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WHITEHORSE CROSS COUNTRY SKI CLUB
POLICY MANUAL
(Updated Jan 2008)

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Appendix I (binder only) CURRENT CONTRACTS AND JOB DESCRIPTIONS

1. Ski Club Manager Contract & Job Description
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Appendix III (binder only) – WCCSC STRATEGIC PLAN

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SECTION ONE - ADMINISTRATION

1. Executive Structure:

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

Each position has a job description – see SECTION 7

2. Finances & Fundraising:

a) **Finances:** are managed by the Treasurer, and the Club Manager. The Manager performs day-to-day financial functions and maintains computer records of all financial transactions and prepares financial statements & balance sheets for monthly Executive meetings. The Manager contracts an assistant to manage the financial affairs of the club and to prepare payroll and T4's, gst, and year-end financial statements.

The Treasurer reports on the financial status of the Club, to the Board of Directors on a monthly basis. The Treasurer also maintains any ski club Temporary Investments and bank account status.

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

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

c) Reserve Funds

At the January 10th, 2000 board meeting it was resolved to set up three Reserves funds within the chart of accounts, these are shown as liabilities on the Balance Sheet, but need not have separate accounts nor investment certificates. The amount of \$10,000.00 shall be allocated to each account. The monies may not be spent for *other* than the purposes outlined below, *except by a resolution passed at a special General Meeting.*

These Reserve fund accounts are:

Reserve for Lighting. This fund is to be used for major upgrades to the existing trail lighting system or for the expansion of lighting on the trails.

Reserve Equipment Repair and Purchase. This fund is to be used for the major repairs to the Pisten Bully or other machines or to assist in the replacement of the Pisten Bully or other machines.

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Reserve for O&M Shortfall. This fund is to be accessed should the Club happen to experience a deficit in operating funds.

RESERVE FUNDS

Preamble to Board Motion January 10, 2000: As the WCCSC currently has Equity built up in the amount of \$33,542.14 as of January, 2001, it would be prudent to tag these funds so that the board and the membership understands that these funds are allocated for the club's future needs, specifically; upgrades, repairs to lighting, equipment repair and purchase, and potentially cash strapped years. In order to do this the WCCSC should incorporate Reserve allocations for these categories within the Equity Section of the financial statement.

Further, the Yukon Lotteries Commission suggested that the WCCSC should establish a reserve fund for the purpose of financing future expenditures for lighting the trails.

At the January 10th, 2000 meeting it was resolved to set up three Reserves funds within the chart of accounts, these are shown as liabilities on the Balance Sheet, but need not have separate accounts nor investment certificates. The amount of \$10,000.00 shall be allocated to each account. The monies may not be spent for *other* than the purposes outlined below, *except by a resolution passed at a special General Meeting.*

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Reserve for O&M Shortfall. This fund is to be accessed should the Club happen to experience a deficit in operating funds.

3. Public Relations and Advertising:

- a) **Public Relations:** The WCCSC maintains a relationship with local radio stations to broadcast a weekly ski report during the ski season. Local sport stores post these ski reports. CBC Radio hosts a live "Friday Morning Ski Report" weekly during the season.
- b) **Advertising:** Billboard spaces are sold in the Stadium (on the Timing Hut), on the Overpass and on the decking outside the wax room. Installation and choice of location is on a first come first serve basis each season as soon as fees are paid.

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

- i) Overpass Advertising 4' x 8' - 250.00 per season + gst (change April 2007)

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

c) Signage on fence facing waxroom and Grey Mountain Room. (approved by Board Sept 17, 2012)

The club has obtained permission from City to place sponsor signage on this fence, as long as signage is not visible from Canada Games Centre.

Space will be reserved for

- Major sponsors (\$10,000 annual). Current examples are Northwestel, CDF, Lotteries. Will be eligible for signs
- Major event promotional banners (e.g. Northwestel Loppet, Air North Challenge etc.)

If ongoing sponsorship is withdrawn, sponsor signs will be removed.

Size: all signs will be 24" high by either 24", 48" or 72" wide. Width will be dependent on graphic considerations and support level to club. Final designs will be negotiated between club staff and sponsors.

4. Staff/Contractors:

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

See Contracts and Job Descriptions in SECTION 7.

5. Affiliations:

a) **Mt. McIntyre:** The ski club is part of the Mt. McIntyre Recreation Centre along with the Whitehorse Curling Club. The Mt McIntyre Rec Centre is owned by City of Whitehorse and the overall operation of the building is run by the city. The WCCSC pays annual rent to the City of Whitehorse for use of the Wax Room, Showers, Sauna, Lounge, and up to 40 hours for the banquet room. **This "Lease Fee" is set by a committee made of city representatives and the ski club board and is presently under a 5 year lease. (as of July 2006).**

b) **Cross Country Yukon:** The WCCSC is an affiliate club of CCY and as such is a voting member at their AGM held in the spring each year. The Ski Club pays annual affiliation fees of 15.00 (as of 2007) per member for the purpose of Insurance coverage through Cross Country Canada. The WCCSC and CCY work closely together to provide quality race, officials and coaching programs.

