

# **Revelstoke Nordic Ski Club**

## **Policy Manual**



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## Table of Contents

1.0	Club Overview .....	5
1.1	Club Objective .....	5
1.2	Mission: .....	5
1.3	Annual General Meeting .....	6
1.4	Conflict of Interest .....	6
1.5	Personal Information Protection .....	6
1.6	Agreements with outside agencies .....	6
2.0	Memberships .....	6
2.1	Annual passes and Trail fees : .....	6
2.2	Refunds .....	7
2.3	Dog Policy .....	7
3.0	Board of Directors .....	7
3.1	Responsibilities of Directors .....	7
3.2	Standing Committees of the Board .....	10
3.3	Paid Positions .....	10
4.0	Financial Procedures .....	10
5.0	Structure and Organization of Youth and Adult Programs .....	11
5.1	Athlete Development Committee: .....	11
5.2	Club Coaches .....	11
	Head Coach .....	11
	Assistant Coaches (Race Team) .....	11
	Volunteer Coaches (BC Ski League) .....	11
5.3	Ski Races: .....	12
5.4	Revelstoke Nordic Ski Racing Program .....	12
	Junior Development Team .....	12
	Media Relations: .....	13
	Race Team Wax Guidelines: .....	13
	Program Cost .....	13

5.5	Revelstoke Nordic Recreational Programs.....	14
	BC Ski League: .....	14
	Bunnyrabbit program .....	14
	Jackrabbit program .....	14
	Track Attack Program .....	14
	<i>Trailblazers Recreational Program (ages 10 and up)</i> .....	14
	Program Cost .....	14
5.6	Ski Skool .....	15
	Ski Skool Program Coordinator: .....	15
5.7	Ski Lessons .....	15
5.8	Para Nordic Skiing .....	15
5.9	Masters Skiing.....	15
6.0	Athlete Financial Support and Coach Professional Development .....	17
6.1	Athlete Financial Support .....	17
6.2	Coaches and Officials Certification Financial Support .....	18
7.0	Risk management .....	18
7.1	Safety and Rescue:.....	18
7.2	Insurance .....	19
7.3	Rollerskiing.....	19
8.0	General Operations of Lodge.....	20
8.1.	Hours of operation.....	20
8.2	Custodian duties .....	20
8.3 .	Role of Ticket office volunteers .....	20
8.4	Facility Rental.....	21
9.0	Grooming .....	21
9.1	New Groomers.....	21
9.2	Grooming –Protocols .....	22
	APPENDICES.....	24
Appendix I	BC Societies Act.....	24
Appendix II	Conflict of Interest Policy.....	37
Appendix III	Personal Information and Policy Act.....	39
Appendix IV	Agreements with outside agencies .....	40

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Appendix V	Job Descriptions:.....	76
	Head Coach Job Description .....	76
	Custodian Job Description: .....	79
	Book Keeper Job Description:.....	81
Appendix VI	Coaches Code of Conduct .....	82
Appendix VII	Athlete Code of Conduct.....	85
Appendix VIII	Rescue Plan .....	87
Appendix IX	Annual and Daily Fees .....	89
Appendix X	Lodge Rental Agreement .....	90

## 1.0 Club Overview

The Revelstoke Nordic Ski Club (RNSC ) 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 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

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

Electronic copies of this manual will be made available to all members of the Club Executive and a hard copy will be available in the Ticket Office. In addition the manual will be posted on the RNSC website

### 1.1 Club Objective

The objective of the Club is to provide and manage a facility for cross-country skiing, for its members and the public in general.

### 1.2 Mission:

- To promote cross-country skiing, as a lifelong sport 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, fun for everybody.

The Club maintains a trail system, day lodge, maintenance building, pole barn, Race building and storage shed ,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.

Dog loop : The club has designated a looped trail for use by paid members (day or annual) to ski with their dog unleashed. A hitching post and posts with trowels are provided. The RNSC dog loop is reviewed yearly by the Board and Dog Liaison  
Parking Lot : can also be used by snow shoers and ski tourers. A donation per vehicle is requested or an annual parking pass can be purchased

### 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 April  
Exact time and location will be communicated to the members.

### 1.4 Conflict of Interest

RNSC adopts the CCBC Conflict of Interest Guidelines, first published in September 1992. A copy of these guidelines is attached in Appendix II.

### 1.5 Personal Information Protection

This policy governs the collection and distribution of personal information of Club members. See Appendix III.

### 1.6 Agreements with outside agencies

Appendix IV has copies of the following agreements with outside Agencies:

- Ministry of Forest, Lands and Natural Resource Operations
- Motorised Access /restrictions
- Permits for kitchen  
Water etc
- Agreement with Pigeon family re land use

## 2.0 Memberships

The Membership year runs from November 1 until October 31. Membership dues are established on an annual basis by the Board of Directors. Current rates are in Appendix IX and on the website.

All skiers are to pay regular rates however a necessary guide/assistant will have a trail pass at no charge

### 2.1 Annual passes and Trail fees :

- All annual passes are only sold via [WWW.ZONE 4.CA](http://WWW.ZONE 4.CA) .
- Annual Passes cannot be purchased from the Ticket Office.
- Potential members can use the computer in the Ticket Office to sign up for a pass on the Zone 4 website.
- The annual pass card will be available for pick-up in the ticket office once confirmation of pass purchase is verified.
- All annual passes listed below include the additional \$10.00 CCBC insurance fee. Note on a Family pass, the additional CCBC fee is applied to each family member.

- Trail fees can be purchased from the Ticket Office or by Self Payment using Fee Envelopes provided and deposited into the Fee Vault (Yellow metal box at bottom of stairs by information boards).

## 2.2 Refunds

Membership dues are generally non-refundable

In cases of legitimate health issues or unforeseeable circumstances to one of the clubs' members a partial refund of their season pass will be considered under the following circumstances:

- a. That the member is operating with an element of good will,
- b. That the member is able to supply a medical note from a medical doctor, or a reasonable explanation of the unforeseeable circumstances they face,

The Director of Membership Services will issue a pro- rated amount of the season pass up until December 15th, after that date there will be no refund.

The refund will include seasons pass amount only and not the Cross Country BC insurance or the Club membership portion that was paid.

## 2.3 Dog Policy

At the time of applying for club membership the dog owner member must sign and agree to the dog loop policies and provide the dog name and description which is recorded

## 3.0 Board of Directors

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

The total number of directors shall not be less than five and not more than 9

Directors will be elected at each Annual General Meeting.

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

## 3.1 Responsibilities of Directors

### President

- Overall direction and responsibility for club activities
- Chairs meetings, sets agendas
- Ensures that Directors meet their responsibilities
- Represents Club to government and other agencies
- Works with treasurer and Secretary to file reports to government agencies, funders and Society
- Coordinates fundraising and writes Grant applications

- Personnel –ensures that all paid staff have a job description, recent criminal record check and annual performance evaluation.
- Is an ex-officio member of all committees.
- Has signing authority

### **Treasurer**

- Management of club accounts, book keeping, year end
- Oversees Time sheets and Payroll
- Liaises with Book keeper
- Generates reports for funders
- Reports to the Board of Directors 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.
- Has signing authority

### **Secretary /Vice President**

- Taking of minutes
- Coordination of AGM (room booking, production of year end report)
- Chairs meetings when President is unavailable
- Responsible for all Club records
- Ensures that the Club meets all the requirements under the Societies Act.
- Responsible for annual update of the club Emergency Plan, ensuring first aid supplies and rescue packs/toboggans are fully stocked, completes first aid reports after incidents and reports to CCBC and first aid events.

### **Director – Communications and Outreach**

- Production of newsletter
- Management of website
- Correspondence from inquiries
- Manage membership and email lists
- Brochure and maps –creation and supply

### **Director –Special Events**

- Chairs special events committee
- Events include but not limited to Lantern Ski, Team Scream Race, Club Races, Regional Races,



**Director- Trails and Grooming**

- Responsible for screening and training of groomers
- Coordinates Grooming
- Responsible for maintenance of Grooming Equipment
- Coordinates trail improvements winter and summer
- Works closely with the Dog Loop Liaison

**Director - Youth Programs**

- Coordination of children's ski programs
- Chairs the Athlete Development Committee which coordinates all aspects of the Youth Ski programs. This includes but is not limited to : Bunnies, Jack Rabbit, Track Attack, Junior Development, Sit Ski , Trail Blazers, School Programs, Dryland training programs
- Coordination of coaches (ski league and junior development)
- Responsible for all equipment belonging to these programs including Bibs

**Director – Adult Programs**

- Coordination of adult ski programs
- Coordination of masters racing program
- Coordinates Adult yoga program
- Organises clinics eg Coach training, waxing
- Works with the Coordinator of the Parent and Tot program

**Director - Membership Services**

- Club registrar
- Club membership drives
- Liaise with CCBC
- Has signing authority

**Director –Facilities**

- Responsible for maintenance of Day Lodge, maintenance and all other buildings
- Supervises any construction or repair projects to these buildings
- Supervises the Custodian
- Coordinates with the Ticket Office Coordinator
- Responsible for reading the log book and dealing with the feedback
- Coordinates lodge advertising and rentals

**Director –Past President**

- A one year term to mentor the new President
- Responsible for the continuity of the Club.
- Chairs the Nominating Committee.

### 3.2 Standing Committees of the Board

- Athlete Development committee

### 3.3 Paid Positions

The Board of Directors is responsible for the following paid positions –job descriptions are in appendix V

1. Head Coach
2. Custodian
3. Book –keeper

## 4.0 Financial Procedures

All financial dealing of the club must adhere to Part 4 of the BC Societies Act.

Typical financial procedures for the RNSC include

- The club maintains a chequing account at the Revelstoke Credit Union. There are 3 board members with signing authority: President, Treasurer, and a director. Each cheque requires 2 signatures.
- Funds in excess of those required for the following 12 month period are placed in a GIC. The purpose of the GIC is to establish a reserve fund for the eventual replacement cost of a groomer and other equipment as required. The chequing account is split into distinct divisions for: club, ski league, special projects and others as the need may arise (ie, hosting a race). Each accounting division will have its own income and expenses, and balance statements.
- The special projects account is used for non-reoccurring expenses. The account will be funded for specific projects either by other club accounts or donation.
- Year End – March 31
- Reports – YTD monthly reports as required during the year and a financial summary to be presented at the AGM.
- Role of Book keeper — keep all club accounting records up to date, create financial reports as requested, and prepare cheques to be signed.
- Annual financial review - A review may be performed as authorized by the board. An auditor, according to Part 5 of the BC Societies Act is not required but that the society may chose to have one. An Audit may not be necessary but A Notice to Reader done by a CGA should be done annually
- Reimbursement of expenses incurred by club members must be accompanied by a receipt or invoice with proof of payment.

## 5.0 Structure and Organization of Youth and Adult Programs

Registration for the Club Child and Youth programs is through Zone 4

### 5.1 Athlete Development Committee:

Sets policy as well as provides direction and support for all the programs offered, which are represented by the committee members. The committee will be comprised of, but not limited to the following members:

- Board Director of Youth Programs
- Head Coach
- Bunny Program Coordinator
- Jackrabbit Program Coordinator
- Race Team liaison/support
- Masters Program Coordinator
- Ski Skool Coordinator
- Grants and fundraising

The Committee is responsible for the coordination of all the programs including registration, recruiting coaches and providing the requisite courses for coach certification. Each program lead will work with the head coach to ensure the appropriate programming and schedules are in place for the season including parent orientation and information sessions. Liaison with parents, coaches, athletes and Board of Directors is also a requirement of the Chairs of the Athlete Development Committees.

The Athlete Development Committee can establish a sub-committee.

### 5.2 Club Coaches

#### Head Coach

The Head Coach will have a job description and is a paid position (See Appendix V for job description). The Head Coach should have a minimum of Train to Train (T2T) certification.

#### Assistant Coaches (Race Team)

Assistant coaches assigned to the race team should have a minimum of Learning to Train certification (L2T) and will assist with athlete development and training activities under the direction of the Head Coach. Assistant coaches are volunteers.

#### Volunteer Coaches (BC Ski League)

Qualified coaches and instructors will be available for all of the programs offered and described herein. The coaches will meet the qualifications as established by

CCBC or as otherwise specified. Coaches report to the Coordinators (Athlete Development Committee members ) of the individual programs who arrange specific assignments.

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

All volunteer coaches will be reimbursed for pre-authorized course expenses.

#### **Criminal Record Check (CRC)**

For the safety of children and youth in club activities all adults working with children and youth must undergo a criminal record check

The results of the CRC are confidential between the RCMP, the applicant and the RNSC President

Any costs associated with obtaining the CRC will be covered by the club

### **5.3 Ski Races:**

The Club may host ski races.

