



**TELEMARK**  
Cross-Country Ski Club

# **Policies and Procedures Manual**

**2011-2012**

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## **Mission:**

- To promote cross-country skiing, biathlon and snowshoeing as lifelong sports and as a basis for a healthy lifestyle.
- To assist individuals with the development of their skills.
- To provide training opportunities and support for those wishing to take up competitive skiing and to participate in races.
- To make cross-country skiing, biathlon and snowshoeing fun for everybody.

## **1.1 General:**

The Telemark Cross Country Ski Club is registered as a non-profit organization under the Societies Act of British Columbia. A copy of the Constitution is attached in Appendix I. Whenever there is a conflict between the Constitution and the Policies and Procedures Manual, the Constitution shall prevail.

The Club is governed by the general bylaws as set out in Schedule B to the Societies Act of BC. A copy is attached in Appendix I

The objective of the Club is to provide and manage a facility for cross-country skiing, biathlon and snow shoeing for its members and the public in general. The Club also provides recreation opportunities for the general public outside of the ski season. To that end the Club maintains a trail system, biathlon range, day lodge, washroom facilities and parking lot. Ski trails have signs at intersections for easy identification and trail maps are available for skiers and snow shoers. Motorized vehicles are not permitted on the trails, except for maintenance activities.

This Policy and Procedures Manual has been prepared to outline the responsibilities and commitments of the Club, its Executive and its employees. This manual will be reviewed on a regular basis. It guides the executive when making decisions about the operation of the Club.

Copies of this manual are distributed as follows:

- President
- Director responsible for governance issues
- Telemark lodge

In addition the manual will be posted on the Telemark website.

## **1.2 Memberships:**

The Membership year runs from November 1 until October 31. Membership dues are established on an annual basis by the Executive. Membership dues are non-refundable. However, in special cases, where an individual is unable to ski in a season, all or part of the dues paid may be applied to next year's pass, at the discretion of the Executive. A schedule of current fees is attached in Appendix II.

## **1.3 Annual General Meeting:**

The Club is required to hold an Annual General Meeting (AGM) once a year. The AGM and election of officers will be held in October. Exact time and location will be communicated to the members.

## **1.4 Conflict of Interest:**

Telemark Cross-country Ski Club adopts the CCBC Conflict of Interest Guidelines, first published in September 1992. A copy of these guidelines is attached in Appendix III.

### **1.5 Personal Information Protection**

This policy governs the collection and distribution of personal information of Club members in accordance with the Personal Information Protection and Electronic Document Act. See Appendix III.

### **1.6 Gender Equality**

The Telemark Cross Country Ski Club ensures that all individuals of either gender will have equal access to the complete range of membership benefits as well as to volunteer and paid positions it offers.

## **Executive:**

The Executive will consist of President, Vice-President, Treasurer, Secretary, Past-President and a number of elected and appointed Directors.

### **2 Responsibilities of Executive members:**

#### **2.1 President:**

Ensures that all directors meet their responsibilities.  
Chairs all meetings of the Club and of the Executive and sets the agenda.  
Gives direction to the General Manager for the day to day operation of the Club.  
Ensures that all employment contracts are current.  
Recipient of all Criminal Record Checks  
Responsible for the administrative requirements of the Club.  
Is a liaison between the Club and CCBC.  
Is an ex-officio member of all committees.  
Is one of the signing officers of the Club.

#### **2.2 Past President:**

Is an advisor to the President and other members of the Executive.  
Responsible for the continuity of the Club.  
Chairs the Nominating Committee.

#### **2.3 Vice President:**

Replaces the president and chairs all meetings in the absence of the President.  
Coordinates special club activities  
Is one of the signing officers of the Club.

#### **2.4 Secretary:**

Records and distributes minutes of all meetings including meetings of the executive  
Responsible for Club records.  
Ensures that the Club meets all the requirements under the Societies Act.

#### **2.5 Treasurer:**

Gives direction to the bookkeeper  
Reports to the executive and membership on financial matters as required  
Responsible for financial reporting to all Government Agencies as required.  
Responsible for the filing of reports to the Registrar of the Societies Act as required.  
Responsible for the preparation of the annual budget, periodic financial reports and the annual financial report.  
Is one of the signing officers of the Club.

## **3 Directors:**

The total number of directors shall not be less than five. Directors will be elected at each Annual General Meeting.

Directors may at any time appoint a club member as a director and this director will hold office until the next Annual General Meeting.

Duties for the directors will be assigned by the President. This includes but is not limited to:

- Coordination of the Racing program
- Coordination of the biathlon program
- Coordination of the Long Term Athlete Development Program
- Summer trail maintenance and trail improvements
- Overseeing the winter grooming of trails
- Fund raising
- Liaison with government agencies
- Preparation of newsletter
- Maintenance of Policies and Procedures manual and other governance issues

## **4 General Manager**

Telemark employs a general manager to oversee the winter operations of the Club. This is a term position. Length of term to be determined on an annual basis by the Executive. The General Manager reports to the President.

The responsibility of the General Manager includes the following functions:

- Operation of the office and chalet
- Maintenance of facilities and equipment
- Hiring and supervision of staff to adequately perform these tasks.

In addition to this the General Manager will be responsible for maintaining the database for all club members. This includes the following:

The General Manager shall maintain a register of all Club members, in the form of a computer database (Zone 4), for the Club and CCBC purposes. This database shall be updated every year during the period when memberships are renewed. An extract from this database shall be provided to CCBC when requested to verify the membership count for the Club and determine the fees due to CCBC.

When required by the Executive, the General Manager shall use the database to generate email address lists and mailing address labels. Information in the database shall be revised whenever new information is provided. The General Manager shall communicate with Club members through email as required. Email correspondence sent to the Club website shall be re-directed to other members of the Executive as appropriate.

The general manager ensures that the information on the Telemark website is accurate and up to date.

Hard copies of pertinent information shall be provided to the Executive as necessary.

The General Manager acts as the Privacy Officer and has the primary responsibility for ensuring compliance with the Club's Privacy Policy.

## **5 Telemark Cross Country Racing Program**

### **5.1 Structure and Organization:**

**5.1.1 Athlete Development Committee:** The Telemark Racing Program is divided into two autonomous groups – Biathlon and Cross Country Skiing. Both groups are headed by a volunteer Athlete Development Committees which set policy as well as provide direction and support for the programs. The Committees are responsible for the coordination of the Racing program including registration, race entries, transportation and accommodation, budget and fund allocations.

The Chairs of the Committees in conjunction with the directors responsible for Athlete Development will manage the Telemark Cross Country Racing Program and the Biathlon chequeing accounts. Proper financial records must be kept and correct accounting procedures followed. All cheques must be signed by two members of the respective Athlete Development Committees who have been given signing authority. Liaison with parents, coaches, athletes and Club Executive is also a requirement of the Chairs of the Athlete Development Committees. To raise funds for the Telemark Racing Program, the Athlete Development Committees will organize fundraising activities and approach businesses for donations.

**5.1.2 Club Coaches:** There will be a Club Coach for the Cross Country Ski Program and one for the Biathlon Program. The Club Coaches are responsible for the direction and development of the Racing Programs, including athlete recruitment and development, as well as coach recruitment and development. The Club Coaches must have minimum qualifications of Level II NCCP. This may be increased to Level III NCCP.

**5.1.3 Assistant Coaches:** Coaches must be certified with a minimum Level I NCCP or in the case of Biathlon, Level 1 gold with a Possession and Acquisition License for any range work where firearms are discharged. The Assistant Coaches assist the Club Coach in the delivery of the program including technique development and training activities.

**5.1.4 Parents and Athletes:** All parents and athletes must sign the “Telemark Cross Country Ski Club Athlete and Parent Agreement” form (See Appendix IV). Parents and athletes who do not abide by the rules of this agreement may face suspension from the Telemark Racing Program. In addition Athletes must submit a completed a Member Profile form (See Appendix IV).

**5.1.5 Media Relations:** This must be a person who will be attending events with the Telemark Racing Team or Biathlon Team. The person will contact the various forms of media in the Central Okanagan and make them aware of upcoming events, athlete results and future plans.

**5.1.6 Cost of the Programs:** The Telemark Athlete Development Committees will set a budget for the Ski Racing and Biathlon Programs for the upcoming season and present it to the Telemark Executive. Any monetary contribution from the Club to these programs will be conditional on the financial resources of the Club.

The fee for the Junior Racing and Development programs, as well as the various Biathlon Programs will be determined on an annual basis by the Athlete Development Committees. For a current fee schedule see Appendix II, or check the registration form on the Telemark Website.

Athletes are expected to pay for the cost of race entry, accommodation and travel expenses. This WILL NOT be covered by the program fees.

**5.1.7 Ski Races:** The Club will sponsor and organize annual ski races. This includes, but is not limited to B.C. Cup, Biathlon BC Cup, Midget Championships, Sprint Championships, Apple Loppet and Tips Up Races.

For most races a Race Committee will be appointed by the Executive. This committee is responsible for all aspects of the organization of the race. They must provide the Executive with a race budget prior to the race.

## **5.2 Telemark Ski Racing Programs:**

The Telemark ski racing program follows the Long Term Athlete Development Model.