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

d) **TEST:** Territorial Experimental Ski Training Program is a non-profit society with its own board of directors. The WCCSC was formed when a group of skiers split from TEST in the late 70's. TEST skiers were given the right to ski on the club trails without WCCSC membership. The WCCSC supports and endorses the programs of TEST. The WCCSC encourages TEST skiers and their parents and coaches to become ski

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club members. They are required to be members if they use the Mt McIntyre Recreation Centre.

SECTION TWO - MEMBERSHIP

1. Membership Benefits & Services to Members:

- unlimited skiing on 80km of safe, quality groomed trails; 5km lighted trails for night skiing – Monday to Friday dusk to 9pm (Mondays added Jan.8/01 – Exec. Mtg. Dec 13/00)
- huts and picnic tables along the trail network
- no need to worry about day passes – guilt free skiing!

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- dogs permitted on Copper Trail from wax room to Dog Leg; on Dog Trail, Upper & Lower Valley Trails
- indoor waxing with benches, vises, irons and power outlets; use of change rooms, lockers, showers & saunas
- organized social events; programs and races for various ages & abilities
- social area for relaxing after skiing; play area for children; kitchen area to prepare hot drinks
- access to various coaching, officials, and other courses or clinics
- reduced fees for courses & clinics; regular informative ski club newsletters
- waxing information & instruction; up to date ski condition information
- voting rights at Annual General Meeting
- Cross Country Yukon membership benefits (NCCP Coaching Courses, etc.)

2. Types and Fee Structure:

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

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

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

Families with two children registered may register additional children for \$10. This applies also to families in which only one parent is a club member. Children Under 6 must pay \$15.

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

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

c) **Spring Pass:** This pass entitles skiers to use the trails, wax room, showers and saunas, and participate in programs & activities from March 1 until the season ends. It

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does not include the right to vote at General Meetings. Currently the fee for this pass is \$60 + gst.

d) **Day Passes:** Day pass rates are as follows and include GST: (May 2008)

- i) Adults \$12 Senior/Youth/Student \$6 Families \$25 Under 6 Free
- ii) For non-residents of Whitehorse (50 km radius) passes are available for three consecutive days at 30.00 and five consecutive days at 50.00
- iii) Complimentary Day passes are included with ski packages bought at local sports stores. Fifteen passes are provided to stores in September of each year
- iv) Day passes up to a maximum of 10 passes may be redeemed at any time during the year toward a membership; actual day passes must be presented when the membership is purchased.
- v) School groups using the trails during school hours may purchase day passes for 1.00 per skier for non-members.
- vi) Jackrabbit Groups affiliated with CCY may purchase day passes for 1.00 per skier for non-members (WCCSC/CCY Sept. 1999).

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

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

Corporate Memberships Policy Revised Sept 2008

Corporate Memberships will be offered each year, at the discretion of the club manager in consultation with the Board of Directors, depending on how much a company donates to the club.

- one season pass (membership) for \$1000 to 2,500 contribution (cash or in-kind)
- two season passes (memberships) for \$2,500 more contribution (cash or in kind)
- four season passes (memberships) for \$5,000 or more contribution (cash or in kind)
- six season passes (memberships) for \$7,500 or more contribution (cash or in kind)
- eight season passes (memberships) for \$10,000 or more contribution (cash or in kind)
- ten season passes (memberships) for \$12,500 or more contribution (cash or in kind)

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1. waivers must be signed and form filled out completely
2. restricted to employees of the company only
3. contributions made to the club after Jan 1 will be credited to the next ski season
4. passes will be marked to distinguish them from regular club passes
5. passes may be converted to the equivalent value in day passes and distributed to company employees at the company's discretion
6. passes may be donated to a non-profit society for distribution to worthy and needy individuals, in consultation with the ski club

g) **Group Memberships:** The Executive has at its discretion the ability to provide group memberships, under certain conditions. In such cases, a letter outlining Club expectations will be sent to the group. Currently the Special Olympics skiers have a group membership, based on one ski per week per member. This rate is \$50 + gst per member. (approved by Ski Club Board – 2006)

h) **Life Memberships: HONORARY LIFE MEMBERSHIP**
October 2004 Approved by Board at meeting of Nov 9, 2004

1. PURPOSE

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

2. POLICY

- 2.1 Honorary members receive a lifetime membership to WCCSC.
- 2.2 There shall be no limit to the number of honorary members of WCCSC.
- 2.3 No more than one honorary membership shall be bestowed in any given year.
- 2.4 A nomination for honorary membership may be submitted by any member of WCCSC and endorsed by three additional WCCSC members.
- 2.5 No current member of the board shall be eligible for nomination.
- 2.6 Election to honorary membership requires a vote of the board and may be held by mail or electronic communication at the discretion of the President.
- 2.7 For a nomination to be successful, a majority of the board must vote in favour of the nomination.
- 2.8 Unsuccessful nominations may be resubmitted in a subsequent year.
- 2.9 Successful candidates shall receive a letter of congratulation from the President of WCCSC.

