

1
WHITEHORSE CROSS COUNTRY SKI CLUB
POLICY MANUAL
(Updated May 2003)

Detailed Table of Contents

<u>SECTION ONE - CLUB ADMINISTRATION</u>	Page
1. Executive Structure	4
2. Finances & Fundraising	4
3. Public Relations and Advertising	4
4. Staff/Contractors	
5. Affiliations	5
a) Mt.McIntyre Recreation Centre	
b) Cross Country Yukon	
c) Cross Country Canada	
d) TEST	
<u>SECTION TWO – MEMBERSHIP</u>	
1. Membership Benefits & Services to Members	6
2. Types and Fee Structure	
a) General Memberships	
b) Social Membership	
c) Spring Pass	
d) Day Passes	
e) Christmas Coupon Books	
f) Corporate Memberships	7
g) Group Memberships	
h) Life Memberships	8
i) National Ski Team Members	
j) Out of Town Ski Team Members and Students	
k) Ski Patrol	
l) TEST Skiers	
3. Refunds	9
4. Membership Form (attach an updated copy)	
<u>SECTION THREE - PROGRAMS</u>	
1. Overview of Program	11
2. Jackrabbit/Bunny Program	
3. Fitness Masters	
4. Recreational Ski Groups	
5. Parents & Pre-skiers Group	12
6. Coaching and Officials Programs	
7. Club Races	
8. Instructional Programs Ski School	13
9. Private lessons	16
10. Program Fees and Refunds	16

2
WHITEHORSE CROSS COUNTRY SKI CLUB
POLICY MANUAL
(Updated May 2003)

SECTION FOUR – FACILITIES

1.	Insurance	15
2.	Wax Room	
	a) Hours	
	b) Opening/Closing of Wax room	
	c) Christmas season	
	d) Membership Use	
	e) Special Use	
	f) Use of Waxes	
	g) Lockers	18
3.	Ski Club Office	
4.	Equipment	
	a) Inventory	
	b) Use	
	c) Maintenance and Replacement	
	d) Loans/Rentals	
	e) Rental Agreement Template	17
5.	Trail Lights	
6.	Dog Policy	18
7.	Snowboarding	19
8.	Pulk Policy	19
9.	Trails Management and Guidelines	
	a) Trail Maintenance Policies	
	b) Trail Grooming Guidelines	
	c) Trail Grooming Priorities	
	d) Safety Policies & Guidelines (to be developed)	
	e) Summer Trail Maintenance	25
	f) New Trail Construction (added Dec 02)	25

SECTION FIVE – VOLUNTEERS 30

1. Recruitment
2. Training
3. Recognition

SECTION SIX – AWARDS 31

1. Race Awards
 - a) NorthwesTel Yukon Loppet
 - b) Don Sumanik Homecoming Races
 - c) Yukon Championships/Gordon Taylor Memorial/Schiffkorn Trophy
2. Father Mouchet Awards
3. Monique Wattereus Award
4. Masters Trophy
5. Sport Yukon Awards
6. City of Whitehorse Volunteer of the Year Award

3
WHITEHORSE CROSS COUNTRY SKI CLUB
POLICY MANUAL
(Updated May 2003)

Appendix I (binder only) CURRENT CONTRACTS AND JOB DESCRIPTIONS

1. Ski Club Manager Contract & Job Description
2. Bookkeeper Contract & Job Description
3. Pisten Bully Operator Terms of Employment & Job Description
4. WCCSC Board of Directors – Job Descriptions

Appendix II (binder only) WCCSC FEE SCHEDULE & RENTAL AGREEMENTS

1. WCCSC Current Fee Schedule
2. Rental Agreements

Appendix III (binder only) – WCCSC STRATEGIC PLAN

Appendix IV (binder only) – WCCSC CONSTITUTION & BYLAWS

4
WHITEHORSE CROSS COUNTRY SKI CLUB
POLICY MANUAL
(Updated May 2003)

SECTION ONE - ADMINISTRATION

1. Executive Structure:

The WCCSC Executive consists of a Board of Directors made up of the Executive: President, Vice-President, Secretary, Treasurer; and five Directors: Public Relations, Facilities, Programs, Social/Membership and Volunteers (Race Director changed to Volunteers Director at 2000 AGM). The Past-President also plays an active role on the Board of Directors.

Each position has a job description – see SECTION 7

2. Finances & Fundraising:

a) **Finances:** are managed by the Treasurer, a contracted Bookkeeper and the Club Manager. The Manager performs day-to-day financial functions and maintains computer records of all financial transactions and prepares financial statements & balance sheets for monthly Executive meetings. The Bookkeeper assists the Manager when required and prepares payroll and T4's, gst, and year-end financial statements.

The Bookkeeper works in cooperation with the Club Manager and the Treasurer. The Bookkeeper is responsible to the Treasurer. The Treasurer reports on the financial status of the Club, to the Board of Directors on a monthly basis. The Treasurer also maintains any ski club Temporary Investments and bank account status.

Copies of monthly and year-end financial statements are kept in the club office.

b) **Fundraising:** Funds are raised primarily through billboard advertising, locker rentals and the Annual Ski Swap, which takes place the third Saturday in October. From time-to-time, other fundraising events take place.

3. Public Relations and Advertising:

a) **Public Relations:** The WCCSC maintains a relationship with local radio stations to broadcast a weekly ski report during the ski season. Local sport stores post these ski reports. CBC Radio hosts a live "Friday Morning Ski Report" weekly during the season.

b) **Advertising:** Billboard spaces are sold in the Stadium (on the Timing Hut), on the Overpass and on the decking outside the wax room. Installation and choice of location is on a first come first serve basis each season as soon as fees are paid.

Advertising is also available in each Newsletter – 1 advertisement per page, on the bottom of the page (WCCSC-Sept 1999).

5
WHITEHORSE CROSS COUNTRY SKI CLUB
POLICY MANUAL
(Updated May 2003)

- i) Overpass Advertising 4' x 8' - 200.00 per season + gst
- ii) Stadium Advertising 4' x 8' - 75.00 per season + gst
- iii) Deck Advertising 4' x 8' - 100.00 per season + gst
- iv) Newsletter Advertising 2" x 8" - 50.00 per ad + gst

4. Staff/Contractors:

- a) Ski Club Manager – contract with WCCSC from August 1 to July 31 each year.
- b) Bookkeeper – contract with WCCSC from August 1 to July 31 each year.
- c) Pisten Bully Operator – Employment Term from Dec. 1 to April 30 each year.

See Contracts and Job Descriptions in SECTION 7.