**5.2.1 Development Racing Team (Train to Train):** Development team bridges the gap between Track Attack and the Junior Racing Team. The program is supervised by the Club Coach. Athletes will begin dry land training once a week in September and then move onto the snow in early November. Early on snow sessions will be held at Sovereign Lake Nordic Centre on weekends. On snow sessions will move to Telemark when snow conditions permit. Formal training sessions will be held two times a week throughout the winter.

**5.2.2 Junior Racing Team (Learn to Compete):** Includes athletes who wish to race competitively. The racing program will be supervised by the Club Coach. As with the Development Team, dry land training once a week starts in September with on-snow training to commence some time in November. Members compete in BC Cup series races Loppets, Tips Up and regional as well as provincial races.

**5.2.3 High Performance Program (Train to Compete):** Includes athletes 15 years of age and older who train year round. They begin dry land training in May and then move onto snow in early November. These athletes will participate in dry land camps, glacier camps and early season snow camps with the Provincial and National Teams. These athletes compete in provincial, national and international races.

**5.2.4 Wax Policy:** The head coach and chair of the Athlete Development Committee will be in charge of the waxes and related equipment. See Appendix XI

**5.2.5 Ski Swap:** The Telemark Racing Team organizes, promotes and supervises the annual ski swap, which is held on the day of the Annual General Meeting. All proceeds of the ski swap go to the racing team.

### **5.3 Biathlon Programs:**

Biathlon is the combination of two very contradictory disciplines, skiing and shooting. Within a biathlon competition, the athlete faces the demands of hard, intense skiing, with the demand of fine control and stability of shooting. Depending on the competition style and age category, the athlete can be competing against the clock, or added ski distances with every target missed. For the spectator or parent, the ‘roller coaster’ of what happens in the range, makes biathlon what it is – the most popular winter sport in Europe.

The safety of all skiers is of utmost importance to the Club and it’s Executive. All applicable legislation will be adhered to. All athletes, coaches, officials and volunteers must adhere to the policies of Biathlon BC.

Telemark adopts all policies of Biathlon BC. This includes the Firearms policy and the Code of conduct. See Appendix IV.

The Shooting Range was approved by the Chief Firearms Officer of British Columbia in 2003. (Approval number BC-515-R). The range approval expires on December 18, 2013.

Rifles for rent will be made available to young athletes who make a commitment to the biathlon program.

In order to be eligible the athlete must have paid the dues for the biathlon program, must demonstrate firearm safety and respect and must obey all applicable laws, rules and regulations pertaining to fire arm safety.

All club firearms will remain under the control of the Biathlon Coach, who will be responsible for the transportation, maintenance and supervision of use of the firearms.

For applicable rental rates contact the Coach.

#### **5.2.1 Biathlon Racing Team:** Focus: Training and racing

A training and racing biathlon program for youth aged 12 to 19. It is recommended that younger athletes also participate in a program such as Trac attack or ski league. The program provides biathletes the opportunity to develop their skiing and shooting skills with physical conditioning, shooting education and skiing techniques. The Junior Racing program follows Biathlon Canada’s Long Term Athlete Development (LTAD) model. The program also promotes goal setting that may eventually lead athletes to be selected to the BC Biathlon Team. Members of the Junior Racing Team will have the chance to compete at the National Championships, BC Winter Games, BC Cup Series. Special events and camps offered throughout the year for an additional fee.

- **Biathlon Racing Development Program** - It is geared for athletes that wish to compete. The program encourages the athlete to develop both their shooting and ski skills, At this level, the focus is learning to train and training to train, following the Biathlon Long term athlete development model.
- **Biathlon Racing Program** - It is geared to athletes wishing to compete at a higher level. The program encourages the athlete to develop both their shooting and ski skills, At this level, the focus is learning to train to compete, following the Biathlon Long term athlete development model.

### **5.3.2 Biathlon Bears:**

**Bears 1** - This is an introductory program for boys and girls aged 9-11. All participants use air rifles to work on their marksmanship skills. The focus is to learn how to safely use a firearm, ski development and to have fun. It is recommended that the athlete participates in a ski program such as Trac Attack and ski league.

**Bears 2** - It is usually geared to 10-14 year old boys and girls. The focus is to learn how to safely use a firearm, development, and fun. It is recommended that you are or have participated in a ski program.

**5.3.3 Biathlon Cadets:** Telemark also supports a Cadet program. Annual fees and practice schedules will be established at the beginning of the season.

**5.3.4 Biathlon Masters:** Biathlon program with a focus on skill development and fun.

**5.3.5 Para Biathlon:** This program is available with either air rifle or laser rifle. Focus is on safety, development and fun with the ability to compete at a BC Cup race

### **5.3.5 Additional Costs:**

Biathlon BC Membership is required for insurance purposes.

Fees for Cross country Ski Programs if applicable.

Rental for rifle if required. Note: rifle may be shared.

Cost for ammunition (except for Bears Program).

## **6 Other Organised Programs**

### **6.1 BC Ski League:**

BC Ski League is a learn to ski cross-country program for children aged 3-13. It follows the Athlete Long Term Development Model of Cross Country BC.

**Bunnyrabbit program** – ages five years and younger

Accompanied by an instructor, children and parents will ski together exploring our ski playground, learning basic ski technique and playing games. Parents play a big part in implementing this program.

**Jackrabbit program** – ages six to nine

This program is for participants to learn basic cross-country ski skills and to instill a lifelong interest in the sport. Emphasis is on learning skills through a variety of fun activities. Enrollment includes a ski record booklet to keep track of level awards and program award stickers.

**Track Attack Program** – ages ten to thirteen.

The objective of this program is for the participants to become technically competent cross-country skiers, and to utilize those skills to explore a wide range of cross-country ski activities from back-country excursions to ski tournaments. The completed program includes an 'attack log' to chart progress.

For a current fee schedule see Appendix II

### **6.2 School Program:**

This is open to students in grades 4-12 and forms part of the School District Activities program. In the school program basic skills in classic skiing techniques are being taught. An introduction to snowshoeing is also available. Students will be accompanied by a guide on the snowshoe trails. Students participating will receive a day pass, equipment rentals and lesson at a reduced rate, as determined by the executive. The school program is run by the Ski School Program Coordinator who is assisted by a co-coordinator and instructors. Individual responsibilities are as follows:

#### **6.2.1 Ski School Program coordinator:**

The coordinator duties include:

- Visit schools to market the program if necessary.
- Organize time table for schools.
- Arrange for the appropriate number of coaches and instructors.
- Coordinate lesson plans for each school group
- Arrange follow up visits to schools if necessary.
- Arrange for orientation of instructors.

#### **6.2.2 Ski School Coaches and Instructors:**

- Report to the Ski School Program Coordinator
- Must have completed the Introduction to Community Coaching and Community Coaching courses.
- Must attend at least one ski school orientation.

### **6.3 Nordic Recreational Program for Teens**

This non-competitive program is for teens (13-18) who want to try Nordic winter sports. Skate and classic cross country skiing, biathlon and snowshoeing will be offered in a safe group environment led by teen coaches. The required equipment is supplied if participants don't have their own. The goal of this program is to introduce teens to Nordic winter sports, in a fun setting.

### **6.4 Ski Lessons:**

The Club sponsors ski lessons for all levels. Rates will be set at the beginning of the season. For current rates see Appendix II.

Individuals wishing to give private ski instruction for payment can only do so with the permission of the executive.

### **6.5 Special Olympics skiing:**

The Club supports a program for special needs skiers. For current rates see the application form under Appendix II.

### **6.6 Coaches and Instructors:**

Qualified coaches and instructors will be available for all of the above programs. The coaches and instructors will meet the qualifications as established by CCBC, Biathlon BC or as specified above.

Instructors report to the Coordinators of the individual programs who will arrange for specific assignments.

All coaches and instructors (Cross Country Skiing, Biathlon and school program) must adhere to the Coaching Code of Conduct. (See App. V)

All volunteer instructors and coaches will be reimbursed for expenses.

## **7 Professional Development and Athlete Support**

### **7.1 Athlete Financial Support:**

Any athlete who meets the requirements listed in the TCCSC Athlete Performance Recognition/Bursary Policy may apply for monetary funding (See Appendix VI). The Athlete Bursary Committee will decide whether an athlete qualifies for funding. The Athlete Bursary Committee will be composed of three members, two from the Telemark Club Executive and one from the Telemark Racing Program. All funding is subject to the financial resources of the Telemark Ski Club.

### **7.2 Coaches Certification Financial Support:**

The following are guidelines of Telemark in determining who will qualify, and at what level, for financial support.

In order to qualify the person must be a Club member.

Telemark will reimburse course fees for NCCP courses for those instructors and coaches who need the certification in order to carry out their coaching duties. Individuals who wish to be reimbursed for course fees are expected to successfully complete the courses and commit to coaching for one season.

Telemark will reimburse for CANSI recertification courses for those coaches who require the certification in order to carry out their coaching duties. The executive will consider to pay a travel and accommodation allowance to those coaches who need to attend courses out of town. Individuals who wish to be reimbursed for course fees and expenses are expected to successfully complete the course.

Telemark will reimburse course fees for Officials Courses. The executive will consider to pay a travel and accommodation allowance to those officials who need to attend courses out of town. Individuals who wish to be reimbursed for course fees and expenses are expected to successfully complete the course and must commit to participate in the organization of at least one season.

