

# CANADIAN SNOWSPORTS ASSOCIATION (CSA)



## SKI CLUB RISK MANAGEMENT MANUAL

Revised October 2008

*Note: All changes have been highlighted*

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# SKI CLUB RISK MANAGEMENT

## 1. INTRODUCTION

Note: This guide is intended to assist ski clubs in creating and monitoring a Risk Management Program.

This risk management program is an essential element of the Canadian Snow Sports Association (CSA) liability insurance program managed and controlled on behalf of ACA, CFSA, CSF, SJ, NC, CADS, SS, Telemark and Ski Cross by the CSA.

All club members and coaches must receive a copy from their National Sport Organization and the manual should be readily available in the club facility, handbook and club information.

In addition members should also refer to the CSA Insurance handbook found under the tab “insurance” on the CSA website:

[www.canadaskiandsnowboard.net](http://www.canadaskiandsnowboard.net)

### a) Purpose.

As a member of the CSA via the appropriate National Snowsports discipline, ski clubs and their members have a responsibility to follow a risk management program in the operation of club activities and club programs.

A Sport Risk Management Program implemented by the Ski Club, has a number of positive advantages. This Program:

- Will provide a safer sport environment for all participants through the development of safety guidelines, rules, regulations and systems for each sport.
- Will demonstrate to the public, participants and ski areas an intense commitment to program safety and security.
- Will assist in the establishment of minimum educational and skill standards for coaches, administrators and officials, thereby enhancing credibility.
- Will provide educational and training opportunities for professional development for coaches and officials.
- Will provide a framework for program and facility evaluation and provide for proper record keeping which will assist in the defense of any claims or litigation.
- Will assist in lowering the costs of risk transfer methods such as Insurance.

**b) Ski Club Structure**

- It is recommended that all ski clubs should be either federally or provincially incorporated as not-for-profit organizations, with a Board of Directors, By-Laws and Regulations.
- Ski Clubs, no matter the size, are advised to establish working committees with responsibility for the various activities, events, programs and competitions undertaken by the ski club.
- Historically, the more active the Board or committees in a club, the more successful it will be.

**c) Club Registration with National Sport Discipline**

In order for a ski club and its members to qualify for liability insurance under the CSA Liability Insurance program, the club and all of its members and participants in activities must be registered and in good standing with one of the CSA Snowsports Discipline members. In addition they may be required to be a member of a Provincial Sports Organization, Zone or Region.

Membership includes those who fall under item 2(a) below.

The Snowsports Discipline NSA member must have current ski club contact information on file as well as information as to the programs offered by the ski club.

**2. MEMBERSHIP PRACTICES**

**a) Membership Structure**

Generally speaking ski club membership should be divided into basic categories such as:

General or Social Membership  
Entry Level Athletes  
National Level Athletes  
FIS Level Athletes  
Senior or Masters Athletes  
Certified Officials

All of those who participate in ski club activities (except guests at functions) must be recorded and registered as members of the ski club. Verifiable membership lists must be provided to the appropriate CSA National Snowsports discipline.

**b) Registration**

**ALL** members who participate in club activities, events, programs or competitions must complete the required CSA/Discipline membership form which contains the waiver, hold harmless, indemnity agreement and which is a condition of membership.

Electronic signature or registration is acceptable provided that the method used clearly indicates that the document was read and signed and that a copy (electronic or paper is kept on file).

Participation includes, non-paid volunteer or paid coaches, race workers and officials, competitors as well as non-competing program attendees (training/instruction only).

Verifiable membership information must be filed with the appropriate **National** Snowsports Discipline and must be readily available to the CSA and its insurer.

**c) Minors**

Must have parents or legal guardians signature on the CSA/Discipline membership form in order to be members and to participate in CSA/Discipline insured programs.

**d) Athletes**

Must be physically and emotionally fit to participate, use approved equipment (including personal equipment) and understand and respect the FIS, Discipline and Ski area rules including any safety regulations. In the case of FIS licensed athletes, they **must** have signed the FIS Athletes Declaration.

**e) Officials**

Must be trained, supported by the National and Provincial Snow sport Discipline and should be part of a Certification program. They must be updated and monitored on a regular basis. They must carry out their expected duties and they must enforce the given rules.

**f) Volunteers**

Who are not certified officials, and who are involved in events must clearly understand and carry out their specific duties and assignments under supervision of qualified officials.

### 3. COACHES

#### a) Importance of Certification and Coaching Association Membership

- All coaches must be members of the CSA and must be properly trained and experienced for the level they are involved in.
- Must be current members in good standing of a recognized Coaching Association (CFSA, CASI, CSIA)
- It is noted that CSCF defines “a member in good standing” as:
  - completed 4 education credits annually
  - completed 1 risk management credit annually
  - signed an annual CSCF Code of Conduct
  - paid annual fees
- Coaches require constant skills upgrading as well as performance monitoring and should be supported by the clubs.
- Coaches working alone or without sports first aid assistance close by should have training in Sports First Aid as well as CPR.
- “Freelance” or “Independent” coaches working for themselves or working directly for a racer are not covered by the CSA liability policy unless they are members and are supervised by Club head coach or program director.
  - It is clear that athletes that are involved in any manner (Training camps, Dryland, etc.) with Freelance Coaches do so at their own risk. There is no liability insurance in place through ACA and/or ASNS working with freelance coaches under such conditions.
  - The Canadian Ski Coaching Federation (CSCF) have stated that freelance coaches, that are involved in conducting Training camps, Dryland, etc do so at their own risk. There is no liability insurance through ACA, CSA, CSCF and/or ASNS for freelance coaching.

#### b) Employment vs. Contract

- Clubs should ensure that the employment status of all coaches is clearly set out in writing, whether hired as employees of the club or as independent contractors.
- In all cases the coach should either be provided as part of the terms of employment with appropriate accident and medical insurance, including income loss or continuance OR in addition should be registered with the appropriate WCB provincial agency, if permitted in their province.

#### c) Background checks

- There must be a full background check with detailed information on each coach within the system and must be regularly updated.

- The Ski Club must contact previous employers as well as the Coaching Association.
- The ski club must include information in its files as to skills and competencies as well as training, certification levels, courses taken and if possible First Aid and/or CPR competencies

d) **Job Description**

All coaching positions from full-time to volunteer should have written job descriptions, which set out the specific duties of the various coaching positions. Included items must be:

- administrative responsibility
- duties when traveling, including criteria for vehicle rental, driving hours, etc.
- field of play inspection and risk management functions
- training, traveling, competition responsibilities
- membership, certification, ongoing education expectations
- awareness of FIS, NSO, ski area rules

e) **Coaches duties and responsibilities** (*see appendix A*)

Coaches' duties must include:

- ski area liaison and communication
- activity and program development
- safety when training, traveling and competing
- specific inspection of all field of play, whether for training or competition. (This includes the adequacy of on-hill rescue, treatment and medical facilities, on-hill safety.)
- consideration of environmental issues such as cold weather, high winds, fog, rain training or racing
- determination of athlete/participants fitness (physical, mental, skill level) for activities undertaken, including injury status
- verification of participant accident/health/travel insurance when traveling outside of the province or country
- familiarity with emergency action plans (EAP) of the ski club and home ski area
- awareness of responsibility to public
- highest standards of ethics and responsibilities

f) **Duty of care**

- Coaches as well as any adult in charge of participants must recognize the legal duty of care they have towards participants.
- Coaches must understand the “rule of engagement” and in particular their legal duty as experts as well as supervision of minors in their care.



- Clubs must clearly spell out the clubs expectations of its' coaches.

