coaching (ICC);
- Community Coaching (CC);
- Learning to Train (L2T);
- Training to Train (T2T);
- Learning to Compete (L2C).

The Club covers fees for CCBC-sanctioned Officials courses for Club Members, with the requirement that the Club member commits to helping at a minimum of one race event per year.

At the discretion of the Board, additional courses will be considered for reimbursement for coaches with a specific senior role within the Club (e.g. Head Coach – Race Team) or those directly coaching high performance athletes within the Racing program.

## Coach Policies

### Coach Qualifications Policy

For a Club member to coach, he or she must have the following qualifications as determined by the age of the participant:

- **Up to 6 Years:** Coaches must have completed the ICC Workshop in order to supervise, instruct or coach ski activities for children six years of age and younger, or assist with the supervising, instructing or coaching of ski activities for children six to nine years of age;
- **6 to 9 Years:** Coaches must have completed the Community Coach Workshop in order to supervise, instruct or coach ski activities for children six to nine years of age, or assist with the supervising, instructing or coaching of ski activities for children nine to sixteen years of age;
- **9 to 16 Years:** Coaches must have completed the L2T (On-Snow) Workshop in order to supervise, instruct or coach ski activities for children nine to of sixteen years of age;
- Coaches under 16 years of age, that have completed the ICC Workshop, can assist with ski activities for children six years of age and younger (under the supervision of a qualified coach 16 years of age or older); and
- Coaches under 16 years of age, that have completed the CC Workshop, can assist with ski activities for children nine years of age and younger (under the supervision of a qualified coach 16 or older).

### Coach Replacement Policy

It is the Coach's responsibility to find a replacement coach or another adult to take your place if you cannot attend a session. It is important that you contact your session coordinator if you will miss a session. If you know that you will be absent in advance, please make arrangements with a coach in another session to cover for you. The Club has a short list of spare coaches who will be able to fill your spot.

### Criminal Records Check

All volunteer coaches, 18 years of age or older, are required to submit a Criminal Records Check to their local police department. This check will be required every 2 years. In July 2010 a revised National Criminal Background Check (CBC) policy was introduced that is more thorough than previous searches.

The new police screening measure is intended to search out pardoned sex offenders who change their names after release, seek positions of trust, to prey on young victims again. The Criminal Background Check now searches to see if "date of birth" and "gender" match (flagged) with any of the 14,000 pardoned sex offenders in the National database. The stricter Criminal Background Checks will better ensure the safety of our children and youth participating in sports. Under this revised system, you may be requested to come in and provide fingerprints. The Hollyburn Cross Country Ski Club will cover all the costs for the CBC.

Depending on your location of residence, the forms required are slightly different. The required forms for each Lower Mainland location are in the table below (click on the links to download and print).

Location	Forms	Fee
West Vancouver	<ul style="list-style-type: none"> <li>• <a href="#">Hollyburn Cross Country Ski Club Cover Letter</a></li> <li>• <a href="#">West Van Form 1 - Consent for Criminal Record Search</a></li> <li>• <a href="#">West Van Form 2 - Consent for Criminal Record Search</a></li> <li>• <a href="#">West Van Form 3 - Consent to Disclosure of Record</a></li> </ul>	\$22
Vancouver	<ul style="list-style-type: none"> <li>• <a href="#">Hollyburn Cross Country Ski Club Cover Letter</a></li> <li>• <a href="#">VPD Vancouver Police Request for Police Record Check</a></li> <li>• <a href="#">VPD Billing Authorization Form for HCCSC</a></li> </ul>	\$25
North Vancouver, Burnaby, Coquitlam, Surrey, Richmond and all other jurisdictions where the RCMP are the local police force	<ul style="list-style-type: none"> <li>• <a href="#">Hollyburn Cross Country Ski Club Cover Letter</a></li> <li>• <a href="#">RCMP Form 3584e</a></li> <li>• <a href="#">RCMP Form 3923e</a></li> </ul>	
Port Moody	<ul style="list-style-type: none"> <li>• <a href="#">Hollyburn Cross Country Ski Club Cover Letter</a></li> <li>• Additional forms are available at the front counter.</li> </ul>	\$10
New Westminster	<ul style="list-style-type: none"> <li>• <a href="#">Hollyburn Cross Country Ski Club Cover Letter</a></li> <li>• Additional forms are available at the front counter.</li> </ul>	

Application fees should be paid where required and submitted to the club for reimbursement. In order to receive reimbursement, you will need to scan and e-mail a copy of the receipt along with your full name, address and coaching role to the Club Treasurer.

