

Trip Policies & Procedures

Nakkertok Ski Club

Updated August 2017

This document outlines the requirements and guidelines that have been established for trips by the Nakkertok Race Committee. The requirements must be followed. There are an accompanying Nakkertok Parent and Athlete Trip Guide, and a Trip Organizer Handbook that summarize key items from this document that the trip participants need to know.

The following acronyms are used in this document:

TO = Trip Organizer

LC = Lead Coach

RC = Race Committee

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1) Trip Sign Up and Payment of Trip Fees

a) Requirements

For the fall & winter trips, commitment and payment of the non-refundable trip fee is required by October 15th (unless stated otherwise) and athletes generally are not allowed to participate in the group trip arrangements if fees are not paid in full by the specified deadline. Sign-up is via the **Athlete/Parent Trip Information Form**. Once the Athlete/Parent Form is completed, the **Master Trip Sign-Up Document** can be accessed where the specific trip sign-up is done. If the Athlete/Parent Information Form is not completed, the athlete cannot be accepted on a trip. Once an athlete's name is input onto the Master spreadsheet and the trip fee has been paid by the deadline, the athlete is committed to the trip. Please note: Only those athletes who are eligible to attend a trip (and have been approved by the Lead Coach) will be allowed to participate, regardless of whether the athlete has been signed up and had paid by the deadline. Talk to athlete's coach if unsure which trips to sign-up for.

- i) The trip fee is an estimate of the athlete trip costs including the athlete's share of food, accommodation and ground transportation, and a portion of the attending coach(es) and volunteer parents' expenses. Please include on each cheque the full name of the athlete, and name of trip. A self-addressed, stamped envelope is to be given to RC Treasurer for the End-of-Year reimbursement cheque.
- ii) The cheques are to be collected by the TO, or can be sent to the Race Trip bank account by email transfer. Based on the number of deposits received, each TO will be committing to a corresponding level of accommodations, vehicle rentals, food catering (as applicable), and support team numbers. Many of these arrangements are not able to be changed at a later date without additional cost and/or considerable volunteer time. For these reasons, in most cases, no full refunds will be issued once the October fee payment deadline has passed. Internet e-transfer payment instructions follow:
If your family uses web banking with an email transfer option, you can transfer money to the Nakkertok trip account. Each bank may have slightly different procedures. Use the Interac money transfer option. Email the money to nakkertoktripaccount@hotmail.com. You could be charged approximately \$1.50 per transfer by your bank and there may be limits on how much can be transferred. The limits may depend on your bank account set up, etc. For most of our trips the limits would not be exceeded.
You will need to set up a "secret question" in your web banking program that we answer. The transfer instructions are generally under the title Interac e-transfer, or something similar. The question should be: What is the name of the cabin by Weber pond? The answer should be: owlcabin.

You will also have space to include a message. Clearly state what trip the money is to be used for and the name of the athlete, first and last.

Once we get your email, which can take an hour or two to be processed, we open our web banking program, answer the question and the money gets directly deposited in the Nakkertok trip account. You will get an email receipt and the trip organizer will be informed of the successful completion of the transfer.

- iii) If room is available on the trip, an athlete may be added to the trip after Oct 15th by paying a \$50 late fee per trip. A late fee is also charged for late payment.

- i) Withdrawing from a trip after the October 15th deadline will incur a \$50 surcharge. There are only four exceptions to the rule: athlete's illness or injury; emergency in the athlete's family; athlete's qualification for a higher level cross country skiing competition or camp, such as World Juniors, that directly conflicts with the trip; or the withdrawing athlete finds a suitable replacement (to be determined by TO and LC) to fill his/her spot on the trip. In the last case, if this can be done, no cancellation or late fees will be charged either athlete. If a suitable replacement cannot be found (i.e. same gender for rooming switches), then the athlete withdrawing from the trip will incur a \$25 charge. In all cases of withdrawal from a trip, efforts will be made to reimburse an athlete for as much of the paid fees as possible **without adding appreciable extra costs to the other athletes on the trip**. In each of these situations, the TO and the LC must be notified in advance of the trip, and a final decision as to whether or not the athlete will be reimbursed will be made by the RC Director in consultation with the RC Treasurer. An athlete committed to going to a race event, such as Nationals, will also receive a refund if the coaches determine that the athlete has not met criteria that Nakkertok has set out in advance. The Nationals' initial deposit is non-refundable in all other cases unless a "like for like" replacement is found. It should be noted that with withdrawals closer to the trip departure, less reimbursement will be possible, as transportation needs will be finalized, final accommodation arrangements will have been made, support staffing will be determined, etc. Reimbursement in the end may be for food costs only. In general, reimbursements—regardless of the amount--will only be provided in the end of year trip reconciliation payment. TOs should not make any commitments with the parents of a withdrawing athlete, regarding reimbursements, without first discussing with TC, RC Treasurer and RC Director.