**g) Club oversight**

- Club Executive or an identified program committee must monitor all activities and create a coaching reporting and evaluation system.
- Club Executive must encourage and demand that all coaches take minimum officials certification levels and must encourage regular upgrading.
- Safety Education courses or programs must be offered on an ongoing basis to Coaches and Officials. Coaches must be required to meet the minimum standards of safety/sport first-aid education.
- Continuing education for coaches, officials and volunteers must be considered and should include written materials, films, lectures and seminars.

**4. CLUB FACILITIES**

**a) Management of Facility**

- Where the club has “use of”, “owns” or operated any facility – i.e. club cabin, club house, ski area facilities (including dedicated runs) they must develop a written plan for management of the facility – rules, regulations etc.’

**b) Emergency Action Plans (EAP) and Protocols**

- Must be either established for the clubs venue or facilities, or adopt facility types or the ski area’s EAP. Coaches and club members should be familiar with it. (see Appendix B)
- In addition EAP's and Protocols for travel, out of country training and competition as well as activities are required.
- Information pertaining to locations of nearest physicians, hospitals, clinics and ambulances must be included and available in coaches/officials and athlete manuals or guides. This includes travel outside of Canada.
- All outside travel requires completion of the CSA Sanction Request for foreign travel. (see Appendix F)
- Emergency drills and practices should be undertaken at least once per year.
- Protocols for notification, dealing with relatives and media must be considered.
- Steps to obtain facts, evidence and witnesses should be set out. Accident and injury reports are an important factor. The CSA has incident report forms. (see Appendix C)
- Provisions must be made to ensure adequate levels of medical support at all training and competitive sessions, including dryland activities.

c) **Facility Maintenance**

- Where clubs lease, own, use or operate a physical facility they must take responsibility to ensure that it is safe for use by its members as well as those who can access the facility.
- If rented, leased or borrowed there must be a written and defined agreement as to maintenance responsibility.
- Any concerns a club (coach, participant, member) has regarding a facility they use should be documented and if others are responsible for the facility letters or emails must be sent advising of the situation.

5. **SKI AREA/RESORT RELATIONSHIP**

a) **Definition of Club Programs and activities**

- Clubs must ensure that their host ski area or facility owner clearly understand the activities and programs which the club will offer.
- Include days/hours of operation, expected specific facilities to be used and activities for such facilities. This includes terrain parks, ½ & ¼ pipes rails and dedicated aerial sites as well as the activities that will occur at these sites.
- Involve ski area or facility owner in very early discussion as to coming season plans, expectations and wishes.
- Understand ski area needs, concerns, rules and regulations for their facilities.
- Ensure all club members understand ski areas rules and regulations.

b) **Agreement on activity schedule and locations**

- All FIS event calendaring must be completed by June preceding the coming season.
- Ski areas should (under FIS Rules) sign-off and approve all competition schedules well in advance of the season.
- Ski areas have their own activities and events to plan and schedule so it is prudent to have early discussions.
- An activity calendar should be prepared and agreed to in principle. This activity schedule can form an overall sanction certificate request from the NSO & CSA.

c) **Recognition of competition event requirements, roles, responsibilities**

- Major events such as FIS events, national races etc. require early planning and agreement with ski area or facility owners.
- Consider written agreements with ski areas.

- Be aware of ski area association recommended competition guidelines (see Appendix D)
  - Specifically record:
    - Grooming/trail preparation/aerial construction needs
    - Fencing installation and requirements
    - Hill/trail/slope closures
    - Use of ski area equipment
  - Ensure clear understanding as to who will do what.
- d) **Establish clear interface requirements**
- Designate specific club personnel/executive, coach, etc.) to be club communication interface with a specifically designated ski area representative.
- e) **Relationship with visiting ski clubs/teams**
- Clubs who travel with teams should always communicate with local/host club any visiting intentions before contacting ski area or facility owner.
  - Host/local clubs should assist visiting clubs in dealing with local ski area or facility owner.
  - Clubs who travel to other ski areas must ensure they are clearly aware of local rules, regulations and restrictions.

## 6. **SKI CLUB ACTIVITIES AND PROGRAMS**

- a) **Dryland and off snow activities**
- Ski club should define the nature of off-snow activities it intends to offer.
  - Develop a timetable or schedule of the activities.
  - Determine who will supervise, control or monitor the activities and ensure their competency to supervise.
  - Only activities normal and incidental to the discipline and approved by both the discipline NSO Sport Science Committee and CSA will be approved or sanctioned.
  - Activities such as hang gliding, mountain/rock climbing, bungee jumping, motorcar/cycle or bicycle racing, white water rafting, scuba diving, base-jumping, ski diving are not activities that would normally be approved or sanctioned.
  - Use of third party facilities requires inspection by the supervisor, coach or controller of the activity to ensure suitability for the intended purpose.
- b) **On snow Training**
- Requires co-ordination with ski area or landlord.
  - Coaches must inspect the trail, location, facility intended to be used.

- Must be specific definition as to responsibility for trail or access closures, monitoring or public access control.
- Must determine safety requirements.
- Must have in place appropriate first-aid/medical/EAP procedures.
- Must be aware of the discipline rules, regulations and guidelines.
- Activities involving use of terrain parks, pipes, rails and aerial sites must have clear regulations and guidelines.

c) **Travel**

It is recognized that training and competition requires travel outside of local areas and may require travel outside of province or country.

- Coach or officials may require letters of permission for minors that will cover out of country travel, medical treatment.
- All out of province/out of country travel must have appropriate extended health care, accident and travel insurance including evacuation, repatriation costs.
- Coaches/officials must recognize their responsibilities to supervise.
- Must be a careful assessment of coaching staff ratio to athletes.
- Completion of CSA Out of Country Sanction Request is required. (see Appendix F)

d) **Use of vehicles**

- Clubs must have a written policy on the use of vehicles for transporting members.
- Drivers' age as well as provincial restrictions must be clearly established.
- Rules as to hours behind wheel need to be set out.
- Seat Belt rules to be followed.
- Equipment to be secured properly.
- Volunteers/club members' use of own vehicles for transportation must follow provincial rules and regulations; this includes liability insurance as well as cost re-imburement issues, which can impact your own coverage.
- CSA insurance coverage is extended only to liability for the use of rental vehicles provided all terms of the rental contract are complied to.
- Rental Vans: It is CSA's recommendation that the disciplines take out the liability and damage insurance offered under the vehicle rental program. However an adult of the acceptable rental age may be covered by our CGL under the non-owned auto provision subject to policy deductible and provided they are correctly licensed to drive the vehicle in question within the jurisdiction of the province the vehicle is rented in.  
*NOTE: The CSA policy **does not** cover damage to the rental vehicle.*
- Car Pools: This is not covered. Anyone operating a car pool must be aware that many jurisdictions and private insurers will not provide coverage where those outside the family pay the costs of transportation.

Great care must be taken when car-pooling and the drivers insurance company should be contacted.

- Personal vehicles used for club activities are not covered by the CSA CGL.

**Note:** There are many studies about the risks inherent in using 15 passenger plus vans and their safety records. Specific risk management steps are recommended and can be provided.

#### 1. Non-owned Automobile Insurance – Property Damage to Vehicle

We will no longer insure physical loss or damage to rental vehicles.

It is essential when renting that the renter take out property insurance on the vehicle or use a credit card that does provide such cover.

#### 2. Non-Owned Automobile Insurance – Third Party Liability Cover

We continue to provide full liability coverage for rental of vehicle by our members provided that:

- 1) Vehicle is only driven by those correctly licensed for the class of vehicle, declared on rental agreement as driver and operating the vehicle in accordance with rental company regulations.
  - 2) Vehicle is rented for a period of 30 days or less, and is used solely for the business of the association, club or member renting the vehicle.
- All passengers in the vehicle must wear seatbelts and may not ride on top of or with equipment such as skis, gates etc. unless properly seated with seatbelts.
  - Equipment such as skis, gates etc transported by coaches/servicemen must be transported in vehicles designated and designed for cargo.