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

### **5.4 Revelstoke Nordic Ski Racing Program**

The Revelstoke Nordic Ski Club's ski racing program follows the Long Term Athlete Development Model. All RNSC Racing team members must sign an Athletes Code of Conduct Form (Appendix VII)

#### **Junior Development Team**

##### *Train to Train (12 – 14 years of age)*

The Head Coach supervises this program, which runs from September until March (option to begin in July). Athletes may compete at Regional and BC Cups and Westerns.

##### *Learn to Compete (15 – 18 years of age)*

The Head Coach supervises this program, which runs from July until March and supports athletes committed to a year-round training plan. Athletes may compete at Regional and BC Cups, Western and National Championships.

### Media Relations:

This must be a person who will be attending events with the Racing Team. The person will contact the various forms of media and make them aware of upcoming events, athlete results and future plans.

### Race Team Wax Guidelines:

- The Head Coach and Head Wax Technician will be in charge of the waxing and related equipment
- All athletes are responsible for glide and grip waxing skis for practice. Athletes are required to have their own training wax kit. The club will have a selection of training grip waxes available for use if an athlete does not have the appropriate wax of the day.
- All athletes are responsible for cleaning and prepping their grip zone before races.
- The Head Coach may request that athletes be responsible for glide waxing their skis before races. If this is requested, glide wax recommendations will be made two days prior to the event.
- The club may provide wax support for athletes at designated Regional Cups, BC Cups, Western Championships and National Championships.
- When club-owned materials (glide wax, grip wax, cleaner, etc.) are used at competitions, the estimated cost of the materials used will be charged to participating skiers.
- At the Head Coach's discretion, the club may reimburse any athlete using their own materials for club-waxing purposes at competitions.
- Athletes Midget-aged and younger are to use Low Fluorocarbon (LF) glide wax, unless competing 'up' to Juvenile. Athletes Juvenile-aged and older may use High Fluorocarbon (HF) glide wax at BC Cups, Western Championships and National Championships. Pure Fluorocarbon (PF) may be used at aforementioned events at the discretion of Head Coach. Juvenile-aged and older athletes use of HF at Regional Cups and Loppets is the decision of the athlete.

### Program Cost

The Athlete Development Committees will set an annual budget for the Ski Racing Programs for the upcoming season and present it to the Board of Directors in the Fall. 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. Current fee schedules will be posted on the 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.

## 5.5 Revelstoke Nordic Recreational Programs

### BC Ski League:

BC Ski League is a learn-to-ski cross-country program for children aged 3-13. It follows the Long Term Athlete Development Model and promotes ski development in a fun environment.

#### *Bunnyrabbit program* (ages 5 and under)

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 implementation of this program.

#### *Jackrabbit program* (ages 6 - 9)

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

#### *Track Attack Program* (ages 10 - 12)

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 backcountry excursions to ski tournaments. Skiers will be introduced to the world of competitive cross-country skiing and may choose to participate in fun races, loppets, Regional Cups, BC Cups and BC Midget Championships. The completed program includes an Attack Log to chart progress. The program offers two start dates: September (dryland) or December (on snow).

#### *Trailblazers Recreational Program* (ages 10 and up)

This non-competitive recreational program is for children aged 10 and up after the Jackrabbit program and preferably after trying Track Attack for one year, who want to continue skiing with a recreational focus. Skate and classic cross country skiing excursions will be offered in a safe group environment led by certified volunteer coaches. The goal of this program is to keep the passion for skiing alive and introduce the children to adventure based activities in a fun setting.

### Program Cost

The Athlete Development Committees will set a budget for the various Ski League and Recreational Programs for the upcoming season and present it to the Board of Directors in the Fall. Any monetary contribution from the Club to these programs will be conditional on the financial resources of the Club.

The fee for the programs will be determined on an annual basis by the Athlete Development Committees. Current fee schedules will be posted on the 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.

## 5.6 Ski Skool

This is open to students in Grade 4 and forms part of the School District 19 activities program. In the school program, basic skills in classic skiing techniques are being taught. Students receive a day pass and lesson at a reduced rate, as determined by the Board of Directors. The Ski School Program Coordinator runs the program and is assisted by the Head Coach and volunteer instructors.

### *Ski Skool Program Coordinator:*

The coordinator duties include:

- Visit schools to explain the program if necessary.
- Organize timetable 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.

## 5.7 Ski Lessons

The Club provides ski lessons for all levels. Rates will be set at the beginning of the season and posted on the website as well as advertised around town. Bookings will be managed through the Revelstoke Outdoor Centre or directly with the Head Coach. Lessons will be provided by the Head Coach. Fees for the lessons are split between the Head Coach and the Club at an agreed upon amount as outlined in the Coaches contract.

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

## 5.8 Para Nordic Skiing

The Club supports a program for Para Nordic skiers.

The Club will assist those with special needs who wish to participate in Nordic skiing through Adaptive Snow Sports, Special Olympics etc

## 5.9 Masters Skiing

Registration and payment for these programs is made directly through the Club office

### Recreational Skiers

Designed for beginner –intermediate skiers with the goal of improving their technique and working towards a more enjoyable skiing experience.

### Competitive Skiers

*Designed for intermediate – advanced skiers interested in competitive cross-country skiing. Participants will be provided with technique analysis, a seasonal training plan and race support.*



## 6.0 Athlete Financial Support and Coach Professional Development

### 6.1 Athlete Financial Support

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

- Financial support may be given to athlete at the recommendation of the Athlete Development Committee or an athlete may apply to receive financial support. In either case, a letter must be written by the athlete to the Executive Board indicating how the athlete meets the following requirements:
- Athlete must be a member in good standing with the club. The athlete must be an active participant in the Revelstoke Nordic Ski Club Race Team (RT) or represent the club as a member of a post-secondary institution or a National or Provincial Training Centre.
- Athlete must be in good financial standing with the club and Cross Country British Columbia (CCBC).
- Athlete must be actively involved with the club by: participating in the RT, spending significant time training at the club, volunteering with or participating in club events, performing lodge attendant duty, volunteer coaching and being visible to club members.
- Athlete must represent the club with pride and dignity.
- All financial support is conditional on the monetary resources of the club and the other funding sources that athletes have secured. The club must be made aware of all funding sources.
- Athlete must report back to the Executive on how the money was spent. Any monies not used will be returned to the club.
- Financial support may be allotted in the following amounts, unless otherwise determined by the Executive Board:
  - up to \$500 for international-level competitions (i.e., World Championships)
  - up to \$250 for national-level competitions (i.e., National Championships)
- The Executive Board will review recommendations and/or applications at Board Meetings and will make a decision on provision of financial support. The Executive Board is responsible for notifying athlete of decision and setting specific terms and conditions associated with funding.

## 6.2 Coaches and Officials Certification Financial Support

RNSC will endeavour to offer many courses locally.

In order to qualify for financial support the person must be an active Club member.

- RNSC 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.
- RNSC 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 paying 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.
- RNSC will reimburse course fees for Officials Courses. The executive will consider paying 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.
- The Athlete Development Committee will determine the level of support coaches will be provided prior to participating in any of the above courses. Level of support for officials' courses will be determined by the Board of Directors

**Allowance :** based on car pooling when possible. Mileage or gas based on the provincial standard for given year Per diem or meals with receipts based on the provincial standard for given year. Accommodation based on the provincial standard for given year.

## 7.0 Risk management

### 7.1 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 Maintenance Building (snowmobile and rescue toboggan with first aid supplies), Ticket Office (rescue pack with First Aid Supplies), and Ole

Sandburg Hut (Rescue Toboggan with First Aid Supplies) and is available to all skiers.

The Revelstoke Nordic Ski Club promotes the self-reliance principle that every skier is responsible for their own safety. 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 and to ski with a cell phone.

Safety and rescue procedures will be posted in the lodge. See Appendix VII for a copy of the clubs Rescue Plan

## 7.2 Insurance

- For Nordic ski activities under the group policy with CCBC covers members for most club related activities (view details on CCBC website)
- Liability Insurance through Ministry of Natural Resources is limited to the area covered under the Management Agreement with Min of Forests, Lands and Natural resource Operations ( does not cover buildings ) .
- Insurance for the buildings and equipment is through Revelstoke Credit Union Insurance
- This does not cover Personal items
- Directors and Officers insurance is provided through CCBC
- An electronic copy of the Clubs insurance policy (provided by CCBC) will be kept by the Club Secretary, Membership Director and Club President.

## 7.3 Rollerskiing

The use of roller skiing as an activity will adhere to CCBC Roller skiing policy (on the CCBC website).

## 8.0 General Operations of Lodge

### 8.1. Hours of operation

The Lodge will be open from 8:00 am until 5:00 pm daily during the ski season. The lodge is closed during the non-ski season unless rented for a special event.

### 8.2 Custodian duties

The Custodian duties include but are not limited to

- snow shoveling
- cleaning the lodge including the bathrooms and coffee bar
- loading the pellet stove
- security sweep of facility
- opening/ closing day lodge
- resupply of coffee bar

Office Duties include:

- selling day tickets and parking passes
- checking passes
- selling season passes
- sales
- daily reconciliation
- updating snow phone and website for trail conditions

Schedule:

Weekly three days a week, Tuesday to Thursday a minimum four hours per day

### 8.3 . Role of Ticket office volunteers

Schedule : Friday, Saturday, Sunday and Monday.

Shifts: 10:00 am until 12:00 pm  
12:00 pm until 2:00 pm

- cleaning lodge and checking garbage cans
- loading the pellet stove
- resupply and cleaning of coffee bar
- selling day tickets and parking passes
- checking passes
- selling season passes
- sales
- daily reconciliation

## 8.4 Facility Rental

The Revelstoke Nordic Ski Lodge may be rented out and the revenue used for the costs of running the lodge or club programs.

The lodge may be rented with or without use of the kitchen. A separate kitchen rental fee will be applied.

All rentals must be in accordance with a signed rental agreement specifying the obligations of the renter. The RNSC Board of Directors will review and set the rates annually (suggested donation). Separate rates (suggested donation) for not for profit and private entities will be established.

Lodge rental requests will be assessed on an individual basis. The lodge will generally not be made available to rentals during the peak skiing /training season. Requests will be assessed on an individual basis during this time.

All information including rates, rental agreement and the calendar of rental availability will be posted on the Revelstoke Nordic Ski Club website.

**Appendix X** has a copy of the rental agreement.

## 9.0 Grooming

### 9.1 New Groomers

Selection :

Groomers must apply in writing to the Director of Grooming and Trails and include

- their experience working on equipment, ( if any ),
- a copy of their BC Drivers Licence and
- a Drivers Abstract ( obtained from the Court House)
- their availability --a firm commitment is expected

Selection of the groomers is at the discretion of the Director Of Trails and Grooming who may consult with other Board members.

Training :

The applicants will have a minimum of 3 days of training with one of the existing groomers. After the training is completed the applicant will complete a test grooming session (with a designated experienced groomer) before they can proceed on their own.

It is targeted to have 10 to 14 groomers signed up per season.

## 9.2 Grooming -Protocols

### Startup

- check oil, coolant, hydraulic oil, tires, hydraulic leaks
- ensure hose on exhaust
- enter time in logbook & read over any comments from last operators
- check over machine for loose parts, cracks, etc.
- ensure machine is warmed up before proceeding
- remove hose over exhaust before pulling machine out

### Shutdown

- fuel machine before bringing into building (turn off when fueling)
- idle machine until correct cooled temperature
- pull machine into building (drivers side track flush with left most floor plank and pull up til tennis ball touched windshield)
- ensure blade and tiller is down with rubber mats laying properly
- shutdown machine & turn off master switch (battery off)
- place hose over exhaust
- enter finish hours into logbook
- enter date to Grooming Board outside the office window of the lodge and call the lodge phone or Matt on weekends
- report any malfunctions or problems with the machine in the log book & to Al McInnes (837-2643) or Tom Patry (837-3357)

### Lead Groomer

The lead groomer for the week should email all the groomers on for that week to let them know what was groomed on the Sunday before the next shift comes on. Also cc the Lodge Custodian in the emails. When finished grooming "reply all" to let everyone know what has been done and include any other information the next groomer should know. The Lodge Custodian will update the snow phone and website with this information. The Lead Groomer is also responsible for checking the diesel fuel level in the storage tank and for refilled the gas portable fuel containers.

### Grooming Criteria

Grooming should take place daily on at least some of the trails. When conditions are cool with no new snow during the week one day can be skipped. Use the Ginzu when possible with any snowfall less than 5 cm. When snowfall is greater than 5cm the Groomer will be used. Grooming needs to occur Friday nights or early Saturday mornings ready for ski programs starting at 10am Saturday.

### Priority of Grooming

**Saturday** – parking lot, stadium loop & terrain park, Mickey’s loop & Evelyn’s Choice, Roadway Ramble (to where it leaves the highway section (for 10:30am), Little Dippet, Connector, Main Loop, other trails.