5. Affiliations:

a) **Mt. McIntyre:** The ski club is part of the Mt. McIntyre Recreation Centre along with the Whitehorse Curling Club. The MMRC is a non-profit society run by a volunteer board. MMRC hires a full time manager. The WCCSC pays annual rent to Mt. McIntyre for the use of the Wax Room, Showers, Sauna, Lounge, and Banquet Facilities. **This “Allocation Fee” is set at their AGM in September of each year.** The President or another designated Director from the WCCSC sits on the Mt. McIntyre Board of Directors. Any Club member can be nominated for positions on the Mt. McIntyre Board. An Allocation Agreement exists between the WCCSC and Mt. McIntyre Recreation Centre. The ski club collects a \$5 MMRC membership fee from its adult members, and forwards these fees to Mt. McIntyre.

b) **Cross Country Yukon:** The WCCSC is an affiliate club of CCY and as such is a voting member at their AGM held in the spring each year. The Ski Club pays annual affiliation fees of 10.00 (as of 1998) per member for the purpose of Insurance coverage through Cross Country Canada. The WCCSC and CCY work closely together to provide quality race, officials and coaching programs.

c) **Cross Country Canada:** Through the Club’s affiliation with CCY, the WCCSC is an affiliate of Cross Country Canada and is insured by them and can utilize their programs and services in consultation with CCY.

d) **TEST:** Territorial Experimental Ski Training Program is a non-profit society with its own board of directors. The WCCSC was formed when a group of skiers split from TEST in the late 70’s. TEST skiers were given the right to ski on the club trails without WCCSC membership. The WCCSC totally supports and endorses the programs of TEST. The WCCSC encourages TEST skiers and their parents and coaches to become ski club members. They are required to be members if they use the Mt McIntyre Recreation Centre.

6
WHITEHORSE CROSS COUNTRY SKI CLUB
POLICY MANUAL
(Updated May 2003)

SECTION TWO - MEMBERSHIP

1. Membership Benefits & Services to Members:

- unlimited skiing on 60km of safe, quality groomed trails; 5km lighted trails for night skiing – Monday to Friday dusk to 9pm (Mondays added Jan.8/01 – Exec. Mtg. Dec 13/00)
- huts and picnic tables along the trail network
- no need to worry about day passes – guilt free skiing!
- dogs permitted on Copper Trail from wax room to Dog Leg; on Dog Trail, Upper & Lower Valley Trails
- indoor waxing with benches, vises, irons and power outlets; use of change rooms, lockers, showers & saunas
- organized social events; programs and races for various ages & abilities
- social area for relaxing after skiing; play area for children; kitchen area to prepare hot drinks
- access to various coaching, officials, and other courses or clinics
- reduced fees for courses & clinics; regular informative ski club newsletters
- waxing information & instruction; up to date ski condition information
- voting rights at Annual General Meeting
- Cross Country Yukon membership benefits (NCCP Coaching Courses, etc.)

2. Types and Fee Structure:

Fees for the various types of Membership are set by the Board of Directors at the WCCSC annual planning meeting each spring (passed -WCCSC 2000 AGM). All fees are included in the WCCSC Fee Schedule – Section 8.

a) **General Membership:** (Revised May 2003) Includes adult, junior, under 6, student and senior.

Membership form shows age categories according to year of birth. The Waiver on the membership form MUST be signed by members or Guardians. See back of this section for sample membership form.

Families with two children registered may register additional children for \$10. This applies also to families in which only one parent is a club member. Children Under 6 must pay \$10. Mt. McIntyre fees of 5.00 and GST are added to all members 19+.

Memberships are valid from October 1 to September 30 and are non-transferable and non-refundable (see refunds in Section Two – item 3.). Skiers are given a membership identification card and are asked to wear this card when skiing the trails.

7
WHITEHORSE CROSS COUNTRY SKI CLUB
POLICY MANUAL
(Updated May 2003)

b) **Social Membership:** These are available for those who do not ski, but wish to have all other membership benefits as noted above. The fee for this membership is \$25.00 + gst and is valid from October 1 to September 30. Forms are available in the ski club office. (WCCSC Planning Meeting-April 29/00)

c) **Spring Pass:** This pass entitles skiers to use the trails, wax room, showers and saunas, and participate in programs & activities from March 1 until the season ends. It does not include the right to vote at General Meetings. Currently the fee for this pass is \$50 + gst.

d) **Day Passes:** Day pass rates are as follows and include GST:

- i) Adults 8.00 Juniors 4.00 Families 16.00 Under 6 Free
- ii) For non-residents of Whitehorse (50 km radius) passes are available for three consecutive days at 20.00 and five consecutive days at 35.00
- iii) Complimentary Day passes are included with ski packages bought at local sports stores in September of each year
- iv) Day passes up to a maximum of 15 passes may be redeemed at any time during the year toward a membership; actual day passes must be presented when the membership is purchased.
- v) School groups using the trails during school hours may purchase day passes for 1.00 per skier for non-members.
- vi) Jackrabbit Groups affiliated with CCY may purchase day passes for 1.00 per skier for non-members (WCCSC/CCY Sept. 1999).

e) **Christmas Coupon Books:** Day pass coupons sell at a reduced rate during this Christmas special – from December 1 to December 24. They are sold in booklets of 5 for adults, seniors and youth, and books of 3 for families. See price of coupon books in section eight – WCCSC Fee Schedule. Day pass coupons are valid only for current season. (WCCSC 1999/00 season)

f) **Corporate Memberships:** The Executive will as desired provide Corporate memberships to small businesses that have made or will make outstanding contributions to the Club or to skiing in general with the following conditions:

Revised February 1998

Corporate Memberships will be offered each year, at the discretion of the club executive on a prorated basis, depending on how much a company donates to the club.

- two season passes (memberships) for \$1,000 to \$3,000 in kind
- four season passes (memberships) for \$3,000 to \$5,000 in kind
- six season passes (memberships) for \$5,000 to 7,000 in kind

- waiver must be signed and form filled out completely
- restricted to employees of the company only
- contributions made to the club after Jan 1 will be credited to the next ski season
- passes will be marked to distinguish them from regular club passes

8
WHITEHORSE CROSS COUNTRY SKI CLUB
POLICY MANUAL
(Updated May 2003)

g) **Group Memberships:** The Executive has at its discretion the ability to provide group memberships, under certain conditions. In such cases, a letter outlining Club expectations will be sent to the group. Currently the Special Olympics skiers have a group membership, based on one ski per week per member. This rate is \$40 + gst per member. (approved October 2000)

h) **Life Memberships: HONORARY LIFE MEMBERSHIP**

October 2004 Approved by Board at meeting of Nov 9, 2004

1. PURPOSE

To recognize individuals who have made an outstanding contribution to the sport of cross country skiing. This membership is for life.

2. POLICY

2.1 Honorary members receive a lifetime membership to WCCSC.

2.2 There shall be no limit to the number of honorary members of WCCSC.

2.3 No more than one honorary membership shall be bestowed in any given year.

2.4 A nomination for honorary membership may be submitted by any member of WCCSC and endorsed by three additional WCCSC members.

2.5 No current member of the board shall be eligible for nomination.

2.6 Election to honorary membership requires a vote of the board and may be held by mail or electronic communication at the discretion of the President.

2.7 For a nomination to be successful, a majority of the board must vote in favour of the nomination.

2.8 Unsuccessful nominations may be resubmitted in a subsequent year.

2.9 Successful candidates shall receive a letter of congratulation from the President of WCCSC.

3. ELIGIBILITY CRITERIA

Persons appointed as honorary life members of WCCSC should have demonstrated substantial and recognizable service beyond what normally would be expected. Considerations for nomination include but are not limited to:

3.1 Extensive participation at all levels of the club.

3.2 Demonstrated leadership and commitment to the growth of cross country skiing in the Yukon.

3.3 Significant contribution to the sport of cross country skiing through coaching, participating in club events and volunteering for the club.

9
WHITEHORSE CROSS COUNTRY SKI CLUB
POLICY MANUAL
(Updated May 2003)

3.4 A substantial financial contribution to the club by an individual, couple or family.

3.5 Selection of honorary members shall not be limited to WCCSC membership.

4. PROCEDURE

4.1 Member proposing the nomination must submit a letter, preferably typed, to the board describing how the candidate meets the eligibility criteria.

4.2 Three additional members of WCCSC, endorsing the nomination, must sign the letter.

4.3 The letter and any supporting data available will be sent to the WCCSC President.

4.4 All information will be distributed to the members of the board for review. The board will be asked to vote on whether the nominee sufficiently meets the eligibility criteria.

4.5 If there is more than one nominee that successfully meets the eligibility criteria in a given calendar year, then the board will vote on the first choice for honorary life membership.

5. AWARD

5.1 The honorary membership may be awarded annually at the AGM.

5.2 The award is: a life-time membership to WCCSC, a certificate and permanent recognition at the club.

Current life members are: Betty Taylor, Elsie Sumanik, Ted and Nicki (deceased) Harrison, Lucy Steele-Masson, Harris Cox and Linda Cox, Peter Steele.

i) **National Ski Team Members:** All National Ski Team Members will be able to purchase a Ski Club Membership for \$1.00 plus gst.

j) **Out-of-Town Ski Team Members and Students:** A special membership rate is given to those Yukon Ski Team members who are not currently living in the Yukon and from time to time, ski at the club within a given season. This also applies to Students who are currently studying outside the Yukon. This rate is \$40 + gst. (WCCSC Executive Meeting – Dec. 13/00).

k) **Ski Patrol:** The fees for the Ski Patrol are 15.00 per patroller, per season; patrollers must be available to work at all Club events and should patrol a minimum of 10 hours per month at the WCCSC trails wearing their ski patrol jacket and equipment. They are also required to sign in when they are patrolling. Harrison Hut is designated for the Ski Patrol and they are responsible for all costs and the security of the building; it must be available to skiers during Club events (See WCCSC/Ski Patrol Arrangement SECTION 7).

10
WHITEHORSE CROSS COUNTRY SKI CLUB
POLICY MANUAL
(Updated May 2003)

i) **TEST Skiers:** TEST Yukon is an affiliate of Cross Country Yukon. TEST skiers have a historical right to use the club trails for training purposes. This right does not apply to the Mt. McIntyre Recreation Centre. TEST skiers are encouraged by the WCCSC and TEST executives to become ski club members.

3. Membership Refunds:

- i) Refund insurance is required for membership refund.
- ii) Refund insurance fees will be set by the executive and approved at the WCCSC annual planning meeting each spring (WCCSC – 2000 AGM).
- iii) Refunds will be issued by the WCCSC Executive on approved medical condition or employment transfer only if refund insurance has been purchased.
- iv) Refund amounts are based on the following criteria:
 - Prior to October 31 - 95%
 - Nov 1 to Nov 30 - 75%
 - Dec 1 - Jan 31 - 50 %
 - Feb 1 and later 0%

(WCCSC planning meeting April 29/00)

4. Membership Form:

Membership form for current year on following page.

Membership For for Current year - replace in binder

See Manager/Ski Club Files/Administration/Members/Form

SECTION THREE – PROGRAMS

1. Overview of Programs:

- Jackrabbit/Bunny
- Fitness Masters
- Recreational Ski Groups
- Parent & Pre-skiers Group
- Coaching and Officials Program
- Club Races
- Ski School

2. Jackrabbit/Bunny Program:

Fees are reviewed annually. Refer to Current Fee Schedule for fees. See Manager/Ski Club Files/Financial/Fee Schedule

Jackrabbit ages six to 11 - Jackrabbit leaders are trained through CCY leadership development - should be a leader and helper for each group of six – classes are 1 hour on Sunday afternoons.

Bunny - ages four and five - run by parent volunteers and a Leader - classes are approximately 1 hour on Sunday afternoons – should be two leaders for each group of six.

All Bunny and Jackrabbit skiers must be ski club members. A club membership form must be filled out and the **waiver signed by a Parent or Guardian**. Fees are set by the executive at the WCCSC annual planning meeting each spring (WCCSC – 2000 AGM).

The WCCSC pays Cross Country Yukon a fee for each participant. This fee subsidizes costs of program materials, leadership development, administration)

Jackrabbits - \$10 per participant

Bunnies - \$5 per participant

This fee is payable to Cross Country Yukon by January 31.

3. Fitness Masters:

A self initiated program for adult skiers – group training once a week. Two sessions in 2000/01 - Wednesdays 3:00pm and 5:30pm. (The Grey Squad)

4. Recreational Ski Groups:

WHITEHORSE CROSS COUNTRY SKI CLUB
POLICY MANUAL

(Updated May 2003)

A self initiated program for adult skiers – weekly group sessions with skiing for fitness and skill improvement, guest instructors. The Mid-Week Gliders meet Wednesdays at 5:30pm; the Mid-Week Cruisers meet Wednesdays at 7:30pm.

5. Parent & Pre-skiers Group:

A self initiated program for parent skiers with young children (usually pre-school age). Parents meet in the wax room Tuesdays and Thursdays between 9:30 and noon, and care for each other's children and go for a ski.

6. Coaching and Officials Program:

The Whitehorse Cross Country Ski Club provides opportunities for coaching and officials development and provides race support and facilities for all ages and level of racing.

Level 1 and 2 NCCP Coaching Courses and Level 1 and 2 Officials Courses are hosted by the Club in affiliation with Cross Country Yukon. Coaching and Officials course participants are encouraged to become club coaches and race officials.

WCCSC Coaching Program is currently provided through the Cross Country Yukon Ski Team structure under the direction of a Sport Coordinator/Head Coach.

Orange Squad : 8 - 12 Year Olds -	4 to 6 Coaches + parents
Green Squad 13-15 Year Olds -	4 Coaches
Blue/Red Squad 16-20+ Year Olds -	2 Coaches + Head Coach

The goals of the Yukon Ski Team Program include:

- having fun on skis - social component is very important
- developing skills
- introduction to racing at low key level
- race participation is not required for Orange or Green Squad levels

The Yukon Ski Team programs generally start in September and carries through until the end of April. Some groups continue meeting over the summer. The fees for the YST program are administered and collected by Cross Country Yukon. The YST program is inclusive – there are no minimum standards to achieve. Invitations are sent out each year to all skiers who have participated in at least one Yukon Race Series event but other skiers are welcome to join. Some ski ability is recommended. Novice skiers and beginners under 10 should register for Jackrabbit ski lessons.

7. Club Racing:

1. Major races should be organized by a Level II Official as Chief of Race; time trials or fun events do not require certified officials .
2. The club executive will be responsible for recruiting a Chief of Loppet prior to May 31 each year.

WHITEHORSE CROSS COUNTRY SKI CLUB
POLICY MANUAL

(Updated May 2003)

3. The club's annual loppet is currently called the NorthwesTel Yukon Loppet.
4. The Loppet is a non-tracking event. That is, faster skiers are obligated to step out of the track to go around slower skiers. Asking the slower skier to step out of the track is not allowed.

5. The Club Executive will have representation on the NorthwesTel Yukon Loppet committee. At least one executive member should sit on the Loppet Committee.

6. The Programs Director will meet with CCY Events and Technical committee in June to review next season's race schedule and to ensure that the WCCSC events are not in conflict with other club's events. (Race Director duties now moved to Program Director position – WCCSC planning meeting April 29/00)

Yukon Race Series Events hosted by the club require a Chief of Race with Level 2 Official certification or adequate experience to organize the event. Chiefs of Race should be determined at least 6 weeks prior to the event.

- The Race schedule for the season must be approved by the Executive, in consultation with CCY and the Programs Director.
- Race registration deadline for Yukon Race Series events hosted by the club will usually be the Wednesday evening at 7pm prior to the race.
- Registration deadline for the Northwestel Yukon Loppet will be determined by the Loppet Committee.
- Cross Country Yukon and the WCCSC have an "unwritten" agreement to share equipment/supplies for races hosted by the Club. A checklist of these supplies is attached.

8. Instructional Programs: Revised April 2002

- a) **Ski School:** The Ski Club contracts ski lessons to a ski school through a tender process which is described below.
 - i) Tendering - ski school will be tendered every three years. Anybody who is interested may submit a proposal. The ski club delegates a committee to review the proposals and to award the contract. See Appendix 1 and 2.
 - ii) Contract and Review process. The successful ski school will sign a contract with the ski club. Sample contract below. The contract will be reviewed each April and the club has the right to cancel the contract if the contractor is not meeting the needs of the club.
 - iii) Required programming: Getting Started, Getting Better, Getting Faster, Getting Fit.
 - iv) Optional Programming: Preseason Fitness, Skills clinics, skating clinics, Telemark clinics
 - v) Trail fees - all ski school participants must be club members or pay a fee for trail use. Ski School participants in the Getting Started program will be charged a day fee of \$1 per lesson. All other participants will be charged a day fee of \$8 per lesson. The pass is valid on the day of the ski lesson only.

WHITEHORSE CROSS COUNTRY SKI CLUB
POLICY MANUAL

(Updated May 2003)

Day passes may be used for credit toward a club membership. Ski School participants wishing to ski at any other time must purchase a regular priced day pass or ski club membership. (Day Passes for the Getting Started lessons may not be used for credit on a club membership). **The Day Pass fees must be included in the lesson fee and collected by the ski school. The fees will then be turned over to the ski club manager.**

- vi) Ski School Exclusivity - By accepting a proposal the club gives the successful ski school exclusive use of the names for the "Getting" programs and the right to call themselves the club's official Ski School. Registration for the ski school programs may be limited to locations acceptable to the contractor. This exclusivity does not limit other ski schools from operating in Whitehorse and, with approval, using the ski club trails. It also does not exclude individuals from offering private lessons on the ski club trails.
- vii) Instructor qualifications - ski school instructors must be certified Level 1 NCCP technical or equivalent. Ski School should have a head instructor – with a minimum of 5 years of instructing and recommended level 2 NCCP or CANSI certification
- viii) Insurance requirements - ski school must carry full liability coverage.
- ix) Reporting to ski club Program Director - ski school is required to submit a summary showing list of participants and day fees paid for each program. Program Director may survey the participants to get feedback on ski school and instructors.
- x) Liaison with Club Manager - head instructor for ski school will communicate with Club Manager re: trail grooming, scheduling, complaints from participants related to facilities.

b) Tendering Process Request for Proposals for Ski School

When required the ski club will publish a request for Proposals to run the Ski School. The request template is as follows:

Request for Proposals

The Whitehorse Cross Country Ski Club (WCCSC) invites Whitehorse businesses or individuals to submit proposals for providing nordic ski instruction to club members and the community. Instruction will be provided through a ski school based at the Mt McIntyre Rec Centre.

Proposals will be evaluated by the WCCSC executive and the successful proposal will be announced by April 15. The contract for the ski school will be awarded for a three year period beginning September 2002 and will be subject to review each April.

The proposal must outline:

- Programs offered which will include beginner to advanced lessons, classic and skating technique, waxing, and fitness training techniques. Any additional programming such as private lessons, telemarking, backcountry safety and so on

WHITEHORSE CROSS COUNTRY SKI CLUB
 POLICY MANUAL
 (Updated May 2003)

should be included in the proposal. Program names are the property of the ski club and will be Getting Started for beginners, Getting Better for intermediate and Getting Faster for advanced skiers.

- information regarding ski rentals and provision of equipment for introductory lessons.
- how the programs will be administered, including lesson registration process, proposed fees, accounting of lesson fees and insurance coverage for the ski school, contingency plans for over enrollment, communication with WCCSC
- A marketing plan
- Hiring policy for instructors. Minimum qualifications to be Level 1 CANSI or NCCP.
- Relevant experience and references.

Please submit proposals to the Ski Club Manager by 3pm March 31, 2002.

For more information or for details regarding selection criteria, contact the Club Office:
 Phone: 668-4477 or Email: xcski@internorth.com

c) Evaluation of Proposals

Evaluation of Proposals for WCCSC Ski School

Programs offered	
Ski Rentals available	
Registration process	
Fees	
Insurance	
Contingency for over enrollment	
Communication plan re: WCCSC	
Marketing Plan	
Hiring policy for instructors	
Ranking 1 - not acceptable 2 - acceptable	

d) **Private Lessons:** Any individual may give lessons for a fee provided the following conditions are met:

- i) the instructor is a WCCSC member in good standing
- ii) the instructor is certified Level I CANSI or NCCP
- iii) clients are club members or have a valid day pass
- iv) the program has been approved by the Club Executive
- v) the instructor has adequate insurance coverage

The Ski Club reserves the right to refuse any application to conduct ski lessons.

The Ski Club Executive will encourage ski schools/private instructors to provide introductory and advanced racing clinics.

9. Program Fees and Refunds:

a) **Program Fees:** Fees for all programs are described in detail in the WCCSC Fee Schedule – see Section Eight.

Program Fees are approved at the annual planning meeting and presented at the Annual General Meeting in September. A fee schedule will be posted in the wax room throughout the season.

b) Program Refunds:

Fees for programs will not be refunded after a program begins except for the following reasons:

- i) illness or accident occurring during the program dates which causes the participant to discontinue in the program
- ii) the program is cancelled by the Ski Club
- ii) A 5.00 administration fee will be charged on refunds made prior to the commencement of a program.

c) Race Refunds:

Race Fees are non-refundable after the entry deadline.

SECTION FOUR - FACILITIES

1. Insurance:

The Club shall maintain Insurance on all their facilities and equipment. All equipment contained within the Mt. McIntyre building including the Ski Club Office is covered under the policy held by Mt. McIntyre Recreation Centre. The Club Manager should update the staff of Mt. McIntyre on all inventory covered under the policy. The Manager will keep an inventory list along with all serial numbers that need to be recorded.

2. Wax Room:

a) **Hours:** The Wax Room shall be open during the ski season from 9:00a.m.-9:30p.m. Monday - Friday and 9:00a.m.-6:00p.m. on Saturday and Sunday. The Ski Club is responsible for opening and closing the Wax Room when Mt. McIntyre Recreation Centre staff are not on shift.

b) **Opening/Closing of Wax Room:** The ski club manager ensures that someone has been delegated to open and lock the doors each day. Arrangements to be made with MMRC staff and club staff and volunteers. * The wax room may be closed at the discretion of the executive or Manager when the temperature is below -40C.

Procedure:

1. Open door by Club Office
2. Disarm the alarm – only authorized persons may do so
3. Use hex key to unlock main wax room doors.
4. Unlock door to hallway and locker rooms

Closing – ensure that change rooms and saunas are unoccupied. Lock change room doors and hallway door, and wax room entry doors; arm alarm.

c) **Christmas Season:** Club volunteers will be recruited to supervise the wax room during Christmas hours when MMRC is closed. Volunteers must be in the building during their allotted time to supervise. Wax room hours may change during this season, and if so, must be well-advertised to membership.

d) **Membership Use:** The Wax Room is primarily used for the purpose of ski preparation and after ski cool-down. The meeting area of the Wax Room can be utilized for informal gatherings but must be booked through the Club Manager for Formal meetings and workshops. Membership requests will be given priority. Members are responsible for the security and cleanliness of all Club facilities.

WHITEHORSE CROSS COUNTRY SKI CLUB
POLICY MANUAL

(Updated May 2003)

e) **Special Use:** Special use of the Wax Room by groups, schools and non-members must be approved and scheduled by the Club Manager. The executive will set a fee schedule for rental of the wax room.

f) **Use of Waxes:** Fluorocarbon waxes will not be allowed in the wax room due to the dangers of inhaling the fumes.

g) **Locker Rental:** Updated January 2002

1) The ski club owns lockers in the Wax Room, Locker Rooms and Hallway to the Locker rooms. They are rented out to ski club members on a yearly basis.

2) There are several types of lockers:

1. Horizontal lockers under each wax bench. Three occupants per locker.
2. Vertical lockers in Wax Room. Two lockers assigned to CCY. Remaining lockers rented to families and individuals. Four occupants assigned to locker #17, 18, 19, 20.
3. Hallway lockers. Skis fit in these lockers. One occupant per locker. May be shared.
4. Locker Room lockers. Skis do not fit in these lockers. Intended for clothing only. Ski Club was assigned a number of lockers in each locker room, based on traditional use and demand.

3) The executive determines the fees for locker rental each year at the planning meeting in April. Fees are approved at the AGM in September and posted in the Wax Room. See attached chart for current fees.

4) Locker Rental Conditions

1. Empty lockers are assigned on a first come, first served basis.
2. All occupants in each locker are assigned by the club.
3. Once a locker is assigned, each occupant has the first right of refusal each year.
4. Renewal deadline is Ski Swap Day, which is normally the third weekend in October.
5. Each occupant is responsible for paying the locker fee before the deadline.
6. If the locker fee is not paid on or before Ski Swap Day, the occupant's belongings will be cleared out and the space made available to the next person on the waiting list.
7. All locks will be provided by the ski club and the combination will be kept on file in the club office. Exceptions may be made at the club's discretion.
8. Items are stored at the occupant's risk. Neither Mt McIntyre Recreation Centre (MMRC) or the Ski Club will be responsible for lost, stolen, or damaged items.

WHITEHORSE CROSS COUNTRY SKI CLUB
POLICY MANUAL

(Updated May 2003)

- 5) Lockers must be emptied by April 30 each year. Neither the Ski club or MMRC will be responsible for items left over the summer. MMRC has the right to move all lockers out of the Wax Room to make space for summer events and use.

Proof of membership must be shown when paying for locker rental.

3. Ski Club Office:

The Club office is open for the membership on a regular basis during the season. Weekly hours are posted and otherwise well advertised to members. The office is open a minimum of: Tuesdays/Thursdays 4pm to 8pm and Saturdays and Sundays 11am to 3pm during the period Oct 1 to Mar 31. Revised hours posted as required.

4. Equipment:

a) **Inventory:** The Ski Club Manager shall maintain an up to date record of all Club equipment.

b) **Use:** The Ski Club and its membership have first priority use on all Club equipment for its programs and events. Equipment must be used to enhance Club activities, programs and events and should be used by Club members.

The Club will provide the training required to operate equipment; this training will be offered to all interested Club members free of charge.

c) **Maintenance and Replacement:** All Club equipment will be maintained and replaced as necessary.

1. Trail Maintenance Staff are responsible for maintaining the equipment and training volunteers in equipment maintenance.

2. Snow Machines will be replaced when the mileage is between 12,000 and 14,000 miles.

d) **Loans/Rentals:** The Club agrees to loan or lease equipment to other Clubs and Cross Country Yukon under the following conditions:

- The Club loaning the equipment is responsible for picking up and returning the equipment and any loss or damage that occurs during their use.
- The Club Manager will keep a written record of all equipment on loan and ask groups to sign a Loan Agreement before it is released
- Rental agreements will be made and signed before equipment will be released (example follows)

Whitehorse Cross Country Ski Club

Box 4639 Whitehorse, Yukon Y1A 3V7
Fax 633-6369 Email

Rental Agreement

BETWEEN: **Whitehorse Cross Country Ski Club**

AND: **Buckwheat Donahue**
Skagway, Alaska

DATE: March 12, 1998

The Whitehorse Cross Country Ski Club (WCCSC) agrees to rent to Buckwheat Donahue the following items:

condition

- 1 Alpine II Twintrack snowmachine in excellent working**
- 1 Bachler tracksetter with attached renovator**
- 1 Packing pan**

1. WCCSC will provide an operator for the snowmachine.
2. Buckwheat and the operator will arrange for transportation of the equipment,.
3. A rental fee of \$30 Canadian per hour will be charged — payable to the WCCSC by March 31, 1998.
4. Buckwheat and the race organizers will be responsible for paying for any damages not considered normal wear and tear by WCCSC representative.
5. Race organizers will be responsible for paying for any loss of equipment that is a result of the negligence of the race organizers. Payment will be due to WCCSC upon receipt of invoice for repairs.
6. The race organizers agree to use a multi — loop course in order to reduce wear and tear on the equipment. WCCSC supports the plan to have the race follow a 20km and 10km loop.
7. The race organizers agree to use at least one other snowmachine to help break trail and pack so that the rental machine is not overworked. Getting a second machine will be the responsibility of the race organizers.

Facilities Director, Club Manager
or President

Buckwheat Donahue

Date: March 12, 1998

21
WHITEHORSE CROSS COUNTRY SKI CLUB
POLICY MANUAL
(Updated May 2003)

5. Trail Lights:

There are three lighting systems set on timers:

- Stadium lights (timer in Mt. McIntyre Rec Centre)
- Copper/Dog/Lynx Loop (timer on Dog Trail)
- World Cup 5K (including 2.5 and 3.5 Connectors) (timer in Mt. McIntyre)

The lights are on weekly from Monday to Friday – dusk to 9pm. (Monday's beginning January 8, 2001) (approved-Executive Meeting-Dec. 13/00) Timers are set and maintained by the Facilities Director, or Club Manager.