The critical factor is skis/gates transported in bulk should not be in passenger vehicles but should be in cargo vehicles specifically designed for such use with protection for those in front passenger and driver side of vehicle.

- Use of 15 passenger vans – with roof mounted cargo boxes is to be discouraged.

Cargo boxes may not be added to the roof of a 15 passenger van unless approved in writing by the vehicle dealer/manufacturer or part of rental agency provision of vehicle.

e) **Competition**

- All participants must be familiar with the international as well as any national and domestic or ski area rules.
- All safety protocols developed for the discipline and the event must be followed.
- Competitors/participants must be aware of their obligations and rights.
- Coaches/trainers must carefully inspect the field of play and must assess each competitor's physical and mental capabilities for the event and for the environmental conditions.

7. **ACTIVITY AND EVENT SANCTIONING**

a) **Sanctioning of Activities**

Sanctioning is a formal process whereby an authorizing body provides its official approval for an activity to be held in that body's name and under its jurisdiction.

The sanctioning of an activity carries with it the obligation that the activity is carried out in accordance with the rules, policies, and procedures of the sanctioning body.

The Canadian Snowsports Association (CSA) is recognized by the Fédération Internationale de Ski (FIS) as the national governing body for snow sports in Canada. As such, the CSA controls the sanctioning of FIS activities within Canada.

Each of the 9 individual CSA Disciplines is the national sport governing body for its discipline of skiing, ski jumping or snowboarding in Canada. As such, the discipline on behalf of CSA sanctions activities within its discipline that are carried out in accordance with its rules, policies, and procedures, and in accordance with CSA policy.

The sanctioning of all national and international activities in Canada is managed directly by the CSA via the national office of the CSA member organization. This includes the sanctioning of divisional and club activities, and includes Out of Country travel.

Only activities normal and incidental to the discipline and controlled directly by the discipline will normally be sanctioned.

Unusual activities, events and competitions as well as activities, events and competitions controlled, managed or supervised by third-parties (non-members) must be referred directly to the CSA.

**b) Out of Country Travel**

In order for Out of Country training to be covered under the CSA Liability Insurance Program, the CSA Discipline and the CSA must approve all out of country training. All groups training outside of Canada must fill in all requested information on the CSA Out of Country Sanction Request. (*see Appendix F*)

Any athlete traveling outside of Canada must have proof of appropriate out of country accident coverage that includes repatriation and helicopter evacuation.

**c) Requests for Sanctioning**

NOTE: Sanction certificates can be provided for a clubs' yearly activities.

The sanction request should identify for the year a schedule of activities, intended competition/event schedule and identification of who supervises or is responsible for the activity, event or competition program.

A request for the sanctioning of a club or divisional activity should be forwarded to the national office at least 15 days before the proposed activity.

Activities which should be sanctioned are all club, divisional and PSO activities related to training (including dryland training) and competition, as well as other activities – such as social events – that the club or division may be engaged in.

If a proposed activity is not of a routine nature (that is, it is not a training or competition activity), the request for sanctioning should be submitted at least 30 days in advance.

Requests for sanctioning may require a fee, unless other arrangements have been made.

In requesting a sanction, the club or division is agreeing to be bound by the applicable rules, policies, and procedures of the FIS, CSA, and CSA member organization. These include (but are not limited to):

- Staging the activity in accordance with applicable FIS, CSA, and CSA member organization competition rules.

- Providing adequate safety equipment and procedures.
- Following standard officiating practices.
- Forwarding all results and official reports (such as the Technical Delegate's report) to the divisional or national office within the prescribed time period.
- Ensuring that all competitors have complied with the applicable membership, qualification, and waiver requirements.
- Ensuring that other parties involved in the staging of the activities have appropriate insurance for the activities being carried out (insurance coverage additional to that provided by the CSA's commercial general liability policy).

The CSA member organization will provide, for the activity or activities being carried out, an official sanction certificate or approval.

Sample sanction request forms and approval forms are attached as Appendix E and F.

d) **Cross Discipline Activities**

A CSA member organization may not sanction activities, which are ordinarily within the jurisdiction of a different CSA member organization.

For information on the sanctioning of such activities, or activities that involve more than one CSA member organization, contact the CSA Managing Director.

e) **Liability Insurance**

The CSA provides commercial general liability insurance for its activities and those of all of its member organizations (except Cross Country Canada which has separate coverage).

The purpose of this insurance is to protect the member organizations of the CSA (and their clubs and divisions) against the risk of sums they may become legally obligated to pay as the result of bodily injury and/or property damage caused through their sanctioned activities. Please note that it is the policy of the CSA that if an activity has not been formally sanctioned by a CSA member organization, then that activity may not be covered by the CSA's liability insurance.

It is to be noted that the CSA's CGL insurance does not provide coverage for persons or organizations that are not CSA member organizations, divisions, or clubs, except where the participant is a member of an FIS national federation who is participating with the specific permission of their national federation.



However, for specific activities, other relevant parties (such as ski/snowboard areas, organizers, and sponsors) can be added as additional insured parties – but only with respect to their direct involvement in the staging of the sanctioned activity.

Requests for the naming of other insured parties and for insurance certificates should be included in the request for sanctioning.

**f) Reporting Incidents**

If, during the course of a sanctioned activity, there is a significant or unusual injury to any person, or if there is any other form of incident that may have liability consequences, a notice of incident must be filed immediately. The notice of incident should be filed with the CSA’s insurance broker, Jones Brown Inc., with copies to the national office and to the CSA.

**General**

- 1) An incident report should be submitted immediately for any injury to members of the public which occur either through contact with CSA members in training or competition or while on a closed course used for training or competition or where they encounter club or ROC equipment.
- 2) Report any injury requiring hospitalization to any member of a CSA discipline club, ROC, volunteers involved in any club program or activity.
- 3) Report all damage to property owned by others arising out of club or program activity.
- 4) Use CSA Incident Report Form as attached.

**Reporting Process**

1) Email or Fax copy of the incident report to:

**a) JLT Insurance Brokers**

**Jamie Curran, CIP**

National Claims Manager  
16<sup>th</sup> Floor, 1111 West Georgia St  
Vancouver, BC V6E 4G2

Email: [jcurran@jltcanada.com](mailto:jcurran@jltcanada.com)

Direct: 604 609 5551  
Cellular: 604 376 3589  
Fax: 604 682 3520

**or Margaret McWilliams**

Assistant Vice President, Claims  
16<sup>th</sup> Floor, 1111 West Georgia St  
Vancouver, BC V6E 4G2

Email: [mmcwilliams@jltcanada.com](mailto:mmcwilliams@jltcanada.com)

Direct: 604 640 4251  
Cellular: 604 307 5110  
Fax: 604 682 3520

and,

b) **Canadian Snowsports Association**

Attn: David Pym

Email: dpym@isrm.com Fax: 604-669-7954

and,

c) **National Sport Organization for your Discipline.**

2) Mail **original** with all attachments to:

JLT Insurance Brokers  
16<sup>th</sup> floor, 1111 West Georgia Street  
Vancouver, BC V6E 4J2

**Attention: Jamie McCurran, CIP & Margaret McWilliams**

- 3) CSA, in consultation with JLT and Insurers will determine if investigation by CSA Insurance Adjusters is warranted and CSA will advise the adjusters of the NSO Discipline and Incident Report contact information. CSA will also advise the Discipline and involved club or entity.