- ii) In general the trip fee should cover the trip expenses. Occasionally trip costs or expected trip costs exceed the payment set in September, and as such, athletes will be required to pay the difference. If the difference is a significant amount known prior to departure, athletes will be expected to pay before they go on

the trip. If the significant amount is accrued during the trip, then the athlete will be expected to pay within 1 week of returning from the event.

- iii) Payment of race registration fees and applicable license fees are the separate responsibility of the athletes and their parents and are not included in the trip budget.

2) Trip Budget, Accounting

a) Requirements

- i) Prepare a trip budget and organizational spreadsheet for effective and transparent revenue/expense analysis (master spreadsheet available from RC Trip Coordinator). This should be forwarded to the RC Trip Coordinator and RC Treasurer for information and review prior to trip.
- ii) Racers will fully cover all transportation, food and accommodation costs for paid coaches and volunteers.
- iii) If the trip involves multi-parent organized transport and is significantly outside of the National Capital Region, drivers are reimbursed for gas costs and given \$100 to cover the wear and tear on their vehicle.
- iv) Wax expenses and equipment purchases are not to be reimbursed from the trip budget. These are to be reimbursed from the Racing Program equipment budget in the Nakkertok general account.
- v) On occasion Nakkertok will provide waxing services at events for athletes who are not active members (i.e. they are either not members of Nakkertok, or they are members but are living outside of the National Capital Region, usually away at school). This is at the discretion of the LC. The TO is responsible for collecting and accounting for this money, with assistance from the LC, prior to the athlete receiving the service. The amount will be an extra **\$25/day charge for each day of the trip** for athletes who pay the full trip fee and are not members of Nakkertok. The cost covers wax, waxing service, coach support and logistical support, and payment in lieu of volunteer contribution. When an athlete pays a Nakkertok Racing Program fee, he/she is paying for these aforementioned services; an athlete who is not a member but is added to a trip roster, is in effect becoming a short term Nakkertok athlete. There is no extra charge for waxing on race days.
Nakkertok members who are living outside of National Capital Region need to pay **\$25 per race day** to pay for cost of wax. The wax cost is ordinarily covered as part of the year-round Nakkertok racing program fee.

- vi) The TO should budget an extra \$25 to help cover bank fees in the Race Trip account.
- vii) Large payments, hotel deposits etc. may be made through the Nakkertok bank account, but need to be arranged well in advance with the RC Treasurer. In addition, partial repayment of expenses incurred by the TO may be made prior to the trip by contacting the RC Treasurer.
- viii) The TO will centralize the trip accounting process by gathering all receipts from the coaches and volunteers and submitting the receipts, along with a trip accounting spreadsheet to the RC Treasurer in one organized package. A standardized spreadsheet for trip expenses will be provided to the TO and must be used.
- ix) Trip accounting must be emailed by the TO to the RC Treasurer within three weeks of return from the trip. This trip accounting applies for all Nakkertok sanctioned team trips. Trip accounting is to be made available to parents of trip participants, by the RC Treasurer upon request. TOs should check with RC Treasurer to ensure all athletes have paid trip fee.
- x) The RC Treasurer will review the accounting and may if necessary make adjustments, to ensure the accounting follows the relevant Nakkertok Requirements and Guidelines. As such the trip accounting shouldn't be publicized to the parents prior to this review, when the final accounting and refunds/reimbursements are determined

b) Guidelines

- i) Racers' cheques should be delivered by the TO to RC Treasurer as soon as possible after the October 15th deadline, or installment deadlines, so that club cheques can be prepared for accommodation and transportation or to reimburse the TO for expenses incurred on behalf of the group.
- ii) The TO may personally reimburse all coaches and volunteers for their expenses and gather their receipts at the end of the trip and then submit one expense claim for reimbursement to the RC Treasurer in order to simplify the expense claim and reimbursement processes, OR the TO may submit an expense claim on behalf of each volunteer. Reimbursement to TOs for large deposits may be made by claiming the expense to the RC Treasurer.
- iii) All receipts (van rental, fuel, groceries etc.) should be submitted to TO by trip volunteers, within one week of return. The TO should remind volunteers of this following the trip.
- iv) Cost per athlete will be tabulated post-trip based on the final review, so that the trip refund or cost collection (as applicable) can be entered by the RC

Treasurer into the central spreadsheet used to calculate the amount of the year-end refund cheque/billing for each athlete.

- v) Reimbursement cheques/internet funds transfers in relation to expense claims should be issued by the RC Treasurer within three weeks of receiving the trip receipts.

