



TELEMARK
Nordic Club

Policies and Procedures Manual

2013-2014

(Edited October 2016)

INDEX

	Page:
Mission	2
1. General	3
2. Executive	5
3. Directors	6
4. General Manager	7
5. Nordic Racing Program	8
6. Other Programs	12
7. Professional Development and Athlete Support	14
8. Risk Management	15
9. General Operation	17
10. Financial Procedures	18
11. Agreements with Outside Agencies	19
12. Sponsorships	20

APPENDICES:

I. Constitution	21
II. Athlete Parent Agreement	22
III. Coaching Code of Conduct	25
IV. Athlete financial support	27
V. Safety Procedures	29
VI. Biathlon Range Safety	30
VII. Sponsorship Policy	31
VIII. Waxing	32

TELEMARK NORDIC CLUB

Mission:

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

1 GENERAL

1.1 General information:

The Telemark Nordic Club is registered as a non-profit organization under the Societies Act of British Columbia. Registration # S-0013720 dated February 6, 1978. See Appendix I for a copy of the Constitution.

The name of the Club was changed from Telemark Cross Country Ski Club to Telemark Nordic Club on December 19, 2012.

Whenever there is a conflict between the Constitution and the Policies and Procedures Manual, the Constitution shall prevail.

The Club is governed by the general bylaws as set out in Schedule B to the Societies Act of BC. These bylaws can be found at:

http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_96433_01#ScheduleB

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

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

Copies of this manual are distributed as follows:

- President
- Director responsible for governance issues
- Telemark lodge

The manual will be posted on the Telemark website; telemarknordic.com

In addition to the information included within this Policy Manual, the Club also follows the Policies of the Provincial Sport bodies (Cross Country B.C. and Biathlon B.C.) For the most recent versions of this information, contact CCBC (www.crosscountrybc.ca) or Biathlon BC (www.biathlonbc.ca) directly.

1.2 Memberships:

The Membership year runs from November 1 until October 31. Membership dues are established on an annual basis by the Executive. Membership dues are non-refundable. However, in special cases, where an individual is unable to ski in a season, all or part of the dues paid may be applied to next year's pass, at the discretion of the Executive. Information about current membership fees and program cost are available from the Telemark Nordic Club website.

1.3 Dog Policy:

During the skiing season dogs are only allowed on the K9 trail. This trail is not groomed and can be used by snowshoers and skiers. This trail does not fall under the jurisdiction of Telemark.

1.4 Annual General Meeting:

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

1.5 Conflict of Interest

Telemark follows the Conflict of Interest Policy of CCBC. It can be found at <http://crosscountrybc.ca/main.asp?cmd=doc&ID=1733>

This policy can be summarized as follows:

Volunteers and employees of Telemark Nordic shall 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 Club's Executive to ensure that all potential conflicts are identified and resolved. In the situation where a conflict of interest is likely to arise due to the supply of goods or services by a volunteer or employee to The Club, proper and open tendering procedures must be followed. A volunteer or employee may still receive a contract as long as all those making the decision are aware of the potential conflict and the decision is impartial.

1.6 Personal Information Protection

The provincial Personal Information Protection Act shall govern all requests for personal information. It can be found at

http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_03063_01.

In accordance with the Act, Telemark Nordic is responsible for the protection of personal information and the fair handling of it at all times both throughout the organization and in dealings with third parties.

The General Manager will be the Club Privacy Officer. He will ensure the Club's compliance with the Act and any other applicable compliance laws.

1.7 Gender Equality

Telemark Nordic follows the Gender Equity Policy of Cross Country BC. It can be found at <http://crosscountrybc.ca/main.asp?cmd=doc&ID=1735>

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

2 Executive:

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

Responsibilities of Executive members:

2.1 President:

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

2.2 Past President:

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

2.3 Vice President:

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

2.4 Secretary:

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

2.5 Treasurer:

Gives direction to the bookkeeper
Reports to the executive and membership on financial matters as required
Responsible for financial reporting to all Government Agencies as required.
Responsible for the filing of reports to the Registrar of the Societies Act as required.
Responsible for the preparation of the annual budget, periodic financial reports and the annual financial report.
Is one of the signing officers of the Club.
See also Section 10 for Financial Procedures.

