

# Whitehorse Cross Country Ski Club (WCCSC)

## Ski Instructor Policy – Updated Sept 2016

### Definitions

**“Instructor”**: An “instructor” is anyone who provides cross country ski coaching, instruction, technique, or ski lessons, at the Whitehorse Cross Country Ski Club (WCCSC). This policy excludes coaches that are conducting such activities under the affiliation of Cross Country Yukon

**“Sanctioned”**: Refers to those “Instructors” that have completed the required registration form, provided the required documentation, paid the registration fee, and have had their application approved by the WCCSC Board.

**“Board”**: Refers to the Whitehorse Cross Country Ski Club Board.

**“Student”**: Refers to any participant which a Sanctioned Instructor has engaged with, to provide services.

### Policy Details

This policy has been developed to help ensure quality cross country ski instructor services are available to members and or guests of the WCCSC. The Sanctioned Instructor application process, as will be described in this document, is in part required as part of the WCCSC’s due diligence to ensure Sanctioned Instructors meet a benchmark level of skill, competency, and practice in a safe and responsible manner. Any company or individual may become a Sanctioned Instructor and use the clubs facilities, subject to agreeing to the terms and conditions listed below. If a company has more than one instructor, only one “Sanctioned Instructor Application Form” is required, however the terms and conditions set out herein, must be met by all Instructors of that company.

- An Instructor must be certified Level 1 CANSKI or equivalent. CCC approved coaching certification is also acceptable. Proof of this certification must be provided with the application.
- Instructors who may be in contact with youth or children under the age of 18 must have a RCMP criminal check. Proof of this document should be provided with the application.
- Instructors must have valid first aid and CPR certification. Proof this certifications must be provided with the application.
- Instructors must have read and be generally familiar with the WCCSC Emergency Response Plan and know the location of first aid equipment, including the location of the club’s AED device.
- Instructors must provide lessons only when conditions are safe. The Instructors are required to read and follow trail reports and weather information posted by the Club Operations Manager in the Wax Room.
- Both Sanctioned Instructors and Students must have a valid trail pass (i.e. be a Club Member or have valid day pass). In part, it is through this requirement that appropriate insurance is in place to support this program.

### **Other Important Information**

- The exchange of fees for the instructional services are the responsibility of the Sanctioned Instructor and Student.
- The WCCSC staff will not provide any administration or booking services related to the services offered by Sanctioned Instructors.
- If an applicant is not successful during the registration process, the application fee will be refunded.
- The WCCSC Board holds the right to terminate a Sanctioned Instructor should violations of this policy agreement occur. The registration fee will not be refunded.
- The registration fee will be used to pay for administrative costs associated with application adequacy evaluation, filing, and the overall management of this program.
- Copies of the “*Sanctioned Instructor Application Form*” are available at the WCCSC Wax Room or by contacting the Club Manager.
- The application process and fee is an annual requirement (i.e., is required each ski season).
- Once a Sanctioned Instructor (individual or company) has been approved by the Board, they may submit a maximum 150 word text advertisement (with web link, contact information etc.) to the Club Manager. This advertisement will then be posted on the WCCSC’s web site.
- Additional advertisement space by Sanctioned Instructors will be allowed on the designated bulletin board located in the Wax Room.
- When potential clients or students contact the WCCSC for information on retaining ski instruction, they will be guided to the list of Sanctioned Instructors located on the Clubs website and or bulletin board.

*This policy was developed in consultation with Dave Pym, Managing Director & CEO, Canadian Snowsports Association. As part of his responsibilities Mr. Pym is responsible for managing and overseeing the general liability insurance policy which covers WCCSC as part of its affiliation with Cross Country Canada (CCC), and is funded in part through membership and day pass sales.*

# 2016 /2017 Sanctioned Instructor Application Form

This application form is required to be completed as part of the WCCSC Ski Instructor Policy, which was updated and approved by the WCCSC Board of Directors in September 2016. The Policy document sets out the terms and conditions required to successfully become a Sanctioned Instructor. Please read the Policy to ensure your application includes the required information and credentials.

Name of Company or Individual Instructor Applicant: \_\_\_\_\_

**Primary Contact Information**

Name \_\_\_\_\_

Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone # \_\_\_\_\_

Please provide the following information. Where proof of documents are required, please attach them to this application form. Photo copies of the documents are sufficient.

Name of Instructor	Valid Instructor Certification <i>Required as per Policy</i>  "YES" – Proof Provided  "NO" - Proof not Provided	RCMP Criminal Check  <i>If required as per Policy</i>  "YES" – Proof Provided  "NO" – Not Required	Valid First Aid  <i>Required as per Policy</i>  "YES" – Proof Provided  "NO" - Proof not Provided

I/we confirm that I/we have read, understood, and agree to follow the:

***“Whitehorse Cross Country Ski Club Ski Instructor Policy – Updated Sept 2016”***

Authorized applicant signature: \_\_\_\_\_

**Application Fee**

The 2016 / 2017 Sanctioned Instructor Application Fee is \$25.00. Refund information is provided in the applicable Policy.

The application fee must be provided to the Ski Club Manager in conjunction with the submittal of this completed Application Form.

**Internal Use Only**

Applicant Meets the Criteria Set Out in the applicable Policy  “YES”  “NO”	Application Status  “PASS”  “FAIL”	Signature of Authorized WCCSC Board Representative	WCCSC Board Approval Date