

*** December 2013 ***

Soo Finnish Nordic Ski Club Racing Program Policies and Guidelines

Mission Statement:

Promote excellence in competitive cross-country skiing and maximize participation in the sport of competitive cross-country skiing and biathlon at all levels and abilities.

1. Introduction

The objectives of the Soo Finnish Nordic Ski Club Racing Program are to:

- a. Promote excellence in cross-country skiing and biathlon through competition.
- b. Foster a sense of sportsmanship and fair play.
- c. Encourage a love for cross-country skiing and biathlon.
- d. Promote active living as a way of life.
- e. Facilitate self-growth by challenging an individual to continually strive for excellence.
- f. Foster independence and discipline.
- g. Teach sufficient technical skills (i.e. waxing, training theory, etc.) to ensure that the individual can make the best decisions for himself/herself as a senior athlete.
- h. Encourage the development of well-rounded individuals.
- i. Facilitate new experiences.
- j. Encourage individual team members to be supportive of each other at all times.
- k. Work together as a team all year round, where practical.

2. Eligibility and Classification

- a. Interested candidates must be a member in good standing of the Soo Finnish Nordic Ski Club (SFNSC) and of one of the four competitive categories listed below.
- b. Demonstration of personal commitment to doing their best, to improving their personal skiing skills and performance levels, to participating in team activities and to behaving in a sportsmanlike manner at all times.
- c. Athletes are expected to make a commitment towards team participation and attend all practices where practical.
- d. Race as a member of SFNSC at competitions

Race Team Categories

Senior Race Team:

- a. 13 -years and older (Last year of Midget or Higher)
- b. Skiers younger than 14 years of age will be accepted based on race team coach discretion, space availability, athlete's participation in night races and time trials, local meet results, commitment, maturity level, skill level and fitness level
- c. Input from the Jackrabbit Coaches may be sought
- d. Team members must have skate and classic skis, skate and classic boots and skate and classic poles.
- e. Team members must have skate and classic roller skis.
- f. Team members are expected to have skis prepared before each race.
- g. Where possible, team members should have a separate pair of skate and classic warm-up skis.
- h. Commit to a year-round training plan.

Junior Race Team:

- a. 10-14 years of age (Pee/Wee and Midget)
- b. Athletes should be strong, confident skiers (classic and skate technique) willing and wanting to work hard to improve their race times. They must have classic skis (waxable), skate skis, classic poles, and skate

poles. They do not need to have separate boots, but must have a combi-boot that supports their ankles for skating.

- c. Skiers younger than 10 years of age will be accepted based on junior race team coach discretion, space availability, athlete's participation in night races and time trials, commitment, maturity level, skill level and fitness level

Racing Rabbits

- a. 10-14 years of age (Pee/Wee and Midget)
- b. Athletes should be either graduates of the Jackrabbit Program, willing and wanting to continue to develop their technique (classic and skate) and gain an introduction to racing. . They must have classic skis (waxable), skate skis, classic poles, and skate poles. They do not need to have separate boots, but must have a combi-boot that supports their ankles for skating.
- c. Skiers who are not graduates of the Jackrabbit program will be accepted based on the Racing Rabbit coach discretion, space availability, commitment to training two days per week, maturity, skill and fitness level.

Masters Athletes

- a. **20 years and older - group sessions of instruction arranged as required**
- b. *The Master's categories are for senior to masters division skiers who wish to race for SFNSC. It will allow senior team members to continue racing for SFNSC and will promote competitive skiing among the local adult SFNSC members.*

Biathletes

- a. Athletes competing in any category other than Air Rifle are required by law to have a Possession Acquisition Firearms License (Minor's Permit under the age of 18) issued upon completion of the Canadian Firearms Safety Course
- b. Competitive Biathletes may be considered members of the -Race Team on coach's recommendation and on an individually assessed basis.
- c. Commit to year-round training plan

3. Fees

Applicable fees must be paid at the beginning of the ski season. The regular SFNSC club membership is defined as September 1 to August 31 of the following year. SFNSC fees are established at the Annual General Meeting and are included in appendix 5. These fees cover the same period as the regular membership.

Only fully paid, Race Team—members (as defined in section 2 above) will be eligible to participate in Race Team events including practices, races, fund raising and special events. Only SFNSC MEMBERS ARE INSURED. Any CCO or Biathlon Ontario license fees will be the responsibility of the participant.

SFNSC members who are not on a Soo Finnish Race Team and who attend out-of-town races with the Senior Race Team will be required to pay a \$20 Fee (to be paid per race) to cover waxing expenses. They are also expected to cover the costs of their own meals, travel, accommodation, and race fees, as well as contribute their fair share of coach and wax technician travel and accommodation expenses. Under such circumstances, an athlete's intent to attend such races must be communicated to the Race Team Manager - and Head Coach sufficiently far in advance of the race so that planning for accommodation, travel, and waxing can be made. The Head Coach, along with the Lead Waxer will have the final say if non-Senior Race team members can participate in said races. Where the athlete who is participating under such circumstances is under the age of 14, a parent, or a parent-designated guardian will be expected to be present at the race.

Sections 4-18 are exclusively with reference to the Race Team and Junior Race Team. Master Racers are expected to adhere to similar policies when representing the Soo Finnish Nordic Club as they have responsibilities to maintaining the Club's good name and reputation.