Individuals must enquire of the president or treasurer what support will be provided prior to participating in any of the above courses.

## **8 Risk Management**

### **8.1 Safety and Rescue:**

The safety of skiers and the general public is of a top priority to the Club and the Executive. To that end the Club will maintain skier rescue and first aid equipment in good condition. This equipment is stored in the first aid room in the basement of the lodge and is available to all skiers.

Skiers are advised that they ski at their own risk. There is no scheduled ski patrol and trails will not be “swept” on a regular basis. Skiers are advised not to ski alone. Skiers are requested to advise the office if they plan to ski alone on the Fern Creek and Crystal Rim trails.

Once it becomes apparent that a skier is missing, trails will be swept. If the missing skier cannot be located then the Provincial Emergency Personnel will be notified.

Safety and rescue procedures will be posted in the lodge. See Appendix VII.

### **8.2 Safety Ski School Program:**

Skiers in the school program must stay within their group, which is led by the Ski School Instructor and accompanying supervisors.

### **8.3 Biathlon Range Safety Policy:**

1. Basic firearm safety is well defined in Canada under both Provincial and Federal jurisdiction. While this Policy should compliment those jurisdictions and outline specific site procedures, it specifically does not override any of the laws, policies, procedures or recommended practice outlined in these Provincial and Federal documents.

2. All users of the Telemark facility must possess or be directly overseen by a designated supervisor who does possess a valid firearm Possession and Acquisition License (PAL).

3. Under certain race condition, the safety of the range may be delegated to a Technical Delegate (TD) of a higher authority than Telemark Club. If this delegation occurs the TD and the governing body that he is operating under will assume care, custody and control of the range, specifically but not limited to the safety. As such there may be deviations to this Telemark Safety policy.

4. During “set up” of the Range for any session, effort must be made to ensure that non users (i.e. recreational XC skiers) do not interface with the active range area. It is anticipated that during the 2011-12 season procedures and diagrams will be formulated, and shared with other Telemark skiers.

5. All mis-fires will be handled as follows:

a. Athlete will declare “mis-fire!”

b. Designated Range Safety Supervisor (RSS) will ensure that at least 20 seconds will expire before ejection of the cartridge

c. A small container labeled “mis-fires” will be kept on the Biathlon shed shelf. The mis-fire should be stored in this container. Once a year, or as necessary, this container’s contents will be disposed of in an appropriate manner, likely at a local Gunsmith shop or the RCMP.

6. No Horseplay Allowed. Due to the potential for injury with firearms Biathlon at Telemark is a “No Horseplay” event. The RSS, will consult with the Coach but has designated authority to deal with all “horseplay” incidents. Unlike many youth sports that welcome random and robust play, all athletes must govern their actions, to be calm and mature.

a. First incident will be dealt with by a warning.

b. Second incident: participant immediately required to leave the range

c. Third incident the participant will be barred from the program for the remainder of the season, without refund of fees or charges

7. When traveling to and from the parking lot to range with rifles these must only :

a. Be secured in hard locked cases or

b. Carried in soft cases with windows for viewing of the locked out open bolt

c. Travel must be direct, from lot to range and return after session.

d. Rifles are specifically not allowed in the Lodge.

### **Safety Highlights:**

All participants at the Telemark Biathlon Range (TBR) must abide by Provincial and Federal Firearms Regulations.

1) Safety is of primary concern at TBR.

2) Each participant must possess a PAL and/or be directly supervised by a designated supervisor, who is legally qualified and who possess a PAL.

3) The Canadian Firearm Safety Course indicates that:

### **ACT**

▣ Assume every firearm is loaded

▣ Control the muzzle direction at all times

▣ Trigger finger must be kept off the trigger and out of the trigger guard

▣ See that the firearm is unloaded

**PROVE it safe**

- **P**oint the firearm in the safest available direction
- **R**emove all ammunition
- **O**bserve the chamber
- **V**erify the feeding path
- **E**xamine the bore each time you pick up a firearm

4) Travel to and from parking lot must be either in a locked hard case or in a soft case with bolt viewing window, have the bolt open and have a trigger lock on.

5) A biathlon Range Safety Officer (RSO), responsible for opening and closing the range and for enforcing all safety rules, must be present for any event when the range is in operation. During individual training, one of the people using the range must assume the function of the

6) A red flag indicates the range is open for shooting and a green flag indicates the range is closed for shooting. These are under the control of the RSS. The RSS will indicate “The range is open, the range is open!” and the red flag is raised. Upon completion of range use, the RSS will ensure all rifles are safely off the firing line (unloaded, bolts open), then indicate the range is closed and raise the green flag.

7) Treat all rifles as if they are loaded. All firearms must be pointed straight up, or down range on an open range only.

8) For those biathletes not required to carry a rifle in competition, the bolt must be open and the clip removed before the biathlete leaves the firing line after completing shooting. When not in use, unloaded rifles must be placed in a rifle rack with the bolt open and the clip removed.

9) Rifles may not be left unsupervised.

10) All users must be a member of Biathlon BC or be members of a provincial/territorial or national biathlon association.

11) All mis-fires will be handled by the RSO.

12) No horseplay at any time.

I have read, understood and will follow all of the above TBR Safety Highlights.

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

\_\_\_\_\_ (Sign)

\_\_\_\_\_ (Date)

## **8.4 Insurance:**

Telemark has liability insurance coverage for cross country skiing activities under the group policy of Cross Country BC. It covers members for most club related activities. This policy can be viewed on the CCBC web site.

The following items are **NOT** covered by this insurance:

- Non Club or non CCC/CCBC sponsored activities.
- Training activities with high risks (such as mountain biking)
- Operation of personal vehicles
- Mountain biking and road cycling are covered for training purposes only. Racing and time trials are not covered. Insurance for mountain biking only covers third party liability.

Athletes participating in the Biathlon program are insured under the Biathlon BC liability insurance.

In addition, Telemark is covered by a liability insurance provided by the Ministry of Natural Resource Operations. This insurance is limited to the area covered under the Management Agreement with the Ministry of Natural Resource Operations only. Therefore it does not cover the parking lot, lodge and washroom area.

Telemark also has general insurance coverage for the buildings and equipment through Whillis Harding Insurance Agents, Kelowna. This policy does not cover the loss or damage to personal items.

An appraisal for replacement costs of the facilities was carried out in June 2004.

## **8.5 Criminal Record Check:**

For the safety of all children and youths involved in Club activities, all adult volunteers working independently with these groups must undergo a criminal record check. This includes, but is not limited to school program, Athlete Development, Racing and Biathlon programs, Special Olympics and all coaches.

All criminal records checks will remain confidential between the RCMP, the applicant and the Club president.

Telemark will pay for the costs associated with these checks.

## **8.6 Roller Skiing:**

Telemark abides by and requires all coaches and athletes to adhere to the CCC/CCBC Roller Skiing Policy. Details of this policy can be found on the following website:

<http://crosscountrybc.ca/main.asp?cmd=doc&ID=1742>.

## **9 General Operation**

### **9.1 Hours of operation:**

Hours of operation are 9:00am to 4:00pm. Night skiing is from 4:00pm to 9:00pm, Tuesday through Thursday.

### **9.2 General Manager:**

The General Manager is responsible for the day to day operation of the Club as per Section 4.

### **9.3 Groomer operator:**

The groomer operators are paid employees and reports to the Club Executive. The operators are responsible for the grooming and track setting of all trails as per schedule or as directed by the Director responsible for grooming operations. The operators will maintain the equipment in good order and carry out minor repairs. As a minimum the grooming standards specified in the Trail Management Agreement with the Ministry Natural Resource Operations, will be met.

### **9.4 Office Staff:**

The office staff are paid employees and report to the General Manager. Their job consists of issuing and checking trail passes, issuing equipment rental forms, selling of concession items, keeping the upper floor of the lodge clean, keeping records as required and carry out other duties as may be assigned by the General Manager.

### **9.5 Equipment Rentals:**

The Club makes rental skis, snow shoes and pulks available to the general public. Rental rates are available at the office. For current rates see Appendix II.

The staff person in the rental shop is a paid employee and reports to the General Manager. The rental person is responsible for issuing and collecting of rental equipment, maintaining of the rental shop in good order, waxing of skis as required, carrying out of minor repairs to equipment as required and any other duties as may be assigned by the General Manager.

### **9.6 Rental of facilities:**

The Club will make the facilities available to other groups for rent for special occasions. Any Club or Organization wishing to rent or use all or part of the facilities must have prior approval of the Telemark executive. Parties interested must sign a Facility Use Agreement and Waiver as attached in Appendix VIII. The Club reserves the right to refuse certain groups access to the facilities. For current rates see Appendix II.

### **9.8 Tenancy Agreement:**

Jack and Edna Johnson live in a trailer located on the area leased by Telemark Cross Country Ski Club. Conditions are outlined in a Tenancy Agreement.

# **10 Financial Procedures:**

## **10.1 General:**

Telemark Cross Country Ski Club has the following separate bank accounts:

- General Account (Interior Savings Bank)
- Gaming Account (TD Canada Trust)
- Racing Account (Interior Savings Bank)
- Biathlon Account (Interior Savings Bank)

Any cheque made out on the accounts must be signed by two of the three designated signing officers of the accounts.