3) Trip Staffing and Responsibilities

a. Requirements

- i. For race trips there are to be a minimum of 2 coaches in addition to adult volunteers. For small groups of elite athletes this may be adjusted to 2 adults present for the entire duration of the trip.
- ii. For racing trips a minimum adult to racer ratio of 1:4 with van transport and up to 1:5 with bus transport, with coaches included as adults in the ratio. Rounding up will be done as necessary to ensure the minimum adult to racer ratio is attained. For training camps the adult to racer ratio can be up to 1:8 provided athlete safety and supervision can be maintained at a high level.
- iii. Racers will fully cover all transportation, food and accommodation costs for paid coaches and non-parent volunteers.
- iv. Parent volunteers' accommodation and transport expenses are covered by the trip fee. Parent volunteers must pay a fee that approximates the food costs.
- v. The disciplining of athletes will be dealt with by the LC and TO, in consultation with the RC Director as necessary. Serious infringements must be recorded on the Behavioural Incident Form found at the end of this document in Appendix A, and could result in an athlete's removal from the trip.

Athletes will have signed and must follow the Nakkertok Code of Conduct: [Code of Conduct](#)

- vi. All volunteers are to supervise and assist with meal preparation and kitchen clean-up. Athletes must also assist with these tasks.
- vii. Volunteers need to follow CCC guidelines regarding alcohol consumption. Coaches should refrain from the consumption of alcohol when working with athletes, and drivers should have a zero blood alcohol level value while transporting skiers. Alcohol use

should be limited in the presence of athletes and at all times any alcohol use must be undertaken responsibly and within legal requirements.

b. Guidelines

- i. In principle, trip volunteers should be available for the entire duration of the trip, or should not sign up for the trip. For longer trips this may not always be feasible. If responsibility must be shared because an adult cannot be available for the full trip, then the team will cover only the applicable share of his/her accommodation and travel costs, pro-rated for the percentage of the trip that the volunteer is available.
- ii. Volunteers and coaches are to be assigned specific duties before the commencement of the trip i.e. wax support, meal support, athlete transport, with some overlap and flexibility as necessary. Job descriptions are attached at the end of the document and should be forwarded to trip volunteers by email.
- iii. Where possible at least 1 chaperone or coach of each gender is to be part of the overall support team, and in particular if minor athletes are involved on the trip.

4) Accommodation

a. Requirements

- i. Moderately priced and close to the race site, preferably within 15 min and no more than 30 min drive from the race site.
- ii. If a house must be rented for a period of time, but athletes may not all be staying there for the full time period, costs should be determined such that each athlete pays the same nightly rate.

b. Guidelines

- i. Book early (1 year in advance for nationals, 6 months in advance for Foret Montmorency/ events held over the Christmas holiday period and 3 months in advance for other events – discounts often apply for early bookings). Expect to reserve with a personal credit card. If the TO's credit card is charged with a deposit, this can be reimbursed by RC Treasurer. Advances can be provided from the race account once trip fee cheques are

deposited.

- ii. Rooms should be quiet and clean (non-smoking).
- iii. Kitchen facilities where possible – Chalets are often the best suited to accommodating a large group.
- iv. Understand and communicate clearly to the athletes/parents as to what's included, e.g. ask about dishwashers, laundry facilities, bedding, towels, kitchen towels, etc.
- v. Check cancellation policy, and ensure the deposit is refundable on reasonable terms.
- vi. Request wax room if none is provided at the race site.
- vii. 1 person/bed as a general rule however 2/bed will be allowed where this is not practical/ cost effective. Athletes and parents will be informed if this is the case and can opt to bring sleeping pads and sleeping bags if desired. Bed assignments will be determined by the LC with assistance from the TO, with priority given to the older athletes.
- viii. Room assignments by the TO in consultation with the LC for the trip. Athletes are expected to be willing to share a room with any team member of the same gender.
- ix. Post a room assignment list. Try to ensure that there is at least one food/logistics parent in each chalet to act as guardian. TO should ensure that each athlete has acceptable and fair accommodations.
- x. In the event of illness, try to isolate the ill athlete. If need be, a parent volunteer may need to give up his/her space to another athlete and try to find suitable accommodations on couches, etc.
- xi. TO is to look after all on-site arrangements with hotel: registration, room assignments, payment of bills, checking rooms for damage/left behind pillows etc. and return of keys, wax room and clean up arrangements.
- xii. Prior to allowing the athletes to enter the rooms, inspect the rooms (take pictures if necessary) to determine if there are issues on arrival, such as broken fixtures, stains, etc. Report these to hotel management prior to occupying the room. We have been

charged for damage in the past, where this has not been undertaken.