4. Race Team Staff

*** Note: staffing and infrastructure described in this Section is intended to apply equally to all Race Team categories. Separate infrastructure in the form of Team Managers, Coaches, and Wax Technicians are required for each group.**

Racing program staffing positions will be determined at an organizational race team meeting to be held at the end of the racing season with the current manager and lead coach as co-chairs. The meeting is to be open to any adult member of the SFNSC and other interested guests. At least one senior executive elected club official should attend this meeting. Minutes of the meeting will be kept for distribution to all Race Team parents, adult racers and those in attendance.

All racing program officials will, whenever in association with SFNSC, display exemplary behavior and completely desist from any form of distasteful humor, vulgarity, harassment, prejudice, sexual innuendo or overture.

Job descriptions for the race team staff are included in Appendix 1. The race team staff is composed of five essential elements:

a) Coaching:

- Lead coach and coaching assistants for Senior Race Team (including Masters Athletes)
- Lead coach and coaching assistants for Biathletes Team
- Lead coach and coaching assistants for Junior Race Team
- Lead coach and coaching assistants for Racing Rabbits

Coaches at all levels may be required to complete a security check including a criminal record scan at their own expense. Coaches will be provided with coaching certification as required.

See Appendix 1a for the job description for the lead coach.

b) Technical Support:

- Lead Wax / Equipment Technician

See Appendix 1b for the job description for the lead wax/equipment technician.

- Assistant to the Lead Waxer

See Appendix 1b for the job description for the assistant to the lead waxer.

c) Race Team Management:

Race Team Manager(s) will be required to organize and coordinate out-of-town attendance at competitions. Separate Managers will be required for each category of Race Team and associated events

Where biathletes attend Race Team ski races, it will be the responsibility of the Race Team Ski Manager to accommodate those athletes and to make appropriate arrangements on their behalf. Under such circumstances, the Biathlon Manager is responsible for liaising with the Race Team Manager and coaches to ensure that they are advised of the intent of the biathlete to represent SFNSC in a Race Team event.

See Appendix 1c for the job description for the race team management.

Additional Support:

d) Communications

- Communications officer, newsletter, newspaper, TV

See Appendix 1d for the job description for the communications person.

e) Drivers / Chaperones:

- Adult male and female drivers / chaperones are required on all trips where both male and female skiers are present, or as deemed necessary.
- One driver / chaperone is required for every 5 racers of the same sex.

See Appendix 1e for the job description for drivers / chaperones.

5. Driving:

Only drivers / chaperones and coaches will be allowed to drive vehicles and/or transport other ski team members during out-of-town events. The sanctioned driver / chaperone may permit another person (in extenuating circumstances fully licensed race team members included) to operate the vehicle under their direct supervision.

Drivers of vehicles should exercise due diligence and always put the safety of themselves and passengers ahead of meeting deadlines and schedules while on the road.

6. Athlete Commitment and Responsibilities :

All athletes on the team are expected to:

- a. Attend team practices and team activities;
- b. Participate with a positive attitude and be willing to learn;
- c. Encourage each other to perform to the best of their ability;
- d. Respect coaches, volunteers, other athletes and other teams;
- e. Act as ambassadors of Sault Ste. Marie, the Soo Finnish Nordic Ski Club, the Soo Finnish Nordic Ski Team, Cross Country Ontario, Cross Country Canada and of cross-country skiing at all times;
- f. Behave in a sportsmanlike manner;
- g. Commit to training all year round under the direction of the SFNSC lead and assistant coach(s);
- h. Complete a training diary daily;
- i. Be a good role model for younger skiers, particularly the Jackrabbits;
- j. Attend the ski banquet at the end of the year;
- k. Attend club functions (i.e. Trail Trot, Mabel Lake Tour, trail clearing bees) when possible and if not in conflict with race schedule;
- l. Volunteer a minimum of ten hours to the Soo Finnish Nordic Ski Club. (This can be in the form of instruction, trail clearing, assistance in hosting an event, fundraising, etc.)

7. Parent / Guardian Commitment and Responsibilities

By electing to involve their children in any of the Race Teams, parents / guardians must acknowledge that a great deal of work is involved in setting up and executing these programs, and they are obligated to share in this workload. This work may involve volunteering in club committees, fundraising, involvement and volunteering in club committees, and trail maintenance work. Additionally, parents / guardians must also support out-of-town racing commitments by sharing equally in acting as drivers / chaperones. In this respect, as a minimum, each athlete's parent / guardian must offer to drive to at least one out-of-town race per season.

8. Code of Conduct:

All members of SFNSC will follow the Code of Conduct put forward by Cross Country Ontario (www.xco.org) (Appendix 2). Violation of the Code of Conduct may be grounds for suspension any of the Race Teams, , at the discretion of the appropriate team coach. All coaches involved with High Performance club athletes and youth program participants must sign the CCO Coaches Code of Ethics. Clubs should ensure that the signed document be keep on file and signed at a minimum of every second year.

9. Racing Schedule:

A list of races that the club will participate in and support financially will be identified annually by a consensus of the coaching, technical and management staff. The list will include all Ontario Cup qualifying races, Biathlon Ontario races, the Ontario Provincial Championships, Northern Ontario Division Championships, Canadian Nationals and Hiawatha Invitational, and any other races so deemed by the above mentioned committee.

Additional races will be considered depending on date, location and budget.

A racing schedule will be provided to all athletes once it is finalized.

10. Qualification for Out-of-Town Meets:

Opportunity for team members to participate in races will be determined by coaching and team management staff. Not all team members will attend all events. Criteria will vary based on level of meet, SFNSC physical, human and financial resources and space availability. Factors that will be considered include participation, commitment, attitude, results and level of improvement.

If an athlete is not abiding by the required ski team commitments, he/she will not travel with the team. This will be decided at the discretion of the coaches.