The fiscal year runs from June 1 until May 31 of the following year. At the end of each fiscal year the accounts are duly audited. The financial statements will be presented to the membership during the Annual General Meeting.

The financial report on the Gaming Account must be forwarded to the Gaming Branch annually within 60 days of the Year end, which is May 31.

The Club will reimburse expenses incurred by individuals while on business for the Club. An expense account must be prepared and forwarded to the treasurer. A sample of the expense account is attached in the Appendix IX. Individuals must enquire of the president or treasurer what expenses are refundable prior to incurring them.

## **10.2 Bookkeeping:**

Telemark Cross Country Ski Club employs a bookkeeper to maintain all financial records of the club. This is a paid position and reports to the Treasurer of the club.

Specific duties of the bookkeeper include the following:

- Maintain all financial records of the Club
- Prepares for payment of all invoices and accounts
- Prepares payment and maintain records of all payroll accounts
- Assists in the preparation of the annual budget and financial statements as requested by the Treasurer
- Prepares invoices
- Prepares all tax documentation and other government correspondence as necessary

# **11 Agreements With Outside Agencies**

## **11.1 Ministry of Natural Resource Operations Agreement:**

There is a Management Agreement between the Ministry of Natural Resource Operations (previously Ministry of Forests and Range) and Telemark. The duration of the agreement is ten years and the agreement will expire on September 28, 2016.

Following are the on-going responsibilities under this agreement:

- Telemark is to file a financial statement not later than November 30 each year
- Telemark is to file an annual operating report and plan by July 31 of each year.
- The gate on the Jack Creek logging road must be opened on June 1 and can be closed by November 15 or any time after November 1 when the snow depth exceeds six inches, measured at the main gate.

### **11.1.1 Other Stakeholders:**

The following individuals and organizations also have jurisdiction in the Management Area:

- Grazing Rights: Mr. Kevin Day (860-3932)
- Trapping License: Mr. Clarence Fenton (768-5521)
- Logging Rights: The Telemark Management Area lies within the Westbank First Nation Community Forest. Contact: Mr. Grant Thompson (768-5617)

### **11.1.2 Recreational Motorized Vehicle Restriction Order:**

A motorized Vehicle closure is in effect from January 1 until December 31, except for those roads and trails specifically identified as Designated Motorized Recreation Access Roads. These roads and trails will be open from June 1 until November 15 (or November 1 if snow depth at the main gate exceeds six inches). This pursuant to Section (1)(b) of the Forest Practices Code of British Columbia.

## **11.3 Lease:**

Telemark has a Lease Agreement with the Ministry of Natural Resource Operations (previously BC Assets and Lands) for the area of the parking lot and where our facilities are located. The term of the Lease (338426) is 20 years and will expire March 27, 2021. Fees are paid up until 2021.

## **SPONSORSHIPS:**

The criteria for corporate sponsors are set out in Appendix X.

Organizations such as Ski Equipment suppliers and stores may from time to time organize or sponsor races at Telemark. However prior approval must be obtained from the executive of Telemark for these events.

Club sponsor banners and advertising will be displayed during races and events as per the sponsorship policy.

Advertising such as banners and billboards of specific event sponsors or other advertisers may be displayed during such events only with prior approval of the Telemark executive.

Ski Equipment Suppliers and stores may also advertise and demonstrate their equipment at events organized by Telemark, with prior approval

SCHEDULE B

SOCIETY ACT

BYLAWS OF .....  
(Name of Society)

*Part 1 — Interpretation*

1. (1) In these bylaws, unless the context otherwise requires,
  - (a) "directors" means the directors of the society for the time being;
  - (b) "Society Act" means the *Society Act* of the Province of British Columbia from time to time in force and all amendments to it;
  - (c) "registered address" of a member means his address as recorded in the register of members.
- (2) The definitions in the *Society Act* on the date these bylaws become effective apply to these bylaws.
2. Words importing the singular include the plural and vice versa; and words importing a male person include a female person and a corporation.

*Part 2 — Membership*

3. The members of the society are the applicants for incorporation of the society, and those persons who subsequently have become members, in accordance with these bylaws and, in either case, have not ceased to be members.
4. A person may apply to the directors for membership in the society and on acceptance by the directors shall be a member.
5. Every member shall uphold the constitution and comply with these bylaws.
6. The amount of the first annual membership dues shall be determined by the directors and after that the annual membership dues shall be determined at the annual general meeting of the society.
7. A person shall cease to be a member of the society
  - (a) by delivering his resignation in writing to the secretary of the society or by mailing or delivering it to the address of the society;
  - (b) on his death or in the case of a corporation on dissolution;
  - (c) on being expelled; or
  - (d) on having been a member not in good standing for 12 consecutive months.
8. (1) A member may be expelled by a special resolution of the members passed at a general meeting.
  - (2) The notice of special resolution for expulsion shall be accompanied by a brief statement of the reason or reasons for the proposed expulsion.
  - (3) The person who is the subject of the proposed resolution for expulsion shall be given an opportunity to be heard at the general meeting before the special resolution is put to a vote.

9. All members are in good standing except a member who has failed to pay his current annual membership fee or any other subscription or debt due and owing by him to the society and he is not in good standing so long as the debt remains unpaid.

*Part 3 — Meetings of Members*

10. General meetings of the society shall be held at the time and place, in accordance with the *Society Act*, that the directors decide.

11. Every general meeting, other than an annual general meeting, is an extraordinary general meeting.

12. The directors may, when they think fit, convene an extraordinary general meeting.

13. (1) Notice of a general meeting shall specify the place, day and hour of meeting, and, in case of special business, the general nature of that business.

(2) The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notice does not invalidate proceedings at that meeting.

14. The first annual general meeting of the society shall be held not more than 15 months after the date of incorporation and after that an annual general meeting shall be held at least once in every calendar year and not more than 15 months after the holding of the last preceding annual general meeting.

*Part 4 — Proceedings at General Meetings*

15. Special business is

- (a) all business at an extraordinary general meeting except the adoption of rules of order; and
- (b) all business transacted at an annual general meeting, except.

(i) the adoption of rules of order;

(ii) the consideration of the financial statements;

(iii) the report of the directors;

(iv) the report of the auditor, if any;

(v) the election of directors;

(vi) the appointment of the auditor, if required; and

(vii) the other business that, under these bylaws, ought to be transacted at an annual general meeting, or business which is brought under consideration by the report of the directors issued with the notice convening the meeting.

16. (1) No business, other than the election of a chairman and the adjournment or termination of the meeting, shall be conducted at a general meeting at a time when a quorum is not present.

(2) If at any time during a general meeting there ceases to be a quorum present, business then in progress shall be suspended until there is a quorum present or until the meeting is adjourned or terminated.

(3) A quorum is 3 members present or a greater number that the members may determine at a general meeting.

17. If within 30 minutes from the time appointed for a general meeting a quorum is not present, the meeting, if convened on the requisition of members, shall be terminated; but in any other case, it shall stand adjourned to the same day in the next week, at the same time and place, and if, at the adjourned meeting, a quorum is not present within 30 minutes from the time appointed for the meeting, the members present constitute a quorum.

18. Subject to bylaw 19, the president of the society, the vice president or in the absence of both, one of the other directors present, shall preside as chairman of a general meeting.

19. If at a general meeting

- (a) there is no president, vice president or other director present within 15 minutes after the time appointed for holding the meeting; or
- (b) the president and all the other directors present are unwilling to act as chairman,

the members present shall choose one of their number to be chairman.

20. (1) A general meeting may be adjourned from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

(2) When a meeting is adjourned for 10 days or more, notice of the adjourned meeting shall be given as in the case of the original meeting.

(3) Except as provided in this bylaw, it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned general meeting.

21. (1) No resolution proposed at a meeting need be seconded and the chairman of a meeting may move or propose a resolution.  
 (2) In case of an equality of votes the chairman shall not have a casting or second vote in addition to the vote to which he may be entitled as a member and the proposed resolution shall not pass.
22. (1) A member in good standing present at a meeting of members is entitled to one vote.  
 (2) Voting is by show of hands.  
 (3) Voting by proxy is not permitted.
23. A corporate member may vote by its authorized representative, who is entitled to speak and vote, and in all other respects exercise the rights of a member, and that representative shall be reckoned as a member for all purposes with respect to a meeting of the society.