3. ELIGIBILITY CRITERIA

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

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- 3.1 Extensive participation at all levels of the club.
- 3.2 Demonstrated leadership and commitment to the growth of cross country skiing in the Yukon.
- 3.3 Significant contribution to the sport of cross country skiing through coaching, participating in club events and volunteering for the club.
- 3.4 A substantial financial contribution to the club by an individual, couple or family.
- 3.5 Selection of honorary members shall not be limited to WCCSC membership.

4. PROCEDURE

- 4.1 Member proposing the nomination must submit a letter, preferably typed, to the board describing how the candidate meets the eligibility criteria.
- 4.2 Three additional members of WCCSC, endorsing the nomination, must sign the letter.
- 4.3 The letter and any supporting data available will be sent to the WCCSC President.
- 4.4 All information will be distributed to the members of the board for review. The board will be asked to vote on whether the nominee sufficiently meets the eligibility criteria.
- 4.5 If there is more than one nominee that successfully meets the eligibility criteria in a given calendar year, then the board will vote on the first choice for honorary life membership.

5. AWARD

- 5.1 The honorary membership may be awarded annually at the AGM.
- 5.2 The award is: a life-time membership to WCCSC, a certificate and permanent recognition at the club.

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

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

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

k) **Ski Patrol:** The fees for the Ski Patrol are 15.00 per patroller, per season; patrollers must be available to work at all Club events and should patrol a minimum of 10 hours

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per month at the WCCSC trails wearing their ski patrol jacket and equipment. They are also required to sign in when they are patrolling. Harrison Hut is designated for the Ski Patrol and they are responsible for all costs and the security of the building; it must be available to skiers during Club events (See WCCSC/Ski Patrol Arrangement SECTION 7).

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

3. Membership Refunds:

- i) Refund insurance is required for membership refund.
- ii) Refund insurance fees will be set by the executive and approved at the WCCSC annual planning meeting each spring (WCCSC – 2000 AGM).
- iii) Refunds will be issued by the WCCSC Executive on approved medical condition or employment transfer only if refund insurance has been purchased.
- iv) Refund amounts are based on the following criteria:

Prior to October 31 - 95%
Nov 1 to Nov 30 - 75%
Dec 1 - Jan 31 - 50 %
Feb 1 and later 0%

(WCCSC planning meeting April 29/00)

4. Membership Form:

Membership form for current year on following page.

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Membership For for Current year - replace in binder

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

SECTION THREE – PROGRAMS

1. Overview of Programs:

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

2. Jackrabbit/Bunny Program:

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

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

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

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

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

Jackrabbits - \$10 per participant

Bunnies - \$5 per participant

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

3. Fitness Masters:

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

4. Recreational Ski Groups:

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

5. Parent & Pre-skiers Group:

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

6. Coaching and Officials Program:

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

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

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

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

The goals of the Yukon Ski Team Program include:

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

The Yukon Ski Team programs generally start in September and carries through until the end of April. Some groups continue meeting over the summer. The fees for the YST program are administered and collected by Cross Country Yukon. The YST

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program is inclusive – there are no minimum standards to achieve. Invitations are sent out each year to all skiers who have participated in at least one Yukon Race Series event but other skiers are welcome to join. Some ski ability is recommended. Novice skiers and beginners under 10 should register for Jackrabbit ski lessons.

7. Club Racing:

1. Major races should be organized by a Level II Official as Chief of Race; time trials or fun events do not require certified officials .
2. The club executive will be responsible for recruiting a Chief of Loppet prior to May 31 each year.
3. The club's annual loppet is currently called the NorthwTel Yukon Loppet.
4. The Loppet is a non-tracking event. That is, faster skiers are obligated to step out of the track to go around slower skiers. Asking the slower skier to step out of the track is not allowed.

5. The Club Executive will have representation on the NorthwTel Yukon Loppet committee. At least one executive member should sit on the Loppet Committee.
6. The Programs Director will meet with CCY Events and Technical committee in June to review next season's race schedule and to ensure that the WCCSC events are not in conflict with other club's events. (Race Director duties now moved to Program Director position – WCCSC planning meeting April 29/00)

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

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

8. Instructional Programs: Revised Sept 2006 Approved by the Board

- a) **Ski Schools:** Any company or individual may apply to the Ski Club board to provide ski lessons or operate a ski school using the club facilities subject to agreeing to the terms listed below.
- b) **Private Lessons** – Any individual may apply to offer private lessons on the ski club trails subject to agreeing to the terms listed below.
- c) **Non-sanctioned private lessons** – the club recognizes that some individuals whether qualified or not, do provide private lessons on an informal basis. These individuals are not

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approved to give lessons and therefore any liability for injury or damages incurred by the instructor will not be covered by the ski club insurance policy.

