
Handbook

Crabbe Mountain
Race Club Inc.
(CMRC)

October 2017



Chapter 1: Introduction

1. Mission Statement

We are a team of parents, qualified volunteers, professional coaches and athletes. As a team we are committed to promoting alpine skiing and racing to New Brunswick skiers. We offer fair treatment and opportunity for individuals to achieve their personal best through innovative professional programs and sanctioned events. We provide excellent coaching and racing opportunities to take dedicated and talented racers, who choose to go further, to positions on the Provincial/Regional Alpine Ski Team.

2. What is the CMRC?

The Crabbe Mountain Race Club (CMRC) is a regional alpine ski racing body that develops and organizes quality coaching, competitive and recreational alpine ski racing programs in the region. CMRC was formed in 1982. The Club is run mainly by parent volunteers who elect an executive at an annual general meeting. Executive positions are as follows: president; past-president; vice-president; treasurer; secretary; parent representatives for U10, U12, U14, U16 & U18. Generally positions are for a 2-year term. Details on the executive can be found in the CMRC by-laws and constitution.

Our purpose is to provide opportunities for individuals to excel to their fullest through alpine ski racing in a social and competitive environment. This includes a holistic coaching perspective that encourages an individual skier to find self-fulfilment socially, mentally, physically and emotionally.

We are an organization designed to provide racing programs to individuals from age 6 to those in university. Accomplishment is our common goal. The core values, which operate in conjunction with our philosophy are:

1. Equal opportunity for all
2. Opportunity for excellence
3. Professional environment
4. Individual leadership
5. Striving for personal best

All of our coaching staff are certified, enthusiastic and dedicated to personal development. The coaches of the CMRC are paid for their services and are committed to high professional standards. Many coaches are graduates of our race program. As a Club we encourage, financially and otherwise, all of our coaches to upgrade their certification levels and keep current with the latest technical and theoretical coaching methods.

3. How Does the Club Fund Itself?

Funds are obtained through registration fees, sponsorship, sometimes provincial grants, our major annual fall fundraiser our Ski Swap Sale, and donations. Ski racing is an expensive sport. Through these fundraising efforts we strive to make racing accessible to all possible, however, this can only be

achieved through widespread support from parents. We look forward to your help in making these and other ventures a success. We always welcome new ideas!

4. Membership Information for Parents

The CMRC parents traditionally have been a very active and necessary support group for the Club. It has been through their continuous efforts that the CMRC enjoys such successful results. The parental support provides a significant part of the operational costs, equipment purchases and most of the repairs. This is accomplished by providing leadership through the executive and volunteer hours for the fund raisers that occur annually such as the Ski Swap Sale. Parent workers are an essential component of hosting our races, and any other race event sponsored by the Club. Parent volunteers also perform maintenance and repairs to equipment and the Club house that may be required.

As parents, we support our athletes financially (club fees, equipment, uniforms, race fees, transportation to and from races, lodging, food, and coaching fees), and emotionally/spiritually. Together with our excellent coaching staff we provide an environment that will allow each of our skiers to reach his or her potential. We will spend many hours, days, weekends, even years with each other, so we learn quickly to support one another. Our reward in the end will be that we have provided an opportunity for our children that will stay with them for a life-time and we will have accumulated friendships and a wealth of memories and stories that will enrich our lives and the lives of our children.

The primary means of communication among coaches, the executive, athletes, and parents is via e-mail. Please notify us if there is any change in your e-mail address or accessibility. If you do not regularly read e-mails, please ensure that you or your athletes checks with a fellow parent/athlete for any changes to the training/racing schedule that can arise due to weather etc. CMRC coaches also use facebook to communicate with the athletes and the Club is restructuring its website which will also host notices, photos, news, etc.

5. Registration and payments

Registration and Alpine Canada Alpin (“ACA”) forms are due annually prior to the start of each ski season. This registration is made to ACA through the provincial sports organization (psO) Ski NB. ACA requires each club to be a member of a recognized psO. (See the section on Ski NB, 1.6).

Athletes away at an academy/university or for other circumstances but registered through CMRC for ACA/FIS will be charged a nominal administration fee, currently \$50.

Athletes registered and in good standing with another ACA club may make arrangements to train with CMRC at a rate of \$40/day.

Athletes cannot participate in dryland or on snow training until the forms are received due to insurance requirements. Athletes could be denied participation if they show up for a session and the completed forms have not been received.