3 Directors:

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

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

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

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

4. General Manager (GM) Duties – 2016-2017 Season – October 11, 2016

Telemark employs a General Manager to oversee the operations of the Club. This is a term position. The length of term is from April 1 until March 31 annually. The General Manager reports solely to the President. Following are the Club goals and objectives for the 2016-2017 season.

Operation responsibilities

- a. Schedule all property functions. Maintains and accurate calendar of all yearly events.
- b. Direct and manage the Kelowna Apple Loppett.
- c. Operation of the office, chalet, concession and equipment rentals in a safe manner.
- d. Complete and maintain a succession plan for a future club manager.
- e. Purchase office supplies and concession supplies. Disposal plan of all garbage and recycling material.
- f. Perform payroll duties, along with the bookkeeper and Treasurer.
- g. Club contact for all police matters.
- h. Work with the executive to secure budget funding for facilities maintenance, and responsible for completion of maintenance. Ensure that all facilities and equipment are in a clean condition.
- i. Hiring, training, and supervision of staff to adequately perform Club tasks.
- j. Ensure office staff first aid training so that emergencies can be addressed.
- k. Keep Club insurance requirements up to date.
- l. Maintain a Club equipment database, including repair and maintenance records.
- m. Ensures grooming meets the needs of all members, users, teams, programs and events at Telemark.
- n. Scheduling and maintenance of the skidoos and Kubota.
- o. Ensure timely accurate postings of trail conditions on the Telemark website.
- p. Purchase office concession supplies. Disposal of all garbage and recycling material.

- q. Biathlon range officer.

Financial responsibilities

- a. Collect all Club revenues, registrations and fees.
- b. Responsible for sales and marketing. Revenue growth 5 % yearly.
- c. Responsible for membership and program registrations, and all Club on-line sales.
- d. Maintain a register of all Club members, in the form of a computer database. This database shall be given to the President when finalized each year.
- e. Create complete team and program member lists.
- f. Reconcile sales on a daily basis, and payment of all memberships, teams and programs fees with the Treasurer.
- g. Ensure all Club documents and fees are submitted on time to CCBC.
- h. Receive all club invoices, approve and forward to bookkeeper for payment. The GM discusses all invoices above \$400 with the President.
- i. Make bank deposits.

Communication and public relations responsibilities

- a. The General Manager is the Privacy Officer the primary and has ensures compliance with the Club privacy policy.
- b. Maintain the telemarknordic.com website, Club Facebook site and Twitter accounts. Make sure that relevant information is posted in a timely manner on social media site.
- c. Responsible for Club communication with members and the public.
- d. Manage Zone 4 club management software use for all Club matters.
- e. Ensure all staff, volunteers, members, customers, contractors and the general public engage the same in a positive, safe and respectful manner.
- f. Understand and address complaints.
- g. Respond to, and distribute, all Club email, in a timely fashion.

- h. Project - Set up and manage the Telemark twitter account for club use.
- i. Deal with media for the Club as required.
- j. The GM is a full member on all race committees.
- k. Prepare an annual report for presentation at the Club AGM.

5 Telemark Nordic Racing Program

5.1 Structure and Organization:

5.1.1 The Telemark Nordic Racing Program is divided into two autonomous groups – Biathlon and Junior Racing. Each group is headed by a volunteer Parent Committee which sets policy as well as provides direction and support for the programs. The Committees are responsible for the coordination of the Racing program including coaching, registration, race entries, transportation and accommodation, budgets, expenses and financing.

The Chair of each Parent Committee in conjunction with the Parent Committee officers will manage the chequeing accounts for the Telemark Junior Racing Program and the Biathlon program. Proper financial records must be kept and correct accounting procedures followed. All cheques must be signed by two authorized members of the respective Parent Committee. The Club executive shall appoint one member of the executive to serve as Parent Committee member and that person shall be the official point of contact with the Club Executive.