The company or individual applying must agree to the following:

i) Trail fees

a) Instructor(s) must have a ski club membership. The board may, at their discretion, accept an application from a non-member but the instructor would have to pay for trail fees on a daily basis.

b) All ski school participants must be club members or pay trail fees.

- day pass must be purchased at time of lesson

-instructor must inform ski school participants that the lesson fees do not include the trail fee and that the trail fees must be paid prior to the lesson

-any person participating in an introductory beginner ski lesson will be charged \$1 for trail fees for each lesson, but the pass is valid only for the time of the lesson

ii) Ski School Exclusivity - By accepting an application, the club does not give the successful ski school/instructor any exclusivity for provision of lessons or the right to call themselves the club's official Ski School.

iii) Other approved ski schools/instructors may operate on the ski club trails.

iv) Ski Schools/Instructors must provide a written description of the lesson content and schedule.

v) Instructor qualifications - ski school instructors must be certified Level 1 NCCP or Level 1 CANSI or equivalent. A Ski School should have a head instructor – with a minimum of 5 years of instructing and recommended level 2 NCCP or CANSI certification.

vi) Insurance requirements – Approved ski schools/instructors will be covered by the ski club insurance policy.

vii) Approved ski schools and instructors will be allowed to store up to 2 pairs of skis and related equipment in the Ski School locker in the Wax Room.

viii) Approved ski schools/instructors will be allowed to post signs and notices in the Wax Room to promote their activities.

ix) The names, Getting Started, Getting Better, and Getting Faster are no longer considered the exclusive 'property' of the WCCSC.

x) Reporting to ski club Program Director - ski school is required to submit a summary showing list of participants and day fees paid for each program. Program Director may survey the participants to get feedback on ski school and instructors.

xi) Liaison with Club Manager - head instructor for ski school will communicate with Club Manager re: trail grooming, scheduling, complaints from participants related to facilities.

xii) The ski club Program Director will post a listing of approved ski schools and instructors in the Wax Room and website. The club will not post certification

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information and will not rank the ski schools. There will be a note, to prospective clients, that it is their responsibility to determine the qualifications and reputation of the listed Ski Schools and Instructors.

- xiii) Ski Instructors who may be in contact with youths or children under the age of 14, will be required to have an RCMP criminal check (as per the CCY policy for Jackrabbit leaders)
- xiv) Ski instructors must have basic first aid certification and current CPR certification.
- xv) Instructors must be aware of and know the location of the WCCSC emergency plan. (Provided to applicants on request)
- xvi) Ski School/Instructor agrees to provide lessons only when conditions are safe to do so. The trail conditions would have to be rated as good or excellent according to the club's rating system. The ski club has the right to determine whether current conditions or hazards require the cessation of ski school activities.

Request for Applications

Each year the Whitehorse Cross Country Ski Club (WCCSC) will invite Whitehorse businesses or individuals to submit applications for providing nordic ski instruction to club members and the community. Instruction will be provided at the Mt McIntyre Rec Centre.

Applications will be evaluated by the WCCSC executive and the successful applicants will be notified as soon as possible after applying.

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

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

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

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

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

9. Program Fees and Refunds:

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

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

b) **Program Refunds:**

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

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

c) **Race Refunds:**

Race Fees are non-refundable after the entry deadline.

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SECTION FOUR - FACILITIES

1. Insurance:

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

2. Wax Room:

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

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

Procedure:

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

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

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

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

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

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

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g) Locker Rental

REVISION APRIL 2008 (Approved July 28, 2008)

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

2) There are several types of lockers:

- 1 Horizontal lockers under each wax bench, divided into three shares.
- 2 Vertical lockers in Wax Room. 10, 11, 12, 29, 85 assigned to CCY squads. Remaining lockers rented to members with 4 shares assigned per locker.
- 3 Hallway lockers. Skis fit in these lockers. One occupant per locker. May be shared.
- 4 Change Room lockers. Skis do not fit in these lockers. Intended for clothing only. Ski Club shares lockers with Curling Club, based on traditional use and demand.

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

4) Locker Rental Conditions

- a. Must be a ski club member at time of renewal.
- b. Occupants have first right of refusal for next year.
- c. If, at the Manager's discretion, it is noted that a locker space is not being used then first right of refusal is forfeited.
- d. Empty lockers are assigned on a first come, first served basis.
- e. All occupants are assigned by the club.
- f. Renewal deadline is Ski Swap Day, which is normally the third weekend in October.
- g. Each occupant is responsible for paying the locker fee before the deadline.
- h. If the locker fee is not paid on or before Ski Swap Day, the occupant's belongings may be cleared out and the space made available to the next person on the waiting list.
- i. All locks will be provided by the ski club and the combination will be kept on file in the club office. Exceptions may be made at the club's discretion.
- j. Items are stored at the occupant's risk. Neither the City of Whitehorse or the Ski Club will be responsible for lost, stolen, or damaged items.
- k. Lockers must be emptied by April 30 each year. Neither the Ski club or City of Whitehorse will be responsible for items left over the summer. The ski club has the right to move all lockers out of the Wax Room to make space for summer events and use.