**g) Certificates of Insurance (C.O.I.)**

Certificates of Insurance (C.O.I.) can be provided to show:

1. That the CSA member requesting the C.O.I. has current liability insurance (proof of insurance) which can be provided to third-parties.
2. That a requesting entity such as ski resort, shopping mall, school being used or contemplated to use has been added to the policy for the activity requested. (Proof of addition to policy under End.#1)

Please note that:

1. All requests for C.O.I. must come through the discipline NSO and are directed to Jardine Lloyd Thompson

**Maria Lima, CAIB**

Account Representative  
16<sup>th</sup> Floor, 1111 West Georgia St  
Vancouver, BC V6E 4G2

*back up:* **Claire Robertson**

Account Representative Assistant  
16<sup>th</sup> Floor, 1111 West Georgia St  
Vancouver, BC V6E 4G2

Email: [mlima@jltcanada.com](mailto:mlima@jltcanada.com)

Direct: 604 640 4258

Fax: 604 682 3520

Email: [crobertson@jltcanada.com](mailto:crobertson@jltcanada.com)

Direct: 604 484 5313

Fax: 604 682 3520

2. JLT will obtain approval from the CSA for all C.O.I..
3. The request must provide the correct legal name for any entity requesting to be added to the CSA policy.
4. The activity(s) must be sanctioned by the NSO and approved by the CSA. A general sanction/C.O.I. template is attached to this procedure.
5. Specific activities or events must identify the precise date and who with the CSA, discipline membership is in charge. C.O.I. adding non-members as additional Insureds will only be issued when the CSA/Discipline member is totally in charge of, responsible for all, and in control of the activity.
6. As a rule the amount on the C.O.I. will be \$5,000,000 unless specifically requested in another amount.
7. You must allow 72 hours for C.O.I. to be issued.
8. Wherever possible, if a ski resort, gym or school regularly used by a member club requests a C.O.I., then a single C.O.I. covering the activities from October 1 to September 30 should be requested.

**h) More Information**

If you have questions, or require more information on any topic covered in this memo, please contact your national office, or Dave Pym, Managing Director, of the CSA.

8. **INSURANCE PROGRAM**

*See CSA Insurance Manual at*  
**[www.canadaskiandsnowboard.net](http://www.canadaskiandsnowboard.net)**

9. **CONTACTS**

For further information contact:

David V. Pym, Managing Director  
Canadian Snowsports Association  
Suite 202 – 1451 West Broadway  
Vancouver, BC  
V6H 1H6

Telephone: 604-734-6802  
Mobile: 604-671-4575  
Fax: 604-669-7954

**COACHES DUTIES**

Coaches' duties must include the following:

- They must be aware of the applicable standards, written and unwritten, as well as internal policies and rules governing the field of play (slope), their discipline and the programs offered by the club.
- Coaches must monitor their participants' fitness and skill levels, and teach new skills in a progressive fashion suitable to their age and skills. Never leave young participants unsupervised.
- If there is no ready access to medical personnel or qualified trainers, coaches must keep adequate first aid supplies on hand; and be trained in administering first aid.
- Coaches must carry with them, at all times, emergency contact numbers and participants' medical profiles as well as parental permission for medical treatment.
- Coaches must ensure that any participants they supervise have adequate medical extended health insurance (including rescue, ambulance, etc.) if they travel out of province or out of country.
- Coaches must inspect facilities and equipment before every training session and competition and take steps to ensure deficiencies are corrected immediately, or adjust you activities accordingly to avoid the risk.
- Coaches should be covered by the liability insurance policy of the ski club or (if you are remunerated for your coaching services) or your organization (if you are a volunteer coach), or your own liability policy.
- Coaches must be provided with or have adequate accident insurance, including income continuance or be registered by the club with WCB.
- Coaches must not be afraid to stop or withdraw from any activity that poses unreasonable risks, including stopping a training session or removing your team or your participants from a competition.
- Coaches must pursue training, professional development, and coaching certification.
- Coaches should follow the check list below:

Preliminary essential information:

- you have phone numbers and addresses of athletes and their parents
- you have identified the ski patrol location for medical and/or safety services
- you are aware of the medical conditions of each athlete (e.g. illnesses, allergies, disabilities, injuries)
- you have in your immediate possession the I.C.E. (In Case of Emergency) numbers (for each athlete, who to contact in an emergency situation)
- you are aware of any special procedures required in the event of an emergency for each athlete
- you have letters of permission for medical treatment

Information Athletes and Parents

- you have informed the parents and the athletes of the risks inherent in the sport in general and the specific planned activities
- you have fully and properly explained the safety procedures and instructions related to all activities
- you have checked that the athletes understand the rules, regulations, safety procedures and instructions related to all activities
- when giving explanations for an activity during a training session or during competition, you have emphasized and highlighted potential situational risks

Activity Planning

- you have planned activities which are appropriate for the age, fitness, and ability level of the athletes
- you make sure that all training sessions start with an appropriate warm-up
- you have planned activities to include a reasonable progression and challenge for the athletes
- you have planned alternate activities for athletes who cannot perform the task as planned for the larger group

Emergency Action Plan (EAP)

- you have prepared a formal, written emergency action plan
- you have briefed all coaches, assistants, athletes and other affected parties on the emergency action plan and their role(s) in it

Inspecting Equipment and Terrain

- you are fully aware of the specific safety standards related to equipment (netting, fencing, setting rules, hill difficulty)
- you have checked that each individual athlete's personal equipment (skis, boots and protective equipment) are properly adjusted and in good condition and meet any discipline rules or regulations
- you have assessed the safety of the terrain itself (e.g. hill protection, snow conditions)

- you have personally examined and identified any environmental, equipment, terrain or human risk factors
- you have checked that the athletes wear their protective equipment and that it is properly adjusted and in good condition
- you have checked that each athlete is properly dressed for the expected weather conditions
- you carry or have quick access to a first aid kit or immediate first aid services at all times

Supervision Responsibilities

- you have ensured that the number of athletes involved is not so high as to compromise adequate supervision and safety
- you have looked for signs of fatigue in athletes and, if necessary, brought them into the cool down phase or stopped the activity
- you are prepared to stop the training session if you have to leave the site for any reason, or you are prepared to delegate supervisory responsibility for the activity to a competent and qualified person
- you do not leave athletes unsupervised

### **EMERGENCY ACTION PLAN (EAP)**

An Emergency Action Plan (EAP) is a plan designed by coaches to assist them in responding to emergency situations. The idea behind having such a plan prepared in advance is that it will help you respond in a responsible and clear-headed way if an emergency occurs.

An EAP should be prepared for the ski hill where you normally hold training and for any ski hill where you regularly host competitions.

An EAP can be simple or elaborate and should cover the following items:

- Designate in advance who is in charge in the event of an emergency (this may very well be you).
- Have a radio with you and make sure the battery is fully charged. If this is not possible, you will have to send someone at any ski lift to call the ski patrol.
- Have contact numbers (parents/guardians) for the athletes.
- Have on hand a medical profile for each athlete, so that this information can be provided to emergency medical personnel. Include in this profile a signed consent from the parent/guardian to authorize medical treatment in an emergency.
- Prepare descriptions of training site to provide ski patrol to enable them to reach the site as rapidly as possible.
- Have a first aid kit accessible and properly stocked at all times (all coaches are strongly encouraged to pursue first aid training)

When an injury occurs, an EAP should be activated immediately if the injured person:

- is not breathing
- does not have a pulse
- is bleeding profusely
- has impaired consciousness
- has injured the back, neck or head
- has a visible major trauma to a limb



## **SPECIAL INSTRUCTIONS FOR REPORTING INCIDENTS**

### ***Instructions spéciales pour la sauvegarde des rapports d'incidents***

Report all incidents promptly, regardless of how trivial they may seem.

Treat the injured person with courtesy and sympathy, but do not admit liability or make any commitments.

Do not attempt to render first aid, except to make the injured person as comfortable as possible.