The TO should inspect all of the rooms for any damages before departing. If damage is found, the TO should attempt to discover how the damage occurred and determine in conjunction with the LC and RC Director, if necessary, how repairs to the room will be paid.

- xiii. Adult volunteers should tour the halls as required, ensure afternoon and evening rest times are respected and remind racers of gender room policy (keeps doors open with visitors of opposite gender).

5) Meals

a. Guidelines

- i. Meal planning should be done in advance of the trip. Generally food items for breakfast and lunch (sandwiches) are purchased and then put together by the volunteers/athletes at the place of accommodation and eaten there or at the race site.
- ii. Breakfast buffets at the place of accommodation are common and depending on what is on offer, you might decide to supplement. The types of foods that are popular are plain and flavoured instant oatmeal, cereal, bagels/bread for toasting, cream cheese, peanut butter and jam, bananas, apples, clementines, eggs, juice, milk. Lunches are prepared the night before and placed in fridges for each person to take to the race site. Sandwiches work best. Some popular lunch items are bread/bagels, cheese, coldcuts, mustard, mayo, lettuce, cucumbers, hummus, peanut butter, jam, veggies (baby carrots, snap peas, cucumber rounds, cherry tomatoes), raw almonds, dried mango slices, granola bars, mini yogurts, juice boxes.
- iii. When selecting breakfast and lunch foods, choose the most natural and nutritious and least processed foods available. Avoid products with sugar substitutes like aspartame, and choose higher fat as opposed to low fat. Choose whole wheat bread as opposed to white. Ensure there is enough protein at each meal. While keeping an eye on the budget is important, athletes require lots of nutritious fuel for optimum performance.

- iv. For supper, priority should be placed on “home cooked” meals rather than eating in restaurants, in order to minimize food costs and maximize nutrition. Banquet hall style catering, buffets, and University/college cafeterias are often available and also a good option.
- v. Skiers are generally available and ready to eat meals earlier than traditional supper times, so this can help with the timing of meals to avoid crowded dining areas.
- vi. Special Dietary Requirements such as food allergies and sensitivities should be accommodated. Well in advance of the trip, the TO should request this information from the parents, asking for specific brand names so that finding products for breakfast and lunch is easier.
- vii. Where catering is not organized i.e. chalets with cooking facilities, parents not attending the trip should be solicited in advance to provide nutritious prepared meals, muffins, and snacks, and will be fully reimbursed for their grocery expenses out of the trip budget. Plan well with frozen foods – large lasagnas can take a long time to defrost (days). Ask parents sending meals to send them frozen in Ziploc bags, or in labelled containers to avoid losing dishes.
- viii. Asking for specific types and quantities of meals from parents allows for more efficient food organization and supper preparation. One system that works well is to have each parent prepare a main dish, vegetable/salad and dessert for 6 or 8 people. Depending on how many people that need to be fed, you may need multiple parents preparing suppers for each night of the trip. All meals should be clearly labelled with all ingredients listed, name of cook and the day for which the meal has been prepared. While portion sizes and appetites vary, try to encourage parents to make a reasonable amount so that you are not stuck with too many leftovers (though these tend to make great afternoon snacks). Requesting a dozen muffins or one 9x13”casserole might be a better way to control quantities. When planning meals, take into consideration any food allergies or sensitivities (some athletes are extremely sensitive and will become ill, for example, if the spoon that was used to stir the wheat pasta is then used to stir the gluten-free meal), how much room you have for refrigeration, and what appliances/pots/dishes are available for reheating.
- ix. Examples of popular suppers: lasagna, pasta with tomato-meat sauce, meatballs, chicken and vegetable one-pot meals, chili with or without meat, mild curries, beef and veggie stews, etc. Skiers

love their vegetables/salads, so make sure parents provide enough! For dessert, easy to slice and serve banana, carrot, zucchini breads are great. Cookies and squares are also popular.

- x. Duty rosters and schedules for meal preparation and clean up, should be prepared in advance of the trip and posted at the accommodation.
- xi. The TO should be prepared to purchase additional groceries as necessary during the trip. If a store is nearby, buying as you need can be a better option than buying in bulk from Costco and having enormous quantities of bread and cereal leftover.
- xii. All receipts for groceries should be provided to the TO as expenses are incurred and, at the latest, within one week of the trip's end.