*Part 5 — Directors and Officers*

24. (1) The directors may exercise all the powers and do all the acts and things that the society may exercise and do, and which are not by these bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the society in general meeting, but subject, nevertheless, to  
 (a) all laws affecting the society;  
 (b) these bylaws; and  
 (c) rules, not being inconsistent with these bylaws, which are made from time to time by the society in general meeting.  
 (2) No rule, made by the society in general meeting, invalidates a prior act of the directors that would have been valid if that rule had not been made.
25. (1) The president, vice president, secretary, treasurer and one or more other persons shall be the directors of the society.  
 (2) The number of directors shall be 5 or a greater number determined from time to time at a general meeting.
26. (1) The directors shall retire from office at each annual general meeting when their successors shall be elected.  
 (2) Separate elections shall be held for each office to be filled.  
 (3) An election may be by acclamation, otherwise it shall be by ballot.  
 (4) If no successor is elected the person previously elected or appointed continues to hold office.
27. (1) The directors may at any time and from time to time appoint a member as a director to fill a vacancy in the directors.  
 (2) A director so appointed holds office only until the conclusion of the next following annual general meeting of the society, but is eligible for re-election at the meeting.
28. (1) If a director resigns his office or otherwise ceases to hold office, the remaining directors shall appoint a member to take the place of the former director.  
 (2) No act or proceeding of the directors is invalid only by reason of there being less than the prescribed number of directors in office.
29. The members may by special resolution remove a director before the expiration of his term of office, and may elect a successor to complete the term of office.
30. No director shall be remunerated for being or acting as a director but a director shall be reimbursed for all expenses necessarily and reasonably incurred by him while engaged in the affairs of the society.

*Part 6 — Proceedings of Directors*

31. (1) The directors may meet together at the places they think fit to dispatch business, adjourn and otherwise regulate their meetings and proceedings, as they see fit.  
 (2) The directors may from time to time fix the quorum necessary to transact business, and unless so fixed the quorum shall be a majority of the directors then in office.  
 (3) The president shall be chairman of all meetings of the directors, but if at a meeting the president is not present within 30 minutes after the time appointed for holding the meeting, the vice president shall act as chairman; but if neither is present the directors present may choose one of their number to be chairman at that meeting.  
 (4) A director may at any time, and the secretary, on the request of a director, shall, convene a meeting of the directors.
32. (1) The directors may delegate any, but not all, of their powers to committees consisting of the director or directors as they think fit.

(2) A committee so formed in the exercise of the powers so delegated shall conform to any rules imposed on it by the directors, and shall report every act or thing done in exercise of those powers to the earliest meeting of the directors to be held next after it has been done.

33. A committee shall elect a chairman of its meetings; but if no chairman is elected, or if at a meeting the chairman is not present within 30 minutes after the time appointed for holding the meeting, the directors present who are members of the committee shall choose one of their number to be chairman of the meeting.

34. The members of a committee may meet and adjourn as they think proper.

35. For a first meeting of directors held immediately following the appointment or election of a director or directors at an annual or other general meeting of members, or for a meeting of the directors at which a director is appointed to fill a vacancy in the directors, it is not necessary to give notice of the meeting to the newly elected or appointed director or directors for the meeting to be constituted, if a quorum of the directors is present.

36. A director who may be absent temporarily from British Columbia may send or deliver to the address of the society a waiver of notice, which may be by letter, telegram, telex or cable, of any meeting of the directors and may at any time withdraw the waiver, and until the waiver is withdrawn,

(a) no notice of meeting of directors shall be sent to that director; and

(b) any and all meetings of the directors of the society, notice of which has not been given to that director shall, if a quorum of the directors is present, be valid and effective.

37. (1) Questions arising at a meeting of the directors and committee of directors shall be decided by a majority of votes.

(2) In case of an equality of votes the chairman does not have a second or casting vote.

38. No resolution proposed at a meeting of directors or committee of directors need be seconded and the chairman of a meeting may move or propose a resolution.

39. A resolution in writing, signed by all the directors and placed with the minutes of the directors is as valid and effective as if regularly passed at a meeting of directors.

#### *Part 7 — Duties of Officers*

40. (1) The president shall preside at all meetings of the society and of the directors.

(2) The president is the chief executive officer of the society and shall supervise the other officers in the execution of their duties.

41. The vice president shall carry out the duties of the president during his absence.

42. The secretary shall

(a) conduct the correspondence of the society;

(b) issue notices of meetings of the society and directors;

(c) keep minutes of all meetings of the society and directors;

(d) have custody of all records and documents of the society except those required to be kept by the treasurer;

(e) have custody of the common seal of the society; and

(f) maintain the register of members.

43. The treasurer shall

(a) keep the financial records, including books of account, necessary to comply with the *Society Act*; and

(b) render financial statements to the directors, members and others when required.

44. (1) The offices of secretary and treasurer may be held by one person who shall be known as the secretary treasurer.

(2) When a secretary treasurer holds office the total number of directors shall not be less than 5 or the greater number that may have been determined pursuant to bylaw 25 (2).

45. In the absence of the secretary from a meeting, the directors shall appoint another person to act as secretary at the meeting.

#### *Part 8 — Seal*

46. The directors may provide a common seal for the society and may destroy a seal and substitute a new seal in its place.

47. The common seal shall be affixed only when authorized by a resolution of the directors and then only in the presence of the persons prescribed in the resolution, or if no persons are prescribed, in the presence of the president and secretary or president and secretary treasurer.

*Part 9 — Borrowing*

48. In order to carry out the purposes of the society the directors may, on behalf of and in the name of the society, raise or secure the payment or repayment of money in the manner they decide, and, in particular but without limiting the foregoing, by the issue of debentures.

49. No debenture shall be issued without the sanction of a special resolution.

50. The members may by special resolution restrict the borrowing powers of the directors, but a restriction imposed expires at the next annual general meeting.

*Part 10 — Auditor*

51. This Part applies only where the society is required or has resolved to have an auditor.

52. The first auditor shall be appointed by the directors who shall also fill all vacancies occurring in the office of auditor.

53. At each annual general meeting the society shall appoint an auditor to hold office until he is re-elected or his successor is elected at the next annual general meeting.

54. An auditor may be removed by ordinary resolution.

55. An auditor shall be promptly informed in writing of appointment or removal.

56. No director and no employee of the society shall be auditor.

57. The auditor may attend general meetings.

*Part 11 — Notices to Members*

58. A notice may be given to a member, either personally or by mail to him at his registered address.

59. A notice sent by mail shall be deemed to have been given on the second day following that on which the notice is posted, and in proving that notice has been given it is sufficient to prove the notice was properly addressed and put in a Canadian post office receptacle.

60. (1) Notice of a general meeting shall be given to

- (a) every member shown on the register of members on the day notice is given; and
- (b) the auditor, if Part 10 applies.

(2) No other person is entitled to receive a notice of general meeting.

*Part 12 — Bylaws*

61. On being admitted to membership, each member is entitled to and the society shall give him, without charge, a copy of the constitution and bylaws of the society.

62. These bylaws shall not be altered or added to except by special resolution.

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## APP. II

# TELEMARK CROSS COUNTRY SKI CLUB

### APPLICABLE RATES:

The following rates apply to the 2009/2010 ski season:

	<b>Youth (6 to 18)</b>	<b>Adult</b>	<b>Family</b>
Day pass	5.00	12.00	
5 day pass		50.00	
Night (4-9)	4.00	6.00	
Snowshoe day pass	5.00	5.00	
Season (purchased before Nov 1)	42.00	125.00	285.00
(purchased after Nov 1)	52.00	145.00	340.00
Snowshoe season	52.00	52.00	

Children five and under ski for free

Snowshoe is free for ski season pass holders

Corporate rates and group rates are available. Please enquire.

Bunny rabbit (3-5yrs)	52.00
Jack rabbit (6-9 yrs)	62.00
Track Attack (10-13 yrs)	62.00

Check at Telemark office for other organized programs

### Rentals:

Classic	\$15.00
Skating	\$20.00
Child (8-13)	\$8.00
Pulks	\$5.00 per hour
Snowshoes	\$10.00
Head lamps	\$5.00

**School program:** \$12.00 (\$4.00 pass, \$4.00 rental \$4.00 lesson)

**Special Olympics adults:** ½ price for pass and rentals.

### Ski Lessons:

Telemark provides individual and group lessons. Applicable rates are as follows:

Private Lesson	\$ 50.00 per hr
Group (2 people)	\$ 40.00 each per hr
Group (3 to 6 people)	\$ 30.00 each per hr

### Facility Rental:

\$275.00+HST per event.

## **TELEMARK PROGRAM INFORMATION: 2011-2012 SEASON**

(\*program fees do not include season pass except with Special Olympics)  
(Session calendar schedules will be posted to Telemark website as they are determined)

### **YOUTH PROGRAMS**

#### **Telemark Skill Development Program (ages 3-13)**

The Telemark Skill Development Program follows Canada's Long Term Athlete Development Model

#### **Bunnyrabbits (ages 3 to 5 accompanied by a parent - \$52 - Saturdays 10:30am, Jan and Feb)**

Led by coaches at Telemark, children and parents will ski together exploring our ski playground, kid friendly trails, and playing games all while learning new skills. Parent involvement is essential to ensure that children enjoy the sessions.

#### **Jackrabbits and Track Attack (ages 6 to 13 - \$62 Saturdays 10:30am for Jackrabbit I (beginner); Wednesday nights 6:30 and Saturdays 10:30 Jackrabbit II-IV and Track Attack; Dec-Mar)**

This program is geared towards kids just learning the sport, as well as those wishing to become more technically proficient. Our ultimate goal is to instill a lifelong love for the sport of cross country skiing. With all the Jackrabbit levels and Track Attack program the emphasis is on learning ski technique through a variety of fun activities. Included in the program are a Christmas event, a ski 'rogaining' / treasure hunt day, a winter survival skill day, fun racing events and an end of year windup 'ski tournament'. Both programs have booklets that track progress from year to year.