If the person is rendered unconscious, call the police or emergency hospital. If the person is conscious and the injury requires immediate medical attention, let the injured person name the doctor to be called. Never engage the service of a doctor without the consent of the injured person.

Get the names and addresses of all witnesses. Do this in a way that will not magnify the seriousness of the accident.

Inspect the place of the accident and the cause and conditions surrounding it. If possible, remove or have the cause removed immediately to prevent further accidents. Screen off or otherwise protect the area while clean-up is made. If there is no apparent reason for the accident, try to get the witnesses to inspect the scene.

Do not discuss the accident with anyone outside the company except representatives of Jardine Lloyd Thompson after they have identified themselves. Co-operate with them in every possible manner. Caution any employees who may have witnessed the accident that that are likewise not to discuss it with outsiders.

\*\*\*\*\*

Vous devez rapporter tous les accidents sans délai, peu importe leur gravité.

Le blessé doit être traité avec courtoisie et compassion, mais vous ne devez engager à rien, ni admettre votre responsabilité.

Il ne faut pas essayer d'administrer les premiers soins, uniquement reconforter le blessé.

Si le blessé est inconscient, appeler la police ou l'ambulance. S'il est conscient et que des soins médicaux sont nécessaires, laissez le blessé choisir le médecin à prévenir. Ne pas avoir recours aux services d'un médecin sans le consentement de blessé.

Il est important de noter les noms et adresses de tous les témoins, mais il faut éviter d'utiliser une attitude qui pourrait amplifier la gravité de l'accident.

Vous devez inspecter les lieux et examiner les causes et les circonstances de l'accident. Au cas où d'autres accidents risqueraient de se produire, il faut tenter d'éliminer toute cause de danger. Vous devez baliser ou protéger l'accès de la zone de l'accident pendant qu'on la nettoie. Au cas où l'accident n'aurait pas de cause évidente, il peut être utile de demander aux témoins d'inspecter les lieux.

Il ne faut pas discuter des circonstances de l'accidenté, excepté avec les représentants de Jardine Lloyd Thompson, une fois que ceux-ci se sont fait connaître. Vous devez alors collaborer avec eux de votre mieux. Tous les employés témoins de l'accident doivent aussi être prévenus qu'ils ne doivent pas en parler avec des étrangers.

Report completed by NAME/NOM \_\_\_\_\_  
Rapport rempli par

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
DAY MONTH YEAR

This report is prepared in contemplation of litigation and is to assist in the defence of the problem incident, accident or claim referred to herein. The accident report should be completed in the case of all injury to non-competitors, in the case of injury to competitors requiring hospitalization irrespective of whether it occurred in training or competition.

When an accident occurs, get full details and enter them on this form. Use the completed form as the basis to report the accident by telephone immediately to Jardine Lloyd Thompson's office by giving them all the information. Make two copies, keep a copy on file for at least two years, send a copy to Canadian Snowsports Association, and send the original directly to the Jardine Lloyd Thompson office within 24 hours after the incident.

\*\*\*\*\*

Ce rapport est rédigé en prévision d'un litige pour documenter la défense de l'incident, accident ou réclamation don il est question dans ce document. Le rapport d'accident doit être complète toutes les fois qu'un non-concurrent et toutes les fois qu'un skieur compétitive subit des blessures nécessitant de l'hospitalisation, que ce soit lors de compétition ou entraînement.

Lorsqu'un accident arrive, procurez-vous tout les détails et complétez le formulaire. Utilisez les renseignements recueillis sur le formulaire afin de rapporter immédiatement, par téléphone, l'accident au bureau de Jardine Lloyd Thompson. Faites deux copies du formulaire, gardez-en une en filière, pour une période d'au moins deux ans et envoyez l'autre copie à Association Canadienne Sports d'Hiver et envoyez l'original directement au bureau de Jardine Lloyd Thompson et ce, dans les 24 heures après l'accident.

1. Canadian Snowsports Association  
c/o David Pym  
Suite 202, 1451 West Broadway  
Vancouver, BC  
V6H 1H6  
Tel: 604-734-6800  
Fax: 604-669-7954

2. Jardine Lloyd Thompson Inc.  
c/o Jamie Curran, CIP &  
Margaret McWilliams  
16<sup>th</sup> floor, 1111 West Georgia St.  
Vancouver, BC  
V6E 4J2  
Direct Phone: 604-609-5551 (Jamie Curran)  
Direct Phone: 604-640-4251 (Margaret McWilliams)  
Fax: 604-682-3520

3. Discipline Office  
Insurance Manager



**MUST BE COMPLETED BY THE TD OR PERSON IN CHARGE  
DOIT ETRE COMPLÉTÉ PAR LE DT OU LA PERSONNE EN CHARGE**

<b>Insurance Assurance</b>	<b>Policy Holder Titulaire de police</b>	<b>CANADIAN SNOWSPORTS ASSOCIATION POLICY NO: No DE POLICE DE L'ASSOCIATION CANADIENNE DE SKI ET DE SURF DES NEIGES:</b>
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**Location of Accident** **SKI AREA**  
**STATION DE SKI** \_\_\_\_\_

**Lieu de L'accident** **OWNER OF PREMISES**  
**PROPRÉTAIRE DES LIEUX** \_\_\_\_\_

**OCCUPANT IN CONTROL**  
**OCCUPANT EN CHARGE** \_\_\_\_\_

**CONTACT PERSON**  
**NOM DE LA PERSONNE À**  
**CONTACTER** \_\_\_\_\_

**NAME/NOM**

**ADDRESS/ADRESSE**

**ADDRESS/ADRESSE**

**( )**

**TEL**

**DOES OCCUPANT LEASE DIRECT FROM OWNER OR ANOTHER (ATTACH COPY OF LEASE)? L'OCCUPANT D'ETIENT-IL SON  
BAIL DIRECTEMENT DU PROPRIÉTAIRE OU D'UNE TIERS PERSONNE (JOINDRE UNDE COPIE DU BAIL)?** \_\_\_\_\_

**Accident or Occurrence** **DATE** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ **TIME** \_\_\_\_\_ **TRAIL** \_\_\_\_\_  
**Accident ou Evénement** **DD** **MM** **YEAR** **HEURE** **PISTE**

**SKI CLUB**  
**CLUB DE SKI** \_\_\_\_\_

NAME OF THE COMPETITION OR  
TRAINING ACTIVITY \_\_\_\_\_  
NOM DE LA COMPÉTITION OU ENTRAÎNEMENT

NAME OF THE RACE CHAIRMAN OR  
PERSON IN CHARGE \_\_\_\_\_  
NOM DU DIRECTEUR DE L'ÉPREUVE OU DE LA PERSONNE RESPONSIBLE

\_\_\_\_\_  
ADDRESS/ADRESSE

\_\_\_\_\_  
ADDRESS/ADRESSE

( ) \_\_\_\_\_  
TEL.

DATE INSURANCE COMPANY NOTIFIED \_\_\_\_\_ BY WHOM/ \_\_\_\_\_  
PREMIER AVIS À LA COMPAGNIE D'ASSURANCE AVISÉ PAR

Injured Person  
Personne Blessé

NAME/NOM \_\_\_\_\_ AGE \_\_\_\_\_ SEX/SEXE \_\_\_\_\_

ADDRESS/ADRESSE \_\_\_\_\_

( ) \_\_\_\_\_  
TEL

STATUS: COMPETITOR \_\_\_\_\_ OFFICIAL \_\_\_\_\_ SPECTATOR \_\_\_\_\_  
COMPÉTITEUR OFFICIEL SPECTATEUR

CLUB/AFFILIATION \_\_\_\_\_ DIVISION \_\_\_\_\_

COUNTRY/PAYS \_\_\_\_\_

Nature of injury  
Description de la  
Blessure

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

Description of  
Accident or  
Occurrence:  
Description de  
L'accident/événement:

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Weather condition at  
time of accident:  
Conditions  
Météorologiques au  
moment de l'accident:

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Probable cause of  
Accident:  
Raison probable de  
l'accident ou de  
l'événement:

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First Aid Given:

NATURE OF TREATMENT/NATURE OF TRAITEMENT

MEDICATION GIVEN/MÉDICAMENTS DONNÉS

BY WHOM/ADMINISTRÉ PAR

HOSPITAL:  
HOPITAL:

NAME OF HOSPITAL/NOM DE L'HOPITAL

METHOD OF TRANSPORTATION/MÉTHODE DE TRANSPORT

Doctor in attendance/Médecin traitant:

Witness:  
Témoin:

NAME/NON

ADDRESS/ADRESSE

( )  
TEL.