6) Transportation (Ground and Air Travel)

a. Requirements

- i. Private vehicles used for the purpose of transporting athletes, coaches and volunteers on team trips must be equipped with winter tires (for travel after November 15th), must be insured, and must be in good working order suitable for winter driving conditions. It is the responsibility of parents who are providing their vehicle for the use of team trips to ensure their vehicle meets these safety and insurance requirements. It is recommended that parents using their private vehicles to transport athletes carry \$2,000,000 liability coverage for their own protection.
- ii. By no later than September 30, or prior to the first summer trips, of each year, all athletes and coaches as well as all parents of participants in Nakkertok trips must sign the Transportation Acknowledgement and Consent form and other relevant Nakkertok forms. Without exception, any athlete who has not signed the form, or whose parents have not signed the form, will not be permitted to participate in any Nakkertok trips.
- iii. If a private vehicle belonging to parents who are not accompanying the athletes on the trip is used for the trip and driven by a volunteer adult accompanying the group, both the parent lending the vehicle and the volunteer driving the vehicle must understand and agree that this is an entirely private arrangement between them. Nakkertok will not be responsible

for any damages caused to the vehicle borrowed for use during a Nakkertok trip, and that they will not involve the club in any related disputes between them. The TO will not request or suggest vehicle exchange.

- iv. Nakkertok will not pay for the cost of repairs to private vehicles used on trips.
- v. Team equipment and luggage are to be transported by a rental transport van equipped with winter tires (after Nov 15th) and a metal wall between the cargo section and the passenger section to ensure driver and passenger safety. The CDW, collision damage waiver must be purchased for this vehicle.
- vi. If rental vehicles are used, only the insured driver(s) designated in the rental contract may drive the vehicle, and a copy of driver's licence and proof of insurance coverage is required from the rental vehicle driver. TO must obtain verbal confirmation from those driving rental vehicles that they are properly licensed and insured, and obtain verbal confirmation from rental agency that vehicles are equipped with winter tires after Nov. 15th if possible; however, there is usually limited or no availability of vans with winter tires. If rental vehicles are not available with winter tires, all-season tires may be used.
- vii. Loss Damage Waiver/Collision Damage Waiver must be purchased from the rental company for each rented vehicle to ensure coverage for damage to the rental vehicle. CCC Insurance covers liability insurance charges, but not damage to the rental vehicle. If the renter has damage/collision insurance through a personal credit card or personal insurance, then he/she can choose not to purchase rental company's CDW. All potential drivers should be listed on the rental contract, including coaches.
- viii. These transport safety requirements must be followed during trip travel:
 - a. seat belts must be worn
 - b. frequent breaks (every 2 -3 hours) should be taken to prevent fatigue
 - c. no use of cellular phones when driving
 - d. respect speed limits and reduce speed in snowy/difficult conditions

- e. have 1 or 2 spare adult drivers available on each trip to take over the driving if required
 - f. be aware of hazardous road conditions and be willing to change plans and routes as required.
 - g. The driver is to have a zero blood alcohol percentage while driving
- ix. It is an aim of trip organization to have the athletes travel together to the destination, where possible. Team arrangements encourage team bonding, help to ensure timelines are met, increase the safety and security of travel through chaperones, and assist in the efficient and timely transport of luggage to the event. Organizers consider costs, volunteer time commitments, school and other factors when making arrangements to ensure the athlete has appropriate conditions in which to perform.

If athletes are not traveling according to the trip itinerary and arrangements developed by the TO, then it is the sole responsibility of the athlete and parents to ensure that the athlete and their equipment meets up with the team at an appropriate time and location, and the parents assume any liability this deviation from the trip arrangements cause.

This must be pre-arranged with the TO and LC, and the athlete and parents are responsible for any associated extra costs incurred by deviating from the original schedule.

b. Guidelines

- i. Private vehicles should be used for team trips whenever possible to reduce costs. For trips longer than 6 hours in duration (i.e. Rimouski, Timmins, Sault St Marie), transportation in an appropriate sized bus should be considered. Collaboration with other local ski clubs will help to reduce costs.
- ii. All parent and private vehicles should be full of gas at the beginning of the trip, and should be filled up immediately on return from the trip. All gas expenses should be provided to the TO within one week of the trip's conclusion.
- iii. The owner of any vehicle used on a trip significantly outside of the National Capital Region, where the club organizes the transportation, will be reimbursed \$100 for the wear and tear on

the vehicle and refunded for gas expenses. Where parent organized travel takes place, only official Nakkertok coaches/chaperones will be reimbursed for personal vehicle travel expenses. In all cases in which travel is reimbursed, the reimbursement will be at the cheaper of the two options: Cross Country Ontario kilometre rate x approximate kilometers, or \$100 wear and tear plus gas.