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3. Ski Club Office:

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

4. Equipment:

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

b) **Use:** The Ski Club and its membership have first priority use on all Club equipment for its programs and events. Equipment must be used to enhance Club activities, programs and events and should be used by Club members. The Club will provide the training required to operate equipment; this training will be offered to all interested Club members free of charge.

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

1. Trail Maintenance Staff are responsible for maintaining the equipment and training volunteers in equipment maintenance.
2. Snow Machines will be replaced when the mileage is between 12,000 and 14,000 miles.

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

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

Whitehorse Cross Country Ski Club
Box 4639 Whitehorse, Yukon Y1A 3V7
Fax 633-6369 Email

Rental Agreement

BETWEEN: **Whitehorse Cross Country Ski Club**

AND: **Buckwheat Donahue**
Skagway, Alaska

DATE: March 12, 1998

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

condition

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

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

Facilities Director, Club Manager
or President

Buckwheat Donahue

Date: March 12, 1998

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5. Trail Lights:

There are three lighting systems set on timers:

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

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

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

6. Dog Policy:

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

Purpose:

The purpose of this policy is:

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

Requirements:

The Club advises those who ski with their dogs to abide by City of Whitehorse animal bylaws which apply to all ski club facilities at all times.

The bylaws most applicable are:

- Owners are fully responsible for their dogs. Where an incident involving a dog takes place, the owner is responsible.
- Licensing – All dogs residing within the City of Whitehorse are required to be licensed as follows:
 - lifetime tag if your animal is spayed or neutered
 - yearly tag if you animal has not been spayed or neutered

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- micro chipped animals that are spayed or neutered where the owner has provided the owner information and animal details to Bylaw Services

- Defecation – No owner of a dog shall allow the animal to defecate on public land within the City, or on private property other than the owners. It is not a violation where the owner of an offending animal immediately cleans up and properly disposes of the waste.

Policy:

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

- Skijoring: A moratorium on skijoring was set by the Board of Directors on September 24, 2013 until a proper risk management plan is developed and implemented. Skijoring is defined as being pulled by a working dog in harness attached by a line to a belt.
- Dogs (maximum two per skier or four per ski group) are permitted in the following areas, under the full control of their owners.
 - Dog Parking Lot (alternate park area south of Sumanik Drive and adjacent to Dog Trail)
 - Dog Trail
 - Sundog Trail
 - Copper Trail from Crossroads Junction (near Harvey's Hut) to Copper Haul Road
 - Copper Haul Road Trail
 - Mt. McIntyre Ascent, Descent and Fraser Loop (Fraser Loop is permitted beginning November 15)
 - Lower and Upper Valley and connectors and;
 - Logan Burn Trail
- Skiers with dogs are expected to remove dog waste from the parking areas as well as the groomed part of the ski trails. Trowels hanging from hooks on trees are provided. Waste bags and receptacles are located in the Dog Parking Lot and the Barking Lot by the Mt. McIntyre Recreation Centre.
- Individuals who use ski club facilities where dogs are permitted should be prepared to meet dogs at any time and maintain control of their own dog(s).
- Your dog should have an excellent recall ('come' command)
- The WCCSC reserves the right to ban problematic or aggressive dogs from the ski trails indefinitely – this includes dog attacks on people and/or other dogs. Dog bites of any kind are not tolerated.

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- The Club recommends that skiers with dogs who use the WCCSC trails should certify their dog(s) in the Canine Good Neighbour Program.

(Details can be obtained by contacting the Club Manager at info.xcskiwhitehorse@gmail.com)

Complaints Process:

- Complaints are to be made to the Club Manager at info.xcskiwhitehorse@gmail.com , Ski Base staff at 668-4477, or to members of the Board if staff are unavailable. Please provide as much detail as possible in person or in writing as soon as possible after any incident.
- The Club Manager will look into all complaints and report back to the complainant within a reasonable period of time.
- Ski club management will deal with complaints based on the attached regulations.
- The Board is the ultimate authority. Appeals regarding withdrawal of privileges or complaints regarding management of dog related incidents are made to the Board.
- Complainants seeking damages arising from incidents involving dogs must do so directly with the other party involved.

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

8. Pulk Policy January 2002

- 1) The ski club owns a child pulk complete with poles, foam pad and windscreen.
- 2) The pulk is available for rental with the following terms and conditions.

A/ Ski Club members have priority over day pass users.

B/ To be used on ski club trails only.

C/ Rental fee will be set by executive at annual planning meeting. Fee for 2001/2002 season is \$5 per day.