**2<sup>nd</sup> Witness:**  
**Temoin:**

NAME/NON

ADDRESS/ADRESSE

( )  
TEL.

**Report of the TD:**  
**Rapport de DT:**

NAME/NON

ADDRESS/ADRESSE

( )  
TEL.

**Property Damage:**  
**Dommages Matériels**

OWNER/PROPRIÉTAIRE

ADDRESS/ADRESSE

DESCRIPTION OF PROPERTY/DESCRIPTION DES BIENS

ESTIMATED COST OF REPAIR OR REPLACEMENT/COUT ESTIMÉ DE LA RÉPARATION/REPLACEMENT

**Other Insurance:**  
**HOPITAL:**

INSURER/ASSURER

POLICY NO.

TYPE OF POLICY

**COMPLETE THIS FORM WHEN A MAJOR ACCIDENT OCCURS  
REPLISSEZ CE FORMULAIRE POUR TOUT ACCIDENT GRAVE**

<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>FULL COURSE/ PISTE COMPLÈTE</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p>SHOW WHERE ACCIDENT HAPPENED / INDIQUEZ À QUEL ENDROIT A EU LIEU L'ACCIDENT</p> </div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>SHOW HOW ACCIDENT HAPPENED/ INDIQUEZ DE QUELLE FAÇON L'ACCIDENT EST-IL SURVENU</p> </div> <p>INDIQUEZ OÙ SE TROUVENT LES PORTES</p>		
	<b>PROFILE / PROFIL</b>		
	<b>STEEP/ABRUPT</b>	<b>MEDIUM/MOYEN</b>	<b>FLAT/PLAT</b>
5			

# CWSAA COMPETITION GUIDELINES



A GUIDE TO ASSIST MEMBER AREAS HOLDING COMPETITIONS  
Revised May 2002  
Fred Bosinger, Chairman Competition Committee



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## **INTRODUCTION**

The construction, preparation and maintenance of to days Race and Competition sites can be very time consuming and costly for the Host resorts. They can severely impact the enjoyment to other resort users as well. Conversely properly run and managed events can be a benefit to all concerned, they can bring a certain flair and excitement to the Resort and potentially create additional revenue. Major events are often a vehicle for extensive media coverage of the Resort, which can result in long term image building and financial rewards. If a Resort plans to host events, they should be properly planed, consider the safety and enjoyment for all and be cost effective.

The Guidelines and Policies below are to assist Member Areas in their negotiations with Competition/Race Organising Committees (R.O.C.). They generally apply to the holding of Regional Ski and Snowboard competitions from entry level (Nancy Green Ski League) to junior level (Provincial Championship). The holding of National Championship, International and World Cup Events that may or may not include T.V. coverage may require more elaborate negotiations and/or the assistance of specialised event managers.

The policies and guidelines are written in conjunction with events sanctioned & sponsored by the Associations that oversee Ski and Snowboard Development and Competitions in Canada (Sports Associations) and their various Disciplines benefiting from the CWSAA All Area Competitor Pass. They could be equally applied to competitions covered by other sponsors or organisations. It is advised that you review your liability position with your insurers before you agree to host a Competition or Event in your Resort or Area.

It is most important that you and the race/event organisation mutually agree (in writing if necessary) on all the specific details concerning the event in question. This process should be followed, be it a sanctioned event by a Sports Association or a recreational or professional event organised by others.

In order to assure well-operated competitions in your areas, it is recommended that you follow these suggested policies and guidelines, they will assist to avoid last minute surprises.

## **GENERAL GUIDELINES AND RECOMMENDATIONS**

1. Member Areas should request that the Organisers carry adequate Liability Insurance that names the Resort and all its Employees and Agents etc. as also named insured. A minimum of \$5,000,000 is recommended per event and per occurrence of liability. Some Sports Associations such as Alpine Canada Alpin and its Divisions have historically been able to provide insurance that complied to the above. However it is each area managers responsibility to familiarise him/her self with the terms of this policy and ascertain before each race/event that their respective area is also named insured in the policy for the event being organised.
2. It is recommended that all Competitors of legal age participating in non sanctioned events/competitions sign an event specific waiver that will hold harmless the host resort, the resort employees and agents as well as any event sponsor.
3. Competitors and officials must respect all rules and regulation, including the **ALPINE RESPONSIBILITY CODE**, as may be posted by the ski area operator from time to time.
4. Ski brakes and/or approved anti run-away devices are mandatory on all skis or snowboards used in any form of competition or during recreational free skiing.
5. It is recommended that the Race/Event Organising Committee (R.O.C.) and the area management negotiate specific equipment rental rates for Snowcats, Lifts, Snowmaking, Snowmobiles and/or other charges for labour and use of facilities which may be required, refer to Race Course Preparation Charges below.
6. It may be advisable to nominate an official ski area contact/coordinator that will handle all interfaces between the R.O.C. and ski area management.
7. It should be established if the Area will carry free the National Team members and coaches as designated from time to time by the National Sports Association and their disciplines.
8. It should be established that in the case of Canadian Championship, National or International Events all competitors, coaches, officials and workers involved will be required to pay for Area Day passes, or whether the Area Day Passes will be substituted by a suitably approved identification provided by the R.O.C.
9. For areas that are considering holding National or International Competitions that involve National or International Sponsors, and extensive media coverage, it is recommended that a specific Event Contract is signed, well in advance of the actual event. Such contract should be signed by all parties involved i.e. Area, sanctioning Association and Event Sponsor. The contract should clearly spell out each signatories responsibilities and benefits. Areas should be diligent that their costs are adequately covered and that financing is in place before the area does any preparatory work.

## **PRIOR TO COMMENCEMENT OF THE SEASON**

Agree with the various Race Clubs, Promoters and others the following:

1. The number of races/events the area is prepared to host during the forthcoming season.
2. Dates, Time and Location where these races/events are to take place.
3. Individual directly responsible for organising the races/events.
4. Regulations applying to training and race days for both officials and competitors.
5. How many Officials, coaches and race/event workers will be carried free of charge on the day of the race/event. For Downhills, training days (max. 3 days) are considered equal to race days.

## **PRE EVENT AND EVENT DAYS**

1. All competitors, coaches and officials must have a valid Area Day Pass, properly installed, unless otherwise agreed on.
2. When and where passes are to be obtained is to be decided upon with area management approval.
3. A list of all competitors, coaches and officials is required before passes can be obtained or purchased.
4. The responsibility of picking up passes in advance and distributing them is to be established.
5. It should be established where racers with CWSAA All Area Competitor Passes are to pick up their Area Day Pass.
6. The rate to be charged racers/competitors if they do not hold an CWSAA All Area Competitor Pass, it is recommended that subject to the discretion of the area management, not less than 50% of the Area Youth/Student Day Pass be charged.
7. In the event of a Downhill race, it should be established how many days preceding the race the agreed rate will apply. Generally, three (3) training days are allowed for Downhill races as per current FIS requirements. Training days is not required for Slalom, Giant Slalom or Super G races.
8. Lift Line Privileges
  - a. Officials who are working up and down the course during the race/event usually these are: the Technical Delegate, Chief of Race, Chief of Course, Chief of Gatekeepers, the Referee and necessary course workers. These officials must wear distinguishing bibs or identifications.
  - b. Racers/Competitors who require a re-run, and who

receive a signed slip from the Referee at the finish, must present this slip to the Lift Attendant.