ACA forms will be sent out prior to dryland; athletes are required to bring them along to their first session of dryland training or other Club activity. Club registration will be held at the Annual Ski Swap Sale, the CMRC annual general meeting and the Crabbe Mountain Ski Hill open house. Every parent who enters the Race Shack or volunteers needs to join the club and complete an ACA form for insurance purposes.. The current fee is \$5 per parent.

As the CMRC is a volunteer, not-for-profit organization, full cooperation is expected from families for payment of registration, training camps and away races. This is essential for cash flow purposes. All extra fees for races, camps, etc will be billed after each event. We again ask cooperation in settling these expenses in a timely manner to ensure reliable cash flow for the Club.

Payment of past due accounts from the previous season: Any member with account in arrears from last season is asked to please pay monies owed in full plus interest at time of registration. CMRC Club Registrations for the upcoming season will only be accepted from members with accounts in good standing.

Payment of registration fees for the current season: The Executive is requesting that members please abide by the payment terms set out on the CMRC Registration Form. Payment may be made in one lump sum (preferred) or 3 equal installments to CMRC; the first payment is due the date of registration and then Nov.30th and Dec.15th. All fees as set out on the CMRC Registration Form must be paid in full by December 15 of the current season.

Payment of fees during the current race season: Throughout the season, member accounts (individual race fees, dryland training fees, clothing, banquet tickets, etc.) must be maintained in good standing for their athlete to be registered for a race or special training camp (e.g. Speed Camp). Any members with accounts in arrears must pay them in full or make agreeable payment arrangements with the Treasurer before their athlete(s) can be registered for a race or special training camp.

1.6 Who is Ski NB

Ski NB is a not-for-profit organization, the provincial sport organization (pso), responsible for alpine ski race training and alpine racing within the province. There are four active ski racing clubs within the province all of which must be members in good standing of Ski NB to belong to Alpine Canada Alpin.

Ski NB promotes the sport of alpine ski racing and encourages the development of the sport by providing ski race clubs with various tools, information, opportunities, etc through joint efforts with Sport NB, Alpine Canada Alpin and the other Canadian alpine pso-s, especially those in Atlantic Canada. Ski NB does this by providing coaches the opportunity to further advance their coaching skills and racers are provided training opportunities to reach provincial, regional, national and international levels of ski racing.

Ski NB is present to assist member clubs in all endeavours and to represent member clubs to all levels of government, Alpine Canada Alpin and the Canadian Ski Association.

Ski NB is also actively involved in ensuring that all rules and regulations of governing the sport of alpine ski racing and the conduct of ski competitions is adhered to.

Chapter 2 Programs & Services

Our programs follow the guidelines of the AIMS document by ACA (available through their website at: www.canski.org.)

The programs are grouped by age at December 31st

U10	9 years old
U12	10-11 years old
U14	12-13 years old
U16	14-15 years old
U18	16-17 years old
SR	18 years old +

2.1 U10-U12 (Ages 9-11)

The U12 is a fun program designed to encourage sound ski racing basics and a love of skiing without competitive pressures. The emphasis is on skill development using the Husky Snowstars (HSS) testing system, and coaching techniques promoted by the Canadian Ski Coaches Federation.

Skiers age 9 (U10) and 10 to 11 years (U12)(as of December 31st of the start of the ski season) are eligible, and participants must be able to ski independently on the hill under most conditions.

2.2 U14 Program (Ages 12-13)

The U14 program is designed to bridge the gap between basic skiing skills developed in U12, and the advanced gate racing techniques needed to be successful at the U14 & up levels. Our U14 program is consistent with the nationwide trend to put more emphasis on development and less on race days. The theory is that if we build a stronger foundation, more athletes will meet with success when the focus shifts to performance at races.

Emphasis is placed on providing skills development through coaching so that these young racers receive a strong technical foundation from which to progress to higher levels.

This program is open to athletes 12-13 years of age (as of December 31st of the start of the ski season) who have successfully completed the approved HSS levels for advancement.

2.3 U16, U18, Senior Programs (Ages 14-19)

All racers in this group compete in the National Points. The emphasis of this program is the learning and consolidation of gate racing skills which can be developed as body strength and endurance increases. Free skiing is an important part of skiing fun and teaches dynamic balance in a variety of conditions. Free skiing will therefore be a component of all our programs. Racers in this program will be between 14 and 19 years of age (as of December 31st of the start of the ski season).

U16 compete in their own series but are hosted with the U18 and senior races, ending with the National Juvenile championships. Overall, KU16 athletes are focused on racing and training as they prepare for potential FIS competition.