D/ Pulk is rented on a daily basis.

E/ Pulk may be booked up to one week in advance.

F/ Payment is due before pulk is taken out.

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G/ Renter is responsible for arranging a pick up time.

- 3) Ski Club Manager and office staff will administer rental bookings and payment and report any problems to the executive.
- 4) The pulk is normally stored in the locked storage room.
- 5) Manager/staff will check pulk when returned to assess condition.

9. Trails Management

a. Roles and Responsibilities

Trail Management including summer maintenance, winter grooming, tenure, development, and all other matters relating to the ski trail system are the responsibility of the Facilities Director who is responsible to the Board of Directors.

Responsibilities of the Facilities Director are delegated to the Club Manager who will oversee:

- Trails,
- Buildings
- Equipment

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These roles are further subdivided as required to share responsibilities for specific facility components.

- Trail Lights
- Trail Signs
- Trail Grooming
- Summer Trail Maintenance
- Snowmobile Maintenance and Fueling
- Pisten Bully Maintenance and Operation

- 1 The Club Manager is responsible for recruiting and training Team Leaders with direction and assistance from the Facilities Director.
1. The Executive contracts out some of the Facilities Director duties including: recruiting, training and scheduling volunteer trail workers.
2. The Facilities Director is responsible for recommending trail maintenance policies and trail grooming guidelines & priorities.
3. The Facilities Director delegates the setting of daily and weekly priorities, based on grooming guidelines to the club manager.
4. The club manager consults with, groomers, coaches, skiers, ski school to determine grooming priorities.
5. The club manager in consultation with the Facilities Director identifies, recruits, trains and schedules Crew Leaders.
6. Crew Leaders are volunteers who have considerable experience and training in trail grooming and are capable tracksetters. They are generally assigned in one week intervals and are responsible for ensuring that they have a competent crew.
7. A crew will normally consist of a lead packer, second packer/groomer and a tracksetter. The Crew Leader is usually the tracksetter, but not necessarily so. Crews may be anywhere from 2 to 6 members depending on conditions and machines available.
8. The club will offer an orientation/training course each year for novice groomers. The course should include: review of trail maintenance policies, guidelines and priorities, snow machine and grooming equipment handling procedures, basic maintenance, packing and track setting, grading, and renovating procedures, and the technical aspects of trail grooming and snow characteristics, personal safety and safety-related equipment. The Facilities Director and/or Manager will set a date and conduct the training course or recruit a competent course conductor.
9. The Facilities Director and Manager will communicate about complaints received regarding trail grooming and act on them when appropriate. If necessary they will consult with the Executive to decide how to deal with the complaint.
10. Trail Maintenance Policies shall be reviewed as necessary. Changes may be made based on recommendations made from: Members, Board of Directors, Manager, Facilities Director, Trail Maintenance Staff.
- 12 The Facilities Director will ensure that a complete inventory of trail maintenance equipment & supplies is updated annually. A copy of this list shall be on file in the Ski Club Office.
- 13 The Summer Trail Maintenance Coordinator will coordinate summer trail maintenance strategies. Members will be encouraged to participate as volunteers with summer trail maintenance.
- 14 The Manager is responsible for checking trail lights at the beginning of and throughout the season, monitoring for burned out bulbs and safety issues.

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- 15 The Manager is responsible for maintaining an inventory of all trail signs and making recommendations for sign replacement and addition. The Manager recruits volunteers to produce new signs and coordinates the installation.

9 (b). TRAIL GROOMING POLICIES

1. Sign(s) in the wax room entrance are used to provide information regarding trails which have been groomed and trail grooming plans – skiers will be asked to avoid skiing on freshly groomed trails for an hour. Sign(s) will also warn skiers where hazards and equipment may be encountered.
2. No grooming to be done when temperature is colder than –25 unless authorized by the Facilities Director or Club Manager. Groomers are not to go out alone in those cases.
3. The Pisten Bully is used to pack and groom and set tracks at the discretion of the Manager, in consultation with Facilities Director, CCY Head Coach & other appropriate persons if necessary.
4. Equipment operators must observe caution and drive slowly at a speed appropriate for the conditions and safety of operator and skiers.
5. Snowmachine operators must wear approved helmets either provided by WCCSC or provided by the operator if they so choose which must meet Yukon Occupation Health and Safety regulations. (See information below)
6. Snow machines and Pisten Bully must be equipped with survival kit. The kit will include: matches, survival blanket, first aid kit, food such as granola bars, and emergency light or beacon such as glow sticks.
7. Each machine should be equipped with a shovel, axe or saw, and towrope and must have a tool kit including, spark plug wrench, spare plug, pliers and ball peen hammer.
8. Trail workers are encouraged to carry personal cell phones when working as a group and must carry a cell phone when working alone.
9. Equipment operators are to complete the Equipment Logs in the PB shed at the end of each grooming session or use of equipment.
10. Equipment operators should refuel machines after each use and maintain a minimum of $\frac{3}{4}$ full.
11. Operators must be trained and reminded to follow safe practices related to using the snowmachines and grooming equipment with special attention paid to
 - mechanized force
 - speed
 - mass and inertia

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12. If a Trail worker is reported missing, phone 911, then phone Facilities Director, Manager, Club Office or other designated person who will meet the RCMP/ambulance at the Piston Bully shed and will provide information about the situation.