It is desirable to divide the trail segments into zones. When grooming Mickey’s, groom all trails in the area. Similarly, main loop should have the Connector and Little Dippet groomed. When grooming consider how the next pass of grooming will proceed where trails won’t need regrooming to get to the trails that need work.

### Events –on going

Saturday – Ski School 10am (Bunnies 10:30-11am)

Tuesday – Masters 6:30 pm

Thursday- master 12.30 pm

Saturday, Feb– Team Scream registration @ 9:30, race @ 11am

### Sequence of Grooming

1. Mickey Olson (from top) down Titan 1km back up to Dynamite 2.5km back to Stadium up to Evelyn’s Choice and finish Mickey’s
2. Roadway Ramble. BCIT (cross bridge and up hill and around to Easy Als, to Elseses, back to Short Hop then out Easy Als , back on Roadway Ramble.
3. Main Loop (including Connector and Little Dippet) up to Oli Sandburg Cabin, up Log Roller, down Hydro Hill and Hydro Way, along Beaver Lake, up Novice Glide, across Creek Crawl to Cedar Ramble, down and back up Cedar Ramble, back up Creek Crawl to Oli Sandburg Cabin, then up back side of Main Loop back down to Day Lodge.
4. **Quick Groom** – Mickeys, Ev’s and Dog Loop.

## APPENDICES

### Appendix I BC Societies Act

#### Schedule B

#### SOCIETY ACT

Bylaws of ..... (Name of Society)

#### Part 1 – Interpretation

- 1 (1) In these bylaws, unless the context otherwise requires:

**"directors"** means the directors of the society for the time being;

**"Society Act"** means the *Society Act* of British Columbia from time to time in force and all amendments to it;

**"registered address"** of a member means the member's 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 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 is a member.
- 5 Every member must uphold the constitution and comply with these bylaws.
- 6 The amount of the first annual membership dues must be determined by the directors and after that the annual membership dues must be determined at the annual general meeting of the society.
- 7 A person ceases to be a member of the society
  - (a) by delivering his or her resignation in writing to the secretary of the society or by mailing or delivering it to the address of the society,
  - (b) on his or her 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 must be accompanied by a brief statement of the reasons for the proposed expulsion.
  - (3) The person who is the subject of the proposed resolution for expulsion must 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 or her current annual membership fee, or any other subscription or debt due and owing by the member to the society, and the member is not in good standing so long as the debt remains unpaid.

### **Part 3 — Meetings of Members**

- 10 General meetings of the society must 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 must specify the place, day and hour of the 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 must be held not more than 15 months after the date of incorporation and after that an annual general meeting must 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 conducted at an annual general meeting, except the following:

(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;

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

16 (1) Business, other than the election of a chair and the adjournment or termination of the meeting, must not 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 must 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, must be terminated, but in any other case, it must 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, must preside as chair 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 the chair,

the members present must choose one of their number to be the chair.

- 20 (1) A general meeting may be adjourned from time to time and from place to place, but business must not be conducted 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 must 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 conducted at an adjourned general meeting.
- 21 (1) A resolution proposed at a meeting need not be seconded, and the chair of a meeting may move or propose a resolution.

- (2) In the case of a tie vote, the chair does not have a casting or second vote in addition to the vote to which he or she may be entitled as a member, and the proposed resolution does 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 must be considered 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 that are not by these bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the society in a general meeting, but subject, nevertheless, to
    - (a) all laws affecting the society,
    - (b) these bylaws, and
    - (c) rules, not being inconsistent with these bylaws, that are made from time to time by the society in a general meeting.
  - (2) A rule, made by the society in a general meeting, does not invalidate 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 are the directors of the society.
- (2) The number of directors must be 5 or a greater number determined from time to time at a general meeting.
- 26 (1) The directors must retire from office at each annual general meeting when their successors are elected.
- (2) Separate elections must be held for each office to be filled.
- (3) An election may be by acclamation, otherwise it must be by ballot.
- (4) If a successor is not 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 annual general meeting of the society, but is eligible for re-election at the meeting.
- 28 (1) If a director resigns his or her office or otherwise ceases to hold office, the remaining directors must appoint a member to take the place of the former director.
- (2) An act or proceeding of the directors is not invalid merely because there are less than the prescribed number of directors in office.
- 29 The members may, by special resolution, remove a director, before the expiration of his or her term of office, and may elect a successor to complete the term of office.

- 30 A director must not be remunerated for being or acting as a director but a director must be reimbursed for all expenses necessarily and reasonably incurred by the director while engaged in the affairs of the society.

## **Part 6 – Proceedings of Directors**

- 31 (1) The directors may meet at the places they think fit to conduct business, adjourn and otherwise regulate their meetings and proceedings, as they see fit.
- (2) The directors may from time to time set the quorum necessary to conduct business, and unless so set the quorum is a majority of the directors then in office.
- (3) The president is the chair 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 must act as chair, but if neither is present the directors present may choose one of their number to be the chair at that meeting.
- (4) A director may at any time, and the secretary, on the request of a director, must, 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 must conform to any rules imposed on it by the directors, and must report every act or thing done in exercise of those powers to the earliest meeting of the directors held after the act or thing has been done.
- 33 A committee must elect a chair of its meetings, but if no chair is elected, or if at a meeting the chair is not present within 30 minutes after the time appointed for holding the meeting, the directors present who are members of the committee must choose one of their number to be the chair 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) a notice of meeting of directors is not required to 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, if a quorum of the directors is present, are valid and effective.
- 37 (1) Questions arising at a meeting of the directors and committee of directors must be decided by a majority of votes.
- (2) In the case of a tie vote, the chair does not have a second or casting vote.
- 38 A resolution proposed at a meeting of directors or committee of directors need not be seconded, and the chair 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 presides at all meetings of the society and of the directors.
- (2) The president is the chief executive officer of the society and must supervise the other officers in the execution of their duties.
- 41 The vice president must carry out the duties of the president during the president's absence.
- 42 The secretary must do the following:
- (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;
  - (f) maintain the register of members.
- 43 The treasurer must
- (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 is to be known as the secretary treasurer.
- (2) If a secretary treasurer holds office, the total number of directors must not be less than 5 or the greater number that may have been determined under bylaw 25 (2).
- 45 In the absence of the secretary from a meeting, the directors must 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 must be affixed only when authorized by a resolution of the directors and then only in the presence of the persons specified in the resolution, or if no persons are specified, 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 that power, by the issue of debentures.
- 49 A debenture must not be issued without the authorization 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 if the society is required or has resolved to have an auditor.
- 52 The first auditor must be appointed by the directors who must also fill all vacancies occurring in the office of auditor.
- 53 At each annual general meeting the society must appoint an auditor to hold office until the auditor is re-elected or a successor is elected at the next annual general meeting.
- 54 An auditor may be removed by ordinary resolution.
- 55 An auditor must be promptly informed in writing of the auditor's appointment or removal.
- 56 A director or employee of the society must not be its 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 the member at the member's registered address.
- 59 A notice sent by mail is deemed to have been given on the second day following the day 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 must 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 a general meeting.

## **Part 12 — Bylaws**

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

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

## Appendix II      Conflict of Interest Policy

### **INTRODUCTION:**

Conflicts of interest may arise from time to time in the affairs of Revelstoke Nordic Ski Club (RNSC) 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, RNSC should endeavour 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 judgement will also be required in the application of the principles.

### **OBJECTIVE:**

The objective of the guideline is to enhance public confidence in the integrity of, and afford legal protection to, all volunteers and employees of RNSC by establishing clear rules of conduct respecting conflict of interest for volunteers and employees.

### **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 RNSC.

Volunteers and employees should not have private interests that would be affected by RNSC actions in which they participate.

Volunteers and employees shall not solicit or accept transfers of economic benefit, other than incidental gifts, customary hospitality, or other benefits of nominal value, from persons or organizations having dealings with RNSC 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 RNSC.

The basic principle is that neither benefits received nor private interests of an individual should influence the objectivity and impartiality of their judgements 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 a real, potential or apparent conflict of interest relative to their official duties and responsibilities.*

*2. providing to RNSC a written statement indicating ownership of an asset, or receipt of a 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 and decision.

Negotiation of contracts for goods, services or employment should be reviewed by the Board of Directors Committee 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 RNSC, 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.

## Appendix III      Personal Information and Policy Act

### RNSC Privacy Policy

The Revelstoke Nordic Ski Club is strongly committed to safeguarding members privacy. We operate under the following set of strict privacy principles:

- Personal information necessary for RNSC membership, programs and activities is collected, used, disclosed, protected, and accessible for correction according to the wishes of Club members and the law.
- The Club will only collect such Personal Information as is reasonably necessary for Club programs and activities.
- This information will never intentionally be revealed, resold, or made public for any reason.
- Anyone may withdraw consent to the collection, use, or disclosure of his or her Personal Information, provided however that: the Club may, upon withdrawal of consent, and following notice to the member, cancel the individual's membership in the Club or deny the individual the right to participate in a Club program or activity;
- In order to operate the Club and manage Club programs or activities, the Club may disclose Personal Information to Club executives, leaders, and volunteers who require the information for safety or the reasonable functioning of programs.
- The Club may disclose such Personal Information to Cross Country British Columbia as is necessary to meet the CCBC membership requirements and the Club will take reasonable steps to seek privacy protection of such Personal Information by Cross Country British Columbia
- The Club may collect, use, or disclose such Personal Information to Club executive, leaders, volunteers, ski patrol members, doctors, paramedics, appropriate medical or 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.
- The Club may collect, use, or disclose Personal Information without express consent if the collection, use, or disclosure is clearly in the interest of an individual and the individual's consent cannot be obtained in a timely way.
- The Club will not contact Members except to facilitate or promote Club goals, programs or activities.

The Club Privacy Officer is the President, who will on behalf of the Club, take reasonable steps to and be responsible for ensuring Club compliance with the Personal Information Protection Act, the Privacy Policy, or any applicable privacy laws;

[http://www.bclaws.ca/Recon/document/ID/freeside/00\\_03063\\_01](http://www.bclaws.ca/Recon/document/ID/freeside/00_03063_01)

## Appendix IV      Agreements with outside agencies

### Interior Health Authority

**Community:** Revelstoke

**Contact Name:** Dave Kaegi

**Inspection Date:** December 7, 2010

Revelstoke Nordic Ski Club Water System **Report Number:** 14-044-00308-1

Dave Kaegi

2265 Highway 23 S

Revelstoke, BC V0E 2S0

**Facility Information:** **Facility Number:** 14-098-00332

Site Phone: 250-814-0013

**Facility Category:** Water System 14 or less Connections, Private

**Inspection Type:** Initial: General

**Action(s) Taken:** Information Exchanged, Issue Permit, Water Sample – Microbiological

**Next Routine Date:** December 6, 2012

**Severity Rating:** Low Severity

**Delivery Method:** Electronic Mail

This is a report for an initial inspection of the Revelstoke Nordic Ski Club Water System. I met with Dave Kaegi who is the President of the Revelstoke Nordic Ski Club. The well has a BII secure (bolted vermin-proof cap and a metal Province of BC Well Identification tag (Number 32513). The well produces 20 GPM (see well log). The well driller indicated that well seal was installed. A copy of the well log is in the file. The well is 159 feet from the sewerage system.

The well is 241 feet deep. The pump is set at 208 feet. It is a drilled well (drilled by Wangler Drilling). The well has a 6 inch steel casing. The well is a flowing artesian well and it has an overflow pipe (end screened) with an air gap (about 2 feet) between the end of the pipe and the ground surface.

The operator, Dave Kaegi, is certified by the Environmental Operators Certification Program for the operation of a Small Water System. Dave is very knowledgeable as he also is the operator for several BC Park water systems.

A chemical analysis has been reviewed and this showed that all parameters met the Guidelines for Canadian Drinking Water Quality with the exception of the fluoride which is slightly elevated at 1.6 mg/l compared the Maximum Acceptable Concentration of 1.5 mg/L. We will discuss this further regarding any mitigation measures that need to be in place (especially for the full time custodian).

**Opening Comments and Observations:**

**Amendments/Addendums**

12/16/2010 Brian Gregory

Next Inspection Date was updated based on a new Risk Assessment. Old Next Inspection Date: 07-Dec-2010 ; New Next Inspection Date: 06-Dec-2012

#### **Closing Comments:**

We are reviewing the artesian well's overflow system with the Ministry of Environment and we will provide recommendations if we have any concerns; however, I have no objections to the issuance of the Permit to Operate a Water Supply System.

The operator has submitted a comprehensive Emergency Response Plan (ERP) and it looks good. The only additions or changes are the updated Interior Health contact information which was provided during the inspection. Another note is that the disinfection (shock chlorination) of the well should follow the procedures in the "Water Well Disinfection" brochure put out by the Water Stewardship Division of the Ministry of Environment. This brochure is available at their website.