Both athletes and parents are expected to commit to the race schedule. If an athlete is not going to attend, the Race Team Manager must be notified at least two weeks prior to the event or prior to registration deadline.

11. Rules on the Road for All Events (excluding routine practices):

- a. Curfew is 10pm. Lights out by 10:30pm.
- b. Athletes are to travel in pairs.
- c. Coaches and drivers / chaperones are to be informed of athletes whereabouts at all times.
- d. Rowdy behaviour and activities that could lead to damage is prohibited in hotel accommodations (note: ambassador policy).
- e. Priorities at the hotel: 1. Waxing, 2. Resting, 3. Homework.
- f. Athletes will be sent home at their own expense for any illegal behaviour.
- g. Drivers / chaperones will refrain from any consumption of alcohol if required to drive.
- h. Volunteers will perform tasks as mutually agreed to with the coaching/management staff prior to the race event and as per posted list.
- i. Designated helpers and volunteers will respect the authority of the lead event coach, the lead waxing equipment tech and event team manager at all competitions. Job descriptions will apply.
- j. All participants at out-of-town races must have respect for the vehicle and driver. (e.g. remove garbage as you exit; keep music and movie volumes reasonable; do not distract drivers with overhead lights)

12. Athlete Training Plan

- a. To be developed and coordinated by the Head Coach.
- b. To include athlete objectives, goals, milestones, etc.
- c. See Appendix 3 for a sample training plan.

13. Wax / Equipment Protocol

- a. Inventory of waxes and equipment is to be made by the lead wax technician.
- b. Inventory will be posted to coaches for review in order to identify what is lacking before budget development.
- c. Waxes and equipment are to be housed by the Wax technician or by a designate assigned by the Race Team Manager. If wax technician is unable to do so, a volunteer is needed to take charge of keeping all

waxes and equipment. Waxes must be stored in a cool dry location at all times, especially during the summer season.

- d. All club wax and club equipment must be marked as "SFSNC" for identification purposes.
- e. Team waxes are to be used at team sanctioned races by the Race Teams, , their respective coaches only, unless an Event Fee is paid (see Section 3).
- f. The Event Fee and associated benefits apply only to those club members who attend club-sanctioned events.
- g. Criteria regarding use of specialty waxes will be determined by the waxing technician and racing coach.
- h. Priority of access to race team equipment is to be given to race team members.
- i. For daily practices, each racer is responsible for their own waxing and supplies.
- j. Senior Race Team and Biathlete Team members are required to assist with waxing their own skis under the direction of the lead wax technician or coach.
- k. Junior Race Team or Racing Rabbit skiers may require parental waxing assistance prior to attending practices.
- l. Club waxes are not to be used for travel wax purposes; individuals are to supply their own.
- m. Waxing clinics for the athletes and racing program parents will be scheduled early in the racing season.
- n. Parents and athletes will consult with the lead coach to ensure skis, boots and poles and clothing are of appropriate quality and specifications to meet the team requirements.
- o. Parents and athletes should be aware that equipment costs at the competitive level are high and should be prepared to invest in suitable and/or required equipment to participate at a competitive level.

14. Purchasing Protocol

- a. All club equipment purchases of wax-related items must be pre-approved by the Head Coach, Lead Wax Technician, or designate.
- b. Receipts must be submitted using a Cheque Requisition Form (Appendix 4)(Appendix 4) in order to claim reimbursement for expenses. Receipts should be submitted with-in 10 calendar days following an event or purchase.

15. Athlete and Coach Support / Out-of-Town Race Expenses:

- a. Club-sanctioned races may include Ontario Cup Races, Biathlon Ontario Races, In-Province National Races, Out-of-Province National Races, including Canada Winter Games, Ontario Midget Championships, and Ontario Winter Games
- b. For each out-of-town club-sanctioned race, the Head Coach, Manager, and Wax Technician will collectively decide the specific number and assignment of tasks among support staff. They are also responsible for sending a list of the attending coaches and who will be entitled to the payment of per diem (meal expenses) to the Treasurer so that the Treasurer can arrange for per diem reimbursement.
- c. Athlete expenses for each out-of-town club-sanctioned event, including race registration, meals, travel, and accommodation will be covered by the athletes who attend such events.
- d. For each out-of-town club-sanctioned race, the travel and accommodation expenses of coaches, technical support staff and drivers / chaperones will be covered by the athletes who attend such races. In order for drivers / chaperones to be reimbursed for their accommodation and their personal share of the travel expenses, they must be transporting a minimum of three athletes/coaches/technical support staff in their vehicle or be required to transport waxes, forms and other required equipment.
- e. Each athlete will be responsible for arranging for his or her own race registration and paying his or her own race registration fees.
- f. The club will be responsible for covering the per diem expenses of the lead wax technician and all coaches who attend club-sanctioned out-of-town races. This per diem is outlined in Appendix 6.
- g. The club will be responsible for providing wax for all club-sanctioned events (whether in-town or out-of-town)
- h. Funding that comes from CCO, Biathlon Ontario or other similar governing bodies for athletes who qualify for National or other high-level events shall be reserved for, and utilized by the qualifying athletes who attend those events
- i. Financial assistance may be provided by the club to athletes who wish to attend Nordic Skiing or Biathlon World Jr. Trials or Nationals to help offset expenses at those races as per Appendix 7.
- j. The Club will cover waxing expenses. In addition, as funds are available, the Club will contribute towards the costs of special training clinics, coaching fees, and training equipment and materials.

