



POLICIES & PROCEDURES MANUAL*

October 2026

*The current Policies and Procedures Manual is presently undergoing review, with completion of the revised edition anticipated by December 2026.

TABLE OF CONTENTS

Introduction.....	3
Club Objectives.....	3
Mission.....	3
Vision.....	3
Program Policies Registration Process.....	4
Programs Offered.....	4
Skill Development Programs.....	5
Teen Programs.....	5
Teen Coach/Official Opportunities - Volunteer or Paid.....	5
Parent/Guardian Volunteer Requirement.....	6
Safety Policies and Procedures.....	7
Safe Sport.....	7
Risk Management.....	7
Risk Management Planning for Coaches.....	8
Emergency Action Plan.....	9
Supervision Ratios Policy.....	11
Roller Skiing Policy.....	11
Off-Piste Skiing Policy - Adopted September 26, 2026.....	12
Dryland Training Safety Policy - Adopted June 8, 2026.....	12
Multi-day Hiking Safety Policy.....	13
On Snow Safety Equipment Policy.....	13
Insurance Policy.....	14
Cypress Mountain Trail Etiquette Policy.....	14
Club Board and Staff.....	16
Officers (Board).....	16
Governance Policies Communication Policy.....	21
Privacy Policy.....	21
Conflict of Interest Policy.....	21
Strategic Planning Policy.....	22
Financial Management Policies Accounting Policy.....	23
Budgeting Policy.....	23
Reimbursement Guidelines – October 2025.....	24

Program Fees Policy.....	24
Refund Policy.....	25
Purchasing and Reimbursement Policy.....	25
Sponsorship and Donation Policy.....	25
Sponsorship Guidelines.....	26
Athlete Financial Support Policy UNDER REVISION 2026.....	26
Financial Support Amount.....	28
Professional Development Policy.....	28
Coaches Reimbursement Policy – Adopted January 2021.....	28
Coach Policies.....	29
Coach Qualifications Policy.....	29
Coach Replacement Policy.....	30
Criminal Record Check.....	30
Code of Conduct.....	31
Management of Club Equipment Policy.....	31
Race Team Wax Policy.....	32

Introduction

Hollyburn Cross Country Ski Club (the Club) is Vancouver's Family Cross Country Ski Club at Cypress Mountain. The Club is based in Vancouver, British Columbia, and is a non-profit organization overseen by a volunteer board and qualified volunteer coaches. The 500 member club follows the Cross Country Canada endorsed Jackrabbit program to introduce children to cross country skiing, fitness and winter fun. The Club currently has over 290 young skiers, aged 4 to 18 years, instructed by more than 90 volunteer coaches in the Jackrabbit, Track Attack, and Teen programs. The Club skis at the Hollyburn Ridge cross country area of Cypress Mountain, located 25 minutes from downtown Vancouver.

Club Objectives

The Club provides families in Greater Vancouver the opportunity to learn and excel at cross country skiing in a fun, supportive and encouraging environment. Children, youth and adults develop and build on the basics of good cross-country ski technique, fitness and how to stay safe and have fun in a winter playground.

The Club follows the Cross Country Canada Long-Term Athlete Development Model, starting with the Skill Development Program for children, which then leads into either recreational or competitive programs for youth and adults. Parents are encouraged to be actively involved as coaches, mentors, racers and volunteers.

Mission

We support skiers to develop to their potential and encourage life-long skiing in a fun, social environment. We strive to achieve excellence by providing a wide variety of programs delivered by qualified coaches.

Vision

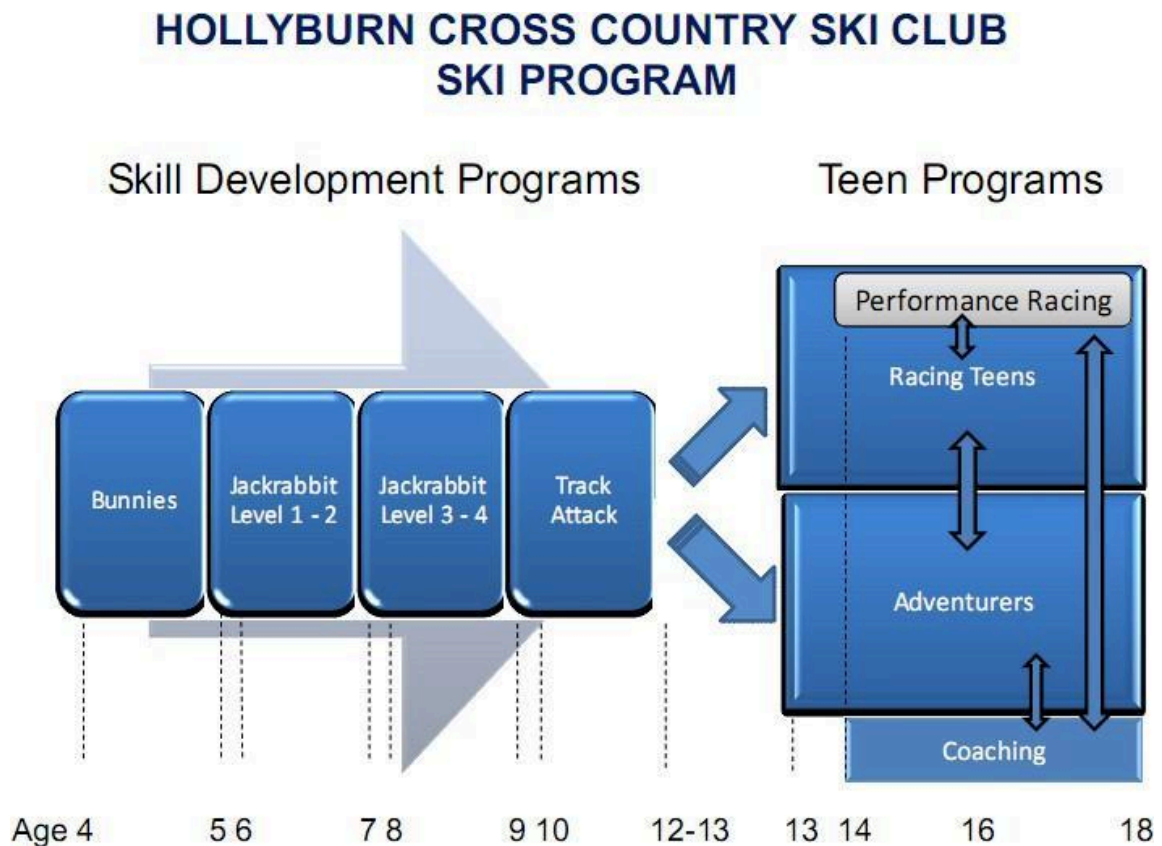
To provide high-quality cross country ski programming to families in Greater Vancouver, and be recognized by Cross Country BC and Nordiq Canada as a national leader in athlete development.

Program Policies Registration Process

Registration for events and programs is performed by the registrar, once registration forms and payments have been submitted online. The Club will administer the purchased programs and services according to published policies and procedures.

Programs Offered

The Club ski programs consist of Cross Country Canada's Skills Development Program for young children (starting at age 4) and recreational and racing programs for teenagers, which is based on Sport Canada's [Long Term Athlete Development](#) model. The diagram below summarizes our program structure:



Skill Development Programs

The Skills Development Program consists of three subprograms: Jackbunny, Jackrabbit (levels 1 to 4) and Track Attack. See the [Registration Guide](#) to help you decide on the appropriate Skills Development Program for your child.

Click on the links below for further details:

- [Jackbunny](#): ages 4-5
- [Jackrabbit](#) (Levels 1 and 2): ages 6-7
- [Jackrabbit](#) (Levels 3 and 4): ages 8-9
- [Track Attack](#): ages 10-12 (9 and 13 on an individual basis)

The Club places children in appropriate groups by both skill level and age. The ***age ranges listed above are flexible*** to some extent as various factors related to each child are taken into account. During the first session coaches may decide to move the child to a more appropriate group if an incorrect placement has been made.

For some further details on the [Skills Development Program, click here](#).

Teen Programs

For teen-aged athletes there are two main program options: the Race Team which offers a program for athletes committed to training several days a week and continuing on the racing path, and the Adventurers program for athletes who are not making the training commitment but wish to continue skiing at a more recreational level with their friends. While the focus of both these programs is ages 13-18 there have been racers in University who have continued skiing in these programs while attending university.

- [Adventurers](#): ages 13-18+
The Adventurers program offers two sessions per week in winter and some group activities in fall and on occasion throughout the year.
- [Racing Team](#): ages 13-18+
Within the race team group there is a range of commitment with younger skiers normally attending fewer weekly practices than the older team members. The race team program offers a year round training program with a break in April.

We also have roles for teens as either volunteer or paid coaches and to volunteer when running major competitions at Whistler Olympic Park.

Teen Coach/Official Opportunities - Volunteer or Paid

We encourage any "graduates" of our programs to stay involved in the Club by volunteering as a Coach Assistant or a race volunteer. All volunteer hours contributed to the Club can be used to meet school volunteer requirements. Many teens have volunteered as an official, a forerunner, or competition volunteer at events we run at Whistler Olympic Park.

If you are 14 or older, we also offer the opportunity to coach in a paid capacity. Younger skiers are always thrilled to have teen coaches. You will be required to take National Coaching Certification Program (NCCP) courses offered in the fall. Whether you are a volunteer coach or a paid coach you will be supported by being teamed with an older, more experienced coach.

Parent/Guardian Volunteer Requirement

The Club relies on parents to operate successfully. At least one parent/guardian from each family must volunteer for a position. The time required varies with the position and further information is contained in the [Volunteering](#) section of the Club website. Volunteer opportunities as a coach, race/event volunteer or other club position are available.

Coaches receive the following benefits:

- Free training in coaching and skiing skills or officiating
- Free upgrade courses for returning coaches
- Registration discount when enrolling their children in their program
- Registration priority (early registration)

Safety Policies and Procedures

Safe Sport

Hollyburn is committed to creating a safe, inclusive, and respectful environment for everyone in our sport. We strive to build an equitable and diverse community where the rights, dignity and well-being of all individuals are valued and protected. Hollyburn has adopted several policies to promote a safe sport environment in a manner that allows for consistent, immediate, appropriate and meaningful action should any issues arise, and they are also intended to prevent issues from arising in the first place by communicating expected standards of behaviour. The Safe Sport Policy that describes how Hollyburn Cross Country Ski Club aims to provide a safe sport environment recognizing our responsibility to protect the health, safety and physical and mental well-being of every individual that is involved with the Hollyburn Cross Country Ski Club community. The Safe Sport Policy is available [here](#).

A core policy adopted by Hollyburn Cross Country Ski Club is the Athlete Protection Policy. This policy describes how Persons in Authority will maintain a safe sport environment for all Athletes. The Athlete Protection Policy is available [here](#).

Hollyburn Cross Country Ski Club understands that screening personnel and volunteers is a vital part of providing a safe sporting environment. Adult coaches and volunteers will be subject to the screening requirements described in the Screening Requirements Matrix found in Appendix A of the [Screening Policy](#). Training and screening requirements vary depending on the risk the role might pose. For more information on policies please visit the Hollyburn [website](#).

Hollyburn has appointed two Safe Sport Contacts who can be reached using the Inquiry Form on the [website](#).

Risk Management

Coaches have a legal obligation to provide a safe environment for participants at all times. Coaches are expected to act as other reasonable coaches would act in the same circumstances. There is a certain amount of risk in the sport of cross country skiing and coaches are expected to recognize potentially risky situations, and take steps to mitigate or minimize risks that can arise due to weather, icy conditions and many other factors.

If the risk is moderately significant, the coach must take measures to reduce the likelihood of its occurrence through careful planning, supervision and training of the participants. If the risk is severe, then the coach must avoid whatever causes the risk. For example, extreme weather conditions such as freezing rain or very cold weather with potential to cause frostbite would cause a practice to be shortened or cancelled.

The main risk factors in the sport cross country skiing are:

1. Environmental: weather, temperature, snow conditions
2. Equipment and facility risk: participant's clothing and ski equipment, trail conditions
3. Human Risks: participants individual physical and behavioural characteristics, other skiers on the trails, the coach's training, experience and supervision of the participants

An informed and prudent coach protects himself by implementing a personal risk management plan. This helps the coach in two ways: first, it will promote a safe program that will help prevent injuries, and second, if an injury occurs, it will help protect the coach from liability claims. The summary below provides a recommended risk management plan for coaches.

Risk Management Planning for Coaches

1. When choosing terrain, the coach must be sure that the activity and terrain are suitable to the age and condition (mental and physical) of the participants. For example: beginner skiers or bunnies should not ski down steep icy trails.
2. The participants must be progressively trained and coached to do the activity properly to avoid injury.
3. The participant's equipment must be adequate for the activity (boots fit, bindings close properly, child's clothing is adequate for the weather conditions)
4. The activity must be properly supervised.
5. Be familiar with the Hollyburn Cross Country Ski Club Emergency Action Plan. Carry with you: a Cypress Mountain Trail Map, emergency medical contact numbers and participant's medical profiles.
6. Inspect the facility (trails) before you do an activity with participants. If the area poses risks, adjust activities to avoid the risk.
7. Ensure that participants ski using trail etiquette. Choose areas carefully when stopping to teach a lesson or play a game so that participants are not at risk of collisions with other skiers.
8. Stop any activity that poses unreasonable risks.
9. Trust your common sense and intuition.
10. Actively pursue your own training, professional development and further coaching certification.

Emergency Action Plan

All coaches are introduced to the concept of an emergency action plan through the Introduction to Community Coaching workshop. Workshop participants are expected to discuss their plan with their workshop leader and workshop participants. Hollyburn Cross Country Ski Club has developed a recommended Emergency Action Plan, provided below. All coaches are required to carry this plan with them during all coaching activities throughout the season.

Prepared by: _____(coach)

Emergency phone numbers: 9-1-1 for all emergencies

Address of home facility: Hollyburn Mountain, Cypress Provincial Park, West Vancouver

Address of nearest hospital: Lion's Gate Hospital, 231 East 15th Street, North Vancouver

Phone: 604-988-3131

Professional First Aid Ski Patrol: contact via staff in base area (604.922.0825)

In-charge person (1st option): _____(coach)

In-charge person (2nd option): _____(partner
coach)

Call person (1st option): _____(parent)

Call person (2nd option): _____(parent)

Known health issues:

Name: _____

Issue(s): _____

Name: _____

Issue(s): _____

In case of emergency . . .

Control environment and secure site so no further harm occurs

- ☐ Quickly assess surroundings to identify and address immediate safety issues
- ☐ Place ski barrier (X) well above injured child

Communicate with team

- ☐ Communicate with partner coach to confirm basic plan and roles/responsibilities
- ☐ Confirm "person in-charge"
- ☐ Confirm "call person" (person who makes contact with medical authorities and assists person in-charge)

Assess injury; comfort child; administer first aid

- ☐ Ask child: "Can you hear me?" and "Are you okay?"
- ☐ At a minimum, assess: airway clear? breathing present? pulse is present? major bleeding? conscious? If suspected injury to head, neck or back, do not move the child.

- Stay calm and reassure child
- Cover child with jacket/blanket; get child's head off snow (if possible)
- Place insulated pad underneath child if child will be on snow for more than a few minutes
- Administer additional first aid as required and able (first aid training required)

Get help

- If help is needed, have "call person" ask parent or passing skier to get ski patrol:
 - Provide them with a trail map marked with location of injured skier
 - Provide injury details and what, if any, first aid done
 - Have person repeat back information to confirm their understanding
 - Confirm with person that they must report back
 - Send person to lodge or base area to ask staff to contact ski patrol

Address needs of class/group

- Reassure other children and move them to a safe location away from injured child
- Have the other coach and parents continue the session (if possible) or move the children down to base

Follow-up communication

- Communicate with parent of injured child (if not already present)
- Communicate with session coordinator
- Complete accident report form

Supervision Ratios Policy

Conscientious supervision of athletes is mandatory during all Club programs and events. Volunteers supervising athletes are expected to be coaches qualified through a minimum level of coach training, which includes completion of the Introduction to Community Coaching workshop. Those supervising athletes over the age of 5 years must complete the Community Coaching workshop. Coaches are expected to be aware of the expectations of the [Coaches Code of Conduct and Ethics](#) and be competent to deal with emergencies that might arise.

Nordiq Canada and Cross Country BC require that the 'Rule of Two' be followed for all persons in Authority who interact with Athletes, to the maximum extent feasible. As a club that is registered with Cross Country BC, Hollyburn Cross Country Ski Club adopts this requirement. The 'Rule of Two' is a directive that says that an athlete must never be alone one-on-one with an unrelated Person in Authority. In all cases, it is expected that there will be two supervising adults within a group. If two qualified coaches are not available, a parent may step in to serve the role of the other supervising adult. For first year bunnies, a parent is required to accompany their child.

In addition to a minimum of two supervising adults to each group of athletes, the Club has adopted the following recommended supervision ratios based on the age of the athlete and/or specific program:

- | | |
|---------------------------------------|-------------|
| ● Bunny/Jackrabbit athletes (4-9 yrs) | 1:4-6 |
| ● Track Attack athletes (9-13 yrs) | 1:5-7 |
| ● Adventurer athletes (13-18 yrs) | 1:10 - 1:15 |
| ● Race Team athletes (13-18 yrs) | 1:10 - 1:15 |

Circumstances determined by the Head Coach and/or SDP Coordinators may warrant adjusting the ratios according to the age, maturity, knowledge and skill of the athletes, and the nature and inherent risk of specific Club events.

Roller Skiing Policy

Roller skiing is an integral part of the sport of cross-country skiing, providing one of the most enjoyable and highly specific forms of ski training that can be practiced in the dry-land training season. Club members who practice roller skiing in an official training session will follow Cross Country BC (CCBC) [guidelines](#) for roller skiing at all times. Helmets are required for roller skiing and high visibility clothing is required when sharing roads with cars. Protective glasses are highly recommended when roller skiing with others.

Off-Piste Skiing Policy - Adopted September 26, 2026

For the purposes of this policy, "off-piste" refers to backcountry terrain that is not directly adjacent to official Club-sanctioned trails at Cypress Mountain, Whistler Olympic Park, or other groomed venues hosting organized competitions where first aid and emergency evacuation resources are readily available.

The Club's core focus remains on youth skill development on groomed trails, and programming does not encompass off-piste skiing or out-of-town touring activities. Skiing adjacent to the groomed trails at Hollyburn and other managed venues, when conditions warrant, is a normal and acceptable part of the programming.

Given the nature of the local and regional geography, the Club lacks the organizational capacity to manage the inherent hazards associated with off-piste and backcountry skiing with youth.

Although some of our sanctioned groomed routes pass near avalanche terrain, host facility operators actively mitigate these risks while offering on-site rescue and emergency response.

While member families are welcome to plan independent off-piste outings, the Club will not promote such excursions through official Club communication channels to prevent any misperception that these are sanctioned activities with managed risks.

Dryland Training Safety Policy - Adopted June 8, 2026

The following guidelines are supplemental to CCBC safety policies, Safe Sport BC policy, required LTAD coach safety training, and Hollyburn's [Safety Policies](#) on the Hollyburn website.

- Trail running/hiking should be on maximum Class 2 terrain (running with possible occasional use of hands, example is Hanes Valley trail)
- There should be a minimum of one coach (or parent leader) per 10 athletes, and more depending on conditions, range of abilities, trail difficulty, remoteness of location, elevation and weather conditions. Coach leads must be trained to the required level (minimum L2T for ages 10 plus).
- On trail runs/hikes all coaches/leaders should carry a small first aid kit, emergency blanket and bear spray.
- For roller skiing all coaches should carry/have quick access to a first aid kit and adhere to CCBC roller skiing safety policy for all athletes.
- On longer trail runs/hikes (over two hours) there should be at least a lead and sweep coach, each carrying a headlamp, and an In-Reach type device and/or walkie talkie if in an area without cell service.

- Before departure, the lead coach should ensure that everyone knows the planned trails and routes, has the required safety gear, and knows what to do and how to communicate in the event of an accident, and where or how a meetup will be coordinated.
- Coaches should have a copy of, or quick access to a list with athlete emergency contact phone numbers and know of any limitations/medical conditions/allergies of athletes in their group.
- All coaches should carry a cell phone/watch and make sure it is charged and has maps downloaded, and have other coaches' cell numbers available on paper and/or on phone;
- A headcount should be done at the start and end of each session, and in particular on trail runs.
- Athletes who have special medical equipment such as an epi-pen, must be made aware that they are required to have it with them.
- For runs of over two hours, coach/leads may enforce that athletes carry the required water and supplies, not only for their own safety, but the safety of team members as well.
- Prior to training sessions, the lead coach will email/communicate information to all potential attendees regarding the plan for the session, safety considerations, the map link, and any supplies athletes are required to carry. Coaches will continuously evaluate risks related to a practice or other activity based on location, or conditions, and will work together to implement strategies to mitigate risks to athletes and other coaches. Strategies may include:
 - Knowing the location and terrain and ensuring others know the location, share maps/links;
 - Positioning coaches appropriately depending on the activity and risks (e.g. designating sweep, lead and coaches at intersections or with key groups, or having coaches on bikes for roller-skiing practices);
 - Cancelling, changing or shortening a session if severe weather or other risks materialize.

Multi-day Hiking Safety Policy

All trail runs and training taking place during the multi-day trip must adhere to the Hollyburn Dry-land Training Safety Guidelines specified above.

Multi-day trip planning should take place months in advance with at least one formal meeting approximately a month before a multi-day hiking trip which must include all trip leaders and athletes (parents welcome). Trip leaders must include certified coaches, female leaders and some coaches with medical or first aid certification. Communication to athletes before the trip must include a brief description of expectations, and a list of all required gear (as for training camps).

On Snow Safety Equipment Policy

Safety equipment requirements for Club events consist of eye protection in the case of all racing events which include a mass or multi-person start. Helmets are not required.

Insurance Policy

The Club's insurance through Cross Country BC (CCBC) covers members for most Club-related activities. **The following items are specifically NOT covered by the insurance** (refer to the CCBC website for details):

- Non Club or non Cross Country Canada (CCC)/CCBC activities
- Training activities which are high risk (such as mountain climbing)
- Operation of personal vehicles. Individuals using their own vehicles for Club activities and especially carrying passengers should carry a minimum 3rd party personal liability coverage of not less than \$1,000,000.
- Competitions which are outside the usual scope of cross country skiing; this would include but not be limited to triathlons.
- Road cycling is covered for training purposes only and in no case does the coverage include racing events or time trials. Mountain biking is not covered even for training purposes.

Separate from the sport-related insurance, personal goods (ski equipment, tools, other equipment, etc.) are left at the owner's risk.

THE CLUB INSURANCE POLICY DOES NOT COVER LOSS OR DAMAGE TO PERSONAL ITEMS.

Cypress Mountain Trail Etiquette Policy

Club members ski in a public ski area; we do not receive any special preference. Please be aware of this, share the trails and always remain courteous towards the skiing public.

All skiers must display their trail passes upon entry into the ski trails, including coaches and program participants. If requested to do so by Cypress staff, please show your pass, even if you've been skiing at Cypress for years and think they should recognize you.

Please try not to block the trails. Coaches should try to find little-used trails or areas when playing games or teaching technique. When stopped for ski demonstrations or other reasons, remember to keep your group of children to the side.

The main entrance of the Cypress Cross Country area becomes particularly congested. When organizing your group beforehand or when returning after your session, please take your group well off the main trail to in behind the Club waxing hut.

Club Trail Etiquette

- Good trail etiquette makes skiing more fun for everyone.
- I will show my trail ticket to Cypress personnel when leaving base area.
- I will greet people with a friendly “Hello” on the trail.
- When faster skiers come up behind, I will move to the right and let them pass.
- When I pass a skier, I will move to the left and go around them.
- If I meet a skier head on, I will pass on their right.
- I will remember that skiers coming down a hill have the right of way.
- If I need to stop, I will move off the trail and wait until the other skier passes.
- If I want to visit with my friends, I will move off to the side of the trail.
- I will not leave any litter behind and pack out what I bring in.
- I will obey trail signs and ski in designated areas only.
- If I fall and make a big hole (sitzmark), I will fill it in with snow.
- I will not ski fast when returning to the base area.
- I will stay to the right of the cones when returning to the base area.
- Please ensure that your group of skiers is going dead slow as they enter the base area.

Club Board and Staff

The Club operates under the British Columbia *Society Act* with a volunteer Board of Directors. There are 13 positions on the Board, each with its own respective responsibilities. Many of these responsibilities are program delivery responsibilities, given the volunteer nature of the Club. In some cases, responsibilities are shared; however, at all times, one Director ensures specific responsibilities are fulfilled in a manner consistent with the vision and mission of the Club.

Officers (Board)

President

The President is responsible and accountable for overall operations and functioning of the Club, ensuring its annual success, including:

- Chairs Annual General Meeting and meetings of the Board, resolving any issues that may arise with the support of the Board.
- Oversees and coordinates the various program coordinators.
- Arrange for any special recognition required for long-term or dedicated, retiring members.
- Ensures that all volunteers are aware of the requirements of their positions and that all have the appropriate guidance and assistance.
- Liaise with Treasurer.
- Ensures that the club operates under the B.C. government guidelines of a non-profit organization.
- Oversees the work of the Club Registrar.

Vice-President

The Vice-President supports the President and performs the duties of the President whenever the president is unable to do so. This position is also responsible for some of the external functions of the Club including:

- Responsible for liaison with Cypress Mountain Cross Country
- Responsible for external relations, including liaising with Cross Country BC and NordiqCanada.

Secretary

The Secretary supports the efficient and successful operations of the Club in an executive capacity. Responsibilities include:

- Organize AGM and Board meetings, including issuing notices of meetings of the Club and the Board.
- Keep minutes of all meetings of the Club and Board and ensure that they are distributed and posted online within 7 days of approval.
- If the secretary can not attend a meeting, they must ensure that another Director takes meeting minutes at Board meetings.

- Responsible for all club records and correspondence except financial records

Treasurer

The Treasurer is responsible for all of the financial matters of the Club, including:

- Works with the President to ensure that the club operates under the B.C. government guidelines of a non-profit organization.
- Prepare and maintain yearly budget, using input provided by other Board members based on program responsibility and present this budget at the AGM.
- Using the budget, provide recommendations on yearly fees, and allocating funds for various club purchases.
- Send reports and financial statements to the BC government or other parties as required in collaboration with the President.
- Maintain Club financial records, including general ledger and various bookkeeping requirements, according to generally accepted accounting principles and as required by law.
- Pay insurance and registration fees to CCBC on a timely basis.
- Liaise closely with the Club Registrar regarding number of program and member registrants and any other matters that could affect the financial status of the club.
- Oversee club expenses and provide funds as required for Club operations, while ensuring a reasonable operating balance.

Program Coordinators (Board)

One of the main functions of the Club is to nurture the development and appreciation of cross country skiing. There are five program coordinators who design and deliver core Club functions. Four of these program coordinator positions: Skills Development Program Coordinator, Track Attack Coordinator, Adventurers Coordinator and the Racing Program Coordinator, are directly related to the delivery of ski programs and as a result share similar responsibilities for different age groups.

Jackbunny and Jackrabbit – SDP Coordinator

The Skills Development Program Coordinator oversees the Bunny and Jackrabbit programs (children 4-9 years of age), and is responsible for the following activities:

- Assigns coaches, group assistants, and program participants to each various groups at this level, using the summary reports obtained from the Registrar and Coaching Coordinator.
- Ensures a minimum of two coaches are assigned to each group, and where possible match returning coaches with new coaches.
- Ensures that a session coordinator is assigned for each session (i.e., Sat AM session).
- Meets with session coordinators before program sessions begin; review tasks for season.
- Oversees the session coordinators throughout the season to address issues that may

- arise. This may involve discussions with parents, coaches or other session coordinators.
- Order materials from CCBC as required and distribute them to the session coordinators for the last session.
- Liaise with Cypress Mountain and ensure they are fully informed of the Jackrabbit program and activities for the entire season.
- Informs Cypress Mountain of hot chocolate requirements for the Bunny and Jackrabbit programs
- Liaise with the President regarding any issues regarding Program activities.

Track Attack Program – SDP Coordinator

The Track Attack Program Coordinator oversees the Track Attack Program (children 10-13 years of age) and is responsible for the following activities:

- Organize weekly dryland activities beginning in September and continuing until skiing begins.
- Organize an overall skiing program plan for Track Attack athletes.
- Assign coaches and program participants to various groups at this level, using the summary reports obtained from the Registrar and Coaching Coordinator.
- Ensure a minimum of two coaches for each group.
- Order program materials from CCBC as required.
- Liaise with Cypress Mountain and ensure they are fully informed of Track Attack program and activities for the entire season.
- Liaise with the President regarding any issues regarding Program activities.

Adventurers Coordinator (If ratified at the 2026 AGM)

Organize an overall skiing program plan for the Adventurer (teen age non racing focussed program) Saturday and Sunday groups and coordinate shared activities between the groups.

- Liaise with the Board on issues or needs for the program
- Ensure a minimum of two coaches for each group.

Racing Program Coordinator

The Racing Program Coordinator (in conjunction with the Head Coach) is responsible for directing the racing program and establishing racing team policies and procedures. Due to the additional organizational requirements of the race team, this Coordinator is also responsible for recruiting a specific set of volunteers to help deliver this program. The specific areas of responsibility are as follows:

- Supervise and assist the Head Coach in providing the Race Team Program.
- Liaise with CCBC and other governance bodies such as CCC.
- Work with Head Coach to hire or recruit volunteers to fill the roles listed below:
 - Assistant Coaches: To help deliver the Racing Team program.
 - Waxing Volunteers: To provide waxing support to athletes at races.

- o Racing Program Treasurer: To collect team fees, monitor racing program finances, including employee pay and operating expenditures.
- o Communications Coordinator: To update website and deliver racing team updates, planning team communication meetings.
- o Event Coordinator: To support trip and special event (e.g. fundraisers) organization as well as governance of training and racing trips.
- o Volunteer Coordinator: To recruit support from club team membership to find volunteer support for coaching, events, racing committee positions etc.

Coach Training Coordinator

- o Liaise with CCBC to ensure the Club programs are delivered to CCBC standards.
- o Organize all training required for both new and returning coaches. Setup dates and times, locations, instructors and any equipment required for the training sessions, whether training takes place indoors or outdoors.
- o Ensure that all new coaches take the appropriate NCCP training, as required for insurance purposes by CCBC, and act as a central contact for all training issues.
- o Ensure that a technique improvement course is made available to all returning coaches just prior to the start of the season. Set up evening or weekend technique sessions to provide coaches and volunteers the opportunity to improve their skiing technique. Ensure that a variety of skill upgrades are offered, including both classic and skating techniques.
- o Liaise with Skills Development Program Coordinator and Track Attack coordinator to ensure coaches have sufficient training for program requirements.
- o Liaise with Cypress Mountain to ensure they are informed when coaches will be on the hill for training.
- o Provide training information to the registrar in time to publish registration forms.
- o Ensure coaching page on Club website is regularly updated

Volunteer Coordinator

- o Liaise with the Board and Club Registrar to identify volunteer needs and recruit parents from Club families using volunteer application forms.
- o Ensure that all volunteer positions have a job description.
- o Screen volunteers with phone call and reference check as necessary.
- o Respond to enquiries from people about volunteering.
- o Ensure volunteers are contacted in a timely manner. If a given position is no longer required, attempt to find an alternate position for that person.
- o Help new volunteers become informed about the club and its policies and procedures.
- o Monitor new volunteers and assess their performance and interactions with other club members.
- o Maintain and update job descriptions on the Club website for all volunteer positions.

Directors at Large (Board)

There are three Directors at Large positions. These board positions are normally filled by volunteers who have previous experience in one of the major coordinating roles such as Coaching, Jakrabbits or Track Attack programs. While these board members have no specific executive or program responsibilities, they are nonetheless responsible for overall operations of the Club and assume functions as required by the Executive.

Club Staff

The Club Registrar is a paid position and as of 2026, the Club Head Coach is also a paid position.

Registrar

- Prepare and submit all required forms in order to register the club with CCBC before October 5th of the new ski year.
- Enter new families into the Club database. Check all registrations for errors and omissions and follow up until each registration is accurate and complete.
- Process all club members with CCBC.
- Act as central contact for any organization that engages with the Club (Cypress, CCBC, CCC), and ensure inquiries are addressed by the right person within the Club.
- Create reports in Zone4 containing specific information and distribute them to Program Coordinators.
- Order SDP stickers and booklets from CCBC before the start of the ski season.
- Ensure all coaches perform a Criminal Record check once every two years. Gather and store Criminal Record Check results.
- Create online Zone4 registrations for club events, such as Coach Training, Lantern Ski, Dryland Training Camps and Volunteer Appreciation Evening.
- Collect Levels Awarded and Jackrabbit Assessments from Session Coordinators (or from Coaches) at the end of the season and enter Levels into the database. Create spreadsheet of Jackrabbit Assessments and coaches' comments.

Head Coach, as of 2026 this is a paid position

- Work with the Racing Program Coordinator and the Board to set the direction of the racing program and establish racing team policies and procedures.
- Provide the leadership that facilitates successful progress and performance of all Club athletes.
- Develop and coordinate race team program guidelines and schedules.
- Keep abreast of the current trends and issues in cross country skiing both for on and off season training and incorporate this knowledge into coaching practices, programs as appropriate.
- Coordinate coaching resources to meet the needs of all registered racing program participants.
- Provide regular updates to the Racing Program Coordinator on racing program activities.

- Provide regular communication to parents of race team athletes participating in the program.
- Cultivate the skill level of and mentor all Coaches.
- Be a highly visible member of the Club and participate in Jackrabbit and Track Attack Club activities.
- Work with the Racing Program Coordinator to recruit Race Team staff and volunteers.

Governance Policies Communication Policy

The Board is committed to the principle of open, two-way communication between Club members and the Board. The Board recognizes that they have been elected by the membership to work on their behalf and it is incumbent upon them to communicate with the membership, in a timely fashion.

The primary means of communication with membership is through the Club's website. Once approved, Board meeting minutes from the previous meeting will be posted on the Club website within seven days of approval by the Club Secretary.

Privacy Policy

The Club collects personal information from its participants and uses that information for program development, marketing purposes, contact information and to meet legal obligations. The Club may use participant and guest photos and/or videos from Club activities for promotional purposes including brochures and websites. In all circumstances, the Club will limit the collection of personal information to those items necessary to provide the best service to all members.

The Club is committed to safeguarding member personal information through the use of security standards and procedures appropriate to the sensitivity of the information. Member personal information will not be sold, leased, rented or otherwise provided to any third party other than those contracted to provide services to the Club.

Conflict of Interest Policy

Conflicts of interest may arise from time to time in the affairs of the Club where the private interests of an individual may interfere with his/her official duties and responsibilities. The conflicts may be real or perceived: in either case, the Club seeks to protect itself, its volunteers and its employees from potential legal difficulties and from poor public relations through a clear and transparent process.

The objective of this Policy is to enhance confidence in the integrity of, and afford legal protection to, all volunteers and employees of the Club. The following guidelines will operate in regard to real or potential conflicts of interest:

- a. Volunteers and employees shall perform their official duties in a manner that will

conserve and enhance public confidence and trust in the integrity, objectivity and impartiality of the Club.

- b. Volunteers and employees must declare private interests that would be affected by the activities and actions of the Club.
- c. Volunteers and employees shall not solicit and accept transfers of economic benefit other than incidental gifts, customary hospitality, or other benefits of nominal value, from persons or organizations having dealings with the Club, unless the transfer is pursuant to enforceable contract or property right of the volunteer or employee. Such benefits may be accepted with the written consent of the Club. Neither benefits received nor private interests of a member should influence the objectivity or impartiality of their judgments in the performance of their duties on behalf of the Club.
- d. Volunteers and employees must declare any participation in decisions from which they or their immediate family may derive a benefit, either directly or indirectly. Where discussions related to such decisions take place, the volunteer or employee must identify his/her potential conflict of interest and refrain from participating in the discussion or decision.
- e. Negotiation of contracts for goods, services or equipment should be reviewed by the Club Officer to ensure that all potential conflicts are identified and resolved. In the situation where a conflict of interest is likely to arise due to the supply of goods or services by a volunteer or employee to the Club, proper and open tendering procedures must be followed. A volunteer or employee may still receive a contract as long as the Club Officer is aware of the potential conflict and the decision is in the best interests of the Club.

Strategic Planning Policy

The Board of Directors believes that short and long term planning is necessary to ensure that the Club and its governance is continually improved and strengthened. The Five Year Strategic Plan describes the mission, vision, values, guiding principles and strategic priorities of the Club. It includes a business plan required to achieve these goals.

The Strategic Plan will be reviewed to ensure that the annual goals are in alignment with the overall strategic plan. The Plan will be formally updated every five years on a cycle. The Strategic Plan is available for [review](#) on our website.

Financial Management Policies Accounting Policy

The Club Treasurer is responsible for the full cycle accounting for the Club, including budgeting, financial reporting to the membership, daily operational accounting, and government reporting (Annual Report to BC Registry Services).

Accounting for the use of Club funds is tracked using QuickBooks software and follows generally accepted accounting principles.

There are two bank accounts – Operating and Gaming. The Operating account is used for all regular Club operations. The Gaming account is used to keep separate control and tracking of Gaming Grant funds. Payment of invoices or reimbursements are done by cheque or issued electronically by on-line transfer. For cheques, two signatures of current Board members who have signing authority and are not related by blood or marriage are required. For e-transfers, reimbursements are authorized in writing by two current board members, not related by blood or marriage. Signing officers must not sign or approve their own expense reimbursement or approve reimbursement for their family members related by blood or marriage. All payments must be accompanied by supporting documentation. The Treasurer and President are always two of the signing officers. Other Board members may be added as signing officers, as deemed appropriate, depending on Club role and geographic location.

Unaudited Prior Year Financial Statements are presented to the membership, for approval, at the Annual General Meeting, usually held in October.

The financial year of the Club runs from September 1 to August 31. The Annual General Meeting (AGM) is held within two months of the end of the prior fiscal year. A current year budget is presented to the membership at the AGM.

Budgeting Policy

Hollyburn is a not-for-profit Club. Budgets are generally established with the goal to maintain a float of approximately 10-15% of annual operating costs each year to ensure 'rainy day' funds. Surpluses in excess of 25% of one year of operating funds, which have not been allocated / reserved for an approved capital project (e.g. new van, head coach), must be reduced in the following operating year.

The budgeting process is led by the Treasurer, in cooperation with Program Coordinators. The budget is debated and approved by the Board early in the new fiscal year and presented to the membership at the AGM.

Reimbursement Guidelines – October 2025

Club Van Usage: When not required by the Race Team, the van can be accessed by other groups for Club-sanctioned events such as camps or exchanges involving Track Attack or Adventurers participants. All drivers must hold a valid Class 4 driver's license, exercise utmost care when operating the vehicle, and promptly report any mechanical or operational concerns. Operating costs for the vehicle are fully covered by the Club.

Accommodation Policy: The Club does not fund accommodation expenses for Race Team participants, which remain the sole responsibility of their respective families. However, lodging costs for designated coaches accompanying the team during travel may be fully or partially reimbursed, adhering to a general supervision ratio of approximately one coach per ten athletes.

Event Travel, Meal, and Race Entry Fees: Athletes are responsible for all personal expenses incurred while attending competitions or training camps, including travel, food, race registrations, and trail passes.

Race Registration Subsidies: Entry fees are subsidized by the Club for youth members participating in designated events associated with the Jackrabbit and Track Attack programs, including Coast Cups, BC Cups, the Payak hosted at Whistler Olympic Park, and the Track Attack Championships. Families are expected to cover all registration fees for any additional competitive events.

Training for Coaches and Officials: While course tuition for approved coach and official certification is paid by the Club, any related travel, lodging, or incidental expenses are not eligible for reimbursement.

Program Fees Policy

Membership Fee: This mandatory fee must be paid by each registering member, including program registrants, volunteers (including coaches and excluding those families who volunteer only) and bunny parents who ski with their children. At least one adult per family must register as a Club member. Memberships are non-transferable.

Program Fee: Fees are charged for each program offered by the Club. There is a discount for coaches, session coordinators and key volunteers that register during the early registration period. This discount is listed on the Club website.

Trail Passes and Equipment Rental (Cypress Mountain): These fees are set by and paid to Cypress Mountain directly. Cypress Mountain manages the cross country ski area and is completely independent from the Hollyburn Cross Country Ski Club. All coaches, bunny parents skiing with children and program participants must purchase trail passes from Cypress Mountain.

Administrative Fees: The Club charges an administrative fee for errors made during registration. This fee covers costs incurred through our merchant services provider. The

administrative fee is listed on the Club website.

Refund Policy

Withdrawals from Bunnyrabbit, Jackrabbit, Track Attack or Adventurer programs on or before September 30 are eligible for a 75% refund of program fee and a 100% refund of non-volunteer fees. For all other programs, refunds are only issued in case of illness or injury, supported by a doctor's note.

Nordiq Canada memberships and Zone4 fees are non-refundable. All refunds are subject to a \$30 administrative processing fee. No refunds for membership fees are provided for any reason after the start of the program.

Cypress Mountain must be contacted directly for information regarding refunds for any trail passes or rentals purchased from them.