To raise funds for the Telemark Nordic Racing Programs, the Parent Committees will organize fundraising activities and approach businesses for donations.

5.1.2 Club Coaches: There will be a Club Coach for the Junior Racing Program and a Club Coach for the Biathlon Program. The Club Coaches are responsible for the direction and development of the Racing Programs, including athlete recruitment and development. The Club Coaches must have minimum qualifications NCCP T2T or equivalent.

5.1.3 Assistant Coaches: Coaches must be certified with a minimum NCCP CC or in the case of Biathlon Biathlon Gold or IC2 with a Possession and Acquisition License for any range work where firearms are discharged. The Assistant Coaches assist the Club Coach in the delivery of the program including technique development and training activities. All assistant coaches must complete a criminal record check and must sign the Club Coach's Code of Conduct Document. In addition all Biathlon coaches must have a CRC, PAL and must have a minimum Biathlon Silver or IC1. To lead a program a coach must have a minimum Biathlon Gold or IC2.

5.1.4 Parents and Athletes: All parents and athletes must sign the "Athlete and Parent/Guardian Agreement" form for the Junior Racers or Biathlon, whichever is applicable (See Appendix II). Parents and athletes who do not abide by the rules of this agreement may face suspension from the Telemark Racing Program.

5.1.5 Cost of the Programs: The Telemark Parent Committees will approve a budget for the Junior Racing and Biathlon Programs for the upcoming season. Any monetary contribution from the Club to these programs will be conditional on the financial resources of the Club.

At the end of the season a detailed financial statement including a statement of income and expenditures shall be provided to the Executive of Telemark Nordic.

The fee for the Junior Racing programs, and the Biathlon programs will be determined on an annual basis by the respective Parent Committees. For a current fee schedule see the Telemark Nordic Website.

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

5.1.6 Ski Races: The Club will annually sponsor ski races based on the recommendations of the Racing Team liaisons. This includes, but is not limited to B.C. Cup, Biathlon BC Cup, Midget Championships, Sprint Championships, Apple Loppet and Okanagan Cup Races. In order to minimize disruptions to Club members the Club will not sponsor more than one cross country race, one biathlon race and one loppet per season.

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

5.2 Telemark Junior Racing Programs:

The Telemark ski racing program follows the Cross Country Canada Long Term Athlete Development (LTAD) Model.

5.2.1 Junior Development Racing Team (JD): Targeted at athletes 13 and under the JD practices on having fun in the snow, technique fundamentals and developing a love for the sport. JD members are welcome to start racing whenever they feel they are ready, but racing is not a priority. The JD team practices on Wednesday nights and Saturday mornings at Telemark.

5.2.2 Junior Racers (TR): Group "TR1" are athletes who are still developing technique, strength, and stamina. Group "TR2" are athletes who have proven to be competitive at a high level and are expected to race at Provincial or National level. Group "TR2" athletes tend to train longer and more frequently and participate in more races. Otherwise the training and practice programs, and team expectations are identical. The TR team practices on Tuesday and Thursday nights and Saturday mornings at Telemark. TR1 start dry land training in September and on snow training in November. All TR members are expected to race as directed by the head coach.

5.2.3 Wax Policy: The head coach and is responsible for waxes and related equipment. See Appendix VIII

5.2.4 Ski Swap: The Telemark Junior Racing Team organizes, promotes and staffs the annual ski swap, which is held at the Telemark lodge on the day of the Annual General Meeting. All proceeds of the ski swap go to the Junior Racing team.

5.3 Biathlon Programs:

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

Telemark adopts all policies of Biathlon BC. This includes the Firearms policy and the Code of conduct. These policies can be found on the following website: www.biathlonbc.ca.

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

In order to be eligible to rent a Telemark rifle the athlete must have paid all fees for the biathlon program, including rifle rental fees, must demonstrate firearm safety and respect and must obey all applicable laws, rules and regulations pertaining to fire arm safety.