Note that the above brochure calls for a chlorine concentration of 200 ppm (not 10 ppm as stated in the ERP). To recirculate the chlorinated water, a potable water hose is recommended over a garden hose.

If you have any questions, don't hesitate to contact me at 250-833-4170.

14-098-00332 (14-044-00308-1) Page 1 of 2

#### **Revelstoke Nordic Ski Club Water System**

**Report Date:** December 16, 2010

**Community:** CS Revelstoke

**Facility Contact:** Dave Kaegi


Brian Gregory, Environmental Health Officer



By Authority of Section 105 (1) (b) of the Forest Practices Code of British Columbia Act, and having determined that certain recreation resources within the subject Provincial Forest lands are in need of protection, I hereby order (or declare) that, effective January 15, 1997 the following restrictions and prohibitions apply, as described to the area shown on the attached map.

The Mount MacPherson Recreation Site area is closed to all motor vehicle use between the period of November 1 and April 15 of each year. The Revelstoke Nordic Ski Club and Registered Trapper Licence #0432T010 are exempt from this order. This order pertains specifically to the cross country ski trails and interpretive trails within the Mount MacPherson Recreation Site.

This order remains in force until further notice.

  
David Raven, RPF  
District Manager  
Revelstoke Forest District

*5-10-1997*

Note: "A person who contravenes an enactment by doing an act that forbids, or omitting to do an act that requires to be done, commits an offense against the enactment".

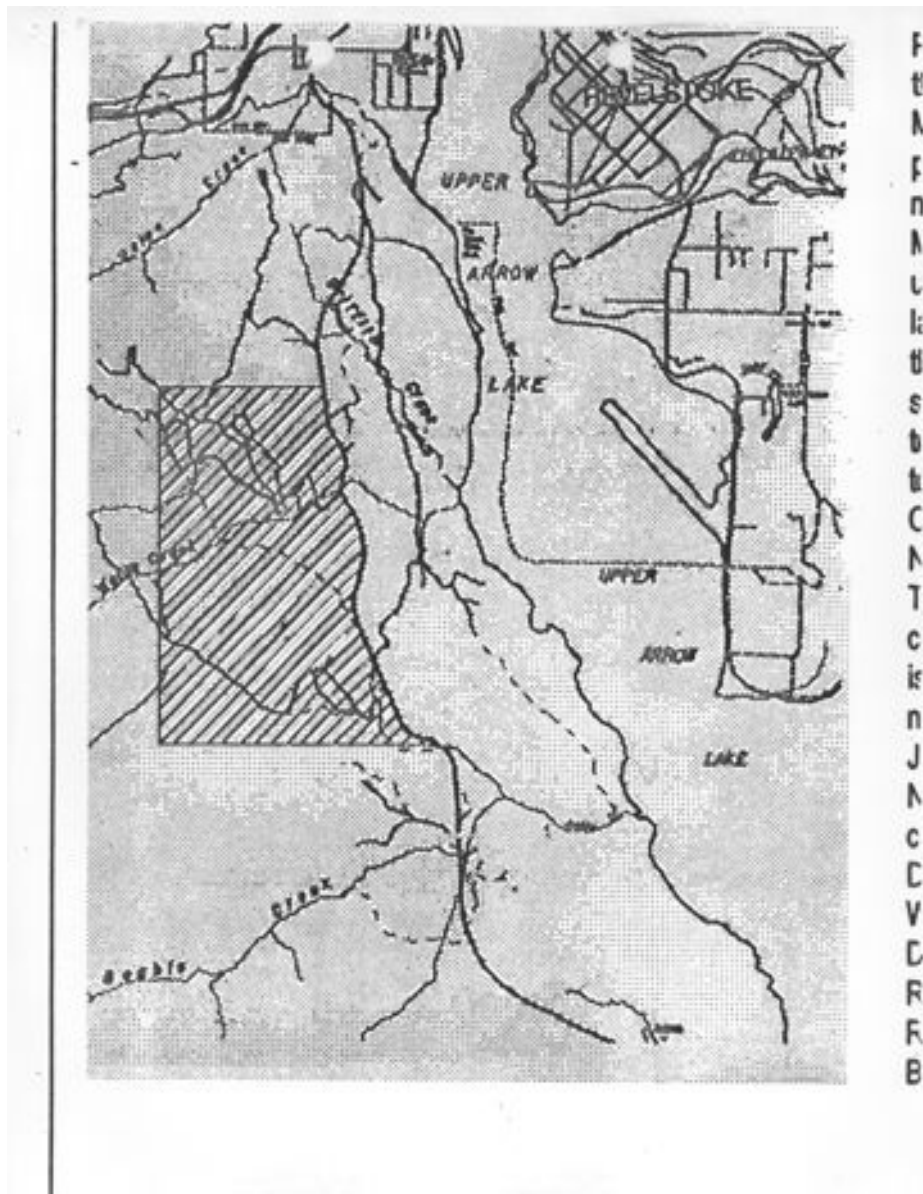
Section 5, Offense Act

"No person shall contravene an order made under subsection (1)".

Section 105 (2) Forest Act

"Unless otherwise specifically provided for in an enactment a person who is convicted of an offense is liable to fine of not more than \$2000 or to imprisonment of not more than 6 months or to both".

Section 4, Offense Act



Administrative Use Only:



Agreement # PA(CY)DR#-XX	PA13-DCO-010
District	Columba Shuswap
ORCs file#	16660-27/Revelstoke Nordic Ski Club
Expiration Date	Sept 30.2023

## RECREATION SITES AND TRAILS BC PARTNERSHIP AGREEMENT

**THIS AGREEMENT**, dated for reference this **1st** day of **September, 2013**, is

**BETWEEN: HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA**,  
represented by the Minister responsible for the *Forest and Range Practices Act* at the  
following address:

**1761 Big Eddy Road PO Box 9158 RPO #3 Revelstoke, B.C. V0E  
3K0 Phone Number: (250) 837 7611 FAX Number: (250) 837 7626**

**the “Province”**

**AND:**

**THE REVELSTOKE NORDIC SKI CLUB**, a society registered under the  
*Society Act* (Incorporation No. S-0027114), having its registered office at Box  
1618, Revelstoke, British Columbia, V0E 2S0

Dave Kaegi- President: Phone number: (250) 837 5734

Email: [wildland@telus.net](mailto:wildland@telus.net)

**the “Agreement Holder”**

both of whom are sometimes referred to as “the Parties” and each of whom is a “Party” to  
this Agreement.

Whereas the Province owns the land subject to this Agreement and wishes to have the land managed and maintained for the purpose of recreational and/or conservation activities;

And Whereas the Province wishes to encourage groups and individuals having an interest in undertaking the management and maintenance required to provide conditions which are conducive to enhancing public recreational and/or conservation activities in the Agreement Area;

And Whereas the Agreement Holder confirms that it has the skills necessary to ensure the requirements of this Agreement can be performed in the Agreement Area in a diligent and timely manner and fully adopts the related recreation and/or conservation objectives set for the Agreement Area by the Province and contained within this Agreement and confirms that those objectives are consistent with those of the Agreement Holder;

Therefore, in consideration of the mutual exchange of benefits resulting from this Agreement, the Province and the Agreement Holder agree as follows:

## **ARTICLE I - SERVICES AGREEMENT**

1.01 The Province engages the Agreement Holder to provide management and maintenance services as set out in Schedule B to this Agreement (the “Services”) in the Agreement Area. The Agreement Holder will provide all Services without financial remuneration from the Province.

1.02 The Agreement Holder will perform the Services to the best of its ability in workman like manner using qualified personnel and will provide all labour and related coordination and supervision and subject to 1.09, all tools, equipment, materials and supplies required to do the work in accordance with the requirements of this Agreement and the operational requirements laid out in the Schedules, as listed in Article 12.01.

1.03 The Agreement Area is the land outlined on the map in bold black line and/or described in Schedule A and all structures and other addresses/specified locations listed in Schedule A, except land and structures that are excluded in notations made on the maps and Schedule A.

1.04 The Province authorizes the Agreement Holder to enter the Agreement Area for the purposes of this Agreement but nothing in this Agreement grants to the Agreement Holder the exclusive use and occupancy of the Agreement Area. Existing conditions and land uses of Province lands within or in the vicinity of the Agreement Area are subject to change including the status of roads, visual landscape conditions and the location and status of existing and new resource tenures.

1.05 Nothing in the Agreement constitutes the Agreement Holder as the agent, joint venturer, or partner of the Province or conveys any authority or power for the Agreement Holder to bind the Province in any way.

1.06 Nothing in the Agreement inhibits the Province from conducting its mandate on the Agreement Area, including the right to reserve for its own purpose and to grant

dispositions of the land within the Agreement Area, or any part of it. The Agreement Holder may be afforded an opportunity to comment on management issues.

1.07 The obligations of the Agreement Holder under this Agreement are subject to other rights of use and occupation granted by the Province, and the Agreement Holder must not interfere with the exercise of those rights by any other person.

1.08 The Agreement Holder shall not, assign, transfer or subcontract its obligations under this Agreement without the prior written consent of the Province. This does not limit the Agreement Holder's right to perform services under this Agreement using their employees or registered volunteers.

1.09 The Province is under no obligation to provide management assistance, support services, patrols, or conduct inspections during the term of this Agreement. At its sole discretion, the Province may contribute certain raw materials, supplies, access to tools, or reimburse the Agreement Holder for incidental expenses but is under no obligation to do so at any time under this Agreement.

1.10 Nothing in this Agreement constitutes a grant of any right to use the Agreement Area for any purpose other than as set out in the Schedules.

## **ARTICLE II—DURATION AND MODIFICATION**

2.01 The duration of this Agreement is for a term of **10** years commencing on **October 1, 2013** and ending on **September 30, 2023** inclusive.

2.02 The Agreement may not be modified except by a subsequent agreement in writing between the Parties.

2.03 Nothing in this Agreement will be considered to have been waived by the Province unless such a waiver is in writing.

2.04 Either Party may cancel this Agreement by giving 60 days prior written notice to the other Party. Upon receiving cancellation notice, the party receiving the cancellation notice will have the opportunity to be heard by the party serving the cancellation notice and the Parties will use their best efforts to conclude the opportunity to be heard within the 60 day period.

2.05 Subject to 2.03, not later than 6 months prior to the expiry date of the Agreement, the Province will make a written offer to the Agreement Holder setting out the conditions upon which the Province may renew this Agreement.

2.06 The Agreement Holder shall have a period of 3 months from receipt of the renewal offer to accept in writing, the renewal offer on the terms and conditions contained in such offer, provided the Agreement Holder is in compliance with the terms and conditions of this agreement at that time.

2.07 Notwithstanding anything to the contrary in this Agreement, the Province, in its sole discretion, may elect to not make a renewal offer to the Agreement Holder.

## ARTICLE III—REPRESENTATION OF THE AGREEMENT HOLDER

3.01 The Agreement Holder warrants and represents to the Province that:

- (a) it has the legal capacity to enter into the Agreement and to carry out its obligations under this Agreement, all of which have been duly and validly authorized by all necessary corporate proceedings, if required;
- (b) to the best of its knowledge, it is not in breach of any statute, regulation or by-law applicable to it or its operations;
- (c) it will not be in breach of any legal restriction by entering into this Agreement and performing the services required under it; and
- (d) to the best of its knowledge, it holds all permits, licences, consents and authorities issued by any federal, provincial, regional or municipal government or an agency of any of them, that are necessary in connection with the Services.

3.02 The Agreement Holder acknowledges and agrees that:

- (a) it has inspected the Agreement Area, including Provincial improvements;
- (b) access to the Agreement Area is not guaranteed by the Province; and
- (c) it will comply with all applicable municipal, provincial and federal legislation and regulations. Nothing in this Agreement, and no inspection performed by the Province in relation to this Agreement, constitutes an inspection for the purposes of any such enactment.
- (d) it is solely responsible for any applicable employee labour costs including statutory contributions.
- (e) when the Agreement Holder hires a worker, or contracts with an employer, the Agreement Holder shall observe and enforce all safety measures required by the Workers Compensation Act of British Columbia, attendant regulations, and all applicable statutes.
- (f) in the event that the Province creates a multiple employer workplace as defined in the Workers Compensation Act Section 118 (1) through contracting employers for its purposes in the Agreement Holder's area, the Province shall be Prime Contractor (or designate a Prime Contractor) for that workplace. The Province shall inform the Agreement Holder in writing of the project scope and duration during which time Province (or designate) shall be Prime Contractor for the workplace.

The Agreement Holder accepts the role of Prime Contractor if it employs workers and/or engages contractors creating a multiple employer workplace under the Workers Compensation Act, and must fulfil the obligations required of a prime contractor under the Worker's

Compensation Act, Section 118 and the Occupational Health and Safety Regulation.