16. Submission of Race Results:

Designation of who will submit results to media will be determined at the beginning of the race season. This task will often fall to the lead coach. It will be the responsibility of the team communications designate to ensure results are accurately and promptly forwarded to the press, radio and newsletter.

17. Liability

All officials representing or acting on behalf of the racing team must be identified for insurance coverage purposes.

Officials and volunteers must obey all laws and display impeccable judgment when dealing with athletes and safety concerns. Parents and athletes entrust their children’s well being to the sound judgment of volunteer racing team staff and other event helpers.

Any injuries must be reported to the coach / designate and the President / designate is to be notified so an accident report form can be submitted to the insurance company within 72 hours.

18. Agreement to Race Team Policy

I have read the Soo Finnish Nordic Ski Club Race Team Policy, as described in this document, and in so doing, I hereby agree to comply with this policy.

Skiers Name Date

Signature (Parent or Guardian’s signature required for skiers under the age of 18)

Address Postal Code

(_____) (_____) _____
Preferred Phone Contact Number Second Choice Number

*Updated October, 2012
Original document developed on Jan 1, 2003 by: Mark Harvey, Sharon Cuddy, Ari and Marji Koskenoja;*

Appendix 1: Job Descriptions

A) Lead Coach

- 1) Develop and coordinate team training schedules, strategies, training programs and training camps;
- 2) Develop training programs/plans for each individual athlete;
- 3) Discuss issues related to skiing/biathlon with athletes and provide advice and encouragement;
- 4) Discuss skier's training and progress with skiers/biathletes parents and assistant coaches;
- 5) Set practice schedules in consultation with skiers/biathletes and parents;
- 6) Select those athletes who will represent SFNSC at competitive events;
- 7) Coordinate coaching activities with all assistant coaches including junior race team coaches;
- 8) Inspire and support athletes and act as a role model;
- 9) Participate in the development of team policy and finances;
- 10) Assume a leadership role at competitions with respect to waxing, equipment and competitive strategies and tactics in consultation with waxing technicians and assistant coaches;
- 11) Assign coaching related tasks to volunteers and assistant coaches at competitions;
- 12) Provide coaching within the context and spirit of the club endorsed policies with special emphasis on meeting team objectives outlined in section 1;
- 13) Maintain close contact with other racing teams, their coaches, provincial and national racing organizations;
- 14) Participate in continuous coaching development and certification programs.

Assistant Coaches

It is assumed that assistant coaches will provide support to the team and athletes as outlined above under the direction of the lead coach.

All coaching staff should be prepared to work closely and as a coaching team.

B) Lead Wax / Equipment Technician

- 1) Maintain race team waxes, waxing equipment and wax test skis in close consultation with the lead coach;
- 2) Provide waxing support to the lead coach and athletes to ensure waxes are selected as per lead coach(es) recommendations at racing events;
- 3) Supervise and coordinate waxing activities at races;
- 4) Purchase equipment as required within the budget as pre-approved by the race team manager;
- 5) Report all wax/equipment related purchases to the race team manager.

Assistant to the Lead Waxer

- 1) Under the direction of the lead wax/equipment technician provide waxing support at competitions;
- 2) Assume the duties of the lead waxer when appointed by the lead waxer at specific competitions in the event the lead waxer is absent from a competition;
- 3) Assist the lead waxer with inventory control, equipment purchase and maintenance;
- 4) Assist the lead waxer at waxing training sessions.

C) Race Team Management: Team Manager and Race Team Management Assistants

Work as a team to:

- 1) Communicate race team policy to new racers;
- 2) Confirm that athletes have completed their own racing event registrations;
- 3) Coordinate transportation to racing events;
- 4) Organize accommodation for racing events;
- 5) Coordinate race team policy development;
- 6) Develop and operate within a budget;
- 7) Track finances and expenditures of the race team athletes and coordinate the equitable disbursement of money to cover travel expenses, meals, accommodations among all athletes attending club-sanctioned out-of-town races (i.e., ensure that all travel, accommodation, meal, and coach travel / accommodation expenses are equally borne by participants);
- 8) For club-sanctioned out-of-town races, tally the travel and accommodation expenses of coach and technical support staff and collect sufficient funds from each athlete attending such races to compensate the coaches and technical support staff for these expenses
- 9) For club-sanctioned out-of-town races, advise the Treasurer of the names of coaches who will be attending and the period of time that they will be attending such races so that the Treasurer can remit per diem expenses to the coaches
- 10) Communicate team related announcements, practice times, cancellations, etc.;
- 11) Act as race team liaison at monthly club meetings;
- 12) Assist in facilitation at race team meetings;
- 13) Work closely with the lead coach and waxing technician to ensure physical and human resources are available as required;
- 14) Work with the lead coach and club to recruit race team volunteer staff;
- 15) Assist the lead coach in coordinating special team events.

D) Communications

Work with the coaching and race team management staff to:

- 1) Provide race results to media (newspaper, TV station, etc.);
- 2) Provide information regarding events to media;
- 3) Liaise with the SFNSC Newsletter Editor.

E) Drivers / Chaperones

Drivers / Chaperones are volunteers who are officially recognized as such by the team manager and work under the direction of the lead coach on an event by event basis. The expectation is that all parents of all Race Team athletes will share equitably among themselves in taking on duties such as acting as Drivers / Chaperones at club-sanctioned out-of-town races.