This team will train in two cells and one with two sub-cells, according to Alpine Canada (ACA) age classifications: Juvenile Team: U16 (ages 14 - 15); Junior Team: U18 (ages 16- 17) and Senior (ages 18-19). Racers in the U18 category also have the option of registering for FIS (federation international du ski). This gives the athletes the option of participating in races in various parts of the country and

USA along with those races in Atlantic Canada. Though national U18 championships are not held every year, when they are held athletes must have competed in a minimum number of FIS races.

Chapter 3: Race Calendar

The race calendar each year goes through many drafts before it is finalized prior to the start of the race season. It is a collaboration of the four Atlantic provincial ski organizations, the eight ski Clubs and availability at the sponsoring ski hill.

The group strives to support each others races by minimizing race schedule conflicts to ensure critical mass and level of competition needed to promote the health of our Atlantic race scene. We also try to minimize the number of weekends where both the U14 and U16 are athletes have races. This makes for a very busy race schedule given our short season. We plan to send some athletes to every scheduled race, however, no athlete needs to attend every scheduled event.

Note that some races will be designated as selection events for U16 athletes hoping to make the regional team that represents New Brunswick/Atlantic Canada at the U16 national alpine ski championships as determined by the Atlantic Region group. Other races may be part of the Canada Games ski team selection for older athletes as determined by NBApine.

Due to the weather dependence of our sport, last minute changes are almost certain to occur.

Chapter 4: Out of Town Camps and Race Trips

4.2 General Information

Coaches, the executive and the Club volunteers plan alpine race camps. These camps offer huge benefits to the athletes who attend. They are an excellent opportunity for the athletes to experience time on steeper terrain, new terrain and get concentrated coaching. Athletes experience the opportunity to learn new alpine race skills, time management skills, race preparation skills, people skills and often their French language skills. Camps are an education and are run on a cost neutral basis for the Club (those who attend pay for the true costs of the camp and no more).

Unlike races and camps in other sports, ski races and camps are fraught with uncertainties. Some of the factors that cannot be controlled include: snow conditions (this is especially of concern for early season camps), and weather, temperature and road conditions. These things in turn can impact:

- accommodation arrangements
- transportation arrangements
- dates for the camp
- who can attend
- who can chaperone
- who can coach
- cost to each athlete to attend the camp.

Although not an easy task, the people who will be making the arrangements have years of experience doing so. It's not an easy task. Here is how the athletes and parents can help:

- read camp race notices and respond to them
- Athletes and parents should communicate with the appropriate school and make arrangements if the student-athlete is to miss school. Homework time is included in the trip. A letter from the Club can be obtained if necessary.
- have your gear ready well in advance of the first camp/trip dates
- pack gear for varied weather and temperature conditions
- check your e-mail regularly and respond when necessary
- be prepared for a change of plans. We usually know in advance what the alternative plans might be.
- Volunteer to help on the with set up and dismantling of the fencing or timing equipment or as a gate keeper by contacting a Club coach or executive member in attendance
- If you have never been on a ski camp or at a race, then understand that **there are no stupid questions** and those who have experience have all asked the same questions. So when in doubt, ask!

At camps, chaperones may be required as many athletes may be travelling without parents/guardians. The chaperones may be required to provide transportation and logistic support to coaches. This could include meal planning, shopping and preparation; supervision of homework, off-snow activities; etc. As well, depending on the number of coaches, chaperones may be needed to assist with on snow activities.

For travel out of Country for training and/or competition athletes must have appropriate medical insurance. For a single trip maximum 7 day duration to the US for training or competition SAIP class 4 insurance is available to ACA member athletes, coaches and discipline officials for \$95 (2016-2017). SAIP Class 2 insurance is available from Alpine Canada Alpin for \$333 (2016-17) for all ages of athletes and coaches travelling out of country for multiple or longer trips for a maximum stay of up to 30 days coverage for each trip. This insurance can be waived if the SAIP waiver form is filled out.

4.2 Accommodations at Away Races

It is the policy of the CMRC that for races involving travel and overnight stays, a block of rooms for coaches and all athletes planning on attending the race will be booked. However individual families must confirm their own reservation. This is done so that the athletes can be in close contact with their coaches after the coaches meeting and in the event of changes in scheduling, cancellation etc. This also allows the athletes to get the maximum benefit from their coaches in preparing their skies for the races and promotes team building. Off snow events may also be scheduled (dryland training, social events, etc.)