- iv. Rental mini-van(s) (1driver, 6 athletes) may be rented if there are insufficient private vehicles available, provided they are equipped with winter tires (after Nov. 15th) if available.
- v. Payment for rental passenger van or cargo van may be made by club cheque or personal credit card.
- vi. All receipts (van rental, fuel etc.) should be submitted to TO within one week of return.
- vii. In the case that poor weather is being forecast during travel times, the TO should check the Environment Canada web site to determine if there are any warnings posted. Travel SHOULD be postponed if there are severe warnings in effect. Furthermore, TOs should check with the highway safety divisions of the OPP and SQ to determine if there are road closures. If there are road closures, the TO MUST postpone the trip and/or consider cancellation.
- viii. Ensure that all adults within the group have a list of each other's cell phone numbers, in case of breakdown.
- ix. Prepare transportation rosters, for the travel to and from the event site. This is based on an understanding of how many passengers each vehicle can hold.
- x. Arrange rides to and from race site in consultation with coaches and athletes on training day. Following the coaches' meeting and subsequent team meeting, establish a race-day departure and return schedule with coaches, drivers and athletes; this schedule to be posted at the hotel and in the wax room.
- xi. Make arrangements for a grocery run, if required.
- xii. For trips involving air travel, the TO should determine ideal arrival and departure times for the athletes, and then research lowest cost options. TO recommends flight options, and plans for travel booking either as a group or on an individual basis. TOs

will make rental van bookings according to the recommended arrival times. Note that some airlines (Air Canada) request that you notify them at the time of booking that you are travelling with ski equipment.

- xiii. When flights are involved, TOs will book our paid coaches' flights to ensure we get the best price. If the coach requires special personal travel arrangements, they can book their own airfare or have the coordinator make the booking later, but will need to pay any cost difference between their booked price and the price that was available at an earlier booking time.
- xiv. For trips involving air travel, arrangements will need to be made for pre shipping wax and waxing equipment by cargo (air/bus), well in advance of travel. This can provide significant savings on trip costs.
- xv. For the return trip an estimated return time should be provided to the parents. The parents should be notified by cell phone if the actual return time is expected to be significantly different, and also when the team is approximately 1 hour from the return meeting spot.
- xvi. Note that all athletes are required to help unload equipment trailers in an orderly fashion to help speed the process. No athlete under the age of 18, should be left alone at the drop off, and with over 18 athletes the TO should ensure appropriate arrangements have been made for pickup.
- xvii. One volunteer parent, generally the TO, is to stay at the drop off site until all U18 athletes are picked up.
- xviii. With the assistance of the TO, drivers should coordinate to aim to return at similar times, to ensure equipment gets there at the appropriate times and siblings that may be travelling in separate vehicles arrive at the same time.

Nakkertok Driving Policy for NJDT Athletes

The following policy applies only to those athletes who are registered in the NJDT program and who are at least 18 years of age, or will be 18 no later than December 31 in their first year of the program.

NJDT athletes who are at least 18 years of age and have their full G licence may transport other NJDT athletes who are 17 years of age or older to Nakkertok-

organized camps and race trips provided the vehicle being driven also meets the following criteria:

- There are only as many passengers as there are functional seatbelts
- Vehicle is properly insured
- Vehicle is in good working order
- Vehicle is outfitted with winter tires no later than November 15th
- While not a requirement, it is recommended that drivers are insured for \$2 million liability coverage

These transport safety requirements must be followed during trip travel:

- Seat belts must be worn
- Frequent breaks (every 2 -3 hours) should be taken to prevent fatigue
- No use of cellular phones when driving
- Respect speed limits and reduce speed in snowy/difficult conditions
- Be aware of hazardous road conditions and be willing to change plans and routes as required
- The driver is to have a zero blood alcohol percentage while driving
- While not a requirement, it is recommended that drivers have 1 or 2 spare drivers who meet the above criteria available on each trip to take over the driving if required

Please also be aware that if an athlete decides to allow another athlete to drive his/her vehicle, both the athlete lending the vehicle and the athlete driving the vehicle must understand and agree that this is an entirely private arrangement between them. Nakkertok will not be responsible for any damages caused to the vehicle borrowed for use during a Nakkertok trip, and that they will not involve the club in any related disputes between them.

Nakkertok will not pay for the cost of repairs to an athlete's vehicle.

In addition, parents of athletes who are 17 and 18 must be made aware of, and agree to their child being transported by another athlete.

If renting a vehicle, please refer to section 6, a, vi-vii.

7) Trip Logistics

Pre Trip

a. Requirements

- i. Two weeks prior to departure work with the TC to ensure all appropriate forms have been completed by the athletes/parents. All of the forms (Code of Conduct, Roller Skiing, Travel) are online documents completed at club registration. In addition the

Athlete/Parent info sheet, linked from the Master Trip spreadsheet, must be completed.

You will also be given access to the athlete, medical related information for reference on the trip.

An athlete who has not signed one of the above-noted required forms will not be permitted to travel with Nakkertok on any trip.