The lights will be turned off when the temperature falls below – 30 Celsius.
(approved by WCCSC Executive – 1999/2000 season)

6. Dog Policy:

Update May 2004 (approved by board Sept 1 2004, approved by AGM Sept 22/04)

The Club accepts that some individuals feel threatened by dogs, and that other wish to ski with their dogs. This policy attempts to find a fair balance between the interests of both.

Purpose

The purpose of this policy is:

- To make users of ski club facilities aware of what they can expect in matters related to dogs on club facilities.
- To promote responsible use of ski club facilities by skiers with dogs.
- To limit WCCSC liability arising from incidents involving dogs on ski club facilities.
- To encourage mutual respect between those people who ski with their dogs and those who do not.
- To prescribe areas where dogs are permitted, and to allow for flexibility to accommodate specific events which may take place on ski club facilities.
- To outline club procedures for responding to complaints regarding dog behaviour.

Principles:

- The Club advises those who ski with their dogs to abide by City of Whitehorse animal bylaws which apply to all ski club facilities at all times.
- Owners are fully responsible for their dogs. Where an incident involving a dog takes place, the owner is responsible.
- Dogs (maximum of two per skier) are permitted in the following areas, under the full control of their owners:
 - In the area marked for dogs in front of the wax room;
 - Stadium Trail and Chalet Trail, to allow access from the Rec. Centre;

WHITEHORSE CROSS COUNTRY SKI CLUB
POLICY MANUAL
(Updated May 2003)

- Through the Ski Stadium, to allow access from the Hamilton Blvd Parking area – please follow the designated route through the stadium;
- Dog Trail;
- Copper Trail from Crossroads Junction (near Harvey’s Hut) to Copper Haul Road;
- Lower and Upper Valley and connectors; and
- Logan Burn Trail.
- Skiers with dogs are expected to remove dog waste from parking areas, around the chalet, and the stadium area, as well as the groomed part of the ski trails.
- Individuals who use ski club facilities where dogs are permitted should be prepared to meet dogs at any time.

Note: In this policy, “owner” refers to the person in charge of the dog while at WCCSC facilities.

Process:

- Complaints are to be made to staff, or to members of the executive if staff is unavailable, in person or in writing as soon as possible after any incident.
- WCCSC staff will look into all complaints and report back to the complainant(s) within a reasonable period of time.
- All complaints regarding incidents involving dogs will be reported to the executive and the dog committee.
- Ski club management will deal with complaints based on the attached guidelines.
- The executive is the ultimate authority. Appeals regarding withdrawal of privileges or complaints regarding management handling of dog related incidents will be made to the executive.
- Complainants seeking damages arising from incidents involving dogs must do so directly with the other party involved.

Guidelines for addressing aggressive dog behaviour:

Complaint of a dog-human bite:

- If a dog bites or is accused of biting a human while on club trails or at club facilities the owner of the dog will be contacted immediately by ski club staff or a member of the executive. In the interest of safety the dog’s trail privileges will be withdrawn immediately.
- Privileges may be reinstated by the executive if the dog’s owner subsequently demonstrates they have control over the dog by successfully completing a Canadian Kennel Club Canine Good Neighbour test administered by a qualified examiner.

Complaints of aggressive behaviour towards humans or other dogs:
(e.g. charging, growling, snapping, jumping on people or other dogs)

23
WHITEHORSE CROSS COUNTRY SKI CLUB
POLICY MANUAL
(Updated May 2003)

It is the club's position that all skiers and dogs should be able to feel safe when using club facilities. Since it is impossible to determine whether a dog behaved aggressively or not after the fact, all complaints about aggressive dog behaviour will be taken seriously.

First Complaint:

A verbal warning will be given to the dog's owner informing them of the consequences of a second complaint.

Second Complaint:

The owner will be contacted verbally and informed that for the dog to retain ski club privileges it must be muzzled and physically controlled on a leash or ski-joring line at all times while using club facilities in the future. A written letter from the executive will be sent as a follow up.

The above requirements may be removed if the dog and owner subsequently provide proof that they have passed a Canine Good Citizen test.

Third Complaint:

If there is a subsequent complaint about the dog's aggressive behaviour, or if the dog is seen on club facilities unmuzzled and/or untethered it will be immediately banned from future use of club facilities.

If the owner continues to disregard these conditions their club membership will be revoked immediately.

If an owner wishes to appeal any of the above sanctions or policies they may contact the club executive.

7. **Snowboarding**: For safety reasons, and to protect the tracks from damage, no snowboarding is permitted on the Mt. McIntyre trails or on Telemark Hill. If snowboarders are on the site, club members should courteously ask them to leave.

8. Pulk Policy January 2002

1) The ski club owns a child pulk complete with poles, foam pad and windscreen.

2) The pulk is available for rental with the following terms and conditions.

24
WHITEHORSE CROSS COUNTRY SKI CLUB
POLICY MANUAL
(Updated May 2003)

- A/ Ski Club members have priority over day pass users.
 - B/ To be used on ski club trails only.
 - C/ Rental fee will be set by executive at annual planning meeting. Fee for 2001/2002 season is \$5 per day.
 - D/ Pulk is rented on a daily basis.
 - E/ Pulk may be booked up to one week in advance.
 - F/ Payment is due before pulk is taken out.
 - G/ Renter is responsible for arranging a pick up time.
- 3) Ski Club Manager and office staff will administer rental bookings and payment and report any problems to the executive.
 - 4) The pulk is normally stored in the locked storage room.
 - 5) Manager/staff will check pulk when returned to assess condition.

25
WHITEHORSE CROSS COUNTRY SKI CLUB
POLICY MANUAL
(Updated May 2003)

9. TRAILS MANAGEMENT AND GUIDELINES

(Approved by Executive-November 16,1999) (Updated Oct 01)(further updates pending)

1. The Facilities Director is responsible to the Board of Directors.
- 1A. Responsibilities of the Facilities Director are delegated to three Team Leaders: Trails, Buildings and Equipment.
2. Trail maintenance volunteers and employees, also known as trail maintenance staff, are responsible to the Facilities Director.
3. The Facilities Director is responsible for recruiting and training volunteers. The Manager will refer volunteers to the Facilities Director.
4. The Facilities Director will appoint a coordinator to assist with recruiting and scheduling volunteer trail workers. In the event of absentee, the Facilities Director or Executive will appoint a coordinator to recruit and schedule volunteer trail workers.
5. The Facilities Director shall post the Summer and Winter Trail Maintenance Roster in the wax room. Members interested in participating should contact the Facilities Director.
6. The Facilities Director is responsible for implementing trail maintenance policies and trail grooming guidelines & priorities.
7. The Facilities Director is responsible for setting daily and weekly priorities, based on grooming guidelines, ensuring that the trail maintenance work is carried out.
8. Trail Maintenance volunteers and employees have the flexibility to make decisions regarding day to day trail maintenance projects, based on guidelines and consultation with Facilities Director.
9. The Trail Maintenance Policies and Trail grooming Guidelines & Priorities will be discussed by the Facilities Director with trail volunteers and employees and the grooming priorities will act as the schedule for order of importance in daily operations.