9. Courses will be set in the area approved by management.
10. All obstacles, such as poles, ruts, moguls, must be removed upon completion of the race/event with the assistance of those participating in the race/event. Unless otherwise negotiated this is not an area responsibility and is a chargeable item for a race/event.
11. Requirements for training or test courses other than the actual racecourse, their location, cost of preparation, maintenance and clean up should be established and agreed on.

## **RACE COURSE PREPARATION CHARGES**

The CWSAA membership has established an industry wide basic rate to be used by western Canadian ski areas in the negotiations with the different bodies who plan to hold ski races within the ski areas. These are as follows:

### 1. Basic Equipment and Services

a.	Hourly charges for front line grooming machine	\$ 150.00/hr
b.	Hourly charges for secondary or transportation snow machine	\$ 100.00/hr
c.	Snow mobiles	\$ 50.00/hr
d.	Snowmaking	\$ 335.00/hr
e.	Extra lift operation	\$ 120.00/hr
f.	Labour and staff support	cost + 25%

### 2. Course Preparation

The preparation of Competition sites such as race courses, Half Pipes, Terrain Parks and Boarder/Skier Cross tracks can be very costly and many competition or race organisations may not have the money to pay for the total cost incurred by the ski area, especially for events such as Super Giant Slalom and Downhills where construction of major safety netting and course control is necessary.

For these events, it is recommended that the Ski Area and the Race Organisation negotiate a contract prior to the commencement of the season to insure neither party incurs any financial losses (see attached sample contracts), it may be necessary to bring in support through sponsorship agreements to cover all costs. Furthermore some of the equipment may have to be installed before too much snow covers the ground.

The preparation of Slalom and Giant Slalom courses is much less labour and machine intensive. There fore it is recommended that a fixed site fee be charged by CWSAA Member Areas for the use of Slalom and Giant Slalom events, up to the Divisional

Level of competition. This would cover all established race programs up to including Regional F.I.S. Events, exclusive of Canadian Championships, National Juvenile Championships, Pontiac Cup, Nor-Am's and similar Events, and other International Competitions.

From experience, the preparation of a Slalom and Giant Slalom site for a Regional Weekend of competition will require the following:

Minimum 8 hours of grooming with blade and tiller = 8 hrs. x \$ 150.00	\$ 1200.00
Placing of control fencing or rope to fence off area, labour provided by ski area 2 men x \$ 7.50/hr. x 10 hrs. + 10%	\$ 165.00
Office and/or Daylodge facilities use, Administrative & Overhead	\$ 135.00
<b>TOTAL not including GST</b>	<b>\$ 1500.00</b>

**It is recommended that similar charges are applicable for the construction and maintenance of Snowboard competition sites.**

3. **Reason**

In providing a properly prepared and marked competition site, the ski area loses skiable terrain for the recreation skier/snowboarders, which in turn, could have an adverse impact on the ski Resorts income.

Most competition sites such as hockey rinks, swimming pools and track and field stadiums are heavily subsidised through taxpayer money. It is therefore unfair to expect ski area operators to subsidise competition sites for ski or snowboard competitions.

It is well understood that ski and snowboard competitions are becoming more expensive each year; it must be appreciated that preparation and standards requested by the race organisations have risen dramatically. However, this can only be provided by a corresponding increase in cost to the organiser.

Obviously in providing the outlined services at the scale of charges described above, each operator has the obligation to ensure the highest quality of work in carrying out the required tasks.

## **DISCIPLINARY PROCEDURES (August 1997)**

***(Disciplinary procedures will be applied to all events and their participants)***

CWSAA and Alpine Canada (C.S.A.) understand and agree that it may be necessary to invoke disciplinary actions against participants or members of the Organising Committee due to transgressions and/or objectionable behaviour during the event. It is also agreed that to keep such actions to a bare minimum it is necessary to keep communication between Resort Management and the R.O.C. pro-active and as direct and open as possible at all times.

The disciplinary actions will be taken by a member/host area as a result of:

1. If any competitor or member of the R.O.C. fails to observe the **ALPINE RESPONSIBILITY CODE** or any other reasonable safety or behavioural related rules or regulations that the Ski / Snowboard Resort Management may see fit to display from time to time.
2. Lift related infractions that affect safety of everybody, such as:
  - a. jumping of Chair lifts at any point past the loading area or before the unload point;
  - b. wilfully swing or bounce chairs or other carriers;
  - c. slaloming or otherwise leaving the defined track on a T-bar or other surface lift.
3. Behavioural infractions such as
  - a. verbal or physical abuse of resort area staff;
  - b. disregard for other resort users peaceful enjoyment of the resort facilities;
  - c. disregard for order and cleanliness within resort area lodges and food facilities;
  - d. swearing and foul language.

Disciplinary steps to be taken at the request of the resort management for the above listed infractions are:

**1. BARRED FROM USING LIFT FACILITIES, BUT WILL BE FREE TO HIKE TO THE START.**

**2. DISQUALIFIED FROM COMPETING ANY FURTHER IN THE COMPETITION AT THE TIME AND PLACE, INCLUDING REGULARLY SCHEDULED DOWNHILL TRAINING RUNS.**

**3. BARRED FROM THE RESORT AREA IN TOTAL.**

The above is an example of the most severe cases that will result in disciplinary proceedings neither should it be considered the final list that will result in disciplinary actions. It is not the CWSAA's intent to write a rule book on behaviour and deportment for Ski and Snowboard competitions, it is up to the parents, coaches and event organisers to insure that their charges receive the proper upbringing so these actions are not necessary.

# **CWSAA ALL AREAS COMPETITORS PASS QUALIFICATIONS**

(Revised June 16,1999)

## **1. Who should Qualify?**

- a. Junior or Juvenile competitor 19 years and younger 1), belonging to an ACCREDITED NATIONAL SPORTS BODY 2) promoting the sport of alpine ski racing, freestyle ski competitions, snowboard racing and half pipe competitions.
- b. Selected Senior Athletes (20 years and older) who are members of a Provincial team belonging to CWSAA, and are being considered for promotion to National Team status within the current competition year.
- c. Provincial- and Club Coaches, (traveling coaches), of the Provinces that are part of CWSAA.
- d. Managers of the provincial division responsible for the Program Development of the Provinces that are part of CWSAA.
- e. Carded members of the Canadian Disabled Alpine Ski Team who are permanent residents in one of the Provinces that are part of CWSAA.

**NOTE:** ACCREDITED means the sports body that is representing Canada in Olympic and World Championship Competitions.

## **2. Additional Guide lines to be considered for Qualification**

- a. Athletes must be full members of a Ski Racing or Snowboard Club in one of the CWSAA Provinces.
- b. Athletes must be FIS- and/or National points holders, or an equivalent ranking system, in the discipline they are participating in. Since only a limited number of passes will be issued to the various Sports Bodies these points will govern the fair distribution of the Competitors Passes.
- c. Athletes at a Sports Academy or National Sports School located in one of the CWSAA Provinces, but not normally residing in one of those Provinces, shall be eligible to receive a Competitors Pass based on his/her FIS or National points ranking.
- d. Coaches passes will generally be issued on the bases of one coach per Team or Club that have competitors competing in the top Provincial Juvenile, Junior or Regional FIS level competition series. (However, total number of Coaches / Officials passes in the Provinces of BC & Alberta not to exceed 17 without authority of CWSAA).

