

## **Foothills Nordic Ski Club Policy: Transportation, Minor Athlete Supervision, Accommodation, Event Meals and Cost Sharing at Club Organized Events**

Definitions:

**Event** – A trip, camp, training activity, social function, race or other activity planned for or attended by a specific group or groups of FNCS members or athletes.

**Event Coach** – The coach (full-time or hourly), parent or other volunteer in charge of the day to day activities of the Event.

**Event Group** – A planning group comprised of the Event Coach, the Event's Program Director and an athlete (or parent of an athlete) attending the Event.

**Volunteer** – One of a required group of parents or other helpers assisting in the day to day activities of the Event. The Event Coach determines the number of parents or other helpers required. Events are cancelled, without refunds, if an insufficient number of Volunteers are available.

**1. Transportation** – The Event Group will determine if parents/athletes are individually responsible for athlete and volunteer transportation to the event or if FNCS will be organizing athlete and volunteer transportation to the event. This information will be communicated in a timely manner prior to each event.

FNCS insurance coverage is dictated by our insurance policy, which is negotiated by Cross Country Canada. Under no situation does FNCS insurance provide liability coverage for the transportation of athletes or volunteers. Drivers are personally taking on a liability as soon as they transport anyone. As such, the insurance industry suggests that all drivers carry a minimum of \$2,000,000 liability insurance as a standard practice.

When parents/athletes are individually responsible for athlete and volunteer transportation, they may choose to coordinate their own carpool arrangements. Coaches and FNCS volunteers will not organize carpooling for these Events. If parents/athletes choose to carpool they are making a private arrangement. Should an individual not want to take on the liability associated with this, they should not agree to carpool or to share rides. Coaches are not expected to be involved in carpooling arrangements and are not expected to 'provide a lift' when parents/athletes are individually responsible for transportation.

At Events where FNCS will be organizing athlete and volunteer transportation (Group Transportation), the following applies:

- i. Options for athlete and volunteer transportation include private vehicles, rental vehicles, coaches' vehicles, public transportation, charter bus, aircraft, etc.
- ii. Rental vehicles are strictly for the use of athletes, coaches and volunteers attending the event.
- iii. Rental, private and coaches' vehicles will carry at least \$2,000,000 liability insurance.

iv. Private and coaches' vehicles used for Group Transportation must be in good working order and must be equipped with good winter tires between November 1 and April 30.

v. It is the responsibility of the parents, athletes or coaches who are providing their vehicles for Event use to ensure that the vehicle meets the FNCS insurance and safety requirements.

vi. FNCS cannot ensure which driver will be driving which particular athlete or volunteer during the Event.

vii. FNCS does not test or verify the driving aptitude of the Event drivers and does not verify the condition of the vehicles used for FNCS Events.

viii. Athletes, parents and volunteers must rely on their own judgement and responsibility in accepting the risks involved with Group Transportation.

ix. FNCS will not pay for the cost of repairs to private or coaches' vehicles used at Events.

x. Athletes, at age of majority or older for the province attending may provide driving assistance while at events &/or act as a relief driver on long trips. This will be agreed upon by the Event Coach, athletes attending the event & their parents prior to departure for the event.

xi. 15-Passenger vans are not to be used.

xii. These safe driving requirements must be followed at FNCS Events:

- a) Seat belts must be worn.
- b) Frequent breaks (every 2-3 hours) must be taken.
- c) No use of cellular phones (including texting) when driving.
- d) Respect speed limits and reduce speed in snowy conditions.
- e) Return trips greater than 4 hours and/or 400 km are not permitted immediately following a multiday Event. An overnight rest period following the Event is mandatory for the Event drivers if the return trip for the Event is greater than 4 hours and/or 400 km.
- f) *Maximum driving time in a 24-hour period is 12 hours. After 12 hours a mandatory overnight rest period is required.*

xiii. Vehicles owned by FNCS are insured under a commercial insurance policy and can only be driven by individuals named on the policy. Vehicles owned by FNCS shall not be used to transport athletes.

xiv. For Events requiring air travel, the Event Group will recommend flight options, but booking and payment of flights is the responsibility of the individual athlete and volunteer. If an athlete or volunteer cannot or does not travel on the recommended

flight, they may be responsible for arranging their own transportation from the airport to the place of accommodation or Event site.

xv. All Group Transportation expenses are split equally among all athletes scheduled to attend the Event. When applicable, these expenses include coaches' and volunteers' airfare.

xvi. Athletes may not opt out of group transport. If an athlete chooses to supply their own way to or from an Event, expenses are still split equally by all athletes who committed to attend the Event. Seat space is chosen & calculated for the largest number of bodies using the vehicles at any given time during the Event & split equally among all.