WHITEHORSE CROSS COUNTRY SKI CLUB
POLICY MANUAL
(Updated May 2003)

10. The Volunteer orientation/training course should include: review of trail maintenance policies, guidelines and priorities, snow machine handling procedures, basic maintenance, packing and track setting, grading, and renovating procedures, and the technical aspects of trail grooming and snow characteristics, personal safety and safety related equipment.

11. The Facilities Director and Manager will communicate about complaints received and act on them if appropriate. If necessary they will consult with the Executive to decide how to deal with the complaint.

12. Trail Maintenance Policies shall be reviewed as necessary. Changes may be made based on recommendations made from: Members, Board of Directors, Manager, Facilities Director, Trail Maintenance Staff.

13. The Facilities Director will maintain & update annually, a complete inventory of trail maintenance equipment & supplies. A copy of this list shall be on file in the Ski Club Office.

(A) TRAIL MAINTENANCE POLICIES

1. A sign will be installed outside the wax room entrance to provide information regarding trails being groomed that day – skiers will be asked to avoid skiing on freshly groomed trails for an hour.

2. No grooming to be done when temperature is colder than –25 unless authorized by the Facilities Director. Nobody is to go out alone in those cases.

3. The Piston Bully packs and grooms and sets tracks at the discretion of the Facilities Director, in consultation with Manager, CCY Head Coach & other appropriate persons if necessary.

4. Equipment operators must observe caution and drive slowly when travelling by the Mt. McIntyre Rec Center.

5. Speed at all other times should be appropriate for the conditions and safety of operator and skiers.

6. Snow machines and Piston Bully must be equipped with survival kit. The kit will include: firelog, matches, survival blanket, first aid kit, granola bars and glow sticks.

7. In addition to the above, each machine should be equipped with a brush axe, shovel, axe and towrope.

8. Trail workers should be familiar with WCCSC radios and use them when required.

9. Equipment operators are to sign out and in using the Trail Maintenance Log Book in the PB shed.

Track setting:

- use slow speed when track setting with Bachler track setters
- if dirt or rocks are exposed track setting should be stopped
- no tracks to be set across Interchange or Crossroads

WHITEHORSE CROSS COUNTRY SKI CLUB
POLICY MANUAL
(Updated May 2003)

- set Selwyn's Loop to allow skating and classic – one track only
- Copper Trail from Harvey Hut to Best Chance Corner one track – set to allow classic and skating
- Dog and Cooper to Crossroads set two tracks; no track on Lynx Trail
- no tracks on steep hills or lighted trails where two way traffic may result in collisions; no tracks on S Bend, Herringbone Hill, Doghouse Turn, KK Hill

Training: (to be developed)

Personnel Depth Chart (to be developed using guidelines below)

1. Determine number of positions needed to operate efficiently and economically.
2. Determine the personnel depth of each position. (ie. How many facilities directors, PB operators or volunteers are needed directly and what backup personnel are required so that all positions are covered off in the event of normal personnel changeover so the club can function normally).

(B) TRAIL GROOMING GUIDELINES

1. The ground must be frozen and there must be sufficient snowfall before packing and grooming begins.
2. Snow machines should be used sparingly when temperature is warmer than 0 and not at all when warmer than plus 5.
3. Grooming should not be done when snow is wet or temperature is above freezing.
4. When packing fresh powder, especially early season, snow machines must travel at a speed that will not blow snow off trails.
5. Minimum of two machines to groom. If only one person available then work to be done at Manager's discretion – but within easy walking distance of the Rec Center.
6. Pack and/or pan snow before track setting. Use track pans for leveling and grooming without packing if under 3 cm of fresh snow.
7. When new snow exceeds 5 cm pack only with twin tracks or Piston Bully when base permits.
8. If snow is falling heavily and more than 10 cm is expected it is best to pack during the snowfall if possible – drive slowly.
9. Twin tracks should overlap and where trails are wide enough leave the trail edge unpacked
10. Jaca track setter should only be used when packed snow base is deeper than 7.5 cm.
11. PB should only be used when packed snow base exceeds 10 cm.

28
WHITEHORSE CROSS COUNTRY SKI CLUB
POLICY MANUAL
(Updated May 2003)

12. Pisten Bully grooming will alternate between 7.5 and the World Cup 10 at each outing.
13. Upon completion of task, equipment operators should fuel up and clean machines and clean shed of snow & ice.

C) TRAIL GROOMING PRIORITIES (Jan 18,2002)

1) The following is a list that assigns a priority to each trail, priority A being the highest and so on.

Priority

- A) Copper to Harvey's Hut, Dog, Wolf, Selwyn's Loop, Coyote, World Cup 5K (lighted loop includes 2.5 and 3.5 Connectors)
- B) Copper from Harvey's Hut to Best Chance, Upper Valley, Lower Valley, Raven, Whisky Jack, World Cup 10K, Lynx, Stadium and Stadium Trail
- C) 7.5K, Olympic, Powerline, Logan Burn, Copper from Best Chance to Gravel Pit, Monique Waterreus Trail
- D) Sarah Steele Loops, Copper from Gravel Pit to Haul Road, McIntyre Ascent from Valley to Haul Road, Pierre Harvey Trail
- E) Copper Haul Road – groomed and tracked only in preparation for Northwestel Yukon Loppet.
- F) Not groomed - McIntyre Ascent and Descent and unused portions of the Pierre Harvey Loop.

Associated connectors will be groomed accordingly.

- 2) All trails will be packed as soon as there is sufficient snowcover and travel over open water areas is safe.
- 3) During prolonged snowfalls, Priority A trails will be kept open and lower priority trails will be groomed as time permits.
- 4) Manager and Trails Team Leader will set a routine grooming schedule according to priorities and snow conditions.
- 5) Stadium will be groomed prior to races and Jackrabbit/Bunny lessons and Ski School lessons.

**WHITEHORSE CROSS COUNTRY SKI CLUB
POLICY MANUAL
(Updated May 2003)**

- 6) Priorities may be changed in some circumstances with consultation between the Club Manager, Trails Team Leader and Crew Leader for the week.
- 7) Requests for grooming trails other than those listed above or changes in priorities will be considered by the Club Manager/Facilities Director, taking into consideration the availability of equipment, safety and grooming schedule.
- 8) Grooming and tracksetting for races is subject to different needs and rules and would be under the direction of the Chief of Course for the event, who would consult with the Club Manager and Facilities Director.

(D) SAFETY POLICY & GUIDELINES (to be developed)

Policy

If a Trail worker is reported missing, phone 911, then phone Facilities Director (Harris Cox – 668-2827), Club Office or other designated person who will meet the RCMP/ambulance at the Piston Bully shed and will provide information about the situation.