**For more information contact the Telemark office at 768-1494 or the Skill Development Program Coordinator Iva Rozek at; [irozek@wavebalance.com](mailto:irozek@wavebalance.com)**

#### **Junior Racing (ages 9 to 21)**

#### **Junior Development Team (\$300 Wednesday evenings and Saturday mornings)**

Bridging the gap between ski league and the junior racing team with emphasis on skiing fast and with good technique. Athletes will be coached by the club Head Coach in dryland and on-snow training sessions and will be encouraged to enter some local races with the team. **Contact: Adam Elliot 769-3750 or email [coachadam@telemarkracers.org](mailto:coachadam@telemarkracers.org)**

#### **Junior Racing Team (\$600 Tuesday / Thursday evenings and Saturdays)**

This program is for youth skiers who want to improve their technique and race at a competitive level. Our Junior Race athletes are frequently selected to the provincial talent squad, provincial development team, or the BC ski team. With an emphasis on fun and camaraderie, skiers learn to ski fast utilizing great technique. Athletes will participate in dryland and on-snow training sessions and will be encouraged to enter all of the races as set out in the team schedule. Coached training sessions will take place three times per week during the ski season supervised by the club Head Coach. **Contact: Adam Elliot 769-3750 or email [coachadam@telemarkracers.org](mailto:coachadam@telemarkracers.org)**

#### **Biathlon**

#### **Biathlon Bears 1(\$125)+\$50 Air Rifle rental fee is required: Saturdays as per schedule**

This program is for athletes from 8 - 11 yrs. The program focuses on safety, development and fun. Joint training sessions with the Track Attack program for ski skill development may be scheduled. Contact: Rob Swan 764-2615 or email [cransom@fusionglass.com](mailto:cransom@fusionglass.com).

**Biathlon Bears 2 (\$125)+\$60 Rifle rental fee if required: Saturdays as per schedule**

This program is for athletes from 10yrs and up. The program focuses on safety, development and fun. All athletes are using a biathlon .22 rifle.

Joint training sessions with the Track Attack program for ski skill development may be scheduled.

Contact: Rob Swan 764-2615. or email [cransom@fusionglass.com](mailto:cransom@fusionglass.com)

**Biathlon 1 (\$275)+ \$60 rifle rental fee if required: Wednesday and Saturday**

Our program is for youth who wish to participate in a development program who wish to compete. It provides biathlon athletes the opportunity to develop their shooting and skiing skills. It follows Biathlon Canada long term athlete development model.

For more information contact Rob Swan 764-2615 or email [cransom@fusionglass.com](mailto:cransom@fusionglass.com)

**Biathlon 2 (\$300) Tuesday, Wednesday and Saturday**

Our program is for youth who wish to participate at a higher level of race program. It provides biathlon athletes the opportunity to develop their shooting and skiing skills. It follows Biathlon Canada long term athlete development model.

For more information contact Rob Swan 764-2615 or email [cransom@fusionglass.com](mailto:cransom@fusionglass.com)

**ADDITIONAL PROGRAMS**

**Para Biathlon (\$300) +\$60 Laser Rifle rental fee: Saturdays as per schedule**

We are excited to offer this program with either air rifle or laser rifle being available. Focus is on safety, development and fun with the ability to compete at a BC Cup race

Contact Cathy [rush\\_creek@telus.net](mailto:rush_creek@telus.net)

**Biathlon Masters (\$300) + \$60 Rifle rental fee if required: As per schedule**

This is geared for the 'youth at heart'. Our program focuses on helping you become a competent biathlete to either enjoy a time on the range or in a competitive peer race. Some sessions are mentored by higher performance biathletes for specific ski and shooting techniques

Contact: Rob Swan 764-2615 or email [cransom@fusionglass.com](mailto:cransom@fusionglass.com)

**Nordic Recreational Program for Teens(\$110)11-12:30 Sundays and/or as per schedule**

This non-competitive program is for teens (13-18) who want to try Nordic winter sports. Skate and classic cross country skiing, biathlon and snowshoeing will be offered in a safe group environment led by teen coaches. The required equipment is supplied if participants don't have their own. The goal of this program is to introduce teens to Nordic winter sports, in a fun setting. A youth or family season's pass is required. Contact Ron [rc.earle@shaw.ca](mailto:rc.earle@shaw.ca) or Ken [cransom@fusionglass.com](mailto:cransom@fusionglass.com)

**SPECIAL OLYMPICS (ages 12 to 65, \$45 \*\*Includes Telemark membership)**

This program is open to any person with a developmental disability. The Junior and Adult program (13 years and up) is a fun way to build strength, endurance and technique leading towards competition.

Training sessions will be on Saturdays. For more information contact Garth Vickers, Head Coach at 250-762-8476

## APP III

### CONFLICT OF INTEREST GUIDELINES

#### **Introduction:**

Conflicts of interest may arise from time to time in the affairs of the Telemark Cross Country Ski Club (The Club) where the private interests of an individual interfere with his/her official duties and responsibilities. The conflicts may be real or they may simply be perceived. In either case, the Club should endeavor to protect itself, its volunteers and its employees from potential legal difficulties and from poor public relations through an open and clear process that is widely circulated.

The following paragraphs outline principles and examples that should provide sound guidance to resolve potential conflicts. Good judgment will also be required in the application of the principles.

#### **Objective:**

The objective of the guidelines is to enhance public confidence in the integrity of, and afford legal protection to, all volunteers and employees of the Telemark Cross Country Ski Club.

#### **Principles:**

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 Telemark Cross Country Ski Club.

Volunteers and employees should not have private interests that would be affected by the actions of the Telemark Cross Country Ski Club in which they participate.

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 Telemark Cross Country Ski 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 Telemark Cross Country Ski Club.

***The basic principle is that neither benefits received nor private interests of an individual should influence the objectivity or impartiality of their judgments in the performance of their duties and responsibilities.***

Care must be taken to avoid being placed under obligation to any person or organization that might profit from special consideration by a volunteer or an employee.

### **Compliance Measures:**

Volunteers and employees can comply with the guidelines by:

1. *Avoiding activities or situations that would place them in real, potential or apparent conflict of interest relative to their official duties and responsibilities.*
2. *Providing to the Telemark Cross Country Ski Club a written statement indicating ownership of an asset, or receipt of gift, hospitality or other benefit.*
3. *Where continued ownership would constitute a conflict of interest, divesting themselves of an asset or placing it in trust.*

Volunteers and employees should not participate 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.*

Negotiation of contracts for goods, services or equipment should be reviewed by the Club Executive 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 Telemark Cross Country Ski Club, proper and open tendering procedures must be followed. A volunteer or employee may still receive a contract as long as all those making the decision are aware of the potential conflict and the decision is impartial.

## APP III

### PRIVACY POLICY

“**Personal Information**” means information about identifiable individuals including their name, age, gender, address, phone number, email address, medical information, personal profile, personal identification numbers (including medical card, credit card and drivers license) and any other information which is reasonably regarded as private.

#### Goal:

Personal information necessary for Telemark Cross Country Ski Club (The Club) programs and activities is collected and used, disclosed, protected and accessible for correction according to the wishes of Club members and the law.

#### Objectives:

The Club will collect such personal information as is reasonably necessary for Club programs and activities and the Club will reasonably ensure accuracy, privacy and security of Personal Information.

#### Purposes:

1. The Club will collect and use Personal Information from its members that directly relates to, or is necessary for a Club program or activity and may collect, use and/or disclose Personal Information to:
  - Register Club members
  - Collect dues
  - Register members for Club activities and programs
  - Post lists of participants, volunteers and officials for Club programs and activities
  - Send out Club newsletters and announcements to members
  - Collect necessary, relevant medical information for safety purposes
  - Contact appropriate people in case of emergency
  - Obtain consent of guardians for their children to participate
  - Protect the Club and its members, agents or employees from legal liability

#### Consent:

2. Each applicant for Club membership or participation in a Club program or activity must give informed consent to the collection, use and disclosure of Personal Information in accordance with purposes stated in the Privacy Policy and any additional purpose stated or obvious at the time consent is given as follows:
  - each applicant named in an application who is capable of giving consent must give consent by signing the application.
  - a guardian of any minor applicant named in the application who is incapable of giving consent, must give consent by signing the application on behalf of the minor.
3. An individual is deemed to consent to the Club’s collection, use and disclosure of Personal Information if, at the time of deemed consent, the purpose for collection, use or

disclosure of Personal Information would be obvious to a reasonable person and the individual voluntarily provides the information to the Club for that purpose.

**Permitted Collection, Use and Disclosure:**

4. In order to operate the Club and manage the Club programs and activities, the Club may disclose Personal Information to Club executives, leaders and volunteers who are trained to follow the Privacy Policy.
5. The Club may disclose such Personal Information to Cross Country British Columbia (CCBC) as is necessary to meet the CCBC membership requirements and the Club will take responsible steps to seek privacy protection of such Personal Information by CCBC.
6. The Club may collect, use or disclose Personal Information to Club executive, leaders, volunteers, ski patrol members, paramedics. Appropriate medical and emergency personnel, next of kin, family members, or friends of members as may be reasonably necessary to manage medical or emergency conditions, or protect life, health, security or safety.
7. The Club may collect, use or disclose Personal Information without express consent if:
  - the collection, use or disclosure is in the clear interest of an individual and the individual's consent cannot be obtained in a timely way,
  - the collection, use or disclosure is necessary for medical treatment of an individual who does not have the legal capacity to give consent, or
  - the use is necessary to respond to an emergency that threatens life, health or security of an individual.
8. The Club may collect, use or disclose such Personal Information as may be reasonable necessary to:
  - protect the Club or members from legal liability
  - protect the Club or members from fraud
  - investigate a breach or anticipated breach of law
  - enforce the Club's legal rights
  - comply with the law, including giving compellable evidence or
  - obtain legal advice.