## **3. Disqualification**

- a. An Athlete who was disciplined for pass infractions in the previous season will automatically be disqualified from purchasing All-Area Competitors Passes in future years.
- b. Athletes who, during the course of the competition season, discontinues participating in competitions, except due to injury, must return their pass to the respective Provincial



Governing Body, a prorated refund to be provided less a non-refundable Handling charge. It is the duty of the respective governing body to monitor this issue.

c. The Provincial Governing Bodies may disqualify an Athlete for other disciplinary reasons besides pass infractions. The cancellation of the All-Area Competitors Pass may be one of the disciplinary actions.

**CONTACTS:**

Should you have any further questions or require assistance in dispute resolution please contact:

**Fred Bosinger**  
**Chairman Racing & Competition Committee**  
**C/o Sunshine Village**  
**Banff, AB, Canada**  
**Phone: 403.762.6504**  
**Fax: 403.762.6512**  
**E-mail: [fred.bosinger@skibanff.com](mailto:fred.bosinger@skibanff.com)**

Or

**Jimmie Spencer, President**  
**Canada West Ski Areas Association**  
**Vernon, BC, Canada**  
**Phone: 250.542.9020**  
**Fax: 250.542.5070**  
**E-mail: [cwsaa@junction.net](mailto:cwsaa@junction.net)**

## REQUEST FOR SANCTION OR CERTIFICATE OF INSURANCE

Description of sanctioned event/activity:

Event/Activity Date:

Is this event/activity part of the Calendar? Yes  No

*If no, please explain*

Which Club/Division is to receive the sanction for the event?

Event is under the control and direction of (person's name and the club/organization he/she belongs to):

Location of the Event/Activity (include provincial address):

Has ski area or other requested a certificate of insurance? Yes  No

Has Certificate Holder specified a Limit of Liability? Yes , Limit Required: \$ No

Certificate Holder: Venue Operator(s) e.g. ski resort, training facility, etc. (provide full legal name)	Add as Additional Insured?	
	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

If parties other than the certificate holder (not CSA members) are requesting to be added on as Additional Insured, please attach a list of names including description of their involvement in the event.

Requested by:

CSA discipline: **CLICK to select from list**

Date: \_\_\_\_\_ Telephone No.: \_\_\_\_\_ / \_\_\_\_\_ - \_\_\_\_\_ Fax No.: \_\_\_\_\_ / \_\_\_\_\_ - \_\_\_\_\_  
YYYY-MM-DD

**Please do not complete the following section:**

Certificate of Insurance, as requested, is attached \_\_\_\_\_

## DEMANDE DE SANCTION OU DE CERTIFICAT D'ASSURANCE

Description de l'épreuve/activité sanctionnée :

Date de l'épreuve/activité:

Cette épreuve/activité est-elle incluse au calendrier? **Oui**  **Non**   
*Si non, veuillez expliquer*

Quel club/division obtient la sanction pour l'événement?

L'événement est sous le contrôle et la direction de (nom de la personne et du club/organisation dont elle fait partie :

Lieu de l'événement/activité (incluant l'adresse provinciale) :

La station de ski ou autre partie a-t-elle demandé un certificat d'assurance? **Oui**  **Non**

Le détenteur du certificat a-t-il spécifié une limite de responsabilité? **Oui** , Limite demandée: \$ **Non**

Détenteur du certificat:  Opérateur(s) du site comme par exemple la station de ski, les installations d'entraînement, etc. (fournir la dénomination légale complète)	Add as Additional Insured?	
	Oui	Non
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Si une ou des parties autres que le détenteur du certificat (non membres de l'ACSSN) demandent d'être ajoutées comme assurés additionnels, veuillez fournir une liste de ces noms en y incluant une description de leur implication dans l'épreuve ou l'activité.

**Demandé par: Discipline de l'ACSSN: CLIQUEZ ICI pour sélectionner dans la liste**

**Date:**                      **Téléphone :**                      /                      -                      **Télécopieur:**                      /                      -  
 AAAA-MM-DD

***Veuillez ne pas compléter la section plus bas :***

Le certificat d'assurance tel que demandé est joint. \_\_\_\_\_



## CANADIAN SNOWSPORTS ASSOCIATION

202 – 1451 West Broadway, Vancouver BC, Canada V6H 1H6

# Out of Country Training Sanction Request

**Please note:** In order for your training to be covered under the CSA Liability Insurance Program, the CSA Discipline and the CSA must approve all out of country training. All groups training outside of Canada must fill in all requested information below. Any athlete traveling outside of Canada must have proof of appropriate out of country accident coverage that includes repatriation and helicopter evacuation.

- 1) Club/Team Name:
  
- 2) Prime Contact Name and Contact Information:  
Name:  
Email:  
Phone:  
Mailing Address:
  
- 3) Country of Travel:
  
- 4) Dates of Travel:
  
- 5) Number of Athletes:
  
- 6) Number of Coaches, Trainers, Service Persons:
  
- 7) Age range of athletes traveling:  
*(Please note all participants must have proof of out of country accident insurance)*
  
- 8) Specific Destination: *(Please include ski area legal name)*
  
- 9) Description of on-hill medical & rescue services provided:
  
- 10) Medical qualifications of any Team Staff traveling and on-hill personnel:
  
- 11) Availability of ALS/ACLS trauma support:
  
- 12) Location of nearest trauma facility:
  - a) Town and distance from ski area:
  - b) Evacuation method to reach this trauma facility:
  
- 13) Please provide local medical support contacts:

**Forms must be submitted for approval two (2) weeks prior to departure.**



# ASSOCIATION CANADIENNE DES SPORTS D'HIVER

202 – 1451 West Broadway, Vancouver C.-B., Canada V6H 1H6

## Demande d'approbation de formation à l'extérieur du pays

**Veillez noter :** Afin que votre formation soit couverte en vertu du Programme d'assurance responsabilité de l'ACS, la discipline de l'ACSH et l'ACSH doivent approuver toutes les formations à l'extérieur du pays. Toutes les formations de groupe à l'extérieur du Canada doivent satisfaire à toutes les informations ci-dessous. Un athlète qui voyage à l'extérieur du Canada doit avoir une preuve d'une couverture accident appropriée à l'extérieur du pays, comprenant le rapatriement et l'évacuation en hélicoptère.

- 1) Nom du club ou de l'équipe :
  
- 2) Nom et informations de la personne-ressource principale :  
Nom :  
Courriel :  
Téléphone :  
Adresse postale :
  
- 3) Destination :
  
- 4) Dates de voyage :
  
- 5) Nombre d'athlètes:
  
- 6) Nombre de moniteurs, entraîneurs, personnel technique :
  
- 7) Tranche d'âge des athlètes :  
*(Veillez noter que tous les participants doivent avoir une preuve de l'assurance accident à l'extérieur du pays)*
  
- 8) Destination précise : *(Veillez inscrire le nom légal de la région de ski)*
  
- 9) Description des services médicaux et de secours fournis sur la montagne :
  
- 10) Qualifications médicales du personnel de l'équipe qui voyage et du personnel sur la montagne :
  
- 11) Disponibilité des techniques spécialisées de maintien des fonctions vitales et des techniques spécialisées de réanimation cardio-respiratoire :
  
- 12) Emplacement de l'établissement de traumatologie le plus près :  
a) *Ville et distance de la région de ski :*  
  
b) *Méthode d'évacuation pour rejoindre l'établissement de traumatologie :*
  
- 13) Veuillez fournir le nom d'une personne-ressource médicale locale :

**Les formulaires doivent être soumis à des fins d'approbation deux (2) semaines avant le départ.**