Purchasing and Reimbursement Policy

General Program expenditures are managed by the Treasurer and Program Coordinators (e.g. Bunny & Jackrabbit – SDP Coordinator, Track Attack Program – SDP Coordinator, Racing Program Coordinator, Adventurers Coordinator, and Coach Training Coordinator), and are guided by the annual budget. Board members may make a purchase if it is within their established annual budget (e.g. booking a room for a coaching course). All other purchases that are not expressly identified in the annual budget must be approved by the Club Officers.

All expenditures over \$1,500 require a formal quote from a provider, prior to purchase. Purchases over \$3,000 require a minimum of two quotes, to ensure the Club is seeking the best value for money for Club members. Wherever possible, local suppliers should be considered first in purchasing decisions, and allowed to provide a quote.

Race Team Expenditures are managed by the Racing Program Coordinator, in collaboration with the Treasurer. Purchases are assessed against the annual budget for the Racing Program.

Reimbursements for expenses are issued once receipts are received by the Treasurer and have been approved by the appropriate Program Coordinator.

Sponsorship and Donation Policy

The Club accepts unsolicited sponsorship funds and donations from organizations that are aligned with the goals of the Club and the Provincial and National Sport Organizations for the sport (e.g. ... Haywood).

The Club reserves the right to refuse donations or sponsorship where there is a requirement to provide recognition that is not deemed appropriate, or to add programs or

services that are not in line with the Club's strategic policy, or for which there are insufficient club resources to undertake, or other reasons at the discretion of the Board.

From time to time, the Club may solicit sponsorship or donations for Club capital expenditures (e.g. team van, wax hut, paid head coach). These solicitations will be guided by a clear sponsorship document that will outline why we are seeking funds, how they will be utilized, and how sponsors and donors will be recognized for their contribution.

General Sponsorship and Donation Recognition will follow the Sponsorship Guidelines, as shown below, which will be reviewed on an annual basis.

Sponsorship Guidelines

Level	Parameters	Recognition
Legacy	Significant financial or in-kind contribution to Club assets (e.g. Cypress Mountain for use of land and electricity for Wax Hut)	Listed on Website as Legacy Supporter, for life of asset Listed on Clothing if deemed of value to donor (e.g. some do not wish recognition)
Platinum Sponsor	Over \$15,000 in total (in kind or cash) or at least \$5,000/year for three years	Listed on Website as Platinum Sponsor for 3 years including year of last donation Listed on Club clothing for total of 3 years including the year of the donation Recognition ceases in 4 th year after last donation
Gold Sponsor	\$1,000-\$5,000 one time donation	Website recognition for one year from donation Clothing recognition for one year allowed to post banners and tents at all Club events for one year
Silver Sponsor	\$500- \$1000 in a calendar year, or for specific events	Recognition on Website for one year Recognition at event for which donation was made Permitted to post banners or use logo tent at sponsored event
Friends of Hollyburn	Under \$500/year or one time donors	Listed as friends on website for one year

Athlete Financial Support Policy UNDER REVISION 2026

High Performance Award

In recognition of the dedication and expense it takes for an athlete to continue competing in cross country skiing at higher levels after high-school and/or to qualify for international competitions, the club may provide financial assistance of up to \$2,000 per athlete to support high-level training expenses including but not limited to National Development Training Centres and/or to those representing Canada at international competitions.

To be considered for an award, athletes must submit an application to the Club Registrar before July 15th. Criteria for eligibility are:

1. Must be a member in good standing with Hollyburn Cross Country Ski Club.
2. Must have volunteered with the club over the previous 12 months (e.g., in-person mentoring during training sessions and/or remote contributions, such as a topic-based webinar).
3. Must have qualified for the BC Ski Team for the upcoming season.
4. Fulfill either a or b:
 - a. Must be enrolled in a post-secondary year-round training program for the coming year and demonstrate a continued commitment to pursuing high performance goals.
 - b. Must be a high school student who represented Canada at international competition e.g., World Junior/U23 Trials, during the previous 12 months that incurred significant personal expense.

In the event that eligible submissions exceed available funds, selections may be based on criteria #2 & #4.

Note: The Athlete Support Policy is under review. The policy below is included here as a placeholder until the policy has been updated.

Qualifications

In order to be eligible to receive financial support from the Club, the athlete must meet the following qualifications:

- Must be a member in good standing of the Club;
- Represent the Club and the sport of cross country skiing in a dignified and responsible manner;
- Behave in such a manner as to provide a positive role model for younger skiers within the Club;
- Must have qualified for and accepted membership on the BC Ski Team for the upcoming season.

Process

A Committee consisting of the President, Treasurer, Head Coach and one other director will review applications submitted by athletes to determine eligibility. The Committee will then make recommendations to the Club Board of Directors. Funding will be awarded to athletes on approval of the Club Board of Directors. Any committee member that may be in a conflict of interest must clearly declare this conflict at the time of receipt of the

applications.

Financial Support Amount

The club may provide the following financial support for athletes attending national and international competitions, subject to Club finances as determined by the Club Board of Directors.

Athletes Attending National Competitions

The club may provide up to \$500 per athlete to help cover expenses to attend National Championships with the team.

Professional Development Policy

The Club pays the course registration fees for all required coaching courses, following the NCCP Long Term Athlete Development program:

- Introduction to Community Coaching (ICC);
- Community Coaching (CC);
- Learning to Train (L2T);
- Training to Train (T2T);
- Learning to Compete (L2C).

The Club covers fees for CCBC-sanctioned Officials courses for Club Members, with the requirement that the Club member commits to helping at a minimum of one race event per year.

At the discretion of the Board, additional courses will be considered for reimbursement for coaches with a specific senior role within the Club (e.g. Head Coach – Race Team) or those directly coaching high performance athletes within the Racing program.

Coaches Reimbursement Policy – Adopted January 2021

The Club relies on parent volunteers to deliver the majority of the Programs. All coaches receive the following benefits:

- Free training in National Coaching Certification Program coaching courses to become a certified coach
- Free courses and skiing skills training for returning coaches
- Club program registration discount and priority

Accommodation and travel incurred to attend coaching courses are the responsibility of the parent volunteers.

In addition to parent volunteer coaches, the Club Programs are at times supported by non-parent volunteers. Generally these coaches can be categorized as:

- parents whose children have aged out of Club Programs
- recent teen graduates of Programs who are paired with an experienced coach
- young adults with high level cross country ski racing experience who wish to coach
- qualified coaches identified for Race Program support by the Head Coach

The Club may choose to reimburse or pay coaches that are not parent volunteers according to the following guidelines:

- parents/guardians who continue to coach after their children have aged out of Programs will be reimbursed for their Cypress Nordic ski pass and if applicable (deemed required for their coaching role by the head coach) their Whistler Olympic Park season pass, based on the early bird rate.
- recent teen graduates, young adults and other qualified coaches who have demonstrated commitment to the Club may be paid on an hourly or daily basis, to be agreed to in a written contract at the start of the season. Hours will be verified by the Coaching Coordinator and/or the Head Coach. If they choose to volunteer, these individuals may be awarded an honorarium sufficient to cover their Cypress ski pass. Reimbursements will generally be provided at the conclusion of the season.