Skating

Not allowed on Valley Loop and Raven Trail

**Trail Maintenance and Trail Safety
Minutes from Sub-Committee Meeting**

October 21, 1999

No-Pop Coffee Shop

1. The committee was made up of Nick Stratis, Rudy Sudrich and Alain Masson.
2. We discuss issues relating to the trail safety and trail maintenance.
3. We looked at the major intersection where potential for accident exist.

On the 10 km World Cup Trail, we recommend that the traffic remains two-way except for the section between the junction of Copper-Olympic-Interval Hill and the Junction 200 meters higher where the trail merge again with Copper. On that section of the trail we recommend the traffic to be up-hill only.

30
WHITEHORSE CROSS COUNTRY SKI CLUB
POLICY MANUAL
(Updated May 2003)

On the 7.5 km World Cup Trail, we recommend that the traffic remains two-way except for the section from Sarah Steele Hut down to the Junction with the Western Connector. On that section of the trail we recommend the traffic to be down-hill only.

We recommend that the following area have signs warning skiers to keep right and watch for up-coming skiers both at the bottom and top of the hill:

- junction of Coyote and Raven
- the S turn on the 10 km World Cup between Lynx & Lower Selwyn
- the interchange or the junction of the 2.5 km-3.5 km-5 km-7.5 km, KK Hill
- the Scoop (a fence should block the bottom of the hill to prevent skiers in making a high speed right turn onto the 3.5 km trail toward the interchange
- the Dog House hill
- the S-Bend hill on the 10 Km World Cup
- both the big hills between Fireweed Hut & Sarah Steele Hut

For general trail maintenance (racing trail preparation is different) we recommend the following:

Always put the track for classic on the wide trails to the side to allow skiers to perform the classic technique and free technique without damage to the tracks. Where the trails are wide enough, put two classic tracks. One on each side.

It is our perception that the most common direction of travel on the racing trails is the clockwise direction.

As a general rule when it is not possible on a steep downhill/up-hill section to see all the way to the end of that section, no tracks should be put in. This is to allow skiers to slow down safely.

Snowboarding

For safety reasons, and to protect the tracks from damage, no snowboarding is permitted on the Whitehorse Cross Country Ski Club Trails or on Telemark Hill. If snowboarders are on the site, club members should courteously ask them to leave.

(E) SUMMER TRAIL MAINTENANCE (to be developed)

1. Trail Construction, including connectors. (added Dec 02)

Any new trail construction requires a written request to the Facilities Director.

The request should include: - map showing location and a sketch of the area to show the type of work proposed

31
WHITEHORSE CROSS COUNTRY SKI CLUB
POLICY MANUAL
(Updated May 2003)

- a supervisor identified for the work
- must be within existing Land Use Regulations (Territorial Lands Act)

2. The Facilities Director is responsible for summer trail maintenance. The duties are delegated to the Summer Trail Coordinator.

Policy to be developed, with consideration given to the following:

- who is responsible
- trail maintenance priorities
- guidelines – what equipment is available
- volunteer recruitment and training
- safety issues

SECTION FIVE - VOLUNTEERS

1. Recruitment:

Volunteers play a significant role in the administration of the Club, in the successful running of Club events and in the maintenance of our trail system. In fact the Club could not function without the volunteer base that exists.

Volunteers will be recruited from the Membership each year into areas of interest; volunteers do not have to be members of the Club.

Recruitment of coaches and officials will rely on participants of certified courses that are administered by Cross Country Yukon first and then from the General membership second.

2. Training:

The Club will attempt to offer training opportunities each year for all volunteers. A training schedule will be announced in the first Newsletter each season. Training opportunities will be offered in some cases in conjunction with Cross Country Yukon and will include coaching, Jackrabbit Leadership, officials, and trail maintenance clinics.

3. Recognition:

WHITEHORSE CROSS COUNTRY SKI CLUB
POLICY MANUAL

(Updated May 2003)

Volunteers will not be paid or be given membership in return for volunteer work. Expenses will be paid upon proof of purchase of supplies that have been authorized by executive or club manager.

Recognition will be given through Wax Room Displays, newsletters, special awards and a Season – End Volunteer Recognition Barbecue.

33
WHITEHORSE CROSS COUNTRY SKI CLUB
POLICY MANUAL
(Updated May 2003)

SECTION SIX – AWARDS

***** FOR REVIEW APRIL 2001 *****

1. Race Awards:

AWARD	AWARDED TO	WHEN
Yukon Race Series Ribbons:	1st,2nd,3 rd place ribbons in each category plus participation ribbons	All Race Series Events (provided by CCY)
Don Sumanik Cup	Fastest Open Male and Female Skier on the first Day of the races, skiing a common distance	Don Sumanik Races
Gordon Taylor Memorial Trophy	Fastest Open Male and Female Skier on the first race On a common distance	Yukon Championships
Schiffkorn Trophy	Fastest Time on common distance female and male 14yrs. & Under category	Yukon Championships
Yukon Race Series Medals:	Gold, Silver, Bronze for each category plus participation ribbons	Yukon Champs (provided by CCY)

2. NorthwesTel Yukon Loppet Awards:

Ribbons or medals depending on organizing committee decision.

Coast Mountain Sports Trophy	Fastest time male and female on the 35km course
NorthwesTel Trophy	Fastest time male and female on the 20km course
Mayors Trophy	Fastest Time Male and Female on the 7.5 km. course
Red Lantern Committee)	Slowest Time on the 35km (Not used by 2001Loppet Committee)

3. Monique Waterreus Award:

The Monique Waterreus Award is to be given to the Junior Skier who best represents the WCCSC at National or International competition. The amount of \$200.00 is awarded to the recipient each year at the AGM.

4. Masters Trophy:

Awarded to a Male and Female skier; nominated by peers and presented at the AGM.

5. Father Mouchet Awards:

The Executive of the Whitehorse Cross Country Ski Club has established this award to recognize exceptional service to the sport of Cross Country Skiing in Whitehorse. The Past President makes recommendations from a committee to the Executive on recipients each year. These awards are given out at the Loppet Banquet on behalf of Father Mouchet, who exemplifies the qualities that the award is meant to recognize through his dedication to skiing for many years and his leadership through the TEST program. Recipients receive a small commemorative plaque as well as having their name engraved on a large plaque kept at the Ski Club.

6. Sport Yukon Awards:

These awards are given out by Sport Yukon annually at their Awards Banquet in the fall. A framed certificate is awarded to each recipient, at a cost of \$10 per award to the Ski Club. The Whitehorse Cross Country Ski Club nominates recipients in four categories as follows;

1. Trailworker of the Year:

Presented to a volunteer who has devoted considerable time and energy to the winter and/or summer maintenance of the Ski Club trails.

2. Club Event Volunteer of the Year:

Awarded to a club member who has made an exceptional contribution to the success of a major Ski Club event.

3. Ski Club “Skier” of the Year:

Presented to a club member who has skied a considerable amount in the past year; has a good attitude and has been a positive role model for younger skiers.

4. Administrator of the Year:

Presented to a member who participated on a committee on behalf of the ski club, and who represented the club in an exceptional way.

8. City of Whitehorse Volunteer of the Year Award:

Nominated by the executive or any club member. Notification sent by City each year.