5.3.1 Biathlon Bears Programs

These introductory programs are for young boys and girls ages 9 to 14. All participants use rifles to work on their marksmanship skills. The focus is to learn how to safely use a firearm, develop good skate ski technique and to have fun. It is strongly recommended that the athlete also participates in a Telemark Nordic Club ski program such as Jackrabbits (Ski League), Adventure or Junior Development.

Black Bears: for those in their first year of biathlon

Grizzly Bears: for those in their second year of biathlon

Polar Bears: for those in their third or fourth year of biathlon

Cost is \$125 plus biathlon rifle rental of \$60 (ammunition is provided).

The Bears program is coached with volunteer coaches under the supervision of our biathlon coach. Coaches have a minimum of Community Coach level and have a PAL or POL license.

5.3.2 Biathlon Racing Programs

These programs are geared for athletes who wish to compete. The programs encourage the athlete to develop precise shooting and powerful skate ski skills. The programs use the “Learning to Train” and “Training to Train” levels, following the Canadian Biathlon Long Term Athlete Development Model.

Biathlon Development Racing Program – for athletes who wish to enter into competition. The program includes two 2-hour sessions each week (usually Saturday morning and Tuesday evening). Cost is \$275 and athletes must supply their own biathlon rifle and ammunition (rifle rentals are available on a limited basis).

Biathlon Advanced Racing Program - for athletes wishing to compete at a higher level. The program includes three 2-hour sessions each week (usually Saturday morning, Tuesday and Wednesday evenings). Cost is \$300 and athletes must supply their own biathlon rifle and ammunition (rifle rentals are available on a limited basis). There are also a variety of ski technique practices.

All athletes that competitively race in IBU level races must either have a PAL or POL.

5.3.3 Cadet Biathlon Program

Cadets is a national program for youth ages 12-18. This program is open to any cadet who is part of an active cadet squadron/corps which currently has, or wants to start, a biathlon team. It is run in conjunction with squadron/corps training officers and Telemark Biathlon coaches and is designed to prepare cadets to compete in the zone, provincial and national cadet biathlon race series. This is a civilian program designed to teach the skills necessary to compete in the cadet biathlon race series. The club will work alongside the squadrons/corps to integrate cadet rifles into the program once they have been issued to the units. Participating youth must be a member of a Cadet Unit (air/army/sea). Cost is \$135 and ammunition and rifles are supplied by the squadron/corps. Cadets must also purchase a Telemark Nordic Club membership, and a Biathlon BC membership through Biathlon Canada.

5.3.4 Para Biathlon Program

This is a new program to Telemark Biathlon that encourages and welcomes athletes with a variety of disabilities. By using laser rifles or air rifles, athletes are able to participate in biathlon at both a recreational or competitive level. We have athletes able to act as guide skiers for sight impaired, as well as coaches and parents able and willing to work with athletes with other disabilities. Contact Telemark Biathlon Program Coordinator if interested.

5.3.5 Recreational Teen Nordic Program

Another new program aimed at teens 13-18. The program will be divided into 2 groups led by peer athletes. The focus will be on Classic, Skate, biathlon and snowshoe techniques with an emphasis on learning skills to enjoy the winter outdoors. Cost is \$120 and includes the rental of equipment. Contact Telemark Biathlon Program Coordinator if interested.

5.3.6 Biathlon Masters Program

This is geared for the 'youth at heart'. Our program focuses on helping you become a competent biathlete to either enjoy a time on the range or in a competitive peer race. Some sessions are mentored by higher performance biathletes for specific ski and shooting techniques. Cost is \$300 and athletes must supply their own biathlon rifle and ammunition (rifle rentals are available on a limited basis). This program runs on Saturdays and Wednesdays.

6 Other Organized Programs

6.1 BC Ski League:

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

Bunnyrabbit program – ages five years and younger

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

Jackrabbit program – ages six to nine

This program is for participants to learn basic cross-country ski skills and to instill a lifelong interest in the sport. Emphasis is on learning skills through a variety of fun activities.