**Restrictions:**

9. The Club will not collect, use or disclose an individual's Personal Information except with the informed consent of the individual for the purposes it was collected.
10. The Club will not disclose Personal Information to Club members except in accordance with the Privacy Policy.
11. The Club will not disclose Personal Information to third parties for promotions, solicitations, advertising, marketing, or commercial purposes.
12. The Club will not contact members except to facilitate or promote Club goals, programs and activities.

### **Security, Retention and Destruction.**

13. The Club will take all reasonable security measures to protect Personal Information from unauthorized access, collection, use, disclosure, distribution, copying, modification or similar risks.
14. Personal Information may only be accessed by approved officials, employees or other persons designated as such by the Club.
15. physical safeguards include restricted physical access to the Club's office and secured storage facility.
16. The Club will retain Personal Information only as long as is reasonably necessary to carry out the purposes of the Privacy Policy and will then destroy it so that it is unreadable.

### **Privacy Officer**

17. The Club's General Manager will act as Privacy Officer and has primary responsibility for ensuring compliance with the Privacy Policies set out herein and has the authority to intervene on privacy issues that relate to any of the Club's operations. The general manager is responsible for the following:
  - collection, use and disclosure of Personal Information
  - responding to requests and general inquiries for Personal Information
  - responding to requests for correction of Personal Information
  - responding to complaints about collection, use and disclosure of personal Information by the Club
  - explaining the purpose for the collection, use and disclosure of Personal Information
  - explaining the procedure to withdraw consent and the consequences, if any, of such a withdrawal.
18. The General Manager may delegate any responsibilities set out herein to a member of the Board of Directors, or to an individual approved by the Club. Any individual approved by the Club to handle any responsibilities set out herein, is required to understand the nature and scope of and adhere to the Club's Privacy Policy.

**APP IV:**  
**ATHLETE AND PARENT/GUARDIAN AGREEMENT (2011-2012)**

- 1) To represent Telemark Cross Country Ski Club (TCCSC) and the sports of cross country skiing or Biathlon with a positive and respectful manner
- 2) To treat with respect all property owned, rented or borrowed from TCCSC including rental vehicles, motels, team clothing, billet's property and team equipment.
- 3) To maintain respect and consideration towards the public, coaches, administrators, volunteers, officials and other athletes, and to be an ambassador for the sport. In other words, be proud of who you are and who you represent.
- 4) To abide by the rules and policies that regulates athletic activity with regards to conduct, travel, safety and clothing.
  - You should be appropriately dressed and be prepared for the conditions at hand.
  - When traveling with others, understand that you are a guest with that driver. As a driver you are responsible for maintaining a safe environment for those athletes that you are responsible for.
  - Please consider the safety of others and yourself before embarking on any activities. As parents and athletes, remember that your conduct is a reflection of yourself and of your club
- 5) To obtain an appropriate Competitor License for the duration of the racing season. Ultimately, this is the responsibility of the athlete to make sure you have a license. Ask your coach, parent or guardian if you have a number.
- 6) To attend where possible team functions including training sessions, camps, courses and competitions as requested by TCCSC coaches. This is your chance to develop and improve.
- 7) Athletes are expected to follow guidelines outlined by their coach. An example of this for Cross Country Racer skiers who are 13 or older are expected to keep some form of Training Diary during the fall and competitive season. Guidelines are clearly outlined by the coach at the start of the season.
- 8) To compete proudly and to your best ability. Focus on sportsmanship, respect for yourself, the other athletes and teams. Be proud of your finish, that was the best at the time, and congratulate others that competed with you.
- 9) As parents, guardians and coaches of athletes, it is our responsibility to provide a safe and positive environment for all athletes within our club.
  - A designated adult must accompany children under 16 on all TCCSC skiing events.
  - It is a responsibility to ensure any child has suitable accommodation, adequate finances available when attending an event with the TCCSC competitive group.
  - Parents and coaches at races must abide by the rules of competition.

Do you authorize TCCSC to publish your child's name and/or picture in local newspapers, website, and/or in the Telemark lodge? Please circle YES NO

Dated \_\_\_\_\_

Name of Athlete \_\_\_\_\_ Signature \_\_\_\_\_  
Name of Parent/Guardian \_\_\_\_\_ Signature \_\_\_\_\_

**Telemark Junior Race Team or Biathlon Team Member Profile**

The Federal Personal Information Protection and Electronic Documents Act (and equivalent provincial legislation) requires that consent be obtained prior to the collection and use of all personal information. The personal information you consent to provide to the Club by completing this athlete profile will be used for the purposes reasonably associated with the skiing activities conducted by the Club and will be managed in accordance with the TCCSC Privacy Policy.

Given Name		Male	<input type="checkbox"/>
Last Name		Female	<input type="checkbox"/>
Address		City	
Postal Code		Email Address	
Phone Number		Date of Birth (dd/mm/yy)	
Cell Number		Age as at Dec 31 <sup>st</sup>	
In case of emergency: Contact		Phone Number of emerg Contact person	
Medical Insurance Number		Family Physician Name	
Care Card Number		Family Physician Phone Number	

Any Allergies or Illnesses


Please list any health problems/ relevant information that may be helpful


Please List Medications currently being used

Prescribed	
Non-Prescribed	

## **APP V:**

### **TELEMARK / COACHES ASSOCIATION of CANADA COACHES CODE OF CONDUCT**

#### **Preamble**

1. The athlete/coach relationship is a privileged one. Coaches play a critical role in the personal as well as athletic development of their athletes. They must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it. Coaches must also recognize that they are conduits through which the values and goals of a sport organization are channeled. Thus, how athletes regard their sport is often dependent on the behaviour of the coach. The following Code of Conduct has been developed to aid coaches in achieving a level of behaviour that will allow them to assist their athletes in becoming well-rounded, self-confident and productive human beings.

#### **Coaches' Responsibilities**

2. Coaches have a responsibility to:
- a. treat everyone fairly within the context of their activity, regardless of gender, place of origin, colour, sexual orientation, religion, political belief or economic status;
  - b. direct comments or criticism at the performance rather than the athlete;
  - c. consistently display high personal standards and project a favourable image of their sport and of coaching. For example, coaches should:
    - 1) refrain from public criticism of fellow coaches, especially when speaking to the media or recruiting athletes,
    - 2) abstain from the use of tobacco products while in the presence of their athletes and discourage their use by athletes,
    - 3) abstain from drinking alcoholic beverages when working with athletes,
    - 4) refrain from encouraging the use of alcohol in conjunction with athletic events or victory celebrations at the playing site, and
    - 5) refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of their duties;
  - d. 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;
  - e. communicate and cooperate with registered medical practitioners in the diagnosis, 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 athlete's ability to continue playing or training;
  - f. recognize and accept when to refer athletes to other coaches or sport specialists. Allow athletes' goals to take precedence over their own;
  - g. regularly seek ways of increasing professional development and self-awareness;
  - h. 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;
  - i. in the case of minors, communicate and cooperate with the athletes' parents or legal guardians, involving them in management decisions pertaining to their children's development; and
  - j. in an educational institution, be aware of the academic pressures placed on student-athletes and conduct practices and games in a manner so as to allow academic success.

### Coaching Imperatives

3. Coaches must:
  - a. ensure the safety of the athletes with whom they work;
  - b. 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;
  - c. respect their athletes' dignity. Verbal or physical behaviours that constitute harassment or abuse are unacceptable (the CCC definition of harassment, and the associated policy for harassment prevention and for investigation of alleged incidents can be found at document 1.8);
  - d. never advocate or condone the use of drugs or other banned performance enhancing substances; and
  - e. never provide under-age athletes with alcohol.

### Coaches' Attestation

4. This Telemark Coaches Code of Conduct has been developed to be consistent with the Coaches Code of Ethics (Principles and Ethical Standards) promulgated by the Coaching Association of Canada. Divisions and Clubs of CCC are encouraged to require their coaches and ski leaders to sign the attestation below, as confirmation that they understand and will comply with the undertakings herein:

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

*DATE:* \_\_\_\_\_

*NAME:* \_\_\_\_\_

*SIGNATURE:* \_\_\_\_\_

*WITNESS:* \_\_\_\_\_

## APP VI:

### TELEMARK CROSS COUNTRY SKI CLUB (TCCSC) ATHLETE FINANCIAL SUPPORT

#### OBJECTIVES

To recognize and reward athlete achievement in cross country skiing. To provide meaningful financial assistance to these athletes in their pursuit of competitive excellence.