9 (c) Track setting:

- use slow speed when track setting – adjust according to conditions
- if dirt or rocks are exposed track setting should be stopped
- in general there should be no tracks set at major intersections such as Interchange or Crossroads or at any junction where safety of skiers is a concern
- generally trails should be groomed for classic and skating - normally set Selwyn's Loop to allow skating and classic – one track only
- Copper Trail from Harvey Hut to Best Chance Corner double tracked when possible – set to allow classic and skating
- Dog and Copper to Crossroads set two tracks
- no tracks on steep hills or lighted trails where two way traffic may result in collisions; no tracks on S Bend, Herringbone Hill, Doghouse Turn, KK Hill

9 (d) SAFETY and ETTIQUETTE

1. One way travel only on the following trails or trail sections:
 - World Cup 10K Trail between Powerline and KK Hill
 - 7.5 km K Trail, section from Sarah Steele Hut to the Junction with the Western Connector. Traffic to be down-hill only.
 - Pierre Harvey Trail in a counterclockwise direction only
 - Sarah Steele Trail in a counterclockwise direction only
4. Downhill skiers generally have the right of way but all skiers must use caution on hills.
5. Keep Right signs to be located at the following locations:
 - junction of Coyote and Raven – both directions
 - World Cup 10K on curve between Lynx & Lower Selwyn – both directions
 - Interchange
the Scoop
 - on the 7.5K – both big hills between Fireweed Hut & Sarah Steele Hut

Excerpt from Motor Vehicles Act

Operators and passengers of all terrain vehicles, snow vehicles, motorcycles or similar vehicles must wear protective headwear that meets CSA Standard D230-M85, Protective Headgear in Motor Vehicle Applications.

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Training: (to be developed)

Personnel Depth Chart (to be developed using guidelines below)

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

(B) TRAIL GROOMING GUIDELINES

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

C) TRAIL GROOMING PRIORITIES (Decided by groomers at Nov 2008 meeting))

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

Priority

- A) Copper to Harvey's Hut, Dog, Wolf, Selwyn's Loop, Coyote, World Cup 5K (lighted loop includes Chalet Trail, Skookum Trail and Stadium Trail)
- B) Copper from Harvey's Hut to Best Chance, Upper Valley, Lower Valley, Raven, Whisky Jack, World Cup 10K, Lynx, Stadium.
- C) 7.5K, Olympic, Powerline, Logan Burn, Copper from Best Chance to Gravel Pit, Monique Waterreus Trail
- D) Pierre Harvey Trail and Copper from Gravel Pit to Morder/Haul Road
- E) Copper Haul Road – groomed and tracked only in preparation for Northwestel Yukon Loppet.
- F) Sarah Steele Outer Loop
- G) McIntyre Ascent/Descent
- H) Sarah Steele Inner loops

Associated connectors will be groomed accordingly.

- 2) All trails will be packed as soon as there is sufficient snowcover and travel over open water areas is safe.
- 3) During prolonged snowfalls, Priority A trails will be kept open and lower priority trails will be groomed as time permits.
- 4) Manager and Trails Team Leader will set a routine grooming schedule according to priorities and snow conditions.
- 5) Stadium will be groomed prior to races and Jackrabbit/Bunny lessons and Ski School lessons.
- 6) Priorities may be changed in some circumstances with consultation between the Club Manager, Trails Team Leader and Crew Leader for the week.
- 7) Requests for grooming trails other than those listed above or changes in priorities will be considered by the Club Manager/Facilities Director, taking into consideration the availability of equipment, safety and grooming schedule.
- 8) Grooming and tracksetting for races is subject to different needs and rules and would be under the direction of the Chief of Course for the event, who would consult with the Club Manager and Facilities Director.

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

(E) SUMMER TRAIL MAINTENANCE (to be developed)

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

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

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

- a supervisor identified for the work

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- must be within existing Land Use Regulations (Territorial Lands Act)

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

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

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

10. Compatible Use Guidelines

10. COMPATIBLE USE GUIDELINES Dec. 2008 Rev Mar 2009

Preamble

Over the last several years new recreational facilities have been built in the vicinity of the Mt. McIntyre chalet and the ski trails. The ski club has needed to address and respond to these proposals on an ad hoc basis. These developments include:

- Four tennis courts
- The Canada Games Centre and parking lot
- New single track bicycle trails (e.g. the 24 hour circuit).

Some of these developments have impacted the club. The CWG and Canada Games Centre forced us to develop a new stadium, close some trails and build some new trails. These adjustments have resulted in, overall, an improved facility.