You must also verify that each athlete has paid for the trip by cross referencing with the RC Treasurer.

b. Guidelines

- i. The coach will send out reminders to parents and athletes to look after their own race registrations prior to the registration deadline. The TO could verify athlete entry on Zone4, prior to the final registration deadline and send out reminders to those who have not yet registered.
- ii. Collect and distribute volunteers' cell phone numbers, other contact numbers, directions/map to motel and race site, room assignment list to all adults. Send out a rooming and car travel roster list to all athletes/parents.
- iii. Notify parents if sleeping arrangements require 2 athletes per bed
- iv. Request any updates on food sensitivity information.

During the Trip

a) Requirements

- i) Inspect rooms for damage prior to allowing the athletes access to the rooms.
- ii) Provide any outstanding registration fees/forms to Race Secretary (can usually be done on training day).
- iii) Designate one volunteer, if asked by LC, to pick up team bibs from registration area and make available to athletes from some central location determined the night before at the team meeting.
- iv) Request copies of start list as directed by LC (sometimes made available at coaches' meeting).

b) Guidelines

- i) In conjunction with the LC, the TO should set up a time and space for team meetings that allow coaches to review routine with athletes: i.e. when skiers are to arrive at race site, wax their warm up skis and collect their bibs, warm up, return at prescribed time to wax area to collect race skis (normally 30min before start time) and any required information (hotel/transportation etc.).
- ii) In conjunction with drivers, finalize race day departure schedule, then post.
- iii) Discuss with coaches required volunteer support on race day; this is subject to change, but may include someone at the wax area to communicate athlete feedback if coach is occupied, someone at the start with extra poles and skis, and others at various places along the course.
- iv) Deliver coffee/hot chocolate and lunches to members of the wax support team in the wax tent.
- v) Ensure there is a volunteer/coach at start area to do a visual check of all racers for correct bib and OK equipment; be visible so athletes can ask for assistance if needed. Have someone with a scraper to clean snow stuck on bottoms of boots.
- vi) Whenever possible, and definitely in colder weather conditions, ensure all skiers are met at finish; do visual check to make sure athlete is OK.
- vii) Provide LOTS of encouragement and where possible have a calm and positive approach to the job.

8) Wax and Equipment Coordinator Duties- Lead Coach

a. Requirements

- i. Make arrangements to pick up the rental cargo transport truck from the rental shop.

- ii. Ensure that wax supplies and equipment necessary for race support are transported with the group to the race site.
- iii. Ensure on site waxing facilities are arranged to provide optimal athlete ski preparation support.
- iv. Make all wax and equipment purchases, in consultation with the Head Coach, and ensure purchases are kept within the annual budget established for wax and equipment purchases by the RC, respecting Racing Program purchasing procedures.
- v. Submit all receipts for wax and equipment purchases to the RC Treasurer for reimbursement from the Racing Program budget, following the Racing Program Procedures for expenses.
- vi. Supervise the wax room personnel and make sure that staff have the technical ability to complete the job assigned and ensure that a proper and efficient workflow is maintained.

b. Guidelines

- i. The cargo truck normally stays at the race site at all times to store the team's equipment.
- ii. Responsible to ensure that all wax and ski equipment is securely and neatly stored away at the end of each race day, and is responsible for maintaining possession of the keys to the cargo van.
- iii. Prepare and post a schedule for the wax support volunteers so that all volunteers assigned to wax support will know when they are expected to be present in the wax room and on duty prior to, during and after the races.
- iv. Assign duties to wax support volunteers and ensure gas masks are used in wax room when necessary.

9) Volunteer Job Descriptions

Job descriptions should be distributed to volunteer personnel by email to inform/remind them of the duties involved in the position. There are job descriptions for Ski Prep Assistants and Drivers/Chaperones on the Nakkertok website under the racing program, documents' section.

Appendix A

Nakkertok Ski Club Behaviour Incident Reporting Policy and Form

Nakkertok's racing team requires a general code of conduct to create the best possible environment for the athletes and the coaches in which to strive for excellence.

Nakkertok Athlete Code of Conduct

During the course of trips, team leaders will have to make decisions based on their experience and training that they feel are best for individual athletes and the team. These decisions may range from seeding and relay team selection to possible withdrawal from events due to illness or unsafe conditions. Accepting the following guidelines and understanding the rules will allow everyone to perform at an optimum level.

Guidelines

Athletes should always demonstrate good sportsmanship and show respect for other competitors, officials and themselves, by:

1. avoiding interference with other competitors during training or competition
2. striving to be positive and supportive of others
3. working as a cooperative member of the team
4. being responsible for the care and maintenance of their own equipment
5. behaving in a way that reflects favourably on our sport, our division, our club, our sponsors, as well as on our families and others who support us.