#### POLICY

##### Award of Athlete Financial Support

1. Financial awards may be given to athletes at the recommendation of the Athlete Development Committee, or an athlete may apply to receive financial support. In either case, the following conditions apply:
2. An athlete recommended to receive an award, or an athlete applying for financial support must be a member in good standing of the Telemark Cross Country Ski Club. The athlete must be a resident of the Central Okanagan or a TCCSC member who is away attending a post secondary education institution or a National or Provincial Training Centre.
3. Athletes must be actively involved with the Club by: participating in the Telemark Racing Program, or Biathlon Program, spending significant time training at the Telemark Ski Trails, helping with or participating in Club events and being 'visible' to Club members.
4. Athletes must be in good financial standing with the TCCSC, CCBC or Biathlon BC.
5. Athletes must represent Telemark Cross Country Ski Club with pride and dignity.
6. All financial awards are conditional on the monetary resources of the club. The fiscal year (June 1 – May 31) will be the annual time frame of financial award availability.
7. Financial awards will be awarded at a time determined suitable by the Athlete Development Committee and the TCCSC Executive
8. Athletes will be considered in the following order of priority and be eligible for funding annually as per the limits set by the TCCSC Executive.

**Priority**

**Funding Schedule**

- |   |                 |
|---|-----------------|
| 1. Athletes representing Canada in world events | up to \$1000    |
| 4. Major event (Nationals)                      | 25% up to \$400 |
- 9 Variances to the above policy guidelines for exceptional circumstances will be at the discretion of the Athlete Development Committee and the TCCSC Executive.



## 2011 - 2012 EMERGENCY ACTION PLAN

### >> ATTENTION ALL SKIERS <<

**Ski at your own risk. Skiing alone is NOT recommended.**  
**NO ski patrol. Trails are NOT patrolled at the end of the day.**  
**NO First Aid Attendant. Do not ski off trail.**

### LOST or OVERDUE SKIER PROTOCOL

When the Telemark Chalet Office is **OPEN**:

1. Immediately notify the office employee.

When the Telemark Chalet Office is **NOT OPEN**:

#### **A. URGENT CIRCUMSTANCES:**

1. Call: RCMP: 9-1-1
2. Contact a Telemark representative: See "Telemark Emergency Contacts" below.

#### **B. NON-URGENT CIRCUMSTANCES:**

1. Call the Westbank RCMP Community Police Office: 250-768-2880
2. Contact a Telemark rep: See "Telemark Emergency Contacts" below.

\*\*\*\*\*(A telephone is located in the general Telemark Chalet area.)\*\*\*\*\*

### INJURED SKIER PROTOCOL

When the Telemark Chalet Office is **OPEN**:

1. Immediately notify the office employee.

When the Telemark Chalet is **NOT OPEN**:

1. **Call 9-1-1** for AMBULANCE, FIRE, &/or RCMP.
2. Notify a Telemark Club representative: See "Telemark Emergency Contacts"

\*\*\*\*\*(A telephone is located in the general Telemark Chalet area.)\*\*\*\*\*

### FIRST AID INFORMATION

**NON-URGENT:** Basic First Aid supplies are located in general Telemark Chalet.

**EMERGENCY:** The First Aid Room is located downstairs in the Telemark Chalet.  
The First Aid Room key is available from the Telemark Chalet Office employee when Telemark Chalet Office is **OPEN**.

### TELEMARK EMERGENCY CONTACTS

1. Jack and Edna Johnston: (On-Site Caretaker) 250-707-0039
2. Ron Earle: (Telemark General Manager): 250-768-0789
3. Bob Rogers: (Telemark President): 250-768-7388

# **TELEMARK**

Cross-Country Ski Club

## FACILITY USE AGREEMENT AND WAIVER

IN CONSIDERATION OF the Telemark Cross-Country Ski Club, for the use of the Telemark ski facility, I hereby for myself, my organization, its members, heirs, executors, administrators, and assigns, forever release, discharge, hold harmless the Telemark Cross-Country Ski Club, its directors, officers, employees, representatives, or agents.

I have read and will abide by the rules as laid out by this facility use agreement.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Organization \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_

Phone (day): \_\_\_\_\_ Phone (evening) \_\_\_\_\_

Signature: \_\_\_\_\_

- Date(s) Requested: \_\_\_\_\_ Approx. # of users: \_\_\_\_\_

(Checkmark Required) Cabin: \_\_\_\_\_ Kitchen Facilities Required: \_\_\_\_\_ Track Setting Required: \_\_\_\_\_

**Please Mail Cheque with this form to address at bottom of page.**

---

### FOR CLUB USE ONLY

APPROVED: \_\_\_\_\_

REJECTED: \_\_\_\_\_

Date: \_\_\_\_\_

Club Representative (Name): \_\_\_\_\_

Club Representative (Signature): \_\_\_\_\_

Executive Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Telemark Cross-Country Ski Club P.O. Box 26072 Westbank Postal Outlet  
Westbank, BC V4T 2G3

TELEMARK CROSS COUNTRY SKI CLUB
EXPENSE STATEMENT

NAME:	DATE:
ACCOUNT CODE:	PURPOSE:

DATE YY-MMM-DD	QTY	DESCRIPTION	PST	GST	TOTAL
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REIMBURSEMENT CHEQUE #:			.	.	.

TELEMARK CROSS COUNTRY SKI CLUB
EXPENSE STATEMENT

NAME:	DATE:
ACCOUNT CODE:	PURPOSE:

DATE YY-MMM-DD	QTY	DESCRIPTION	PST	GST	TOTAL
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REIMBURSEMENT CHEQUE #:			.	.	.

## APP: X

# **SPONSORSHIPS POLICY**

The Club has the following criteria for corporate sponsors:

### **Platinum:**

**A sponsor donating \$2,000 or more will receive the following benefits:**

- The name and logo of the sponsor will be prominently displayed inside and outside the Club lodge and will also be prominently displayed on our website, the membership application forms, brochures, newsletters and trail maps
- Any advertising by the club will include the logo of the sponsor.
- The logo of the sponsor will be displayed by the Telemark Racing Team at competitions.
- The logo of the sponsor will be displayed at Club events.
- The sponsor will be formally acknowledged at Club events.

### **Gold:**

**A sponsor donating between \$1,000 and \$2,000 will receive the following benefits:**

- The name and logo of the sponsor will be prominently displayed inside and outside the Club lodge and will also be prominently displayed on our website, the membership application forms, brochures, newsletters and trail maps.
- The logo of the sponsor will be displayed at Club events.
- The sponsor will be formally acknowledged at Club events.

### **Silver:**

**A sponsor donating between \$500 and \$1,000 will receive the following benefits:**

- The name and logo of the sponsor will be displayed inside and outside the Club lodge and will also be displayed on our website, the membership application forms, brochures, newsletters and trail maps.
- The logo of the sponsor will be displayed at Club events.
- The sponsor will be formally acknowledged at Club events.

### **Bronze:**

**A sponsor donating \$500 will receive the following benefits:**

- The name and logo of the sponsor will be displayed inside and outside the Club lodge and will also be displayed on our website, the membership application forms, brochures and newsletters.

## **APPENDIX XI: WAX POLICY Cross Country Race Team**

- All waxes and wax related equipment will be ordered and inventoried by the head coach and one individual designated by the Cross Country Ski Athlete Development Committee (XC.A.D.C.).
- The head coach and the designated individual from the XC.A.D.C. will submit a list of required wax and equipment to the XC.A.D.C. prior to the ski season. The list will detail items required and approximate cost.
- The head coach and the designated person from the XC.A.D.C. will keep an up to date inventory of wax and equipment during the ski season.
- The head coach and the designated person from the XC.A.D.C. will conduct a post ski season inventory of wax and equipment.
- Wax for practices and race weekends will be paid for by the Athlete Development Committee.

### Practices

- Basic grip waxes will be provided for practices.
- Glide wax for practice must be provided by individuals and families.
- Equipment for waxing purposes: forms, wax remover, scrapers, brushes, corks will be provided.
- Waxes and equipment can be used in the lower area of the chalet or race room.
- All glide waxing must be done outside.
- Use of wax remover (solvent) must be done outside.
- All waxes and equipment taken out of the race room for waxing purposes in the lower area of the chalet must be returned to where they were taken from in the race room.
- Equipment used must be returned cleaned and to the location taken from in the race room.
- Wax and equipment is to be used by Telemark Junior and Development Cross Country Ski team members only.
- Coaches of the Cross-country Ski Racing Team can use wax and equipment.
- Wax assistants can use wax and equipment.

### Races

- A race wax box will be maintained for designated race weekends only.
- The race wax box will be maintained and controlled by the head coach.
- The race wax is intended for Telemark Junior and Development team members only.
- Coaches can use wax and equipment.
- Wax assistants can use wax and equipment.

### Other

- The head coach or a designated person will provide proper training in glide and grip wax application to individuals interested in becoming wax assistants.

## **APPENDIX XI: WAX POLICY Biathlon Race team**

The collection of waxes and wax related products has been primarily done on a donated or collective effort for all competitions except for NorAm, Junior trials and Nationals.

At each race, there is a concerted effort to do impromptu wax workshops to increase the skill level of the overall support group.

At this time, most wax and product has been purchased or donated through Fresh Air or Kelowna Cycle.

As the wax use for biathlon is outside of Telemark policies, wax policies will change as needed season to season to best fit the group use.