The Agreement holder may relinquish its role as Prime Contractor provided that it be done in writing as per the Workers Compensation Act Section 118 (1)(a) and copy is forwarded to the Province.

#### **ARTICLE IV—INDEMNITY AND WAIVER**

4.01 The Agreement Holder will indemnify and save harmless the Province, its servants, employees and agents against all losses, claims, damages, actions, costs and expenses that the Province, its servants, employees and agents may sustain, incur, suffer or be put to arising:

- (a) directly from the performance of the Services during the Term of this Agreement by the Agreement Holder, its employees, members, volunteers, and subcontractors,
- (b) from breach of the obligations of this Agreement by the Agreement Holder, or
- (c) the wilful misconduct, gross negligence or the bad faith actions of the Agreement Holder, its employees, members, volunteers and subcontractors,

except to the extent that any such loss or claim is caused or contributed to by the negligence of the Province.

4.02 The Province hereby releases and waives its rights of recourse against the Agreement Holder for all loss, claims, damages, actions, costs and expenses that the Province may sustain, incur, suffer or be put to at any time arising:

- (a) from the completed performance of the Services; or
- (b) damage to the property in the Agreement Area owned by the Province directly caused by the Agreement Holder, its employees, members, volunteers and subcontractors in the performance of the Services

unless any such loss, claim, damage, action, costs or expenses are caused or contributed to by the gross negligence, bad faith actions or wilful misconduct of the Agreement Holder, its employees, members, volunteers and subcontractors, or if the Agreement Holder was in breach of its obligations under this Agreement, including breach of section 4.03, or was caused by any activity by the Agreement Holder outside the scope of this Agreement.

4.03 The Agreement Holder will exercise due diligence and all reasonable care to prevent damage to, or loss of any property in the Agreement Area. On the occurrence of damage or loss to property, the Agreement Holder will immediately take appropriate action to mitigate or prevent further damage or loss and immediately notify the Province so the Province can provide direction as to remedial measures to be undertaken. The Agreement Holder will comply with any directions given by the Province under this paragraph 4.03 in a timely manner.

**ARTICLE V—INSURANCE**

5.01 The Agreement Holder and the Province will comply with the insurance requirements set out in Schedule C.

**ARTICLE VI—RECORDS MANAGEMENT & INSPECTION**

6.01 The Agreement Holder is responsible for the safety of its registered volunteers at all times. The Agreement Holder must keep records of its registered volunteers and volunteer activities as set out in Schedule B, including proof of certification and training required to perform activities where applicable. Records must be kept for 7 years following the termination of this Agreement.

6.02 The Province may conduct inspections or audits during the term of this Agreement pertaining to the Agreement Holder's performance or obligations under this Agreement. The Province will advise the Agreement Holder in writing or verbally followed up in writing of any conditions requiring correction to meet the terms and conditions of this Agreement, and include a reasonable time period to comply.

6.03 The Agreement Holder will comply with requirements of the Province under this section in a timely manner.

**ARTICLE VII—DISPOSITION OF IMPROVEMENTS**

7.01 All structures other than the Agreement Holder's structures listed in Schedule E, subject to paragraph 7.03, be and remain vested in the Province absolutely.

7.02 On the termination of this Agreement, the Agreement Holder may within one year of the date of such termination, remove any or all of the Agreement Holder's structures and must do so if required in writing by the Province, and leave the Agreement Area in a safe and clean condition to the satisfaction of the Province, and the Agreement Holder is authorized to enter and cross Crown land in order to have reasonable access to the Agreement Area for the sole purpose of such removal.

7.03 All structures not removed by the Agreement Holder pursuant to paragraph 7.02 within one year of termination of the Agreement, become the property of the Province and the Agreement Holder releases the Province from any claims of ownership with respect to the property.

7.04 Subject to the operational requirements set out in the Schedules, the Agreement Holder acknowledges that all improvements on Provincial land are for general public usage and not for the exclusive use of the Agreement Holder.

**ARTICLE VIII—MISCELLANEOUS TERMS AND CONDITIONS**

8.01 Any notice or document required to be given under this Agreement shall be conclusively deemed to be validly given or delivered to and received by the Parties:



- (a) if hand delivered, including by bonded courier, to a Party at the address specified in this Agreement, as amended from time to time, on the date of that personal delivery; or
- (b) if mailed, on the third business day after the mailing of the same by prepaid post to the addresses specified in this Agreement, as amended from time to time; or
- (c) if sent by facsimile transmission, when transmitted, only if transmitted to the facsimile machine numbers specified in this Agreement, as amended from time to time. The onus of proving transmission and valid delivery lies with the transmitting Party, by copy of a facsimile transmission confirmation to the appropriate fax number.
- (d) if sent by email as of the time of verified reception to an email address specified in this Agreement, as amended from time to time. The onus of proving reception lies with the mailing Party, by copy of an email confirmation to the appropriate email address.

8.02 The documents to be submitted by the Agreement Holder to the Province are set out in *Schedule E, Annual Reporting* attached to this Agreement, become the property of the Province, and as such, may be subject to the disclosure provisions of the *Freedom of Information and Protection of Privacy Act*.

8.03 If this Agreement is with a Band (or First Nation), the Agreement Holder is advised that nothing in this Agreement addresses aboriginal rights or aboriginal title, limits the positions that the parties may take in treaty negotiations or litigation pertaining to aboriginal rights or title, nor affects the legal relationship between the Government of British Columbia and the Agreement Holder other than with respect to the matters that are the subject of this Agreement.

## **ARTICLE IX—FEES**

9.01 If the Agreement Holder is entitled to collect User Fees on its own behalf under this Agreement, the Agreement Holder will comply with the User Fee Schedule attached as Schedule D to this Agreement.

9.02 Upon reasonable notice and at reasonable times, the Province may inspect and take copies of and cause an audit to be undertaken of the books and records of the Agreement Holder as they pertain to total fee revenue collected under this Agreement.

9.03 All books and records referred to in 9.02 are to be retained by the Agreement Holder for a period of 7 years from the end of the calendar year to which they pertain.

## **ARTICLE X—INTERPRETATION**

10.01 In this Agreement, unless the Agreement otherwise requires, the singular includes the plural and the masculine includes the feminine, corporation and body politic.

10.02 The captions and headings contained in the Agreement are for convenience only and are not to be construed as defining or in any way limiting the scope or intent of the provisions of the Agreement.

10.03 In this Agreement, a reference to an enactment of the Province of British Columbia or of Canada includes a reference to any subsequent enactment of like effect, and unless the Agreement otherwise requires, all statutes referred to in this Agreement are enactments of the Province of British Columbia.

10.04 If any part of this Agreement is found to be illegal or unenforceable, that part will be considered separate and the remaining parts will be enforceable to the fullest extent permitted by law.

10.05 Those parts which survive the termination or expiration of this Agreement are Articles I (1.05 only), IV, VII and IX (9.02 and 9.03 only).

#### **ARTICLE XI—DESIGNATED CONTACT**

11.01 Each Party will nominate a primary contact as set out in the Schedules for communicating all matters dealing with this Agreement.

#### **ARTICLE XII—SCHEDULES**

12.01 The Schedules to this Agreement form part of this Agreement. In the event of a conflict between the main body of this Agreement and a Schedule, the main body of this Agreement shall prevail. This Agreement includes the following Schedules:

This Agreement may be executed by the Parties on separate copies of the Agreement which becomes complete and binding upon the latter of the two executions.

Schedule	Title
A	Agreement Area
B	Services & Special Provisions
C	Insurance
D	User Fees
E	Annual Reporting
F	Operational Standards
G	Province and Agreement Holder Structures
H	Operating Plan
<b>Appendices</b>	
1	Stewardship Agreement Engagement Summary
2	Operator Incident Report

IN WITNESS WHEREOF the Parties have duly executed this Agreement as of the day and year last written below.

Signed and Delivered on behalf of the Province by a duly authorized representative of the Province.

<u>Ken Gibson</u>	<u>Recreation Officer</u>
Duly authorized representative name	Title
<u>[Signature]</u>	<u>Dec. 18, 2013</u>
Signature	Date

Signed and Delivered on behalf of the Agreement Holder by a duly authorized representative of the Agreement Holder.

<u>DAVE KAEGLI</u>	<u>PRESIDENT</u>
Duly authorized representative name	Title
<u>[Signature]</u>	<u>DEC 18/13</u>
Signature	Date



Recreation Sites  
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## Schedule A Agreement Area

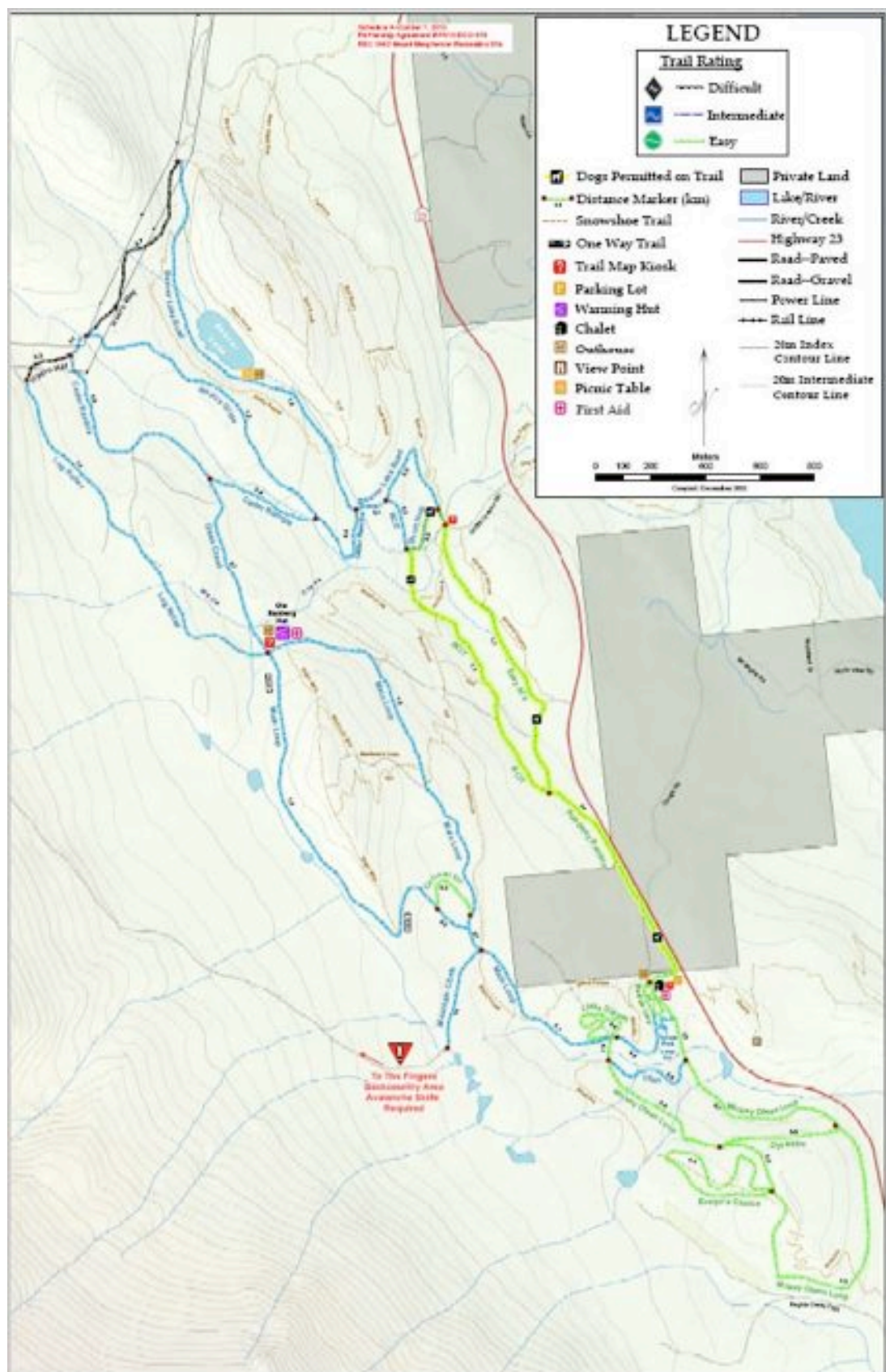
Attachment to the Agreement with Revelstoke Nordic Ski Club for Partnership  
Agreement No. PA13-DCO-010

**Recreation Project No. (s) included in this Agreement:**

REC 2462 Mount Macpherson Recreation Site

**Agreement Area Description**

The Agreement area includes, parking areas, trails, cabins, collection booths and other facilities within the Mount Macpherson Recreation Site.