Enrollment includes a ski record booklet to keep track of level awards and program award stickers.

Track Attack Program – ages ten to thirteen.

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

For a current fee schedule see the Telemark web site

6.2 School Program:

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

6.2.1 Ski School Program coordinator:

The coordinator duties include:

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

6.2.2 Ski School Coaches and Instructors:

- Report to the Ski School Program Coordinator
- Must attend at least one ski school orientation.

6.3 Ski Lessons:

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

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

6.4 Special Olympics skiing:

The Club supports a program for special needs skiers. For current rates see the Telemark web site or contact the General Manager.

6.5 Coaches and Instructors:

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

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

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

All volunteer instructors and coaches will be reimbursed for expenses.

7 Professional Development and Athlete Support

7.1 Athlete Financial Support:

Any athlete who meets the requirements listed in the Telemark Nordic Club Athlete Performance Recognition Policy may apply for monetary funding (See Appendix IV). The Parent Committee will decide whether an athlete qualifies for funding and will make a recommendation to the Club Executive. All funding is subject to the financial resources of the Telemark Ski Club.

7.2 Coaches Certification Financial Support:

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

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

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

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

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

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

8 Risk Management

8.1 Safety and Rescue:

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

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

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

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

8.2 Safety Ski School Program:

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

8.3 Biathlon Range Safety Policy:

Details of this policy can be found in appendix VI and also on the website of Telemark Biathlon at <http://telemarkbiathlon.ca/> under “Resources”.

In Summary:

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

8.4 Insurance:

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

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

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

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

In addition, Telemark is covered by a liability insurance provided by the Ministry of Forests, Lands and Natural Resource Operations. This insurance is limited to the area covered under the

Management Agreement with the Ministry of Forests, Lands and Natural Resource Operations only. Therefore it does not cover the parking lot, lodge and washroom area.

Telemark also has general insurance coverage for the buildings and equipment through Western Financial Group, Kelowna. This policy does not cover the loss or damage to personal items.

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

8.5 Criminal Record Check:

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

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

Telemark will pay for the costs associated with these checks.

8.6 Roller Skiing:

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

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

9 General Operation

9.1 Hours of operation:

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

9.2 General Manager:

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

9.3 Groomer operator:

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

9.4 Office Staff:

The office staff are paid employees and report to the General Manager. Their job consists of issuing and checking trail passes, issuing equipment rental forms, selling of concession items, keeping the lodge and washroom clean, informing customers about the Telemark programs and selling programs and season passes. Keeping records as required and carry out other duties as may be assigned by the General Manager. Office staff must be well groomed, and dress accordingly.

9.5 Equipment Rentals:

The Club makes rental skis and snow shoes available to the general public. Rental rates are available at the office. For current rates see the Telemark Nordic website.

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

9.6 Rental of facilities:

The Club will make the facilities available to other groups for rent for special occasions. Any Club or Organization wishing to rent or use all or part of the facilities must have prior approval of the Telemark executive. Parties interested must sign a Facility Use Agreement and Waiver and provide a copy of their liability insurance policy. The Club reserves the right to refuse certain groups access to the facilities. For current rates see the Telemark website, or contact the general manager.

9.8 Tenancy Agreement:

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

10 Financial Procedures:

10.1 General:

Telemark Nordic Club has the following separate bank accounts:

- General Account (Interior Savings Bank)
- Gaming Account (Interior Savings Bank)
- Racing Account (Interior Savings Bank)
- Biathlon Account (Interior Savings Bank)

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

The fiscal year runs from June 1 until May 31 of the following year. At the end of each fiscal year the accounts are duly audited by a competent person. The financial statements will be presented to the membership during the Annual General Meeting. A competent person to audit the financial statements will be appointed at the Annual General meeting.

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

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

The Club will transfer a minimum of \$10,000 per year in to the groomer replacement fund.

10.2 Bookkeeping:

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

Specific duties of the bookkeeper include the following:

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

11 Agreements With Outside Agencies

11.1 Ministry of Forests Lands and Natural Resources Agreement:

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

A copy of this agreement is kept at the Telemark office.