Many considerations go into selecting the motel or hotel that we stay in. One important one is the location of the coaches meeting (which is often at a motel/hotel). Some businesses will be sponsors for a race and we will support those where possible. We also look for accommodations that will provide a secure tuning room for us to prepare skies. We also strive to keep costs down. While pools etc. can be fun and a nice distraction from the race event, the goal is to support our athletes in performing as well as possible at the ski race.

Should a family, travelling with their athlete, wish to stay at a different location of course they are free to do so but must recognize that they will have to take responsibility for keeping informed about changes to the race schedule, waxes, etc. Coaches will not be expected to track down athletes who are not in the same hotel/motel.

4.3 Typical Race Day/Weekend

Friday	Evening arrival Coaches/team meeting usually around 8:30 pm 9:00 -9:30-10:00 pm room curfew/lights out
Saturday	6:30-7 am breakfast 7:30 am arrive at hill; lift tickets, bibs handed out 8:00 am on snow, warm up 9:00 am course inspection 9:30-10 am race start 11:30 am lunch for racers 12:30 pm course inspection 1:00 pm race start

Following the finish of the race, tear down ALL athletes are expected to participate, each Club provides a bib/tear down deposit to the sponsoring Club which may be forfeited if Club participation does not occur.

	3:00/4:00 pm awards 6:00 pm team dinner 8:30 pm coach/team meeting 9:00 -9:30-10:00 pm room curfew/lights out
Sunday	repeat of Saturday with departure after awards

Chapter 5: Abuse and Harassment Policy

The Club does not tolerate abuse or harassment from any of the members, athletes, parents or coaches. Types of behaviour which constitute abuse or harassment include but are not limited to:

- Written or verbal abuse or threats
- Display of visual material which is offensive
- Unwelcome remarks, jokes, comments, innuendo or taunting about a person's looks, body, attire, age, race, religion, gender or sexual orientation
- Leering, suggestive or obscene gestures
- Condescending, paternalistic or patronizing behaviour which undermines self-esteem, diminishes performance or adversely affects working conditions

- Practical jokes which cause embarrassment, endanger safety or have a negative impact on performance
- Unwanted physical contact
- Any course of vexations, comments or conduct that is known or ought reasonably to be known as unwelcomed
- Any action that is intrusive, demeaning or threatening, thereby creating a hostile environment for the participant(s)
- Unwelcome sexual flirtation, advances, requests or demands
- Physical or sexual assault

Harassment can be deemed to exist in situations characterized by insulting, intimidating, humiliation, malicious, degrading and/or offensive behaviour thus creating a “hostile environment” that is counterproductive and hazardous to personal well being. The Club has an abuse and harassment policy which is circulated at Club meetings and can also be obtained from the Club secretary. Athletes, coaches and parents should review the policy

Harassment occurs on an extended continuum that ranges from mild misconduct (gestures/comments) to conduct which may be physical, forceful and violent. It is an attempt by one to exert power over another in inappropriate form.

In some instances of harassment an informal resolution consisting of either a negotiated, mediated or arbitrated settlement may be the most appropriate response. Procedures should provide for such resolution between two parties as an alternative to more formal sanctions. Discipline can range from verbal and written apologies, written reprimands, agreed referrals to counselling, suspension of privileges, etc.

Accountability Framework:

CMRC accepts its obligation to be proactive in addressing this sensitive issue by:

- Investigating complaints
- Resolving any situation expeditiously and fairly
- Recognizing that harassment in any form is a safety issue
- Recognizing that excellence in sporting achievement is not possible within an environment marked by harassment
- Educating through policy and program initiatives
- Acknowledging that the coach-athlete relationship is a most privileged one, dependent on trust and respect
- No person should have to choose between participation in sport with abuse or quitting sport to remove the abuse.

Implementation:

- Upon receiving a complaint, the CMRC Directors shall designate a member of its Board to investigate all complaints. The appointed Board member may have another Board member

assist in the investigation. Together, they shall be responsible for an annual review of the policy and shall submit reports to the Board as required.