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## Schedule B

### Services & Special Provisions

Attachment to the Agreement with Revelstoke Nordic Ski Club for Partnership  
Agreement No. PA13-DCO-010

#### 1. Purpose & Operating Season

This Agreement is issued to the Agreement Holder for *providing snowshoe trails groomed Nordic trails and warming cabins and shelters*

The Operating Season for this Agreement is *November 1 to April 30*

#### 2. Agreement Holder Designated Representative

The Agreement Holder designates the following representative to be responsible for liaising between the Province and the Agreement Holder: Name:

Dave Kaegi Address: Box 1618, Revelstoke, British Columbia, V0E

2S0 Telephone: (250) 837 5734 Email: [wildland@telus.net](mailto:wildland@telus.net)

#### 3. Province Designated Representative(s):

The Province designates the following representative to be responsible for liaising between the Province and the Agreement Holder: Name: Ken Gibson Title: Recreation

Officer Columbia Shuswap Address: 1761 Big Eddy Road Revelstoke BC, PO Box

9158 RPO #3 V0E 3K0 Telephone: 250 837 7611 Email: [Ken.gibson@gov.bc.ca](mailto:Ken.gibson@gov.bc.ca)

#### 4. Services

In accordance with this Agreement, and as more specifically set out in schedules attached to this Agreement, the Agreement Holder will perform the Services set out below in the Agreement Area. The Agreement Holder must obtain the written approval of the Province (which approval will not be unreasonably withheld) for any modifications to the Services or to the current approved Annual Operating Plan.

##### **Ecological restoration, research and conservation projects**

- Use hand tools to remove invasive plants and conduct restoration projects.



- Use of power tools for approved construction related to research/monitoring (e.g. install fencing, build observation platform);
- Collect and remove garbage by hand.

### **Trail & Facility Work**

- Install approved signage and trail markers.
- Use hand tools to maintain and restore trails, facilities and/or campgrounds (e.g. rake, shovel, hammer, etc.).
- Use power tools to construct or maintain trails and facilities;
- Fall trees;
- Use machinery to construct, maintain or restore trails, facilities and/or campgrounds.
- Groom trails and set tracks by snowmobile;
- Groom trails and set tracks by grooming machine.
- Travel by Off Road Vehicle to monitor and maintain backcountry trails and to transport

materials.

### **Public Services/Outreach**

- Monitor visitor use (counting visitors and recording their activities).
- Public outreach including providing general information to visitors.
- Host non-competitive public events in parks and recreation facilities.
- Operation of public information centre (e.g. Visitor's Centre, Heritage Centre)
- Record photographs and/or videos
- Chop and haul firewood.
- Park and recreation facility Condition Reporting
- Monitor snow depth and conditions;
- Observe and take photographs to report back to staff on trail, facility, general

conditions.

## **5. Record Keeping**

The Agreement Holder will keep accurate records of all of its personnel (employees and volunteers) including name, address, date of birth, qualifications, the dates the person started and stopped performing work for the Agreement Holder and, as a condition of insurance, keep records of the specific dates that each individual performed Services under this Agreement.

A formalized volunteer agreement is recommended between the Agreement Holder and any individual volunteers that are not employees or members of the Agreement Holder organization. The agreement should set out the roles and responsibilities of each party, describe the approved activities, and record the training, certification or training requirements of the individual.

If a volunteer is already insured to operate motorized equipment used to carry out the Services (e.g. ICBC for vehicles), volunteers must disclose insurance coverage before project commences.

Any of the records required to be kept under this section may be audited by the Province per section 6.02 of the Partnership Agreement or by an insurer providing insurance arranged by the Province under this Agreement.

**6. Certification, Training and Qualifications** The minimum licensing, certification, training and qualifications for individuals performing related activities are as follows. The Agreement Holder must obtain or witness proof of compliance before permitting an individual to perform related Services:

- 1 Power Tools and other machinery: (e.g. skill saw, brush cutters, lawn mowers) must show competency with power tools that will be used to perform the Services. Operators must have sufficient training and expertise in operation of equipment being used.
- 2 Chain Saws: Operator must show proof of BC Forest Safety Council's Basic Chainsaw Operator Training course or equivalent qualification.
- 3 Tree Falling: Must be certified at the appropriate faller level by BC Forest Safety Council and must adhere to the Province's Hand Falling Activities Guidelines [http://gwww.nro.gov.bc.ca/home/safety/directives\\_procedures/guideline\\_for\\_hand\\_falling.pdf](http://gwww.nro.gov.bc.ca/home/safety/directives_procedures/guideline_for_hand_falling.pdf)
- 4 Snowmobile: operator must have sufficient training and expertise in operation of equipment being used.
- 5 ATV: operator must have sufficient training and expertise in operation of equipment being used.
- 6 Watercraft: operator must show proof of Transport Canada Pleasure Craft License (if boat owner) and/or Pleasure Craft Operator Card.
- 7 Divers: must be certified by PADI as an Adventure Diver and if appropriate, with the relevant Speciality for the project (e.g. wreck, underwater videography, dry suit).
- 8 Snow Monitoring: must be certified in Avalanche Skills Training Course Level 1 or higher.
- 9 All cavers must follow the BC Speleological Association's Cavers Code of Conduct.

## **7. Accidents and Incidents**

The Agreement Holder will report to the Province any serious accident or safety concerns reported to the Agreement Holder or involving an employee or volunteer to the Agreement Holder or which the Agreement Holder discovers involving or regarding trails and structures within the Agreement Area.



## Schedule C

### Insurance

Attachment to the Agreement with Revelstoke Nordic Ski Club for Partnership Agreement No. PA13-DCO-010.

A. Unless the Agreement Holder is a local government, a government corporation, a board of education, a public post secondary institution, or similar public sector entity:

1. On behalf of the Agreement Holder, the Province will purchase and maintain General Liability insurance in the amount of \$2,000,000 inclusive per occurrence against claims by third parties for bodily injury and property damage arising out of the performance of the Services set out in this Agreement. The Province will obligate the insurer's managing broker to provide the Agreement Holder with a Certificate of Insurance and a copy of the policy wording.
2. On behalf of the Agreement Holder, the Province will purchase and maintain on behalf of the registered volunteers to the Agreement Holder Accidental Death and Dismemberment insurance with a principal sum of \$40,000 covering injury to registered volunteers under the age of 85 while performing the Services set out in this Agreement. The Province will provide information about this policy to the Agreement Holder.
3. As a condition of the insurance provided by the Province, the Agreement Holder must provide annual underwriting information to the Province in the format and at time(s) required by the insurers.
4. The Province will take reasonable steps to ensure the coverage specified in sections (a) and (b) is continuous for the duration of this Agreement. The Province will not be responsible for providing coverage in the event the insurance is cancelled or reduced by the insurers.
5. The Province does not represent or warrant that the insurance purchased by the Province covers any and all losses. The Agreement Holder is responsible for ascertaining the nature and extent of coverage as well as the terms and conditions of the policies. No term or condition of this Agreement amends, extends or alters the coverage afforded by the insurance policies.

B. The Agreement Holder will provide, maintain, and pay for any additional insurance which the Agreement Holder is required by law to carry or which the Agreement Holder considers necessary to cover risks not otherwise covered by insurance specified in this

Schedule. The Agreement Holder waives all rights of recourse against the Province and releases the Province from all liability for any losses or damage to any property owned by the Agreement Holder including the Agreement Holder's structures, improvements and equipment in the Agreement Area regardless of whether the Agreement Holder purchased property insurance.



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## Schedule D

### User Fees

#### Partnership Agreement No. PA13-DCO-010

#### USER FEE COLLECTION

1. In accordance with section 22(6) of the Forest Recreation Regulation, the Agreement Holder is authorized to act as a recreation site or trail operator and permitted to collect user fees based upon the following conditions:

Fees are only permitted to be collected for those sites and/or trails and for the amounts as determined by the Regional Manager.

The Regional Manager must be satisfied that the provision of service on the recreation site or trail justifies a fee and then determines the user fee. Any changes to the user fee structure will require a written determination by the Regional Manager.

All funds raised through the collection of user fees must be entirely applied to expenses incurred by the Agreement Holder for the provision of the service(s) on the Agreement Area for the direct benefit of those paying the user fee.

#### FEE COLLECTION RESPONSIBILITIES

- 1 As the campground or trail operator, the Agreement Holder will be responsible for all monies collected.
- 2 The fee collection procedure will be left to the discretion of the Agreement Holder.

#### RECORD KEEPING/ REPORTING

1. The Agreement Holder will provide a copy of the “statement of income and expenditure” to the province’s designated contact, which will show: a) A statement of gross revenues from user fees for that operating season. b) A statement of all expenditures for which user fees were applied. c) If a society or company, an updated list of officers and or directors, showing function’s and contact information. d) Contact name, phone number, email & fax.

e) Works completed in the previous (last) season. f) Numbers and types of users.

2. Financial records must be kept for audit purposes and be available for review upon request by the District Recreation Officer, including any receipt validation.

3. This report must be submitted on an annual basis on or prior to a date agreed to with the province's designated contact.



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## Schedule E Annual Reporting

Attachment to the Agreement with Revelstoke Nordic Ski Club for Partnership Agreement No. PA13-DCO-010.

Each year, the following will be submitted to the District Recreation Officer by the dates indicated.

- 1 **Partnership Engagement Agreement Summary** By **January 31 of each year**, the Agreement Holder will complete and submit to the Province the *Partnership Engagement Agreement Summary* form provided by the Province, providing aggregate information for the previous calendar year for underwriting and statistical purposes.
- 2 **Annual Report**

By **January 31**, each year, the Agreement Holder must submit to the Province an electronic report summarizing the Services completed during the previous year and if a club or a society submit a list of current directors with their position and contact information.

### 3. Annual Revenue and Expenses Report

If fees are collected as authorized by a fee determination letter and according to Schedule D of this agreement, the Agreement Holder will submit a 'statement of income and expenditure' as more specifically described in Schedule D.

### 4. Operating Plan

- a) Not later than **October 1**, the Agreement Holder must submit to the Province, for its written approval, an Operating Plan for the upcoming Operating Season which will at a minimum:
  - i. describe in detail the Agreement Holder's key personnel and describe their duties and responsibilities;
  - ii. describe and prioritize Services the Agreement Holder will complete during the Operating Season;
  - iii. describe the Agreement Holder's Safety Plan for delivering the above listed Services including hazard abatement, public safety considerations, closures, and accident and emergency management; and,



- b) Upon receipt of an Operating Plan, the Province will review the plan and if the Operating Plan is not acceptable to the Province, the Province will notify the Agreement Holder of any necessary amendments.
- c) After receiving notification by the Province, the Agreement Holder will make all necessary amendments and resubmit the Operating Plan to the Province;
- d) If the current Operating Plan expires before the parties have reached agreement on a new Operating Plan, the currently approved plan shall be deemed extended until the new plan is approved.



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## Schedule F

### Operational Standards

#### Cross Country Ski Trail

**Partnership Agreement No. PA13-DC0-010**

## 1. TRAIL MAINTENANCE

Trail maintenance is carried out to:

- Provide user safety. · Protect the environment. · Provide user access and convenience. · Protect investments.

### 1.1 Trail Maintenance Priorities

- a) Safety considerations should *always* be the first priority. Unsafe conditions should be corrected or normal use restricted.
- b) Environmental and trail damage should be corrected and actions taken to prevent further damage.
- c) User convenience should be considered.

### 1.2 Pre Season Trail Maintenance

- a) **Signs**—all signs will be checked prior to the season of operation to ensure they are in place and visible and any additional signs required to meet the objectives of this Agreement should be installed. Conduct minor repairs and stain/paint trail signs as required.
- b) **Deadfall**—on a priority basis cut out windfall/deadfall over the trail, remove wood a minimum of 2.5 metres from the tread centre and dispose downhill when possible.
- c) **Brushing**—on a priority basis remove all juvenile trees and woody brush for 2.5 metres on either side of tread centre within 3 centimetres of ground level. Scatter the cut material out of sight of the trail.
- d) **Erosion control**—clean-out and repair any existing water bars and ditches as necessary to drain water away from the trail and prevent erosion.
- e) **Route marking**—mark obscure routes with flagging or delineating tags as required.
- f) **Litter cleanup**—remove litter and garbage at the trailhead and along the trail.
- g) **Limbing**—remove tree limbs to allow 2.5 metres of overhead clearance above the trail, with 5.0 metres total clearance width. Scatter cut limbs a minimum of 1.0 metre from the trail edge, out of sight where possible. Ensure limb cuts are clean, without scarring the main trunk of the tree.
- h) **Trail tread maintenance**

- Drain/harden mud holes and boggy areas. · Complete washout and/or slump repair. · Grub rocks, roots, stumps as necessary to allow grooming during operating season. · Undertake surface repair as required.