Following are the on-going responsibilities under this agreement:

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

A request for expansion of the Telemark Management Area was submitted to FrontCounterBC in July 2012. We are still awaiting formal approval of this request.

11.1.1 Other Stakeholders:

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

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

11.1.2 Recreational Motorized Vehicle Restriction Order:

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

11.3 Lease:

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

12 SPONSORSHIPS:

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

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

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

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

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

APP: I

ORIGINAL WAS
FILED AND REGISTERED
FEB 6 1978
M. A. JONES de St. James
REGISTRAR OF COMPANIES

CERTIFIED A TRUE COPY
February 6 1978
[Signature]
Deputy Registrar of Companies
for the Province of British Columbia

SOCIETIES ACT

CONSTITUTION

1. The name of the Society is TELEMARK CROSS COUNTRY SKI CLUB.
2. The purposes of the Society are:
 - (a) To foster the sport of cross-country skiing and to encourage individuals and families out into the winter fresh air.
 - (b) To co-operate with other clubs and associations having like objects.
 - (c) To purchase, hire, or otherwise acquire for the purposes of the Society any real or personal property, and in particular any lands, buildings, furniture, club and household effects, and any and all apparatus, appliances, conveniences and accommodations for the purposes aforesaid, and, so far as may be legal, from time to time to sell, demise, let, mortgage or dispose of the same.
 - (d) To erect, maintain, improve or alter any buildings or other equipment for the purposes of the Society.
 - (e) To borrow or raise money by any lawful means whatsoever and without limiting the generality aforesaid by the issue of or upon security of bonds, debentures, bills of exchange, promissory notes, or other obligations or securities of the Society, or by mortgage or charge of all or any part of the property of the Society in accordance with the provisions of the By-laws and the authority of an extra-ordinary resolution of the Society.

BY-LAWS

The By-Laws of the Society are those set out in Schedule B to the Societies Act.

Dated the 30th day of January, 1978.

WITNESS
[Signature]
 Signature
[Signature]
 Name
 BROADVIEW ROAD
[Signature]
 P.O. BOX 693
 Address

WESTBANK B.C.

APPLICANTS FOR INCORPORATION
[Signature]
 Signature
 PHILIP DONALD WAKEFIELD
 Name
 H.R.#1, Jennens Road, Westbank
 Address
[Signature]
 Signature
 RICHARD GRANT MacDONALD
 Name
 3rd Avenue South, Westbank
 Address

APP II:
ATHLETE AND PARENT/GUARDIAN AGREEMENT (2013-2014)

JUNIOR RACERS

This athlete and parent agreement outlines many of the expectations that the Telemark Nordic Club has for its member athletes. We hold all athletes to the highest standard of behavior in training and competition which is in keeping with the spirit of the rules and regulations of our sport governing bodies, Cross Country B.C. and Cross Country Canada. You are an ambassador for the Telemark Nordic Club and the Telemark Junior Race Team at all times.

Athletes and Parents of Athletes on the Telemark Junior Race Team agree:

- 1) To represent Telemark Nordic Club (TNC) and the sport of cross country skiing with a positive and respectful manner at all times.
 - What you say and how you act should be positive and respectful towards the public, coaches, administrators, volunteers, TNC staff, officials, sponsors, other members of our team, your family and other athletes. Be proud of who you are and who you represent. Exclusion of teammates will not be tolerated.
- 2) To be responsible for the care and maintenance of their own equipment and team clothing for practices and events.
- 3) To treat with respect all property owned, rented or borrowed from TNC including rental vehicles, rental accommodation, team clothing, billet's property and team equipment.
 - Take care of other people's things as if they were your own.
- 4) To be appropriately prepared for all training and racing events including equipment, clothing, nutrition, hydration and attitude.
- 5) To participate in, where possible, team functions including, training sessions, camps, courses and competitions as requested by TNC coaches.
- 6) To compete with pride and to the best of your ability. Focus on sportsmanship, respect for yourself and your competitors at all events.