Responsibilities include:

- 1) Provide ski team racers with adult (over 21 years of age) supervision as required while on road trips;
- 2) Supervise meals, sleeping accommodations, extra events off of the race site;
- 3) Being prepared to drive as required and be available to work under the direction of the racing event coaching and technical staff to provide support to the athletes;
- 4) Ensure athletes are available and present for pre-race coaching meetings as requested by coaches;
- 5) Ensure race team members are at the event location at the time specified by the coaching staff;
- 6) Provide adult supervision to ensure that racing team members conduct themselves in an appropriate manner and in compliance with the guidelines for conduct endorsed by SFNSC, Cross Country Ontario and Cross Country Canada;
- 7) Provide race team members with direction and advice concerning physical and emotional needs;
- 8) Inform the coaches and work with the coaches should any adverse situations relating to the welfare of a team member arise while at a team event.
- 9) Ensure that emergency / fire drill procedures are discussed with the team during the pre-race meeting held on the first evening at each race. At this meeting, the roles of the chaperones will be specifically outlined including: chaperone / athlete assignments, identification of a safe meeting place and procedures for roll call in the event of an emergency.

Drivers / Chaperones will refrain from any alcohol consumption if required to drive (ie. from a restaurant back to the motel).

Appendix 2: Cross Country Code of Conduct

The Coach's Code of Conduct, Harassment Policy, and Athlete's Code of Conduct is available at <http://www.xco.org/>

1) COACHING CODE OF ETHICS, CROSS COUNTRY ONTARIO

CCO encourages an individual's maximum possible achievement in skiing by setting an environment in which training and competition may occur in an atmosphere that is fair and free from harassment and that recognizes the highest ethical standards of our communities and sport.

This Code of Ethics is organized and based upon four ethical principles;

1. Respect for Participants
2. Responsible Coaching
3. Integrity in Relationships
4. Honouring Sport

1 Respect for Participants

- A) In competition, training or other club activities coaches will act in a manner that respects the dignity and value of all participants including athletes, volunteers, officials and other coaches and family members of the participants.
- B) Inherent in this is the right of all participants to be free of unwelcome verbal or physical conduct that are based on race, religion, sex, national or ethnic origin, colour, , sexual orientation, marital status , or age. Coaches must also show sensitivity for socio-economic status, physical or mental handicaps, family status, and athletic potential.
- C) Coaches will provide feedback to the athlete in a manner that is sensitive to their needs and age and is focused on the performance and not on the person.
- D) Coaches should refrain from intervening in personal matters that are outside the generally accepted jurisdiction of a coach.
- E) Coaches must respect the personal interests, family life and family values of the athlete, as well as the privacy of medical information to which they may be privy.
- F) Coaches must respect the expertise, experience and insights of others involved in sport and acknowledge the right of athletes to consult with others.
- G) Coaches must communicate with athletes, parents and club officials as to the nature and scope of coaching services he/she is willing to provide.
- H) Coaches must provide athletes and parents with relevant and sufficient information and strive to achieve consensus about training programs, performance goals and competitive schedules.

Responsible Coaching

- A) Coaches are responsible for maintaining their current knowledge of technical skills and theory and the impact of current research on coaching practices. This includes safe practices in the use of materials and equipment and the appropriate use of practice and training activities that protect the health and safety of the athlete and all other participants.
- B) Coaches will act in the best interest of the athlete's development as a whole person – respecting and consulting with parents as regards family values and beliefs. The athlete's future health and well being must be of prime consideration.
- C) Coaches must ensure that athletes are aware of safe practices in training, use the appropriate safety equipment, train in a safe environment and respect the dignity and rights of other participants who may be using the same facilities.
- D) Coaches must assume the role of a surrogate parent (“in loco parentis”) while on team trips and judiciously exercise control over athlete behaviour in such a manner that reflects family and club values and expectations.

Integrity in Relationships

Because coaches are role models and mentors and have a special degree of trust and influence for athletes, they are expected to be sincere, honest and honourable in their relationships with others – including all athletes (not just their own team), volunteers, officials and other coaches.

- a) Coaches must accurately represent their qualifications and experience in spoken and written communications in a clear manner which could not be misinterpreted.
- b) Coaches must notify another coach when working with that coach's athletes and in so doing must respect the methods and practices of the other coach.
- c) Coaches must not exploit any relationship established as a coach to further personal, political or business interests at the expense of the best interests of the athletes or other participants.
- d) Coaches must be acutely aware of power in coaching relationships that may coerce another person to engage in or tolerate sexual activity or intimacy. This includes the use of explicit or implicit threats of reprisals or rewards for compliance as well as deliberate sexually oriented comments or gestures or inappropriate or unwanted touching.
- e) Coaches must use discretion in resolving disputes with colleagues or officials using appropriate language and location to do so.

Honouring Sport

Coaches should recognize, act on, and promote the value of sport to individuals and to society in general

- a) Coaches must encourage the positive aspects of sport including fairness, integrity, respect for others, and personal growth and development. Coaches must also actively reduce the negative aspects of sport e.g; winning at all costs, short term gain for long term damage, unfair exploitation of others.
- b) Coaches must actively discourage the use of performance enhancing drugs as well as tobacco.
- c) Coaches must refrain from the use of tobacco while coaching or in the presence of athletes
- d) Coaches must refrain from using alcohol at the site of athletic events or at victory celebrations conducted at a competition venue where junior athletes may be present. Coaches must show moderation in the use of alcohol at other times.
- e) Coaches must know and support the rules, regulations and standards of cross-country skiing.
- e) Coaches must accept the role of officials and other Division/district/club officials and administrators and refrain from direct or indirect verbal abuse of such officials and/or other coaches.

IMPLEMENTATION PROCEDURES

The maintenance of these ethical standards for coaches is in the best interest of the athletes and the sport of cross-country skiing. Clubs, Districts and CCO should ensure that each Coach signs a copy of this code and maintain the copy on file.

A new copy should be signed at least every second year.

Coaches who have not signed a copy will not be engaged as supervising coaches for CCO subsidized trips.

The Intent of the Coaches Code of Ethics is to

- 1.) Create awareness of the expected standards of behaviour and
- 2.) Create a mechanism by which unethical behaviour may be redressed.

Complaints may be initiated by an athlete, other coach, club official, division/district administrator or parent who has been directly subject to or has observed a breach of this code of ethics.

Complaint Resolution Procedure

Complaints should be handled and resolved as expeditiously as possible. Complaints may be received verbally or in writing.

a) Complaints received verbally

Verbal complaints may be handled immediately on-site (at a competition, training or club function) by a head coach-assisted by or witnessed by another responsible system official. Incidents that cannot be resolved at this level **must** be reported in writing by the individual who attempted the resolution. The report must include the nature of the infraction, and the disposition of the alleged incident. Depending upon whether the occasion was a club, district or division event, these reports must be sent to the club, district or division chairs, and the Chair of the High Performance Committee. Incidents of a recurring nature **must** be reported in writing.

b) Complaints received in writing

To be handled formally, complaints must be directed to the CCO Chair, the HPC Chair and the appropriate District Chair in writing by registered mail within 7 days of the alleged breach and contain sufficient information about the incident and complainant to allow a proper investigation. In the case of a continued breach of the standards contained in this code, documentation must include an approximation of the duration and frequency of the conduct in question. . These three officials will confer as to which level (Division/district) should establish a disciplinary committee to handle the complaint. Within seven days the alleged violator must receive a copy of the written complaint and information as to which part /section of the code has been breached. Such communication must include the subsequent procedures to be followed by CCO including the steps to resolution, possible discipline, appeal procedures, and will be delivered by registered mail.

In investigating a complaint the Disciplinary Committee should ensure that all parties to the complaint have full opportunity to present their side, including face-to-face hearings if that is necessary.

Consequences

Should the committee find a complaint to be substantiated by their investigation, their decision may include one or more of the following:

1. Termination of membership in CCO
2. Suspension of active coaching at provincially sanctioned events for a defined period of time
3. Recommendation to the club to terminate the coaches' activities
4. Reprimand by the CCO or District Board
5. Such other action as may be deemed appropriate by the disciplinary committee

Decisions by district level committees must seek concurrence from CCO where necessary and report all decisions to CCO. Decisions of the Disciplinary Committee must be communicated to all parties to the complaint within 30 days of the receipt of the written complaint by registered mail. If it is not possible to render a decision and communicate it within 30 days the committee must notify all parties to the complaint as to the reasons for the delay.

Membership on Disciplinary Committees

A Disciplinary committee should normally consist of the chair of CCO or a delegated District Chair or the home district chair for a district level committee as well as an appropriate member of the HPC and a club coach or officer from the home club.

Appeal Procedure

If a party to a complaint wishes to appeal a decision of the Disciplinary Committee a committee consisting of the Chair of CCO, the HPC Chair and a club president or coach from other than the home club will be struck to hear the appeal.

Should a party to the original complaint wish to appeal a decision by a disciplinary committee the chair of the original committee must be notified in writing within 15 days of the intent to appeal? Within 30 days of the receipt of the decision, the party making the appeal must notify – in writing – the Chair of the original committee as to the grounds for the appeal. On receipt of such notification the Chair of the committee must notify the Chair of CCO as to the entire proceedings that have occurred with respect to the complaint and communicate with the parties whether or not any disciplinary decisions will be placed in suspension pending the result of the appeal procedure.

The appeal should be heard by the appeal committee and a decision rendered within 15 days of the receipt of the specifics of the appeal. The appeal committee must notify the appellant by registered mail of their decision within 30 days of the receipt of the specifics of the appeal.

Should an individual wish to appeal further, legal advice and/or professional mediation should be sought to bring resolution to the matter.

2) Harassment Policy, Cross Country Ontario

Cross Country Ontario is committed to the achievement of equal opportunity including the establishment of a sport environment in which all members have the opportunity to contribute to skiing to their maximum potential. In keeping with the spirit of this commitment, Cross Country Ontario does not tolerate any form of harassment and undertakes to protect all members regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, disability, age, marital status, family status or record of offence, from harassment by other members, officers of the association, officials, organizers, coaches, club mates, and any other member of Cross Country Ontario with whom they may have contact.

This policy is directed towards the protection of members from harassment, which may occur:

- During the course of Cross Country Ontario business and events, or within a club affiliated with Cross Country Ontario, or its divisions or:
- Outside of such events or clubs where there may be repercussions in the work or club environment adversely affecting members' skiing relationships.

Definition of Harassment:

Harassment takes many forms but can generally be defined as behavior including comments and/or conduct which is insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual or groups of

individuals or which creates an uncomfortable environment. While this applies to all members of Cross Country Ontario and any form of harassment, the Ontario Human Rights Code specifically prohibits harassment on the following grounds: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed (religion), sex, sexual orientation, disability, age, marital/family status or record of offence.

Harassment may include:

- written or verbal abuse or threats;
- sexually oriented comments;
- racial or ethnic slurs;
- unwelcome remarks, jokes, innuendoes, or taunting about a person's body, attire, age, marital status, ethnic or racial origin, religion, etc;
- displaying of sexually explicit, racist or other offensive or derogatory material;
- sexual, racial, ethnic, or religious graffiti;
- practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performances;
- unwelcome sexual remarks, invitations or requests whether indirect or explicit, or intimidation;
- leering (suggestive staring), or other obscene or offensive gestures;
- physical conduct such as touching, kissing, patting, pinching etc.;
- vandalism;
- Physical assault.

Reprisal

As part of their right to freedom from harassment, Cross Country Ontario members are protected from reprisal or the threat of reprisal.

Reprisal may include situations in which a member is:

1. denied or threatened with denial of office or executive position, training, or other related opportunities or benefits (e.g., team selection, or presentation at national or international events or meetings);
2. disciplined or threatened with disciplinary action;

On the sole basis of:

- rejecting the sexual advances of a person in authority who could or who could be perceived to have influence over skiing-related decisions affecting the member;
- having made a complaint of harassment.

Reprisal may also include situations involving co-member(s) who, because the member has made a complaint of harassment, continue or escalate the harassment; ostracize or isolate the member; and/or engage in any behavior with the intent to intimidate, threaten, humiliate, hurt or adversely affect the performance or working conditions of the member.

Procedure

The CCO is committed to creating and maintaining a supportive sport environment free of all forms of harassment.

Board/committee members, affiliated club executives, staff, coaches and managers of CCO are responsible for preventing and discouraging harassment by;

- understanding and upholding the principles of this policy;
- not engaging in behavior contrary to this policy and ensuring that all members are treated fairly and equitably;
- communicating the Board objective to create and maintain a harassment free sport;
- not allowing or condoning behavior contrary to this policy;
- taking all complaints of harassment seriously by investigating complaints in a thorough and sensitive manner and taking prompt action to resolve the situation in accordance with procedures outlined in the following sections.

Any person who has authority to prevent or discourage harassment will be held responsible for failing to exercise this authority. All members of Cross Country Ontario have a responsibility not to harass any other member. Members who experience harassment are encouraged to make it known to the harasser that the behaviour is offensive and/or to report the incident(s) in accordance with the following complaint procedures.

Members who witness harassment or who become aware that a member is being harassed are encouraged to report the incident in accordance with the complaint procedure, which follows.

Complaint Procedure

Members who experience harassment are encouraged to make it known to the harasser that the behaviour is offensive and contrary to the Cross Country Ontario policy. If confronting the harasser is not possible or if after confronting the harasser the harassment continues, report the incident to the Executive Director or chairperson of CCO. If this avenue is either unavailable or inappropriate, complaints may be made directly to:

- any chair of any Cross Country Ontario Division
- any member of the Cross Country Ontario's Board of Directors
- any executive member of a club affiliated with Cross Country Ontario.

Members are encouraged to report incidents of harassment. Members who bring the incident(s) to the attention of CCO will receive the full support of the Association. Complaints will be addressed in a sensitive, responsible and timely manner. Members who experience harassment because of their sex, race, religion, ethnicity, place of origin, disability, age, sexual orientation or family status are specifically protected under the Ontario Human Rights Code and have the right to file their complaint with the Ontario Human Rights Commission.

Complaint Investigation and Resolution

The above complaints procedure sets out a number of avenues for reporting incidents of harassment. Once a complaint is reported, immediate action must be taken as follows:

- the complaint must be documented and immediately forwarded to the Chair of CCO and/or Chairperson of the Division, who must inform the CCO Board of the complaint as quickly as possible;
- the CCO Board must immediately appoint a tribunal to investigate the incident(s);
- the complaint must be documented and immediately forwarded to the chair of the tribunal;
- the Chairperson of CCO must ensure that an investigation is initiated.

All complaints of harassment must be investigated by the appointed tribunal to determine the nature and circumstances of the incident(s) and to determine appropriate resolution.

3) Athlete's Code of Conduct, Cross Country Ontario

The reason Cross Country Ontario (CCO) wishes to establish a general code of conduct is to create the best possible environment for the athletes and coaches in which to strive for excellence. During the course of a trip team leaders will have to make decisions, often in a short time frame which they, based upon their experience and training feel are best for individual athletes and the team. By accepting the following guidelines and understanding the rules will allow everyone to perform at an optimum level.

Guidelines

We should always demonstrate good sportsmanship and show respect for other competitors and officials.

1. We must avoid interference with competitions or preparations of any athlete for competition.
2. We should strive to be positive and supportive of others in our programs.
3. We must work cooperatively as a team.
4. Team members are responsible for the care and maintenance of their own equipment.

Rules

Athletes must abide by the rules of Cross Country Canada (CCC).

1. Smoking and involvement with non-prescription drugs or banned doping practices are not allowed.
2. Possession or consumption of alcohol by junior athletes is strictly forbidden during team trips.
3. Any extra costs incurred by an athlete i.e. damage or lost equipment will be the responsibility of the athlete.
4. If room visiting involves persons under 18 years of age, doors are to be open, allowing clear view of the room and occupants.
5. There shall be no visiting in rooms during "quiet hours" (or after curfew).
6. All team members must ascertain with one of the Coaching Staff that they are aware of and in concurrence with their

whereabouts and activities at all times when away from the team accommodations or race site.