Rules

Athletes must abide by the rules of Cross Country Canada:

1. Smoking and involvement with non-prescription drugs or banned doping substances are not allowed. Athletes—in consultation with their coaches—have a responsibility to be aware of and avoid the use of performance enhancing substances. These may at times be present, but not listed, in some recovery powders/drinks that are not commonly available. If unsure of the effect of a medication, athletes should check with their coaches. Prescribed medications from a doctor **MUST** be registered with the coaches prior to entering a competition. Be aware that some common cold medications may contain banned substances (<http://www.cces.ca/en/prohibitedlist>).
2. Possession or consumption of alcohol by athletes is strictly forbidden during team trips.
3. Senior athletes (those over the age of majority in the local jurisdiction) may consume alcohol in appropriate circumstances, with permission from the trip leader and away from the place of accommodations. At all times athletes **MUST** be considerate of others and aware of their impact on others. Inappropriate behaviour may result in withdrawal from competition, and in serious circumstances, withdrawal from the program.
4. Any extra costs incurred as a result of individual or group athlete behaviour or relating to an individual i.e. damage to accommodations, damaged or lost equipment will be the responsibility of that athlete or group.
5. If room visits involve persons less than 18 years of age, doors are to be accessible by trip organizers or left ajar allowing clear view of the room and occupants.
6. There shall be no visiting in rooms during quiet hours or after curfew – this is out of respect for your team mates.
7. All team members must confirm with one of the coaching/support staff that they are aware of and are in concurrence with their whereabouts and activities at all times when away from the team accommodations or race site.

8. The possession or use of other behaviour modifying substances by athletes of all ages is prohibited during a competitive event/trip and is actively discouraged by coaches, CCO and CCC at all times. The possession or use of these substances is a serious violation of this policy.

Disciplinary Procedures

The lead or head coach along with the trip organizer will deal with minor breaches of discipline by discussing the problem with the athlete(s) involved and reviewing their explanation of the events that transpired. The resolution of the problem could involve the imposition of disciplinary measures by the head coach in consultation with the lead trip organizer(s) and other members of the coaching staff. These measures may include withdrawal of training or competition privileges including entry to races. In these extreme circumstances these actions will only be considered after at least a telephone review with the coach and potentially the parents of the skier concerned (parents of U18 athletes will be contacted).

If the head or lead coach is directly involved in the incident, a 3rd party such as the Racing Director or designate will conduct the review and resolve the issue.

In minor breaches the Racing Director will be informed of the breach and the actions taken. If a second incident or a major breach of discipline should occur, the Racing Director will be directly involved in any actions and discussions with parents (as required). If these steps fail to resolve the problem (or there are persistent breaches) a formal complaint should be made to the Racing Director and President of Nakkertok by the head coach or trip organizer. This formal (written) complaint should be preceded by notification of the athlete within 24 hours of the problem occurring and should include:

1. The time, date and location where the problem occurred
2. The name(s) of the person(s) alleged to have broken the code or rules
3. The names of any person(s) who may have been wronged
4. Name and address of the person(s) making the complaint
5. A specification of the rule or guideline broken
6. A description of the offensive behaviour and the effect on others or on the competition
7. Any other relevant information – previous breaches and actions taken

Review Panel

A review panel will be set up by the Race Director and /or the President of Nakkertok Ski Club and will include the President (or designate), the head coach of the event (or designate), Racing Director and a representative of the person alleged to have broken the code. If the athlete is under18, the parents will be informed. Both sides of the dispute may call witnesses and submit evidence and ask questions of the opposing side. A written record of the proceedings will be kept and may not be released by the panel or any member of the panel. This information will be considered as confidential.

The panel will advise the complainants of its decision as quickly as possible.

A review panel may also be convened if in the view of the President and two other members of the Nakkertok Board of Directors that the incident reported by the head coach following an event warrants further action. This course of events may only be taken if the athlete has been informed within 24 hours of the incident that the report will form part of the coaches' report to the Nakkertok Board. The President must notify the team member within two weeks of the end of the competition that a review panel will be convened.

Nakkertok Ski Club Behaviour Incident Reporting Form

Next Steps

1. Lead trip organizer and coaches to communicate incident and hand in incident report to Race Director. Report is not to be shared with anyone other than Race Director and appropriate coaches.
2. Meeting of Race Director and coaches to determine consequences for athlete(s).
3. Inform parents of person(s) involved in incident of what has transpired and arrange a face to face meeting with parents, appropriate coaches and Race Director.
4. Coaches to meet with person(s) involved in incident to communicate consequences and timeline for satisfaction of consequences.
5. Coaches to ensure consequences are satisfied and report this to Race Director.
6. Determine what can be done at the program level to avoid incidents of this nature in future. Topic may be discussed at race committee with no reference to individuals involved.