Parents/Guardians of Athletes on the Telemark Junior Race Team agree:

- 7) To provide a safe and positive environment for all athletes within our team as parents, guardians and coaches of athletes.
 - A designated adult must accompany children under 16 on all TNC skiing events.
 - It is a parent/guardian responsibility to ensure your child has suitable accommodation and adequate finances available when attending an event with the Telemark Junior Race Team.
 - Facilitate training and races by being punctual, communicating in a timely fashion (e.g., checking web-site and email) and appropriately equipping your child.

- We all work best when we work as a team. This goes for group travel, accommodation, team meetings and general communications.
- Support the coaches and provide respectful feedback ‘off the field of play’ and not publically.
- As a driver, while transporting athletes to various TNC events, you are responsible for maintaining a safe environment for those athletes that you are responsible for.
- Parents must abide by the rules of competition.
- Volunteer

Volunteer Commitment

The Telemark Junior Race Team depends on the volunteer efforts of our families. With the exception of our paid coach, all programs and events are run by volunteers. Volunteering for our club is a great way to learn new skills, meet new people and have lots of fun!

You can support the team by assisting in different ways:

- At events hosted by the Telemark Junior Race Team and Telemark Nordic Club. Examples include, Race Team events like the annual ski swap and cyclo-cross race, any camps and Club race events (e.g., BC Cup or BC Midgets race) where our athletes will be competing.
- Be a volunteer coach or assistant coach.
- Become a board member of the TNC or a committee member of the Telemark Junior Race Team Parent Committee.
- Help with fund raising.

We have read the Athlete and Parent agreement, understood its content and agree to the terms:

Athlete’s name(s) _____ Signature: _____

Parent/Guardian Signature _____ Date: _____

Do you authorize TNC to publish your child's name and/or picture in local newspapers, website, and/or in the Telemark lodge?

Please Select: Yes or No

ATHLETE AND PARENT/GUARDIAN AGREEMENT (2013-2014)

BIATHLON

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

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

Dated _____

Name of Athlete _____ Signature _____

Name of Parent/Guardian _____ Signature _____

APP III:

TELEMARK / COACHES ASSOCIATION of CANADA COACHES CODE OF CONDUCT

Preamble

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

Coaches' Responsibilities

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

Coaching Imperatives

3. Coaches must:
 - a. ensure the safety of the athletes with whom they work;
 - b. at no time become intimately and/or sexually involved with their athletes. This includes requests for sexual favours or threat of reprisal for the rejection of such requests;
 - c. respect their athletes' dignity. Verbal or physical behaviours that constitute harassment or abuse are unacceptable (the CCC definition of harassment and the associated policy for harassment prevention and for investigation of alleged incidents can be found at document 1.8);
 - d. never advocate or condone the use of drugs or other banned performance enhancing substances; and
 - e. never provide under-age athletes with alcohol.

Coaches' Attestation

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

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

DATE: _____

NAME: _____

SIGNATURE: _____

WITNESS: _____

APP IV:

TELEMARK NORDIC CLUB **ATHLETE FINANCIAL SUPPORT**

OBJECTIVES

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

POLICY

Award of Athlete Financial Support

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

Priority

Funding Schedule

- | | | |
|----|--|-----------------|
| 1. | Athletes representing Canada in world events | up to \$1000 |
| 2. | Athletes participating in Major events (Nationals) | 25% up to \$400 |
-
- 9 The Telemark Nordic Club will provide a maximum of \$6,000 annually in athlete financial support. If total requests exceed \$6,000, then \$3,000 will be allocated to Junior Racing and \$3,000 to biathlon. Financial support to individual athletes will be prorated accordingly.
- 10 Variances to the above policy guidelines for exceptional circumstances will be at the discretion of the Parent Committee and the Telemark Nordic Club Executive.