### 1.3 Routine Trail Maintenance

Routine trail maintenance should include:

#### a) Vegetation

- Brush clearing, including removal of hazardous branches. · Windfall removal. · Hazard tree identification (report to recreation officer). · Viewpoint maintenance. · Close off unwanted trails and shortcuts, and restore vegetation.

#### b) Assessment of the following drainage structures for potential blockage:

- Culverts. · Cross drains. · Water-bars. · Grade dips. · Drainage ditches.

#### c) Inspection and monitoring of the following structures for signs of wear or disrepair:

- Bridges. · Cribbing & retaining walls. · Barriers and handrails. · Shelters.

#### d) Signs

- Sign repair. · Sign replacement. · Cairn repair. · Barricade or closure device repair. · Trail marker replacement or additions.

## 2. TRAIL HAZARDS

Repair or eliminate known trail hazards when possible. If a natural hazard becomes known to the Agreement Holder during routine maintenance visits, such as river/creek crossings, slides/washouts and hazard trees, the local forest district office must be advised. In addition, the Agreement Holder must make a reasonable effort to ensure users do not enter the trail head, if, in the Agreement Holder's opinion, the trail is unsafe due to existing or potential hazards.

### 3. TRACK SETTING AND GROOMING

a) Trails to be groomed are delineated on *the Schedule A Map*. Generally all trails will be single track set and provide tracks that:

- Have a level, smooth, hard base. · Have continued even, hard sides, without sharp kinks. · Are of appropriate depth five (5) centimetres. · Track setting width no less than two (2) metres. · Track setting width no less than two point five (2.5) metres for skating surfaces. · Track shall be a minimum thirty (30) centimetres from the groomed edge. · Track shall not be set on sharp curves or steep hills where it is in the best interest

of safety to the user to not do so.

b) Any irregularities in the trail surface caused by grooming/track setting that pose a safety hazard to skiers, will be rectified and made safe.

c) All hazards to skiers must be removed or made safe.

d) Track setting will be done at the same time as grooming except when snow conditions require extra packing prior to track setting.

### 4. CLEARING OF PARKING LOT

The main parking areas will be cleared of snow as soon as possible after a snowfall when the depth of fresh snow inhibits 2WD access to the area (typically in excess of thirty (30) centimetres).

### 5. MAINTENANCE AND MANAGEMENT OF HUTS AND CABINS

a) Maintenance of huts and cabins associated with the agreement area will include:

- Thoroughly sweeping all inside and outside floors. · Ensure all exterior and interior areas are litter free. · Inspect stove and chimneys for damage or wear; and. · Ensure pertinent information about the operation of the cabin and associated

trails, including fees for cabin or trail use, are clearly posted for the public.

b) Management of huts and cabins associated with agreement area shall be:

- Used for non-profit recreational use and remain open to the public. · Available for other compatible recreational use in the area. · Shall not be restricted for public use nor shall undue influence be extended to join a club.

c) All toilet facilities will be serviced once weekly, during which the agreement holder will:

- Ensure shovelled, safe paths from more highly trammelled areas to the toilets are kept. · Carry out minor repairs such as replacement or installation of door hinges or latches, door adjustments, secure loose component parts. · Sweep or otherwise remove cobwebs, dust, dirt, etc., from all surfaces.

- Thoroughly clean and sanitize seats and stems with a mixture of one (1) part cleaner to one hundred (100) parts water or as specified on product labels, and wipe both components dry to avoid spotting.
- Stock toilets with two (2) rolls of toilet paper.

## **6. MAINTENANCE OF ASSOCIATED ROADS**

The agreement holder is responsible for damages incurred to the road system or any of the associated facilities as a result of agreement holder activities. The Province is responsible for damages incurred to the road system or any of the associated facilities, by natural causes that cannot be remedied by standard maintenance practices.



## Schedule G

### Provincial and Agreement Holder Structures

Attachment to the Agreement with Revelstoke Nordic Ski Club for Partnership Agreement  
No. PA13-DCO-010

#### **List of Structures owned by the Province:**

- 1 Warming Shelter –(Ole Sanberg Hut) · 2  
Kiosks · Pole Barn · 2 Pit toilets

#### **List of Structures owned by the Agreement Holder:**

- Lodge · Collection  
booth · Garage for  
Groomer · Tail Signage ·  
Collection Lock box ·  
Dog hitching post · Toy  
storage shed



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## Schedule H Operating Plan

Attachment to the Agreement with Revelstoke Nordic Ski Club for Partnership Agreement No. PA13-DCO-010

An Operating Plan must be submitted to the Recreation Officer by October 1 of each year. Approval of the operating plan provides authority to conduct operations in the upcoming season.

### **Introduction**

· Date · Club / Society identification, objectives, overview and intent of the operating plan · Description of club versus society role · Map, with legend, showing location of all facilities in agreement area covered by the

operating plan · Time period covered by operating plan · Operating schedule (seasonal and daily) · Contact person(s) (phone, fax, email)

### **Public Information**

· Where and how public information on the trail system can be obtained (e.g. brochure, web, phone, signs, Information Centre, maps, etc.) · Closed areas · Indicate any efforts being made to promote avalanche safety.

### **Safety Plan**

#### **Hazard Abatement**

· Identification of known hazards (e.g. hazard trees, avalanches) and how they will be dealt with Closures

· If closures will occur within the agreement area , how they will be managed

## **Accident Management**

- Discuss what accidents could occur, where they could occur and how they will be dealt with. (E.g. location and type of safety equipment, location and type of first aid equipment, location of stretchers with blankets, avalanche rescue gear, cautionary signage, avalanche rescue process, presence / absence of members with First Aid training, patrols, who to call / contact in the event of an accident, etc.)

## **Standards**

### Trails

- Trail clearance widths (width r/w will be cleared to) · Standards trail will be maintained to (packed width, track setting details) · Type of equipment used · Location of groomed and un-groomed / non track set trails · Frequency of maintenance · Frequency of trail inspection · Trail difficulty · Documentation / schedule of off season maintenance works that will be carried out

to maintain r/w widths, danger trees, erosion control, etc)

### Facility Maintenance

- Maintenance standards for all structures, other than trails (e.g. bridges, toilets, cabins, shelters, tables, signs). This section to include disposal of solid waste, garbage and litter
- Frequency of inspection and maintenance schedule for all structures.
- Confirmation that certified wood burning appliances are installed consistent with the manufactures instructions. In the case of uncertified wood burning appliances, confirmation that the minimum clearances have been met.
- Location where firewood will be obtained.

### Signage

- Identification of type, location and standard of signs. Describe any signs and structures to be put in place other than those provided by government. Note all signs, posters and structures must be approved by the Recreation Officer as per Section 15 of the Forest Recreation Regulation prior to being put in place.

## **Proposed Works**

- This section to document works proposed during the term of the operating plan (e.g. location, standards, when, etc) · By which process the Province is expected to approve the works (e.g. Agreement holder may have to carry out mapping and external referrals)



**Consideration of other resource values** (if applicable)

- This section to document how other resource values will be accommodated by the agreement holder. (E.g. forest licensee and licensed trapper use of the area, road permits, sensitive wildlife species, wildlife winter range, archaeological values, etc.)

**Fee Schedule** (if applicable)

- Indicate your fee structure for day passes, annual membership, commercial operators and snowmobile federation / association memberships.
- Note the maximum fee charged for a day pass must comply with Section 22 of the Forest Recreation Regulations and be approved by the Regional Recreation Officer.

**Special Events**

- Dates and descriptions of special events (both competitive and non competitive) that are scheduled over the course of the season. (Note this is a requirement under section 16 of the Forest Recreation Regulation.)

**List of Assets**

- Note addition or deletions of club assets from the asset schedule on your agreement.

**Volunteer versus Paid Effort**

- Describe how your club functions with respect to paid versus volunteer effort. Try to estimate the time spent by volunteers versus paid positions to meet club goals.

**Attachments**

- Include any attachments that may clarify items address above ex grooming maps, published safety plan, pictures of new signage etc.



Recreation Sites and Trails BC - District name

INCIDENT REPORT

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

Reported By: \_\_\_\_\_

Reported to: \_\_\_\_\_

(job title)

Other People Contacted: (Site/Trail Operator, RSTBC, FLNRO C&E, RCMP) (if RCMP, include file #)

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Location where Incident Occurred: (name of recreation site or trail)

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Date and Time Incident Occurred:

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Description of People Involved: (names and addresses if known, or physical descriptions)

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Vehicle Description and License Plate Numbers:

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Witnesses: (names and contact information if possible)

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Description of Incident: (continue on back of page if necessary)

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Description of Incident continued:

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Photographs: (indicate whether photographs were taken; attach to report if possible)

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this portion of the report completed by:

\_\_\_\_\_

name (please print)

\_\_\_\_\_

date completed

\_\_\_\_\_

signature

Follow-up Action Taken: (include dates)

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Additional Follow-up Required:

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Action Complete / File Closed:

\_\_\_\_\_

District Recreation Officer

\_\_\_\_\_

date signed

page 2 of 2

## Appendix V Job Descriptions:

### Head Coach Job Description

Revelstoke Nordic Ski Club has evolved its club structure to require a seasonal full time coach to oversee all program activities relating to our Ski League and Competitive programs. The growth of our club membership together with a consistent increase in participation in our children's programs has warranted that a paid coaching position be established. We anticipate that a Club Head Coach can provide continuity of leadership and ensure quality of skill development for club athletes. The coach will structure programs using the Canadian Long Term Athlete Development Model. The Head Coach will also perform work as a Lodge Custodian during weekday hours.

**Duration of Coaching Duties:** Ten Months (July to April)

**Benefits:** Year Round Rent free use of a one bedroom apartment at the lodge  
with all utilities (except wireless/phone)  
Adult Season's pass to the Revelstoke Nordic Ski Club.

**Reports to:** Athlete Development Committee

#### Work Days:

**On Snow** *NON RACE* week Tuesday – Saturday  
*RACE* week Tuesday – Thursday, Saturday, Sunday

**Dry Land Season:** Tuesday to Thursday, Saturday & Sunday

**Holidays:** December 23-26

#### 1. Jr. Development Team

- Coach athletes: Midget to Junior Female/Male
- Lead training sessions dry land: Sunday 10 AM – 1 PM, Tuesday/Thursday 4- 6 PM commencing September 11 as well as school holidays for pro-d
- Lead training sessions on snow: Tuesday/Thursday 4 – 6 PM as soon as snow is available.
- Organize a Christmas Camp: December 20 – 22 & 27 – 29, 2 - 4 PM Race Day: Dec. 30<sup>th</sup>.
- Prepare annual training programs for athletes and year round monitoring.
- Provide pre/post season review of performance goals and objectives.
- Provide athlete testing to establish base line fitness data and monitor change.
- Attend 2 BC Cup Series races, BC Championships, Canadian Western Championships, Nor Am (events held in BC/Alberta only), BC Winter Games Qualifier

- Provide for involvement of volunteer club coaches and recruit assistance to organize team travel, waxing and ski preparation.

## **2. Track Attack Team**

- Coach athletes: Pee Wee aged
- Lead a pre-season meeting for parents
- Lead training sessions dry land: Saturday 9 AM – Noon & Wednesdays 4-6 PM commencing September 10
- Lead training sessions on snow: Wednesdays 4-6 PM as soon as snow is available
- Attend applicable races as above as well as BC Midgets
- Organize a Christmas Camp: December 20 – 22 & 27 – 29, 9-11 AM

## **3. Ski League (Skill Development Program)**

- Collaborate with the Ski League executive member provide suitable training and certification for coaches.
- Conduct a coach's orientation: I/ Bunnies & Jackrabbit 1&2 coaches II/Jackrabbit 3 & 4 coaches – to be held in early to mid December.
- On non race weekends attend Jackrabbit sessions on Saturday morning to provided support to coaches such as demos/drills to enhance skill development, organize and lead a group activity/race/game for entire ski league.
- coach dry land sessions: Saturdays 1 – 2:30 PM beginning September 11.
- develop a reward-based program to encourage extra mileage on snow.

## **4. S'kool Ski Program**

- Provide initial classroom orientation at each elementary school on equipment, clothing, and general sport information.
- Provide skill instruction to include 4 visits @ 2 hr sessions held mid week for four elementary schools.