Disciplinary Procedures

Minor breaches of discipline will be dealt with by the coaching staff by discussing the problem with the athlete(s) involved. The resolution of the problem could involve the imposition of disciplinary measures by the Head Coach in consultation with other coaching staff. These measures may include withdrawal of training or competition privileges including entries to races. In these extremely serious situations these actions will only be considered after at least a telephone Review with the CCO Chair, and the parent(s) of the skier concerned. If an informal approach fails to solve the problem (or there are persistent breaches), a formal complaint should be made to the CCO Chair by the Head Coach. This formal (written) complaint should be preceded by notification of the athlete within 24 hours of the problem occurring and should include:

1. The date and place of the problem.
2. The name(s) of the person(s) alleged to have broken the code of conduct or rules and the name(s) who may have been wronged.
3. Name and address making the complaint and the guidelines/rules that have been broken plus any other relevant information.

A Review Panel (Appeals Committee) will be set up by the CCO Chair and will include the Chair (or designate), Head Coach (or designate), and a representative of the person alleged to have broken the code. The parents of minors will be informed. Both sides of the dispute may call evidence, testify personally make submissions/arguments and ask questions of witnesses from the opposing sides. A written record of the proceedings will be kept confidential and may not be released by team members or coaches.

The Panel will advise the complainants of its decision as quickly as possible.

This process does not cover protests connected with a race which are handled by the jury of a race committee and for which CCC procedures have been established.

A Review Panel may also be convened if in the view of the CCO Board of Directors the report the Head Coach after an event warrants further action. This course of action may only be taken where the athlete is informed within 24 hours of the incident that the incident will form a part of the coach's report to the CCO Board and the team member is notified within two weeks of the end of the competition by the CCO Chair that a Review Panel will be convened.

Agreement to Cross Country Code of Conduct

While Cross Country Ontario (CCO) through it's Designated Coaching and Support Staff takes every precaution for the safety and good health of my child during this trip, I understand that CCO does not engage qualified personnel to provide medical, para - medical, dental health or similar care or service. In the event that my child requires special medication, x-rays or treatment I agree to pay any additional expenses incurred.

In case of surgical emergency, should CCO or its coaching staff be unable to contact me, I hereby give permission to the physician selected by the staff to hospitalize, secure proper treatment for and to order injections, anesthesia or surgery for my child, as named below. It is also understood that the Team Member has read, understood and agrees to the Code of Conduct.

Skiers Name Date

Signature (Parent / Guardian Signature Required for Skiers Under the Age of 18)

Address Postal Code

(_____) (_____) _____
Preferred Phone Contact Number Second Choice Number

Appendix 3: Sample Training Plan

A listing of links to various training plan materials will be posted to the SFNSC website.

Appendix 4: Cheque Requisition Form

Cheque Requisition

See Finnish Nordic Ski Club
P.O. Box 23030,
Sault Ste. Marie, Ont. P5A 6W6

Payee

Address

City

Province

Postal Code

Account Codes	Item Description	Amount
Account		\$

Details

Net Amount		

Requisitioned by	Approved by	Date

Special Instructions

Cheque #	Date Paid:

Appendix 5: 2012-2013 Fees

Program		2012/13 Fees**
Club Membership		\$45
Jack Rabbit**		\$115 (includes \$5 fee for coach training)
Track Attack**		\$115 (includes \$5 fee for coach training)
Racing Rabbits (2 times per week)		\$175 (includes registration in either Jack Rabbit or Track Attack program,)
Junior Race Team (3 times per week)		\$ 265 (incl. Tues & Thurs Jr Race Team Program + Saturdays with either Jr Race Team, Track Attack, or Jack Rabbits)
Senior Race Team	(\$625 (+HST if 14+ yrs of age) (+ 3% Zone 4 fee)
Biathlon	Biathlon Shooting	\$90 (must also be a registered member of either the Junior, Senior or Racing Rabbits teams)
Paranordic	Club membership	\$45

In order to take part in any program (Jack Rabbit, Track Attack, Jr Race Team, Sr Race Team, Racing Rabbits or Biathlon), a club membership must also be purchased. Any family only pays the club membership once.

* 3rd party administration fee for registration will be borne by the member and not the club.

**Late registration fees may apply.

* In order to participate in programs, ages 13+ must purchase Hiawatha Highlands trail passes separately

Appendix 6: Per Diem for Coaches

- Per diem for coaches for the 2012 ski season will amount to \$45 (per coach per day)

Appendix 7: Financial Assistance

The budget for the Race Teams will be allocated based on the total number of athletes participating on all teams. Each team's share of the budget will be prorated based on the number of athletes on that team. For example, if the total number of participating athletes is ten, and the Senior Race Team has six members and the Biathlete Team has four members, the funds would be split 60:40 between the Senior Race Team and the Biathletes.

RACE TEAM (Senior Race, Junior Race, Racing Rabbits and Biathletes)

- Cross-country Skiing athletes², who are active participating members of one of the SFNSC Race Teams and who attend Nationals may be allocated funds to help offset net out of pocket* expenses for attendance at those races.
- An amount up to that included in the approved Race Team budget** may be allocated to all-athletes on an equitable basis such that no individual athlete's net out of pocket* expenses (after all other sources of funding are considered) exceeds a value of zero.
- It is up to each athlete to spend club funds as he/she best sees fit with respect to coverage of personal costs vs. covering coaching or support staff costs. Where club funds are used to cover travel costs, the most economic form of travel will be used, where reasonable, from an athletic performance perspective.
- Receipts must be submitted for all expenses that are paid for using club funds
- Where the amounts that are allocated within the club budget for financial assistance are not entirely used within any given year, the funds shall be retained by the Club.

*net out of pocket expenses are those which the athlete must pay and which are not covered by other sources of funding and include, air fare, gasoline costs, accommodations and meals.

** the Club reserves the right to allocate more funds than budgeted where the number of promising athletes warrants such a consideration and where such a request is put forward by the race team manager and coach