APP V:



2013 - 2014 EMERGENCY ACTION PLAN

>> ATTENTION ALL SKIERS <<

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

LOST or OVERDUE SKIER PROTOCOL

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

1. Immediately notify the office employee.

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

A. URGENT CIRCUMSTANCES:

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

B. NON-URGENT CIRCUMSTANCES:

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

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

INJURED SKIER PROTOCOL

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

1. Immediately notify the office employee.

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

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

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

FIRST AID INFORMATION

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

EMERGENCY: The First Aid Room is located downstairs in the Telemark Chalet. A defibrillator is available in the main chalet.

The First Aid Room key is available from the Telemark Chalet Office employee when Telemark Chalet Office is **OPEN**.

TELEMARK EMERGENCY CONTACTS

1. Jack and Edna Johnston: (On-Site Caretaker) 250-707-0039
2. Ron Earle: (Telemark General Manager): 250-212-0704
3. Bob Rogers: (Telemark President): 250-768-7388

APP VI:

Biathlon Range Safety

The Range Safety Policy is set out to articulate proper safety at the Telemark Biathlon Range.

1. Basic firearm safety is well defined in Canada under both Provincial and Federal jurisdiction. While this Policy should complement those jurisdictions and outline specific site procedures, it specifically does not override any of the laws, policies, procedures or recommended practice outlined in these Provincial and Federal documents.
2. All users of the Telemark facility must possess or be directly overseen by a designated supervisor who does possess a valid firearm Possession and Acquisition License (PAL).
3. Under certain race condition, the safety of the range may be delegated to a Technical Delegate (TD) of a higher authority than Telemark Club. If this delegation occurs the TD and the governing body that the TD is operating under will assume care, custody and control of the range, specifically but not limited to the safety. As such there may be deviations to this Telemark Safety Policy.
4. During “set up” of the Range for any session, effort must be made to ensure that non-users (e.g. recreational XC skiers) do not interface with the active range area. It is anticipated that during the 2011-12 season procedures and diagrams will be formulated, and shared with other Telemark skiers.
5. All misfires will be handled as follows:
 - Athlete will declare “misfire!”
 - Designated Range Safety Supervisor (RSS) will ensure that at least 20seconds will expire before ejection of the cartridge
 - A small container labeled “misfires” will be kept on the Biathlon shed shelf. The misfire should be stored in this container. Once a year, or as necessary, this container’s contents will be disposed of in an appropriate manner, likely at a local gunsmith shop or the RCMP.
6. No Horseplay Allowed. Due to the potential for injury with firearms Biathlon at Telemark is a “No Horseplay” event. The RSS will consult with the Coach but has designated authority to deal with all “horseplay” incidents. Unlike many youth sports that welcome random and robust play, all athletes must govern their actions, to be calm and mature.
 - First incident will be dealt with by a warning.
 - Second incident: participant immediately required to leave the range
 - Third incident the participant will be barred from the program for the remainder of the season, without refund of fees or charges
7. Travel to and from the parking lot to range with rifles:
 - must be secured in hard locked cases or carried in soft cases with windows for viewing of the locked out open bolt
 - must be taken directly from the parking lot to the range at the start of the session
 - must be taken directly from the range to the parking lot at the end of the session
 - must NOT be taken into the Lodge

APP: VII

SPONSORSHIPS POLICY

The Club has the following criteria for corporate sponsors:

Platinum:

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

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

Gold:

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

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

Silver:

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

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

Bronze:

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

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

APP VIII:

WAX POLICY Junior Racing Team

- All waxes and wax related equipment will be ordered and inventoried by the head coach and one individual designated by the Junior Racers Parent Committee.
- The head coach and the designated individual from the Parent Committee will submit a list of required wax and equipment to the Parent Committee prior to the ski season. The list will detail items required and approximate cost.
- The head coach and the designated person from the Parent Committee will keep an up to date inventory of wax and equipment during the ski season.
- The head coach and the designated person from the Parent Committee will conduct a post ski season inventory of wax and equipment.
- Wax for practices and race weekends will be paid for by the Parent Committee.

Practices

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

Races

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

Other

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

APP VIII:

WAX POLICY Biathlon Race team

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

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

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

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