## Code of Conduct

To ensure that athletes have the best learning environment during all Club functions or activities, the following Code of Conduct applies to all involved in Club activities including parents, athletes, coaches and officials (Reference: CROSS COUNTRY CANADA CODE OF CONDUCT AND ETHICS POLICY - Document 2.0 Revised February 2012).

### Definitions

1. The following terms have these meanings in this Policy:

- a) “Individuals” – All categories of membership defined in the CCC Bylaws, as well as all individuals engaged in activities with CCC, including but not limited to, athletes, coaches, race-officials, volunteers, directors, committee members, officers, managers and administrators.
- b) “CCC” – Cross Country Canada.

### Purpose

2. The purpose of this Code of Conduct and Ethics is to ensure a safe and positive environment within CCC programs, activities and events, by making all Individuals aware that there is an expectation of appropriate behaviour, consistent with the values of CCC, at all times.

3. CCC is committed to providing an environment in which all individuals are treated with respect. Further, CCC supports equal opportunity and prohibits discriminatory practices. Individuals associated with CCC are expected to conduct themselves at all times in a manner consistent with the values of CCC that include fairness, integrity, open communication and mutual respect.

4. Conduct that violates this Code of Conduct and Ethics may be subject to sanction pursuant to CCC’s policies and procedures.

### Application of this Policy

5. This policy applies to Individuals relating to conduct that that may arise during the course of CCC’s business, activities and events, including but not limited to, office environment, competitions, practices, training camps, travel, and any meetings.

6. This policy applies to conduct that may occur outside of CCC’s business and events when such conduct adversely affects relationships within CCC’s work and sport environment and is detrimental to the image and reputation of CCC.

7. This code of conduct applies to all activities undertaken by CCC at the national level, and in those cases where CCC exercises authority over or sponsors activities below the national level (e.g.: National Development Centers). Divisions of CCC are strongly encouraged to implement a code of conduct similar to this one, to govern the conduct of individuals within their jurisdictions, including clubs.

**Responsibilities**

8. All Individuals have a responsibility to:

- a. Maintain and enhance the dignity and self-esteem of CCC Members and other Individuals by:
  - i. demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, gender, ancestry, color, ethnic or racial origin, nationality, national origin, sexual orientation, age, marital status, religion, religious belief, political belief, disability or economic status;
  - ii. focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees and members;
  - iii. consistently demonstrating the spirit of sportsmanship, sports leadership and ethical conduct;
  - iv. acting, when appropriate, to prevent or correct practices that are unjustly discriminatory;
  - v. consistently treating individuals fairly and reasonably; and
  - vi. ensuring that the rules of cross country skiing, and the spirit of such rules, are adhered to.
- b. Refrain from any behaviour that constitutes harassment or assault, where harassment is defined as comment or conduct directed towards an individual or group, which is offensive, abusive, racist, sexist, degrading or malicious. Types of behaviour that constitute harassment include, but are not limited to:
  - i. written or verbal abuse, threats or outbursts;
  - ii. the display of visual material which is offensive or which one ought to know is offensive;
  - iii. unwelcome remarks, jokes, comments, innuendos or taunts;
  - iv. leering or other suggestive or obscene gestures;
  - v. condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions;
  - vi. practical jokes which cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance;
  - vii. any form of hazing;
  - viii. physical or sexual assault;
  - ix. intimidation or bullying;
  - x. behaviours such as those described above that are not directed towards individuals or groups but have the same effect of creating a negative or hostile environment;
  - xi. retaliation or threats of retaliation against an individual who reports harassment.
- c. Refrain from any behaviour that constitutes sexual harassment or assault, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favours, or conduct of a sexual nature. Types of behaviour that constitute sexual harassment include, but are not limited to:
  - i. sexist jokes;
  - ii. display of sexually offensive material;
  - iii. sexually degrading words used to describe a person;
  - iv. inquiries or comments about a person's sex life;
  - v. unwelcome sexual flirtations, advances or propositions;
  - vi. unwelcome sexual flirtations, advances, requests or invitations;
  - vii. persistent unwanted contact; and
  - viii. any behaviour that may constitute sexual assault.

- d. Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities.
- e. In the case of adults, avoid consuming alcohol in situations where minors are present, and take reasonable steps to manage the responsible consumption of alcoholic beverages in adult oriented social situations associated with CCC events.
- f. Respect the property of others and not wilfully cause damage.
- g. Abstain from the use of non-approved drugs and performance-enhancing substances.
- h. Comply at all times with the Bylaws, policies, rules and regulations of CCC, as adopted and amended from time to time.
- i. Adhere to all Federal, Provincial, Municipal or host country laws.

### **Coaches**

9. In addition to paragraph 8 above, Coaches have additional responsibilities. The athlete-coach relationship is a privileged one and plays a critical role in the personal as well as athletic development of their athletes. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it. Coaches will at all times:

- a. Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability and fitness level of athletes, including educating athletes as to their responsibilities in contributing to a safe environment.
- b. Prepare athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm athletes.
- c. Avoid compromising the present and future health of athletes by communicating and cooperating with sport medicine professionals in the diagnosis, treatment and management of athletes' medical and psychological situation.
- d. Under no circumstances provide, promote or condone the use of non-approved drugs or performance-enhancing substances.
- e. Accept and promote athletes' personal goals and refer athletes to other coaches and sports specialists as appropriate and as opportunities arise.
- f. At no time engage in an intimate or sexual relationship with an athlete of under the age of 18 years and at no time engage in an intimate or sexual relation with an athlete over the age of 18 if the coach is in a position of power, trust or authority over the athlete.
- g. Where an athlete has qualified for a training camp, provincial team, national team, etc., the Coach will support the program, applicable coaching staff and CCC.
- h. Refrain from intervening inappropriately in personal affairs that are outside the generally accepted jurisdiction of a coach.
- i. Act in the best interest of the athlete's development as a whole person.

The Club adheres to both the Cross Country Canada Code of Conduct and the Cross Country BC Coaching Code of Conduct, as shown below. All Coaches are required to sign this latter Code on an annual basis. A signed copy is to be forwarded to Club Registrar.



## Cross Country BC Coaching Code of Conduct

### COACHES HAVE A RESPONSIBILITY TO:

1. Treat everyone fairly within the context of their activity, regardless of gender, place of origin, colour, sexual orientation, religion political belief or economic status.
2. Direct comments or criticism at the performance rather than the athlete.
3. Consistently display high personal standards and project a favourable image of their sport and coaching.
  - a) Refrain from public criticism of fellow coaches; especially when speaking to the media or recruiting athletes.
  - b) Abstain from the use of tobacco products while in the presence of athletes and discourage their use by athletes.
  - c) Abstain from drinking alcoholic beverages when working with athletes.
  - d) Discourage the use of alcohol in conjunction with athletic events or victory celebrations at the playing site.
  - e) Refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of duties.
4. Ensure that the activity being undertaken is suitable for the age, experience, ability and fitness level of the athletes and educate athletes as to their responsibilities in contributing to a safe environment.
5. Communicate and cooperate with registered medical practitioners in the diagnoses, treatment and management of their athletes' medical and psychological problems. Consider the athletes' future health and well being as foremost when making decisions regarding an injured athletes' ability to continue playing or training.
6. Recognize and accept when to refer athletes to other coaches or sport specialists. Allow athletes' goals to take precedence over your own.
7. Regularly seek ways of increasing professional development and self awareness.
8. Treat opponents and officials with due respect, both in victory and defeat, and encourage athletes to act accordingly. Actively encourage athletes to uphold the rules of their sport, and the spirit of such rules.

- 9. In the case of minors, communicate and cooperate with the athletes' parents or legal guardians, involving them in management decisions pertaining to their child's development.
- 10. Be aware of the academic pressures places on student athletes and conduct practices and games in a manner so as to allow academic success.

**COACHES MUST:**

- 1. Ensure the safety of the athletes with whom they work,
- 2. At no time become intimately and/or sexually involved with their athletes. This includes requests for sexual favours or threat of reprisal for the rejection of such requests.
- 3. Respect the athlete's dignity; verbal or physical behaviours that constitute harassment or abuse are unacceptable.
- 4. Never advocate or condone the use of drugs or other banned performance enhancing substances.
- 5. Never provide under age athletes with alcohol,

I have read and understand the above statements and agree to conduct myself in a manner that demonstrates the standards established in the Cross Country BC Coaching Code of Conduct and the Coaching Code of Ethics, (Principles and Ethical Standards) available from the Coaching Association of Canada.

\_\_\_\_\_  
Coach

\_\_\_\_\_  
Witness  
(Club representative)

\_\_\_\_\_  
(Please Print Name)

**Athletes**

10. In addition to paragraph 8 from the Cross Country Canada Code of Conduct, Athletes will have additional responsibilities to:

- a) Report any medical problems in a timely fashion, where such problems may limit the athlete's ability to travel, train or compete.
- b) Participate and appear on time in all competitions, practices, training sessions, events, activities or projects.
- c) Properly represent themselves and not attempt to enter a competition for which they are not eligible, by reason of age, classification or other reasons.
- d) Adhere to CCC's rules and requirements regarding clothing and equipment.
- e) Abide by curfew regulations as defined by the coach responsible for the athlete.

**Officials**

11. In addition to paragraph 8 from the Cross Country Canada Code of Conduct, Officials will have additional responsibilities to:

- a) Be fair and objective.
- b) Avoid situations which a conflict of interest may arise
- c) Make independent judgments.

## **Equipment Policies**

### **Management of Club Equipment**

The Equipment Coordinator is responsible for the following:

- Take inventory of Club skate skis, poles and snowshoes at beginning of season.
- Wax skate skis at beginning of season.
- Apply protective wax to skate skis at end of season.
- Make sure all equipment is clearly marked with Club name (skate skis, poles, snow shoes, waxing irons etc).
- Make periodic inspection of equipment during ski season and alert Board to any issues.
- Make minor repairs to equipment as necessary.
- Work with Program Coordinators to ensure club gear is properly treated and stored.
- Take inventory at end of season and note missing and broken equipment.
- Make suggestions to Board for equipment replenishment.

### **Use of Club Skate Skis**

The Club owns skate skis and poles of various sizes. These skis are intended only for the use of Jackrabbit groups during official weeknight and weekend sessions. Skate skis may be borrowed by prior arrangement for use in special events such as B.C. Midget Champs and P'ayakentsut.

Track Attack athletes are expected to own skate skis and may not borrow Club skate skis.

### **Use of Club Snowshoes**

The Club owns snowshoes for use by Adventurer program. The snowshoes may be borrowed by other Club members by special arrangement with the Equipment Coordinator. Snowshoes may be used by other groups, such as the Racing Team, Track Attack or Jackrabbits, by prior arrangement.

### **Use of Club Waxing Hut**

The Club waxing hut located at the base of Cypress Cross Country area is open to all Club members. The hut is locked with a combination lock. The combination is changed periodically and is known to senior coaches, Club Board members, hut maintenance volunteers and key Cypress Mountain staff. The last Club member to leave the hut is responsible to lock door.

Ski cubbies are for use by all skiers. Cubbies need to be emptied at end of each skiing day (no long term storage of non Club skis). The Hut is a shared space and Club members are expected to be courteous and respectful of others when using the Waxing Hut.

### **Use of Club Waxes and Waxing Equipment**

The Club owns waxing equipment such as waxing irons, scrapers, ski forms as well as a basic supply of waxes and cleaners. However, for anything beyond basic waxing, Club members are encouraged to bring their own waxing supplies. Any Club member may use the facilities for waxing but are expected to clean up after themselves.

High fluorocarbon glide waxes may not be used inside Waxing Hut due to toxicity and lack of ventilation.

### **Race Team Wax Policy**

All waxes and wax related equipment will be ordered and inventoried by the Head Coach and/or other designated individual. The Head Coach and the designated individual will submit a list of required wax and equipment to Racing Program Coordinator prior to the ski season. The list will detail items required and approximate cost.

The Head Coach or designate will keep an up to date inventory of wax and equipment during the ski season. The Head Coach or designate will conduct a post ski season inventory of wax and equipment.

The Head Coach or designate will provide proper training in glide and grip wax application to individuals interested in becoming wax assistants. Wax for race weekends will be paid for by Club as per below:

#### Practices:

- Grip and glide wax must be provided by team members.

#### Races:

- A race wax box for Hollyburn Race Team members will be maintained for designated race weekends only, and will be maintained and controlled by the Head Coach.
- Only coaches and wax assistants can use the Team wax and equipment.