

CANADIAN SNOWSPORTS ASSOCIATION (CSA)



SNOWSPORTS CLUB RISK MANAGEMENT MANUAL

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INDEX

1. INTRODUCTION	Page
a. Purpose	4
b. Snowsports Club Structure	5
c. Club Registration with National Sport Discipline	5
2. MEMBERSHIP PRACTICES	
a. Membership Structure	6
b. Registration	6
c. Minors	7
d. Athletes	7
e. Officials	7
f. Volunteers	7
g. Policies	7
h. Child Protection	8
i. Concussion Management	8
j. Code of Conduct	9
k. Conflict Resolution	10
l. Sports Medicine	11
m. Anti-Doping	12
3. COACHES	
a. Importance of Certification and Coaching Association Membership	12
b. Employment vs. Contract	13
c. Background Checks	13
d. Job Description	14
e. Coaches Duties and Responsibilities	14
f. Duty of Care	15
g. Club Oversight	16
4. CLUB FACILITIES	
a. Management of Facility	16
b. Emergency Action Plans (EAP) and Protocols	16
c. Facility Maintenance	17
5. SKI AREA/RESORT RELATIONSHIP	
a. Definition of Club Programs and activities	17
b. Agreement on Activity schedule and locations	18
c. Recognition of competition event requirements, roles, responsibilities	18

d.	Establish clear interface requirements	18
e.	Relationship with visiting clubs/teams	18
f.	Waivers / Hold Harmless	19
6.	SNOWSPORTS CLUB ACTIVITIES AND PROGRAMS	Page
a.	Dryland and off snow activities	19
b.	On snow training	19
c.	Travel	19
d.	Use of vehicles	20
e.	Charter Buses	21
f.	Competition	21
7.	ACTIVITY AND EVENT SANCTIONING	
a.	Sanctioning of activities	22
b.	Out of Country travel	22
c.	Requests for Sanctioning	23
d.	Cross Discipline Activities	24
e.	Liability Insurance	24
f.	Reporting Incidents	24
g.	Certificates of Insurance	26
h.	Sport Accident Insurance Program (S.A.I.P.)	26
i.	More information	27
8.	INSURANCE PROGRAM	
	see CSA Insurance Manual at www.canadiansnowsports.com	27
9.	CONTACTS	27
	<u>APPENDIXES</u>	
A.	Coaches Duties	A
B.	Emergency Action Plan (EAP)	B
C.	Special Instructions for Reporting Incidents	C
D.	Canada West Ski Areas Association	
	D1. Competition Guidelines for CWSAA Members	D1
	D2. CWSAA Racer Pass Qualifications and Guidelines	D2
E.	Request for Sanction and/or Certificate of Insurance – English	E
F.	Out of Country Training Sanction Request	F
G.	Out of Country Injury and Medical Treatment – Guidelines	G
H.	Fact Sheet – New Policy for Criminal Record Checks and Vulnerable Sector Verifications	H

SNOWSPORTS CLUB RISK MANAGEMENT

1. INTRODUCTION

Note: This guide is intended to assist CSA members (including snow sports clubs) in creating and monitoring a Snowsports Risk Management Program (SRMP).

This Snowsports Risk Management Program (SRMP) forms an essential element of the Canadian Snow Sports Association (CSA) liability insurance program which is managed and controlled by CSA on behalf of CSA Discipline members, ACA, CFSA, CSF, SJ, NC, CADS, SS, TSCT, CCC and CSCF.

In order to be effective it is essential that all member clubs and their coaches receive a copy from the CSA member National Sport Organization and that the manual should be readily available in the club facility, handbook and club information, including Web sites.

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

www.canadiansnowsports.com

a) **Purpose of Risk Managers.**

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

A SRMP implemented by the Snowsports Club, has a number of positive advantages.

Such a 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/Resorts 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.

- Will maintain the CSA credibility with the insurance market place and ease the task of keeping in place the current very broad and unique liability insurance program that has clearly seen premium reduction.

Note: Member NSO's are urged to develop a SRMP specific to their sports and activities, keeping in mind that this CSA SRMP provides a basic outline that should not be weakened.

b) Snowsports Club Structure

- It is recommended that all member snow sports clubs should be either Federally or Provincially incorporated as not-for-profit organizations, with a Board of Directors, By-Laws and Regulations.

Note: Keep in mind that there are changes currently in progress both Federally and Provincially to the legal structure of Not-for-Profits and Charitable Organizations. Clubs are advised to review their current registration status for compliance.

- Snowsports Clubs, no matter the size, are advised to establish working committees or a person with responsibility for the various activities, events, programs and competitions undertaken by the snow sports club.
- Historically, the more active **that** the Board or committees **are** in a club, the more successful **the club** will be.

c) Club Registration with National Sport Discipline

In order for a snowsports 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. This in turn will ensure that they are covered by the CSA sports insurance liability program.

In addition the Club and its members may also be required to be a member of a Provincial Sports Organization (PSO), Division, Zone or Region to be able to access the program offered by the **CSA Discipline members**.

Membership includes everyone **in the club**, including those who fall under item 2(a) below.

The Snowsports Discipline NSO member must have a current listing of all of its members as well as snow sports club contact information on file as well as information as to the programs offered by **their** snow sports club.

Where there is a "Club" within a "Club" (such as Country Clubs/Tennis/Golf or Private Club) it is essential that a separate structure be established responsible for

the overall operations of the Snowsports Club to ensure its success and its commitment to the sport. This will also permit the CSA/NSO insurance to provide primary coverage **as required by the ski areas** may even produce premium reductions for the **non-snow sport** balance of the private club's operations.

Private clubs need to be aware of the possibility that duplicate coverage often leads to confusion in the event of claims, **as it often creates conflicts**.

2. MEMBERSHIP PRACTICES

a) Membership Structure

Generally speaking snow sports 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
- Staff (Coaches etc.)**

All of those who participate in snow sports club activities (except guests at functions) must be recorded and registered as members of the snow sports club. Verifiable membership lists should be provided to the appropriate CSA National Snowsports **Organization** and be readily available upon request. Normally NSO programs operate from Age 5 and above.

b) Registration

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

The waiver must always include Canadian Snowsports Association (CSA), as well as NSO/CSA Discipline member in addition to Club/PSO.

In many cases, a Ski Area or Resort may require to be also named as a "Releasee" in such documents, particularly when the Club operates regularly within the Ski Area/Resort facility.

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).

CSA office can assist with any review of existing membership documents used.

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

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

c) Minors

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

Note: The age of majority differs from Province to Province.

d) Athletes

Should 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

It is fully expected by Insurers that all officials are trained and supported by the National and/or Provincial snow sport **NSO** and should be part of a Certification program. They should be updated and monitored on a regular basis. They must carry out their expected duties and they must enforce the given rules. They must be members of the NSO or CSA Discipline Member.

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.

g) Policies

Every Canadian Snowsports Club should have clearly outlined policies that are easily accessible to members, parents and staff. These should be displayed on the club website and available in handouts. Policies clarify expectations and ensure that everyone receives fair and consistent treatment. Strong risk management requires everyone to strictly adhere to the policies and be able to count on the club leadership to stand behind them in their application of the policies.

The following are examples of formal policies Clubs should consider:

- Registration and Fees

- Late Fees and/or Prorated Fees
- Financial Aid Availability
- Prorated Fees
- Club Sponsorships, Branding and Marketing standards
- Child Protection Guidelines – including bullying, harassment, abuse and molestation (see item ‘h’ below)
- Concussion Management Procedures (see item ‘i’ below)
- Parent/Observer Policy
- Equipment and Attire Expectations
- Accident/Incident Reporting
- Grievance Policy
- Attendance Requirements
- Parent Conferences
- **Travel Policies**

h) Child Protection Guidelines

All Clubs should create Child Protection Guidelines to assist its coaches and team leaders in recognizing unacceptable behaviour and acting to prevent or correct it.

Child Protection Guidelines are something that all liability insurers look closely at. It is essential CSA members follow best practices.

The CSA can provide a draft template of typical guidelines which can be adapted.

Note: Guidelines are not intended to serve as legal advice or to supplant legal definitions of abuse and harassment that vary depending on jurisdiction. Instead, these guidelines are designed to raise awareness of areas of concern. If following these guidelines raises concerns about behaviour you have witnessed, the club is advised to notify the child’s parents and seek appropriate counsel.

The CSA Guidelines template review the good practices and unacceptable behaviours regarding physical contact, general supervision, confidentiality, integrity, personal standards, physical abuse, emotional abuse, neglect, sexual abuse and bullying.

See also: [Canadian Sport for Life, A Sport Parent’s Guide Appendix 2: Code of Conduct to protect children in sport](#)

i) Concussion Management Procedures

All of us in the snow sports community value the welfare of our skiing and snowboarding athletes. Concussion management of young athletes is an important issue for all of us. It is our responsibility as clubs, officials, coaches and parents to ensure that athletes suspected of sustaining a concussion or traumatic brain injury

are managed carefully, and that their return to sport program is cleared by a qualified health care provider.

Suggested Policy:

Any athlete under the age of 18 years suspected of having sustained a concussion/traumatic brain injury should be removed immediately from participation in sporting events (e.g. sanctioned training, practice, camps, competitions or tryouts). Parent/Guardian should be notified.

The minor athlete should be prohibited from further participation until evaluated by a qualified health care provider trained in the evaluation and management of concussive head injuries and cleared in writing to resume participation in sporting events.

Definition of Concussion

A concussion is a type of traumatic brain injury (TBI) caused by a bump, blow, or jolt to the head. Concussions can also occur from a fall or a blow to the body that causes the head and brain to move quickly back and forth. Doctors may describe a concussion as a ‘mild’ brain injury because concussions are usually not life-threatening. Even so, their effects can be serious.

The use of the now accepted Standardized Concussion Assessment Tool (SCAT3) should be in use.

Risk of Continued Concussion Effects

A repeat concussion that occurs before the brain recovers from the first – usually within a short period of time (hours, days or weeks) – can slow recovery or increase the likelihood of having long-term problems. In rare cases, repeat concussions can result in edema (brain swelling), permanent brain damage or even death.

A good review of concussion is the Center of Disease Control’s resources on concussion awareness at http://www.cdc.gov/concussion/headsup/online_training.html

It is recommended that all athletes should undergo pre-season baseline SCAT3 testing.

Member clubs should have a well defined concussion protocol.

j) Code of Conduct

A number of suitable templates are available including very good recommendations from the Canadian Ski Coaches Federation. The CSA can also provide a suggested

template. It is highly recommended as a matter of best practice that all Clubs have in place a Club Code of Conduct Policy.

Sample code of conduct/disciplinary rules for club members:

1. Substance use and/or possession thereof (drugs, alcohol, tobacco) are normally cause for immediate dismissal or sanction from the program. If an athlete is suspended or expelled from school for a drug or alcohol related incident, possession, or use, the athlete and his/her parents should inform the club leader/head coach and the athlete may also be subject to immediate dismissal or suspension from the program.
2. Persistent irresponsibility and disrespectful behaviour may be cause for dismissal.
3. Destruction of property or violation of Municipal, Provincial or Federal laws may be cause for dismissal.
4. Any violation of law resulting in an arrest or conviction by civil authorities, even if not related to team activities, should result in disciplinary procedures.
5. Failure to comply with any and all event, team, or specific activity rules (curfew, attendance, schedules, etc.) should be cause for disciplinary action.
6. Please note: If an event occurs while travelling that is a violation of team rules, regulations or policies, the athlete may be sent home immediately at the parents' costs by whatever means is most convenient. No reimbursement of program or event fees will be made.

Adherence to the rules and guidelines as specified and observance of Municipal, Provincial and Federal laws are required for participation in this program.

k) Conflict Resolution

Clubs and coaches are often faced with the challenge of reprimanding an athlete for code of conduct or sportsmanship violation. The process of reacting to these situations properly and fairly is a very important job. The goal should be to change the behaviour of the athlete. Often times there can be conflict from the athlete and the athlete's parent(s) that interferes with the reprimand. There are three aspects of conflict resolution: due diligence; due process; and an impartial hearing.

With every situation that pertains to the breach of code of conduct or a grievance, due diligence must be carefully executed. Due diligence is a voluntary investigation or examination of an accusation and is executed through reasonable steps or precautions and assessing risks. Due diligence emphasizes the importance of investigation and listening to all sides of the issue and not over-reacting.

Disciplinary issues, including any violation of the code of conduct shall be addressed primarily by the Club Executive who shall recommend a course of action. The Club Executive may seek legal counsel in some situations.

Club Executive and/or Club Management may initiate disciplinary proceedings based upon information obtained from reliable sources providing there is supportive substantial information to warrant this action.

Often a simple miscommunication between a coach, athlete and parent can result in a heated and volatile situation. Club directors and head coaches are urged to initiate parent-coach conferences on a regular basis. With direction from the head coach, the coach should prepare a report for each athlete, arrange a conference with the parents and conduct the meeting. This session is a great opportunity to exchange ideas and observations. This small investment in time and commitment will help establish your coaches as professionals and will help to create advocacy with the parents.

The club should make every effort to address, and take seriously, parent/athlete concerns and grievances. From time-to-time grievances simply cannot be resolved to the satisfaction of the parent/athlete. If this is the case, the club should create a plan or resolution.

D) Sports Medicine

Injury in ski and snowboarding sports is frequent. There are many strategies in play that include venue design, equipment rules and course setting that are in place to help reduce the risk in our winter sports. Nevertheless, athletes at all levels of experience and maturity deal with a variety of sport related injuries. It is good practice that all club athletes undergo an annual medical exam that includes a review of medical history and a clinical examination.

First Aid, CPR certifications **and concussion recognition training** for coaches should be a requirement for Coach Certification. **Only coaches meeting professional standards as set by the various NSO should be hired.**

Clubs that have a strategy and system to facilitate treatment, monitor rehabilitation and have a return to snow and return to competition protocol will have good success in helping athletes return to competitive performance following injury. Patience with the rehabilitation and recovery is the most difficult aspect of athletic injury. Athletes and sometimes parents are over anxious to return to sport and often will exacerbate their injury if they return too early.

The club can affect the progress of athlete injury recovery by having a coordinated effort of: medical referrals to appropriate providers, a network of rehabilitation opportunities and adherence to a return to compete program. One possibility to help

facilitate the club's sports medicine program is to develop a professional or volunteer medical coordinator position.

Medical Coordinator: The primary role of the club's medical coordinator is to assist club athletes and support staff in achievement of excellence and success in all aspects of competition and training. A fundamental component of this program is the provision of effective medical support to ensure that all club athletes receive appropriate medical treatment of the highest possible standard. In this regard, the main role of the medical coordinator is to ensure that all medical services are directed and utilized according to the best interests of the club and the athletes whom it supports.

m) Anti-doping

The CSA, as the National Ski Association **for Canada as recognized by the FIS**, and its member NSO's are required by the International Olympic Committee (IOC), the Canadian Olympic Committee (COC) and the International Ski Federation (FIS) to comply with the anti-doping rules and regulations established internationally by the World Anti-Doping Agency (WADA) as well as the Canadian Centre for Ethics in Sport (CCES). It is not an optional program but a requirement for participation in Olympic sports.

All CSA/NSO athletes may be subject to doping control (i.e. drug testing) at any competition (FIS or non-FIS). In addition, potential Olympic athletes are entered into the CCES or FIS out-of-competition (OOC) testing pool. These athletes can be tested at any time or any place outside of competitions, and must use the Athlete Whereabouts Form to submit their whereabouts to CCES/WADA/FIS so they can be located for such testing.

FIS athletes must become familiar with ADAMS (Anti-doping Administration and Management Systems) and the various requirements of FIS and CCES.

3. COACHES

a) Importance of Certification and Coaching Association Membership

- All coaches must be members of the CSA through their NSO and must be properly trained and experienced for the level they are involved in.
- Must be current members in good standing where such exists of a recognized Coaching Association (CFSA, CASI, CSIA, **CFSA**)
- 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 their 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 CSA/NSO members and are supervised by Club head coach or Club program Director and are members of a CSA Member Discipline.**
 - 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 CSA or NSO 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. All terms and conditions, obligations and duties should be clearly spelled out.
- 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 and/or should be registered with the appropriate WCB or Work Safe Provincial agency, if permitted in their province.
- Clubs need to be aware that the WCB/Work Safe regulations vary from Province to Province/Territory and may impose legal obligations on the club irrespective of how the coach is employed and these are third-party providers who can also do this.

c) Background checks

- There should be a full background check with detailed information on each coach within the system and this should be regularly updated.
- The Snowsports Club should always contact previous employers as well as the appropriate Coaching Association to verify suitability of employment.
- The Snowsports Club must include information in its files as to skills and competencies of its coaches as well as their training, certification levels, courses taken and if possible First Aid and/or CPR competencies.

Note: Although as of this date the CSA Insurers have not required mandatory background checks for coaches and officials, members need to be aware that in many NSA, including USSA, such checks are mandatory and no insurance is valid until the coach or official is cleared via the checking process.

- There are two (2) classes of checking that should be done (*see Appendix H*):
 1. Criminal Record Check

2. Vulnerable Sector Verifications

Both can be conducted via your local branch of the RCMP. Also see information posted at: <http://www.rcmp-grc.gc.ca/cr-cj/index-eng.htm>

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 should 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 individual participant accident/health/travel insurance when traveling outside of the province or country
- obtain permission letters for all minors to travel and for emergency medical treatment
- familiarity with emergency action plans (EAP) of the snow sports club for travel and home ski area
- awareness of responsibility to public
- highest standards of ethics and responsibilities
- knowledge of the Sports Accident Insurance Policy and claims reporting
- participation in continuing coaching education programs

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 “rules 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.

Note: Coaches should not mount or make adjustments to minor’s ski bindings without written parent consent and a waiver. Few if any coaches are Technicians and/or have calibration tools. It is recommended that Alpine/Freestyle Ski Clubs have a “Binding Adjustment Notice & Waiver and Release Form”. A sample is:

Binding Adjustment Notice

(Insert Club Name) is no longer mounting bindings for its athletes. You are recommended to contact a ski shop or a ski service that specialize in mounting and/or adjusting binding, and who have full calibration services.

On occasion, racers request that a coach make binding adjustments on the hill. Because of liability issues, coaches will no longer make such adjustments unless the athlete and the athlete’s parents/guardians have signed the attached waiver and release of liability, and returned the form to the ski club office.

Waiver and Release Form

The athlete and his or her parent(s)/guardian(s) signing this Waiver and Release recognize that skiing and ski racing are inherently risky activities, and that injury, including serious bodily injury or death, may result from participation in such activities, even when bindings and other equipment are properly adjusted for the circumstances.

Each person signing below further acknowledges that *(Insert Club Name)* coaches do not have binding calibration tools and are not certified binding technicians.

Therefore, each person signing below agrees and acknowledges that any adjustments made by a *(Insert Club Name)* to the undersigned athlete’s bindings are made at the athletes own request and risk.

By signing this waiver and release, the athlete’s parent(s)/guardian(s) consent to any request made by the athlete signing below for binding adjustment by a *(Insert Club Name)* coach.

The athlete and parent(s)/guardian(s) signing below accept the risks involved, and hereby waive and release any claims they may have against

(Insert Club Name) or its coaches, including claims of negligence, and release and indemnify *(Insert Club Name)* and its coaches for any claims made against them by any of the persons signing below.

g) Club oversight

- Club Executive or an identified program committee should monitor all activities and create a coaching reporting and evaluation system.
- Club Executive should encourage and demand that all coaches take minimum officials certification levels and must encourage regular upgrading.
- Safety Education courses or programs should 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 should 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, clubhouse, 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

An emergency action plan (EAP) is a procedure paper that will help to guide your club and staff in the event of an emergency situation. This plan will facilitate efficient decision making when faced with stressful situations.

An EAP must become standard operating procedure and that the plan needs to be in place at any of the facilities that you are utilizing for training or competition.

Particularly when you are at a resort, which is your primary venue, it is important to work together with the resort risk management team. In cooperation with the ski patrol and risk management leaders at the resort, develop and rehearse an emergency action plan that will anticipate the worst case scenarios that might include serious injury evacuation procedures, ambulance and medical treatment facilities and personnel, lift evacuation procedures, and high wind and blizzard scenarios. The primary focus of the EAP is always care of the injured. You should also have a comprehensive and integrated plan between the club and resort for communication (preprogrammed emergency phone numbers), investigation and media management. All of the club staff must be informed and prepared to utilize the EAP. This plan is very similar to the medical plan that is prepared for FIS events and presented to the team leaders prior to the event.

- 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.
- CSA, as well as CSCF can supply templates.
- 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

The CSA CGL Policy adds ski resorts/ski areas as additional insureds on a primary basis, for any claims arising directly out of CSA member sanctioned activities.

The CSA policy does not insure ski areas/resorts for claims arising out of the operations of the resort/ski area.

The CSA policy is designed to cover liability arising out of actions under the control of **the CSA/NSO membership**.

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.
- All Club/NSO activities at a resort need resort/owner approval.

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 by/with visiting snowsports 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 that they are clearly aware of local rules, regulations and restrictions.

f) Waivers/Hold Harmless

- Most Ski Areas/resorts recognize the CSA insurance program and the fact they are additional Insureds which should eliminate any need for CSA members to execute waivers when entering into a sanctioned competition or training at a Ski Area.
- However, many may still require the execution of Waivers by all users. The CSA will be happy to discuss the need for this with the Ski Area/resort.

6. SNOWSPORTS CLUB ACTIVITIES AND PROGRAMS

a) Dryland and off snow activities

- Snowsports clubs 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, sky 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 specific to the training to be undertaken.
- 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 will require Parent/Guardian 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 such as

the CSA/NSO SAIP. Currently, Alpine/Freestyle & Snowboard are part of the group SAIP insurance program.

- 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 reimbursement issues, which can impact your own coverage.
- All drivers are urged to discuss with their automobile insurance broker/insurer.
- 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 **physical** 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 **60** 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 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) **Charter Buses**

- Clubs who use charter buses for tours and travel must use due diligence when selecting the charter company and they have an obligation to follow the charter company rules.
- Clubs should also request a copy of the charter company's liability insurance coverage and ensure that not only are its club members covered but that the ski club is also covered.

f) **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 Organization's 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 North American travel. All groups training outside of North American 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, such as the CSA SAIP. (*see 7h*)

CSA, in conjunction with its Discipline members, has suitable Sport Accident Insurance Programs (SAIP) to cover athletes and coaches. (*see 7h*)

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.

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 might 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 who 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.

Note: It is essential the correct legal name and business address of the third-party requesting to be added is provided.

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, Jardine Lloyd Thompson (JLT), with copies to the national office and to the CSA.

General

1) An incident report should be submitted immediately for:

- a) any injury to members of the public which occur either through contact with CSA/NSO members in training or competition or while on a closed course

used for training or competition or where they encounter club or ROC equipment.

- b) any injury requiring hospitalization to any member of a CSA discipline club, ROC, volunteers involved in any club program or activity.
- c) any damage to property owned by others arising out of club or program activity

2) Use CSA Incident Report Form as attached.

Reporting Process

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

a) **JLT Insurance Brokers**

Margaret McWilliams
Assistant Vice President, Claims Representative
16th Floor, 1111 West Georgia St
Vancouver, BC V6E 4G2

Email: mmcwilliams@jltcanada.com *and copy*

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

Sandy Millar
Vice President, Account Executive
16th Floor, 1111 West Georgia St
Vancouver, BC V6E 4G2

Email: smillar@jltcanada.com

Direct: 604 484 5336
Cellular: 778 871 7292
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
16th floor, 1111 West Georgia Street
Vancouver, BC V6E 4J2

Attention: 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:

- a) All requests for C.O.I. must come through the discipline NSO and are directed to Jardine Lloyd Thompson with a copy to the CSA

JLT Certificate Mailbox
16th Floor, 1111 West Georgia St
Vancouver, BC V6E 4G2

Copy to: **Sandy Millar**

Email: jltcertsvan@jltcanada.com

Email: smillar@jltcanada.com

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

h) Sport Accident Insurance Program (S.A.I.P.)

The CSA offers a comprehensive Sport Accident Insurance Program.

This insurance is in excess of Provincial and Private medical insurance and provides coverage for accident or injury sustained by the member outside of their home Province on a world-wide basis.

The coverage offered includes: emergency medical treatment; hospitalization; ongoing care; mountain rescue and helicopter evacuation; ambulance; disability and death benefits; and repatriation to Canada.

The coverage is mandatory for all FIS registered athletes in Alpine; Snowboard; Speed Skiing; Telemark; and Skier/Boarder Cross; and is available for Cross Country, **Ski Jumping and Nordic Combined** athletes.

Guidelines for those taking out such insurance are found in Appendix G.

i) **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.canadiansnowsports.com

9. **CONTACTS**

For further information regarding Insurance or Risk Management questions 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 an athlete or a team from any activity that poses unreasonable risks, including stopping a training session or removing your team or your participants from a competition.
- Coaches should 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)

APPENDIX A

- 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 train or compete. This includes USA or out of country.

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 **including concussion awareness and CPR**).
- **Determine ski/training location facilities including nearest first aid, medical treatment and trauma centre.**
- **Create an Emergency Travel Checklist.**
- **Ensure supervision back-up if a coach must go with an athlete.**

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 _____
Rapport rempli par _____

NAME/NOM _____

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
dpym@ism.com
Tel: 604-734-6800
Fax: 604-669-7954

2. Jardine Lloyd Thompson Inc.
c/o Margaret McWilliams **and** Sandy Millar
16th floor, 1111 West Georgia St.
Vancouver, BC
V6E 4J2
mmcwilliams@jltcanada.com
smillar@jltcanada.com
Direct Phone: 604-640-4251 (Margaret McWilliams)
Fax: 604-682-3520

3. Discipline Office
Insurance Manager



CANADIAN ASSOCIATION
SNOWSPORTS CANADIENNE
ASSOCIATION DE SKI ET DE SURF DES NEIGES

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

Insurance Assurance	Policy Holder Titulaire de police	CANADIAN SNOWSPORTS ASSOCIATION POLICY NO: No DE POLICE DE L'ASSOCIATION CANADIENNE DE SKI ET DE SURF DES NEIGES:
--------------------------------------	--	--

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 Accident ou Événement	DATE _____ / _____ / _____ DD MM YEAR	TIME _____ HEURE	TRAIL _____ 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:

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

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

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.

2nd 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>		
	PROFILE / PROFIL		
	STEEP/ABRUPT	MEDIUM/MOYEN	FLAT/PLAT



**GUIDELINES FOR
CWSAA MEMBER AREAS HOLDING RACES 2010 - 2011**

Fred Bosinger, Chairman Competition Committee

The Guidelines and Policies below are to assist Member Areas in their negotiations with Race Organising Committees (R.O.C.) and generally apply to the holding of divisional/regional races from entry level (Nancy Greene 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.

In order to assure well-operated racing events within your areas, it is recommended that you follow these suggested policies and guidelines, they will assist in avoiding last minute surprises. It is most important that you and the race organization mutually agree (in writing) on all the specific details concerning the race in question. This process should be followed, be it C.S.A. sanctioned events and/or recreational or processional events organized by others.

The policies and guidelines are written in conjunction with events sponsored by the Canadian Snowsports Association and their various Disciplines benefitting from the CWSAA All Area Racer Pass, but they could be applied equally to competitions covered by other sponsors or organizations. It is advised that you review your liability position with your insurers especially for those race organizers of events that are not sponsored by the Canadian Snowsports Association, since they may rely totally on your liability coverage.

Each area should, therefore, establish and agree on part or all of the following, with any race organizer, coach, club or the Canadian Snowsports Association:

A. **GENERAL GUIDELINES AND RECOMMENDATIONS**

1. Member Areas should ensure that they are adequately insured to cover any possible liability in connection with the race. The Canadian Snowsports Association has agreed to accept full responsibility and to furnish an insurance policy adequate to fully protect CWSAA and Member Areas. However, it is each area manager's responsibility to familiarize him/herself with the terms of this policy and ascertain before each race that their respective area is named insured in the policy for the event being organized.
2. Competitors and officials must respect all rules and regulations

including the Alpine Responsibility Code as may be posted by the ski area operator from time to time.

3. 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.
4. It is recommended that the R.O.C. and the area management negotiate specific equipment rental rates and/or other charges for labour and use of facilities which may be required, refer to Race Course Preparation Charges below.
5. It may be advisable to nominate an official ski area contact/co-ordinator who will handle all interface between the R.O.C. and ski area management.
6. It should be established if the Area will carry free the National Team members and coaches as designated from time to time by the CSA and their disciplines.
7. It should be established that in the case of Canadian Championships, 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.
8. In the case of an accident on the actual race course or designated training course or warm-up area, all under the control of the Race Organizing Committee or participating Team Captains, a copy of the Ski Patrol Accident Report shall not be unreasonably withheld from the Technical Delegate.
9. Last but not least, it is **extremely important** to establish, during the early planning states of an intended race:
 - a. Sponsor's name, to eliminate any conflict of interest.
 - b. Amount of cash allotted and date of availability to the area.

B. PRIOR TO COMMENCEMENT OF THE SEASON

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

C. **PRE-AND RACE 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 Racer Passes are to pick up their Area Day Pass.
6. The rate to be charged racers if the racer does not hold the CWSAA All Area Racer 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 are not required for Slalom, Giant Slalom or Super G races.
8. Life Line Privileges:
 - a. Officials who are working up and down the course during the race (Technical Delegate, Chief of Race, Chief of Course, Chief of Gatekeepers, the Referee, necessary course workers). These officials must wear distinguishing bibs or identifications.
 - b. Racers 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 with the assistance of those participating in the race. Unless otherwise negotiated this is not an area responsibility and is a chargeable item for a race.
11. Requirements for training or test courses other than the actual race course, their location, preparation and clean up should be established.

D. **RACE COURSE PREPARATION CHARGES**

The CWSAA membership has established an industry wide basic rate for club level races to be used by Western Canadian ski areas in the negotiations with the different bodies who plan to hold competition events within the ski areas.

These are as follows:

1. Basic Equipment and Service

a. Hourly charges for front line grooming machine	\$180.00/hr
b. Hourly charge for secondary or transportation snow machines	\$100.00/hr
c. Snowmobiles	\$ 70.00/hr
d. Snowmaking	\$375.00/hr
e. Extra lift operation	\$160.00/hr
f. Labour and staff support	cost + 25%

2. Course Preparation

The preparation of a competitive race course can be very costly and many race organizations may not have the money to pay for the total cost incurred by the ski areas especially for events such as Super Giant Slalom and Downhill where the construction of major safety netting and course control is necessary.

For these events, it is recommended that the Ski Area and Race Organizations negotiate a contract prior to the commencement of the season. To ensure neither party incurs any financial loss it may be necessary to bring in outside support through sponsorship agreements to cover all the costs. Furthermore some of the equipment may have to be installed before too much snow covers the ground.

The preparation for Slalom and Giant Slalom courses is much less labour and machine intensive. Therefore it is recommended that the basic 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 and including Regional FIS Events, but not Canadian Championships, National and International Events.

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

Minimum 8 hours grooming with blade and tiller = 8 hrs. x \$180 \$1,440.00
 Placing of control fencing or rope to fence off area, labour provided by ski area (e.g. 2 men x \$9.00/hr x 10 hrs = 10%) \$200
 Office and/or Daylodge facilities use, Administration & Overhead \$150.00

TOTAL \$1,790.00 or \$895.00 per race day.

It is recommended that this amount is charged for Slalom and Giant Slalom competition sites.

It is emphasized that these basic rates are for guidance only and each Area may charge a higher rate: it is entirely at the discretion of the Ski Area Operator.

3. Reasoning

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

Most competition sites such as hockey rinks, swimming pools and track and field stadiums are heavily subsidized through tax payers' money. It is therefore unfair to expect the operator to subsidize competition sites for ski racing.

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

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.

CWSAA RACER PASS: QUALIFICATIONS & GUIDELINES

Last Revision: July 2012

General

The Canada West Ski Areas Association believes that deserving young Ski and Snowboard athletes should be given all the support possible to reach their goal to one day represent Canada in Olympic Games, World Championships or World Cups. For this reason CWSAA created the ALL AREAS COMPETITORS PASS to facilitate eligible Athletes access to western Canada's Ski and Snowboard Resorts for the purpose of training and competition. All athletes must understand that the use of the competitors pass is a privilege that carries with it the responsibility to represent their respective Sports Discipline in a sportsman-like fashion showing leadership to their fellow athletes.

The 2012/2013 season is a season of transition for the Competitor Pass Program as we accommodate a change in age categories which will affect the definition of a "Junior" athlete for the Alpine Skiing organizations. For that reason some special and temporary rules will be in place for the Alpine Skiing organizations.

Who will qualify for a pass in the 2012/2013 season?

1. Competitors born between 1993 and 1997, belonging to an ACCREDITED NATIONAL SPORTS BODY in a CWSAA Province, promoting the sports of Alpine Ski Racing, Ski Cross, Freestyle Ski Competitions and Snowboard Competitions.
2. All athletes must be must be actively training and competing in disciplines that are part of the Olympic Games, World Championships and World Cups.
3. Selected Athletes born in 1991 or 1992 who are members of a Provincial team, who may be considered for promotion to National Team status within the current competition year. A written submission sent to the CWSAA office by the President or General Manager of the respective Provincial Sports Association stating the reason for this request is required.
4. Provincial and Club Coaches, (traveling coaches), of the Provinces that are part of CWSAA.
5. Managers of the provincial division responsible for the Program Development of the Provinces that are part of CWSAA.
6. 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, World Championship and World Cup Competitions.

CWSAA PROVINCES include: British Columbia, Yukon, Alberta, Saskatchewan, The Northwest Territories and Manitoba.

Additional Guidelines to be considered for Qualification

- a. Athletes must be full members of a Ski Racing, Ski Cross, Freestyle or Snowboard Club in one of the CWSAA Provinces.
- b. Alpine Skiing Athletes must be FIS points holders, or have applied for FIS registration at the start of the competition year or be registered and actively training and competing at the U16 level.
- c. Freestyle and Snowboard Athletes must be FIS points holders, or have applied for FIS registration at the start of the competition year.
- d. 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 National ranking.
- e. Coaches' passes will generally be issued to coaches of Teams or Clubs that have competitors competing in FIS level events first, followed by Provincial or Regional Junior Series. Coaches' passes are part of the total provincial quota, therefore they should be held to the absolute minimum.

Pass Distribution to Provincial Sports Associations

For Alpine Skiing Associations for the 2012/2013 season the distribution of the competitors' passes is based solely on the number passes that were originally approved for the 2011/2012 season. All Alpine Skiing Provincial Sports Associations should submit their list of FIS registered athletes and U16 athletes born in 1997 using the attached template to the CWSAA office no later than August 13th 2012. Athletes should be listed in order of ranking highest to lowest; all FIS registered athletes must receive passes before U16 athletes.

For Freestyle and Snowboarding Associations the distribution of the competitors' passes is based solely on the number of FIS registered athletes within each Provincial Sports Association. All Provincial Sports Associations should submit their list of FIS registered athletes using the attached template to the CWSAA office no later than August 13th 2012. Athletes should be listed in order of ranking highest to lowest.

For Freestyle and Snowboarding Associations each provincial discipline will get their percentage of passes from eligible requests submitted by all, out of the total number of passes approved for distribution. Registered FIS athletes that do not hold any points may be eligible for a pass, should not all passes be distributed to athletes with FIS points based on the percentage distribution above.

Developing Provincial Sports Associations that do not yet have a FIS program or registered FIS athletes should submit the names of those FIS age athletes born between 1993 and 1997 who they think should be considered in the pass distribution. Written submissions from the President or General Manger must accompany these requests.

Disqualification

1. An Athlete who was disciplined for pass infractions or other disciplinary issues in a host ski area such as breach of the Alpine Skier/Rider Responsibility Code or who has received sanctions by their PSO during the previous season will automatically be disqualified from purchasing the All Area Competitors Passes in future years.
2. Athletes who, during the course of the competition season discontinue participating in competitions or regularly scheduled training programs of their teams, except due to injury, must return their pass to the respective Provincial Governing Body forthwith; a prorated refund will be given less a non-refundable handling charge. Failure to return these passes will be considered fraud and is just cause for prosecution. Furthermore any governing body that does not properly monitor this issue or that knowingly allows athletes to continue using the pass against the above rule will jeopardize their eligibility for future competitors passes.
3. 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 open to them.

List of Olympic, World Championship and World Cup Disciplines

ALPINE FREESTYLE SNOWBOARD
DOWNHILL MOGULS HALF PIPE
SUPER G DUAL MOGULS PARALLEL SLALOM/GIANT SLALOM
GIANT SLALOM AERIALS BOARDERCROSS
SLALOM HALF PIPE SLOPESTYLE
COMBINED SLOPESTYLE BIG AIR*
SKI CROSS

Note: * World Cup & World Championships only

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 & address)	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: YYY-YY-MM-DD Telephone No.: / - Fax No.: / -

Please do not complete the following section:

Certificate of Insurance, as requested, is attached _____



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.

Note: No form/approval is required for out of country locations listed as approved by the CSA or NSO.

- 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.

Out of Country Injury and Medical Treatment – S.A.I.P

Guidelines - Recommended by S.A.I.P. Insurers & Service Providers

Medical Treatment/Costs

This Policy impacts those members who subscribe to their discipline's/CSA Sport Accident Insurance Program

The proper treatment of any injury to our members is the most important part of the S.A.I.P. program.

All parties involved want to ensure that all medical issues are properly dealt with and that the athlete receives the best care possible.

Medical treatment can vary World-Wide; consequently the interaction between the athlete's team representative and **the SAIP provider** is extremely important to ensure the well being of the athlete.

There are significant cost consequences involved in some of the decision making needed in determining the treatment and disposition options for an injured athlete.

Over the past **six (6)** years the costs incurred under the S.A.I.P. program have significantly increased and are much higher than the premiums collected.

Consequently, premiums have increased but in order for the program to remain viable there are some important principles to be kept in mind.

- 1) It is essential there is good dialogue between the treating medical team, the team doctor/representative/athlete and **the SAIP provider**.

Athlete care is the number 1 priority.

This requires prompt contact with **the SAIP provider**, as they need to approve the actions taken and can use their expertise to assist.

- 2) Consideration must be given as to ongoing treatment/evaluation needs.

- a. The costs of tests, further evaluation, ongoing treatment and even surgery will be significantly less in Canada, even considering the return to Canada transportation costs.

This of course does not supersede any immediate needs for the well being of the athlete.

- b. Both **the SAIP provider** and team doctors need to agree on the course of action and **the SAIP provider** will sign off on the disposition of the athlete.

For teams traveling without team medical support, they may need to consult with the team's medical advisor in Canada.

- 3) When considering travel arrangements for repatriation/return to Canada, great care needs to be taken in making these arrangements.
 - a. First class/Business class bookings can only be used where there is medical necessity as determined between the SAIP provider, treating facility and team medical doctor, not convenience factors.
 - b. Often waiting a few extra days to make travel arrangements can produce significant travel cost savings.
 - c. Teams must try to utilize their return or re-issued ticketing and wherever possible obtain proper travel credits.
 - d. Often payment of ticket change fees, etc. can be cheaper than booking a new fare.
 - e. **The SAIP provider** can work with the teams travel desk/travel agent to find the most suitable and most cost effective option, without compromising the medical needs of the athlete.
- 4) Escorts accompanying an injured athlete on a return to Canada can only be used where medically necessary and approved by the SAIP provider/treating doctors and team doctor.
- 5) An athlete who has suffered **suspected** trauma such as concussion; ACL/fractures; etc should not continue to travel with the team unless properly evaluated and assessed by medical professionals. Athletes **must** not self diagnose.

FACT SHEET

New Policy for Criminal Record Checks and Vulnerable Sector Verifications

The RCMP has made changes to its policy regarding Criminal Record Checks and Vulnerable Sector Verifications (also known as Vulnerable Sector Checks) through the Canadian Police Information Centre (CPIC) system.

Effective August 4, 2010, The Minister of Public Safety's new *Ministerial Directive Concerning the Release of Criminal Record Information by the Royal Canadian Mounted Police (RCMP)* governs the use and disclosure of criminal record information maintained by the RCMP. This new directive replaces the previous ministerial directive, which was in effect since 1987.

In support of the new directive, the RCMP, in consultation with a federal, provincial and territorial working group, has created a [new policy](#)¹ to govern the release of criminal record information obtained through the CPIC system.

Highlights of the New Policy:

- New safeguards on Vulnerable Sector Verifications and the release of criminal record information.
- Option for individuals to self-declare criminal records for name-based Criminal Record Checks and Vulnerable Sector Verifications.
- Standardized responses for all name-based Criminal Record Checks and Vulnerable Sector Verifications completed by police services.
- Standardized processes for releasing criminal record information to individuals.
- Enhanced requirements for police services that are engaged with private and/or public organizations (including background screening companies) for conducting name-based Criminal Record Checks and Vulnerable Sector Verifications.
- Requirements for fingerprints for certified RCMP records checks when name-based Criminal Record Check or Vulnerable Sector Verifications are incomplete.

There are two types of RCMP Criminal Record Checks and Vulnerable Sector Verifications:

1) Name-Based Checks - A query based on name and date of birth of the RCMP National Repository of Criminal Records. Generally used to determine the possible existence of a criminal record. "Incomplete" query results will prompt for a Fingerprint-Based Criminal Record Check.

2) Fingerprint-Based Checks - A fingerprint-based search of the RCMP National Repository of Criminal Records. The results of the search may produce a Certified Criminal Record Check product.

There are two main types of certified RCMP Criminal Record Check products:

- **Certified Criminal Record Check Product** - A summary of an individual's offence convictions and non-convictions (where authorized) that are releasable in accordance with federal laws. Based on the results of a Fingerprint-based Criminal Record Check.
- **Certified Vulnerable Sector Verification Product** - A summary of an individual's offence convictions, non-convictions (where authorized) and sexual offence convictions for which the individual has received a pardon (where authorized) that are releasable in accordance with federal laws. Pursuant to the *Criminal Records Act*, the product applies to individuals that intend to work and/or volunteer with vulnerable person(s). Based on the results of a Fingerprint-based Vulnerable Sector Verification.

Questions and Answers

Q: What is a Criminal Record Check?

A: A Criminal Record Check is a search used to determine whether an individual has a criminal record. The search is based on an individual's name and date of birth of the RCMP National Repository of Criminal Records. A Criminal Record Check may also include a search of a Canadian police service's local records, which may reveal criminal record information that has not been reported to the RCMP.

Q: What criminal information is contained in the RCMP National Repository of Criminal Records?

A: The RCMP National Repository of Criminal Records is a database of approximately 4.2 million criminal records. It is searched when a Criminal Record Check and Vulnerable Sector Verification is requested. The RCMP National Repository of Criminal Records is fingerprint-based and contains information relating to indictable or hybrid offences. Summary conviction offences are only included in the National Repository if submitted to the RCMP as part of an occurrence involving an indictable or hybrid offence.

Q: What is the connection between CPIC and the RCMP National Repository of Criminal Records?

A: The Canadian Police Information Centre (CPIC) is a system that transmits requests by authorized police services to several data banks primarily for law enforcement purposes. One of

those data banks is the Identification Data Bank which contains criminal record data, and is maintained by the RCMP Canadian Criminal Real Time Identification Services (CCRTIS). The Identification Data Bank is commonly referred to as the RCMP National Repository of Criminal Records. An RCMP criminal record file consists of an individual's criminal charges and their dispositions, including convictions and discharges that are supported by fingerprint information. Please visit the [RCMP - Criminal Real Time Identification Services](#)ⁱⁱ for more information.

Q: What is the difference between a Criminal Record Check and a Vulnerable Sector Verification?

A: A Vulnerable Sector Verification is used to verify the possible existence of a criminal record and a sexual offence conviction for which an individual has received a pardon. In addition to a query of the RCMP National Repository of Criminal Records, a Vulnerable Sector Verification also includes:

- A query of pardoned sex offender records in the National Repository of Criminal Records.
- A query of investigative and intelligence records via the CPIC Investigative Data Bank and the CPIC Intelligence Data Bank.
- A query of local police records where the applicant resides.
- A requirement for the verification to be conducted by a police service of local jurisdiction where the applicant resides.

The verification and disclosure of pardoned sex offender records is pursuant to the *Criminal Records Act*. In some cases, fingerprints may be required if a name-based query is inconclusive as to the existence of a pardoned sex offender record.

Q: Why are there so many queries involved with a Vulnerable Sector Verification?

A: A Vulnerable Sector Verification is completed to protect persons who, because of age, disability, or other circumstances, whether temporary or permanent are (a) in a position of dependence on others or (b) are otherwise at a greater risk than the general population of being harmed by a person in a position of authority or trust relative to them. Multiple checks are done to ensure that screening measures are as comprehensive as possible.

Q: What types of positions involve the Vulnerable Sector?

A: Types of positions involving members of the vulnerable sector are: teachers, social workers, day-care workers, sport coaches, and other organizations where paid employees or volunteers may come into contact with members of the vulnerable sector.

Q: What is a Local Indices Check?

A: A Local Indices Check is a review of local police files and occurrence reports in the area where the individual resides that may provide additional/supporting information in addition to CPIC information. A Local Indices Check is required when conducting a Vulnerable Sector Verification to ensure that the results are as comprehensive as possible.

Q: What are the general results of a Name-Based Criminal Record Check or Vulnerable Sector Verification for police agencies conducting checks?

A: Based on the results of a name-based Criminal Record Check or Vulnerable Sector Verification, a police service will provide the applicant (or authorized third party) with one of three standard responses. It should be noted that for a Vulnerable Sector Verification, results are only provided to the applicant and/or authorized Vulnerable Sector organization that requested the verification.

1.Negative – Based on the query, the RCMP did not identify any records for a person with the name(s) and date of birth of the applicant.

2.Records Match – Based on the query, the RCMP identified a possible match to a registered RCMP criminal record that matches the name(s), date of birth, and criminal record information declared by the applicant. The applicant will only receive a standard response identifying that a possible match to an RCMP criminal record exists. The applicant may also receive a copy of his/her adult criminal convictions directly from the police service.

3.Incomplete – Based on the query, the results are inconclusive as to the existence of a registered RCMP criminal record, and/or a pardoned sex offender record for vulnerable sector purposes. In order to complete the verification, the applicant is required to have fingerprints submitted to the RCMP National Repository of Criminal Records. The submission of fingerprints will result in a Certified Criminal Record Check or Vulnerable Sector Verification Product.

Q: Why would a Name-Based Criminal Record Check or Vulnerable Sector Verification be “incomplete”?

A: In some cases, an individual may declare criminal record information that does not match the information found during a Name-Based Verification, and/or query results may be inconclusive as to the verification of an RCMP pardoned sex offender record for vulnerable sector purposes. In these instances, submission of fingerprints to the RCMP National Repository of Criminal Records is required to complete the verification.

Q. Where Can I go for additional information on Vulnerable Sector Verifications?

A: Please visit the [RCMP – Vulnerable Sector Checks](#)ⁱⁱⁱ for more information.

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- ⁱ <http://www.cpicpc.ca/English/index.cfm?CFID=5408860&CFTOKEN=29503767&jsessionId=bc302028571361256378500>
 - ⁱⁱ <http://www.rcmp-grc.gc.ca/cr-cj/index-eng.htm>
 - ⁱⁱⁱ <http://www.rcmp-grc.gc.ca/cr-cj/vulner/index-eng.htm>