Coach Policies

Coach Qualifications Policy

All coaches must complete the Rule of Two training and the Safe Sport policy (2025)

For a Club member to coach, he or she must have the following qualifications as determined by the age of the participant:

- **Up to 6 Years:** Coaches must have completed the Introduction of Community Coaching Workshop in order to supervise, instruct or coach ski activities for children six years of age and younger, or assist with the supervising, instructing or coaching of ski activities for children six to nine years of age;
- **6 to 9 Years:** Coaches must have completed the Community Coach Workshop in order to supervise, instruct or coach ski activities for children six to nine years of age, or assist with the supervising, instructing or coaching of ski activities for children nine to sixteen years of age;
- **9 to 16 Years:** Coaches must have completed the L2T (On-Snow) Workshop in order to supervise, instruct or coach ski activities for children nine to of sixteen years of age;

- Coaches under 16 years of age, that have completed the ICC Workshop, can assist with ski activities for children six years of age and younger (under the supervision of a qualified coach 16 years of age or older); and
- Coaches under 16 years of age, that have completed the CC Workshop, can assist with ski activities for children nine years of age and younger (under the supervision of a qualified coach 16 or older).

Coach Replacement Policy

It is the Coach's responsibility to find a replacement coach or another adult to take their place if they cannot attend a session. It is important that the session coordinator be contacted if a session will be missed. If an absence is known in advance, please make arrangements with a coach in another session to cover the group. The Club has a short list of backup coaches who will be able to fill the absence.

Criminal Record Check

All individuals whose position with Hollyburn Cross Country Ski Club is one of trust or authority which may relate to, at a minimum, finances, supervision, or Vulnerable Participants are required to obtain a criminal record check. All volunteer coaches, 18 years of age or older, are required to submit to a Criminal Records Check. To submit an online request for a criminal record check, obtain the Hollyburn Access Code and go to this link <https://justice.gov.bc.ca/criminalrecordcheck>

This check will be required every three years. All costs will be reimbursed by Hollyburn Cross Country Ski Club. All records will be maintained in a confidential manner and will not be disclosed to others except as required by law, for use in legal, quasi-legal, or disciplinary proceedings.

The new police screening measure is intended to search out pardoned sex offenders who change their names after release, seek positions of trust, to prey on young victims again. The Criminal Background Check now searches to see if "date of birth" and "gender" match (flagged) with any

of the 14,000 pardoned sex offenders in the National database. The stricter Criminal Background Checks will better ensure the safety of our children and youth participating in sports. Under this revised system, you may be requested to come in and provide fingerprints.

For the purposes of the [Screening Policy](#), Hollyburn Cross Country Ski Club defines a young person as someone who is younger than 18 years old. When screening young people, Hollyburn Cross Country Ski Club will not require the young person to obtain a criminal record check but may require up to two references.

Code of Conduct

Hollyburn Cross Country Ski Club has adopted a Code of Conduct and Ethics that describes standards of conduct and behaviour for all Participants. The policy ensures a safe and positive environment within the programs, activities, and events of Hollyburn Cross Country Ski Club by making Participants aware that there is an expectation, at all times, of appropriate behaviour consistent with the organization's core values and policies. The [Code of Conduct and Ethics](#) applies to all involved in Club activities including parents, athletes, coaches and officials and is available on the Hollyburn website.

This Code applies to any Participant's conduct during the business, activities, and Events of Hollyburn Cross Country Ski Club including, but not limited to competitions, practices, evaluations, treatment or consultations, training camps, travel associated with organizational activities, the office environment, and any meetings. The policy outlines the responsibilities of Directors, Committee Members and staff, coaches, instructors, trainers, athlete support personnel, athletes, officials, parents/guardians and spectators. Any Participant who violates this Code may be subject to sanctions pursuant to the [Discipline and Complaints Policy](#). In addition to facing possible sanctions pursuant to the Discipline and Complaints Policy, a Participant who violates this Code during a competition may be removed from the competition or training area, and the Participant may be subject to further sanctions.

Management of Club Equipment Policy

The Equipment Coordinator is responsible for the following:

- Take inventory of Club skate skis, poles and snowshoes at the beginning of season.
- Wax skate skis at the beginning of season.
- Apply protective wax to skate skis at the end of season.
- Make sure all equipment is clearly marked with Club name (skate skis, poles, snow shoes, waxing irons etc).
- Make periodic inspection of equipment during ski season and alert the Board to any issues.
- Make minor repairs to equipment as necessary.
- Work with Program Coordinators to ensure club gear is properly treated and stored.
- Take inventory at the end of season and note missing and broken equipment.
- Make suggestions to the Board for equipment replenishment.

Use of Club Skate Skis

The Club owns skate skis and poles of various sizes. These skis are intended only for the use of Jackrabbit groups during official weeknight and weekend sessions. Skate skis may be borrowed by prior arrangement for use in special events such as B.C. Track Attack

Championships and P'ayakentsut. Track Attack athletes are expected to own skate skis and may not borrow Club skate skis.

Use of Club Snowshoes

The Club owns snowshoes for use by the Adventurer program. The snowshoes may be borrowed by other Club members by special arrangement with the Equipment Coordinator. Snowshoes may be used by other groups, such as the Racing Team, Track Attack or Jackrabbits, by prior arrangement.

Use of Club Waxing Hut

The Club waxing hut located at the base of Cypress Cross Country area is open to all Club members. The hut is locked with a combination lock. The combination is changed periodically and is known to senior coaches, Club Board members, hut maintenance volunteers and key Cypress Mountain staff. The last Club member to leave the hut is responsible for locking the door.

The Hut is a shared space and Club members are expected to be courteous and respectful of others when using the Waxing Hut.

Use of Club Waxes and Waxing Equipment

The Club owns waxing equipment such as waxing irons, scrapers, ski forms as well as a basic supply of waxes and cleaners. However, for anything beyond basic waxing, Club members are encouraged to bring their own waxing supplies. Any Club member may use the facilities for waxing but are expected to clean up after themselves and be mindful of others when there is high demand for the space.

Race Team Wax Policy

All waxes and wax related equipment will be ordered and inventoried by the Head Coach and/or other designated individual. The Head Coach and the designated individual will submit a list of required wax and equipment to the Racing Program Coordinator prior to the ski season. The list will detail items required and approximate cost.

The Head Coach or designate will keep an up to date inventory of wax and equipment during the ski season. The Head Coach or designate will conduct a post ski season inventory of wax and equipment.

The Head Coach or designate will provide proper training in glide and grip wax application to individuals interested in becoming wax assistants. Wax for race weekends will be paid for by Club as per below:

Practices:

- Grip and glide wax must be provided by team members.

Races:

- A race wax box for Hollyburn Race Team members will be maintained for designated race weekends only, and will be maintained and controlled by the Head Coach.
- Only coaches and wax assistants can use the Team wax and equipment.

High fluorocarbon glide waxes may NOT be used inside Waxing Hut due to toxicity and lack of ventilation.