The new stadium has more potential for a variety of ski activities than the old one. The building of the Tube under Sumanik Drive greatly enhanced the trail system. For example, a new and convenient access to the Dog Trail is now possible from the CWG parking lot.

However, some changes could be perceived by some as negative. A new trail immediately north of the chalet encroached upon the Mt. Mc. parking lot. This reduced the parking capacity somewhat. The lost capacity was primarily the loss of parallel parking in the unduly wide lanes. This parking arrangement was less than ideal. The current lot is a more logical shape and size.

There have been other developments that have encroached upon the ski trails, such as:

- A power line linking the substation at McIntyre Creek and the Copper Ridge subdivision
- Raven's Ridge country residential subdivision.

The club accepts that we have limited rights-specifically a License of Occupation for 6 m wide ribbons of land for our trails on Crown land. We also recognize that some of our trails cross private land. Obviously, on these sections of trail we need to negotiate with the land owners, to protect, as best we can, our interests.

Other developments are in the works and will likely have further impacts on the trail system in the next few years. These include:

- A "bike park" near the Valleyview reservoir
- Mountain bike trail head development

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- Disc Golf course
- Orienteering control points and training centre based at Wax Room
- Expansion of the Valleyview reservoir

The ski club is working with the developers of the bike park to ensure that this development has minimal impact on the ski trails, and test wax area. The club would like to work with the City to minimize the impact that the reservoir expansion will have on the trails. Most likely a portion of the Olympic Trail however will be lost.

If we were to turn back the calendar 15 years, to 1993, we would see a significantly different layout near the chalet.

Could we have anticipated the Canada Games Centre? No. But, once the decision was made to locate it on the ‘lower bench’, below the chalet, we successfully lobbied to have it placed as far north as possible, to preserve the view, as best as possible, from the chalet. We also insisted that the south portion of the bench be set aside for a new stadium.

What will the next 15 years bring? Will there be as much change between now and 2023 as there was between 1993 and now? Who knows? Some changes will likely be imposed on us. Our challenge will be to mitigate their impacts. Other proposed changes may be ones that we can either veto, or control: hence, the desire to establish guidelines for compatible use.

Guidelines for Compatible Use

Since it is impossible to conceive of all possible future proposals for use of the ski trails and the lands the trails cross, guidelines can only be of a general nature.

The club’s vision is to see the “area of interest” continue to evolve as a natural area, within the heart of Whitehorse, where non-motorized outdoor recreational pursuits are encouraged. The club is interested in having the area used year round, and thus having the area used in summer by hikers and bikers. The club understands that “riders” often prefer single track trails, and accepts that there is potential for new single-track trail development. The club wants to ensure that the scope of new bike trails is “reasonable” and would like to participate in the planning for new bike trails.

The ski trail network may need to be modified in the future, as it has been in the past. The club does not, however, see the need to expand the overall network.

During the ski season the club makes available certain trails for skiers with dogs. Depending on the size of membership, the number of dogs, and the extent of conflict or danger, the club recognizes that it may, from time to time, need to reflect on, and possibly modify the Dog Policy.

There are other non-motorized winter recreational uses on our trails, for example, ski-joring, and snowshoeing. In principle these are acceptable activities. Of course, ski-joring is restricted to the “dog” trails. And, snowshoers must not walk on the tracks. We may need to restrict snowshoeing in the future, however, if there is conflict between this activity and skiing.

Another new winter activity, Norwegian kick sledding, has been proposed. When the club is asked to consider such new uses on the ski trails, it is reasonable to examine what the impacts would be. Will the kicking action create significant ‘divits’ in the snow, and thus impact the grooming and the enjoyment of skate skiers? After a test period, and possibly after a request from comments from our members, we may be willing to accept this as a new activity.

So, the proposed guidelines are:

1. Foster year round non-motorized recreational activities on the Mt. Mc. trails and adjacent lands.
2. Ensure that other non-motorized activities do not unduly impact on skiers’ enjoyment of the trails.

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In other words, we will need to assess proposals as they arise. We will need to balance an interest in fostering other non-motorized recreational activities with the interests of our members. And we must endeavour to satisfy the range of interests within our membership and community.

SECTION FIVE - VOLUNTEERS

1. Recruitment:

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

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

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

2. Training:

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

3. Recognition:

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

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

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SECTION SIX – AWARDS

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

1. Race Awards:

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

2. NorthwesTel Yukon Loppet Awards:

Ribbons or medals depending on organizing committee decision.

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

3. Monique Waterreus Award:

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

4. Masters Trophy:

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

5. Father Mouchet Awards:

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

6. Sport Yukon Awards:

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

1. Trailworker of the Year:

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

2. Club Event Volunteer of the Year:

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

3. Ski Club “Skier” of the Year:

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

4. Administrator of the Year:

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

8. City of Whitehorse Volunteer of the Year Award:

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