**2. Minor Athlete Supervision** - The age of majority in Canada is the age at which a person is considered by law to be an adult. A person younger than the age of majority is considered a "minor child". Age of majority as set by province: 18 yrs. of age (AB, MB, NB, ON, PE, QC, SK); 19 yrs. of age (BC, NL, NT, NS, NU, YT).

An Event including athletes under the age of majority for the province attending requires an adult chaperone. Chaperones will be agreed upon by the Event Coach. Our best efforts will always be made to provide a male and a female chaperone for all events, exceptional circumstances where this is not possible, the board can make approval for exceptions with parental consent.

i. Coaches may be considered as one of the chaperones on a trip but may not be the sole chaperone on a trip.

ii. In the event that adequate chaperones cannot be recruited, the Event will be cancelled. No refund will be issued.

iii. Coaches and chaperones will not consume alcohol during on-duty hours (as defined by the Event Coach) and will use discretion and moderation if drinking in the presence of minor athletes.

iii. A ratio of 1 chaperone to 10 athletes will be respected. Should circumstances occur where this is not possible, parents will be advised and the President can approve if acceptable to all parties.

**3. Chaperone Duties** - Chaperone selection will be at the Head Coaches discretion in consultation with the FNCS Board (via the president) if necessary.

i. Chaperones are responsible for the care & well-being of all attending athletes during transportation, accommodation & supervision of the entire event.

ii. A chaperone/volunteer with driving privileges will be available to athletes at all times.

**4. Accommodations** - The Event Group will determine if parents are individually responsible for arranging Event accommodations or if FNCS is organizing accommodations for the Event. This information will be communicated in a timely manner prior to each Event. At

Events where FNESC is responsible for organizing accommodations (Group Accommodations):

- i. Coaches will not share rooms with athletes.
- ii. All Group Accommodation costs (including those of the coaches and volunteers) are split equally among all athletes originally scheduled to attend the Event.
- iii. Athletes may not opt out of Group Accommodation
- iv. Group Accommodations often requires advance booking and deposits.

**5. Financial** - Group Transportation costs, Group Accommodation costs and Group Meal costs (Group Expenses) will be estimated by the Event Group in a timely manner prior to the Event. The following applies to Group Expenses:

- i. If possible, all payments for Group Expenses will be processed through the FNESC Zone4 payment system.
- ii. All Events are operated on a full cost recovery basis.
- iii. Event deposits (amounts and schedule of) will be calculated in a timely manner prior to the Event by the Event Group. All deposits are non-refundable.
- iv. The balance of estimated Group Expenses is due prior to the start of the Event.
- v. Final trip accounting, including all athlete, parent and volunteer expenses, must be emailed to the Event Group within 2 weeks of the conclusion of Event. Late expense submissions may not be accepted.
- vi. When actual Group Expenses are greater than the balance paid, the outstanding portion is due for immediate payment. Under no circumstance will an athlete with an outstanding Group Expense balance be permitted to participate in additional Events. Any refunds for excess funds will be managed through Zone 4 following completion of the event.
- vii. Payment of race registration fees and applicable license fees are the responsibility of the athlete.
- viii. Wax costs may be added to the Event. This will be determined by the Event Group in a timely manner prior to the Event.
- ix. The salaries of full-time FNESC coaches are covered by program fees. There is no Event coaching fee when full-time FNESC coaches attend an event. An Event coaching fee, payable equally by all athletes scheduled to attend the Event, may be applicable if hourly FNESC coaches are required to attend the Event.

x. Event cancellation: All deposits are non-refundable. In circumstances where an athlete does not attend an Event due to serious illness, injury, family emergency or because the athlete has qualified for a higher level race that conflicts with the Event for which a deposit has been paid, best efforts will be made to reimburse the athlete for as much as possible of the deposit fees paid, without adding cost to the other athletes confirmed for the Event. Each special case will be presented to the FNSC Executive by the Event's Program Director.

xi. Non FNSC Organized Trips: coaching charges (& any other miscellaneous event costs) will be dispersed among the attending athletes following completion of the trip.

**6. Code of Conduct** – FNSC will not tolerate disruptive athletes or volunteers at its Events. All Event attendees will adhere to the Code of Conduct found on the FNSC website. If they cannot conduct themselves in this nature they will be asked to leave the Event. No refund will be given and immediate transportation home will be at the expense of the athlete & care of the parents.

**7. Dispute Resolution** - When disputes arise that are not covered by this policy, the Event Group shall decide upon the best course of action. This decision shall be binding. If the Event Group cannot reach a consensus the issue will be referred to the FNSC Executive for final arbitration.