- The CMRC shall maintain the confidentiality of all parties in the interest of fairness to complainant and respondent. The CMRC shall not provide disclosure unless required by legal or disciplinary processes.
- The CMRC shall take forthright disciplinary action whenever a complaint of harassment is substantiated, such action will be taken against those who bring false or frivolous complaints.
- The CMRC parents and coaches shall work with athletes to ensure the organization continues to develop strategies that are respectful of athletes, coaches, the CMRC Executive Members and all parent and guardian members of the Club. As such the CMRC Abuse and Harassment Policy (herein) will be reviewed and must be signed as a requirement for membership into the Crabbe Mountain Racing Club.
- The CMRC shall communicate this policy to all of its Member Associations and Provincial and National Committees as needed.
- This policy shall apply to all Directors, staff, athletes, coaches, officials and volunteers of or associated with the Crabbe Mountain Race Club.
- Discipline for a violation of this policy may include, but is not limited to written or oral apologies, sensitivity training, suspension from the CMRC for a fixed or indefinite period of time.

5.3 CMRC Partner Agreement Code of Conduct

The Crabbe Mountain Racing Club Program has the following objective: To provide a strong racing and training program and individual Athlete Advancement Plan in a competitive, emotionally (and physically) healthy atmosphere that will help each athlete mature to reach his or her maximum potential as a ski racer and young adult. The Program and Plan is:



:

Responsibilities of the Partners

In order to accomplish these objectives it is important that all partners apply a coordinated “team” effort. All partners must agree and commit to doing their share. It is only in this way that the best chances for athlete success will be realized.

Athlete Responsibilities

The athlete, by signing this agreement, has agreed to:

- Participate and commit fully to the training and racing plan as designed by the coaching staff (dryland, on-snow training, competition, equipment, diet, rest, etc.) giving 100% to the achievement of the Advancement Plan.
- Keep a detailed training and racing log.
- Communicate with the coaches on all aspects of their program plan.
- Wear team uniforms and insignia whenever directed by the coaching staff.
- Dress in a manner that is a credit to themselves, team and program.
- Behave in a fashion that brings credit to themselves, team and program.
- Show respect for athletes, coaches and officials.
- Respect the coach's decisions

Coaches Responsibilities

The coach, by signing this agreement has agreed to:

- Teach the athletes, in a logical sequence, to use all the tools available to them in their quest to achieve their success.
- Commit 100% to the Program and Athlete Advancement Plans.
- Communicate with athletes on any and all aspects of their individual Advancement Plan (listening - explaining - deciding - acting).
- Communicate with parents on appropriate aspects of the team and individual athlete programs.
- Behave according to the CSCF Alpine Coaching Code of Ethics (CSCF website).
- Refrain from taking athletes to any terrain park or half pipes unless they are certified.
- Represent the athlete's best interests regionally and Provincially as required.
- Constantly look for ways to upgrade their skills and knowledge.

Parent Responsibilities

The parent, by signing this agreement, has agreed to:

- Look out for their child's best interests as they enter, participate and exit the Program.
- Monitor their own expectations of their child's performance and progress, realizing that athletes who feel they cannot meet their parents' expectations, quickly lose motivation.
- Communicate with coaches and administrators as needed on aspects of the Program.
- Commit to the specified fundraising activities that form part of the overall Program.

Athlete Behaviour

Unacceptable Athlete Behaviour includes, but is not limited to:

- Repeated failure to participate in the program as designed for the athlete.

- Refusing to wear team uniforms and insignia as requested.
- Blatant disrespect for other people and property (athletes, coaches, officials, sponsors, equipment, ski areas etc.)
- Blatant use of foul language.
- Bullying

General common sense will be a guide in the identification of other behaviours that are inappropriate.

Disciplinary Action

Athletes who behave in an unacceptable manner may be subject to disciplinary action by the coaches and/or disciplinary committee.

Penalties:

Minor Infraction

- has limited impact on the athlete, other athletes or individuals and/or the program as a whole.
- Inappropriate use of language
- Failure to participate in the designed program
- Bullying

Minor infractions may result in the withdrawal of training or racing privileges for a short period of time. (eg:1-2 days) Repeated minor infractions may result in the withdrawing of training or racing privileges for a longer period of time. (eg:1-2 weeks)

Major Infraction

- has serious impact on the athlete, other athletes or individuals and/or the program as a whole.
- Sexual activity with team mates.
- Use, encouraging the use or distribution of drugs.

Major infractions may result in the dismissal from the Program.

These are simply examples. For a more complete list of guidelines concerning inappropriate behaviour, penalties, and the appeals process, consult the Ski NB Code of Conduct (Ski NB website).

CMRC Partner Agreement Code of Conduct

By signing below, all parties agree that they have read the “Partner Agreement Code of Conduct” and understand its contents. Furthermore, all parties agree to conduct themselves according to the guidelines in this document.

Athlete
Date

Coach

Date

Parent / Guardian

Date