## **5. Master's Program**

- Under the direction of the Master's program coordinator, coach adults ages 25 yrs & older
- Provide on-snow coaching twice per week (minimum one evening and one day session)

## **6. Lodge Custodian**

- 80 hrs/month November – April
  - 20 hrs/month April - November
- Duties: fee collection from day users, membership sales, daily/monthly cash accounting, light janitorial, trail use information, snow phone updates

## **7. General requirements**

- Contribute to the on-going improvement of the club's programs through effective communication with the Coach Management team.
- on request attend executive meetings - provide a year end report to the AGM
- attend community registration evening events Sept 7, 8
- attend the Club Supper 2<sup>nd</sup> Sunday of April
- Attend two regional weekend camps: On-snow Nov – Dry Land (Sept./Oct) as directed by Coach Management team.
- Lead pre-season athlete/parent meetings for Track Attack and Junior Development teams.
- Develop a race schedule for Track Attack and Jr. Development programs in conjunction with Coach Management teams.
- Identify and recruit new athletes to club programs.
- Assist in the planning and execution of club events: Jan 01 Lantern Ski & Kootenay Cup #1 Dec. 30<sup>th</sup>, Team Scream Feb. 11<sup>th</sup>, and Jackrabbit Wind Up event on March 3<sup>rd</sup>
- Adhere to CCBC and RNSC Policies and Procedures.
- Continue to upgrade by attending certification courses and workshops: the club will provide 50% cost recovery of course fees, travel and accommodation expenses.

## **Qualifications**

- Minimum level 2 NCCP and a commitment to complete level 3 NCCP within 2 years of hiring
- Proven track record in coaching and skiing experience. Knowledge of team management practices.
- Excellent knowledge and experience in advance waxing techniques

Revelstoke Nordic Ski Club supports the ongoing success of competitive Nordic skiing within the club structure by providing athletes with excellent facilities, quality programs and outstanding coaching.

## **Custodian Job Description:**

The Revelstoke Nordic Ski Club is accepting applications for the position of Custodian of our newly completed Day Lodge and Maintenance facility located on Mount Macpherson.

### **Overview**

Revelstoke Nordic Ski Club is a rapidly expanding non-profit organization for recreational and competitive cross country skiers. Operations include a day lodge, maintenance facility, stadium area, and approximately 22km of groomed trail. This facility is located 7km south of Revelstoke on Highway 23S. With an average snowfall between 3 to 4 meters the location on Mount Macpherson is an ideal cross country skiers dream location.

### **Season.**

This is a term position for the period starting November 1, and lasting until April 30, each year.

### **General Responsibilities.**

The Custodian will be responsible for the Ski Chalet and the Maintenance facility which would include:

#### **Custodial duties include:**

- snow shoveling
- cleaning
- loading pellet stove
- security sweep of facility
- opening/closing of Day Lodge
- resupply of coffee bar

#### **Office Duties include:**

- selling day tickets
- checking passes
- selling season passes
- sales
- daily reconciliation
- updating snow phone

### **A successful candidate should possess:**

- the ability to prioritize tasks and achieve high standard and timeliness of work
- polished communication skills
- sales skills
- computer literate
- the ability to multi task

- preference given for coaching experience, teaching experience or grooming experience.

**Schedule.**

Weekly, five days a week Monday to Friday. A minimum of 4 hours per day. Closing on weekends

Compensation for the successful candidate will include onsite accommodation, with potential to create additional income from program development.



**Book Keeper Job Description:**

- 1) Keeps records of financial transactions. Verifies, allocates and posts details of transactions.
- 2) Reconciles bank accounts.
- 3) Compiles monthly balance statement, detailed report and account summaries.
- 4) Prepares cheques for signing; manages accounts payable and payroll.

## Appendix VI Coaches Code of Conduct

### CCBC 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 on the CCC website at [www.cccski.com](http://www.cccski.com));

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 CCC 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 CCBC Coaches Code of Conduct and the Coaching Code of Ethics (Principles and Ethical Standards) available from the Coaching Association of Canada.

Date	
Signature	
Print Name	
Witness	

## Appendix VII Athlete Code of Conduct

To ensure the best possible environment in which to strive for excellence, Cross Country BC (CCBC) has established the following Code of Conduct for all members of its provincial team programs.

### Guidelines

Athletes should:

1. strive to be positive and supportive of other team members;
2. work as a cooperative member of the team;
3. show appreciation for coaches, officials and others directly or indirectly supporting the provincial team program;
4. assist in the development of cross country skiing in British Columbia by responding in a helpful manner to reasonable requests for assistance from clubs and to reasonable requests for information from the press.

### Rules

Athletes must:

1. compete within the spirit and meaning of the International Ski Federation (FIS.) and Cross Country Canada (CCC) competition rules, and maintain respect for the authority of officials at all competitions;
2. maintain respect and consideration towards the public, coaches, administrators, volunteers, officials and other athletes;
3. represent the Province of British Columbia and the sport of cross country skiing in a dignified and responsible manner;
4. treat with respect all property owned, rented or borrowed by CCBC, including team vehicles, rental cars, motels, team clothing, billet's property and team equipment;
5. maintain a clean appearance and attire;
6. not visit the rooms of other athletes after curfew;
7. confirm with Team Leaders their whereabouts and activities at all times when away from the team accommodations, camp headquarters or race site (Junior Athletes);
8. not publicly criticize CCBC programs, sponsors, clothing, equipment or personnel/volunteers, but instead voice any valid concerns directly through the normal CCBC political process;
9. never use tobacco;
10. never use alcohol while attending a team activity **without exception** (Junior Athletes);
11. never use alcohol while attending a team activity without prior consent of the Head Coach or his/her delegate (Senior Athletes).

### Discipline

Disciplinary and appeal procedures are outlined in the CCBC Athlete Manual

### Agreement

I, by signing this document, indicate that I have read, understood, and agree to follow the Cross Country BC Athlete's Code of Conduct as an integral part of the Cross Country BC Athlete Agreement.

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

**Athlete signature:** \_\_\_\_\_

**Parent signature:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_

**Address & Postal Code:** \_\_\_\_\_

**Appendix VIII      Rescue Plan****Revelstoke Nordic Ski Club****Rescue Plan for Mount Macpherson Ski Trails**

***The Nordic trails are not patrolled***

<b>Emergency (Fire, Ambulance, Police, SAR)</b>	<b>911</b>
<b>Hospital</b>	<b>250-837-2131</b>
<b>Revelstoke Nordic Lodge</b>	<b>250-814-4264</b>

Mt Macpherson Ski Area is located 7 kilometers south of the Trans Canada Highway on Highway 23 South (address is 2265 Hwy 23 South).

**For emergencies needing transport off the ski trails call **911**, describe the nature and location of the emergency and ask for Search and Rescue.**

Unless trained individuals are available the injured person should not be moved until SAR attends.

First Aid packs with blankets and first aid kits are kept at the Ole Sandberg Cabin and in the Day Lodge Office. If the victim cannot ski out on their own, use these packs to keep the victim warm until Search and Rescue can assist them.

The RNSC owns a snowmobile equipped with a toe bar and a rescue toboggan that are stored in the maintenance building.

The snowmobile is only to be driven by individuals that are familiar with snowmobile operation.

Only trained first aid attendants are to use the rescue toboggan to transport injured persons.

After rescue services have been contacted contact one of the following to report the accident:

Keith McNabb (RNSC Secretary) (250) 837-5910

Dave Kaegi (RNSC President) (250) 837-8574

Matt Smider (Lodge Custodian) (250) 683-9012



## Appendix IX      Annual and Daily Fees

### ANNUAL PASSES & TRAIL FEES 2013 /2014

Annual Passes	
<b>CHILD</b> (age 5 and under)	<b>\$10.00</b>
<b>YOUTH</b> (ages 6 – 16)	<b>\$49.00</b>
<b>ADULT</b>	<b>\$107</b>
<b>FAMILY</b>	<b>\$216 plus \$10 CCBC fee per person</b>
<b>Ski Touring / Snowshoeing</b>	<b>\$20.00</b>

Daily Trail Fees	
<b>Child</b> (age 5 and under)	<b>Free</b>
<b>Youth</b> (ages 6 – 16)	<b>\$5</b>
<b>Adult</b>	<b>\$9</b>
<b>Family</b>	<b>\$21</b>
<b>Ski Touring / Snowshoeing</b>	<b>\$5.00 per vehicle</b>

All skiers are to pay regular rates however a necessary guide/assistant will have a trail pass at no charge

## Appendix X Lodge Rental Agreement

### **REVELSTOKE NORDIC LODGE**

#### **USER AGREEMENT**

The following is a guideline for use of the Revelstoke Nordic Lodge at Mt MacPherson. Please read, sign and return one copy to our office and keep one copy for your records.

#### **A - PARTIES**

This FACILITIES USE AGREEMENT (the "AGREEMENT") is made and entered into by and between the Revelstoke Nordic Ski Club (RNSC) and \_\_\_\_\_ whose address is \_\_\_\_\_ (hereafter referred to as "RENTER").

NOW, THEREFORE, in consideration of the terms, conditions and covenants contained herein, IT IS MUTALLY AGREED AS FOLLOWS:

#### **B- RENTAL PREMISES**

RNSC hereby rents to RENTER the following described premises (the "PREMISES"):

*Revelstoke Nordic Lodge*

#### **C - DURATION OF AGREEMENT**

This AGREEMENT shall be effective at \_\_\_\_\_ a.m. /p.m. on \_\_\_\_\_, 20\_\_\_\_, and continue to \_\_\_\_\_ a.m./p.m. on \_\_\_\_\_, 20\_\_\_\_. RENTER must negotiate any additional time with RNSC in a separate written document attached to this AGREEMENT. RNSC reserves the right to terminate this AGREEMENT at any time with ten (10) day's written notice to RENTER.

#### **D - PURPOSE**

RENTER will use the PREMISES only for the following purpose:

\_\_\_\_\_  
\_\_\_\_\_

RENTER shall not assign or sublet the PREMISES without first obtaining RNSC's written consent.

#### **E - RENTAL RATES AND CHARGES**

RENTER shall pay \_\_\_\_\_ dollars (\$\_\_\_\_)

including \_\_\_\_ / excluding \_\_\_\_ (please mark one ) the kitchen for the rental of the PREMISES at the time RENTER signs this AGREEMENT. RENTER agrees to pay a refundable damage deposit of \_\_\_\_\_ dollars (\$ \_\_\_\_\_). Any damages that occur as a result of the RENTERS use of the PREMISES, as determined by a RNSC representative, shall be deducted from the damage deposit. RENTER shall maintain the PREMISES in the same manner RENTER found the PREMISES. If RNSC must expend funds to restore PREMISES to its previous condition which costs exceed the Damage Deposit, RENTER shall pay the reasonable costs of any of these additional amounts.

The RENTER agrees \_\_\_\_ / disagrees \_\_\_\_ (please mark one) to pay a \_\_\_\_\_ dollars (\$ \_\_\_\_\_) cleaning fee.

#### **F - INSURANCE**

The RENTER may wish to take out commercial or comprehensive general liability insurance, including public liability and property damage. This insurance coverage shall be primary and non-contributory, and RENTER agrees to name as an additional insured on such policy, RNSC, its officers, employees and agents.

#### **G - DUTIES OF RNSC**

- a) Provide to RENTER access to and use of the PREMISES for the dates and times indicated in this AGREEMENT.
- b) RNSC reserves the right to modify or cancel all scheduled events.

#### **H - DUTIES OF RENTER**

If event cancellation becomes necessary, it is the responsibility of RENTER to notify RNSC no less than forty-eight (48) hours before the event. Failure to do so will result in a forfeiture of all rental charges. RNSC reserves the right, in RNSC's sole discretion, to refund rental charges for emergencies.

RENTER is not permitted to hang any decorations, signs or other materials or otherwise place any holes in or on the walls of the PREMISES. RENTER must provide post-event clean up of the PREMISES. If, in the reasonable discretion of RNSC, the PREMISES is not left in clean condition, RNSC shall cause the PREMISES to be cleaned and charge the reasonable cost thereof to RENTER.

RENTERS must abide by all pertinent and applicable RNSC policies, rules and regulations in its use of the PREMISES.

Additional fees may be applied to events that require additional set-up of equipment or fixtures, additional staff supervision or other special services.

Illegal drugs are not permitted on RNSC property. Alcohol may only be permitted with the approval of the appropriate liquor licencing officials and with the proper permits and licenses.

Additional duties of RENTER :

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**I - HOLD HARMLESS**

To the fullest extent permitted by law, and as partial consideration for RENTER being allowed to use the PREMISES, RENTER shall indemnify, defend, hold harmless, and waive any and all claims against the Revelstoke Nordic Ski Club, and all their officers, directors, employees, and agents from and against any and all liability of any type or nature whatsoever to persons or property resulting from or arising out of this Agreement or RENTER's use of the PREMISES, no matter what the loss, damage, or injury, and from whatever cause.

THE INDIVIDUALS SIGNING THIS AGREEMENT represent that they have been given authority to bind their respective PARTIES, and agrees they have read this AGREEMENT, understand the terms and conditions and voluntarily agree to comply with the same.

<b>Revelstoke Nordic Ski Club</b>	<b>RENTER</b>
NAME:	NAME:
CONTACT #:	CONTACT #:
DATE:	DATE:
SIGNATURE:	SIGNATURE: