



## **Parkland Racers Ski Club**

### **Policy Manual**

**2019/2020**

Current as of October 17th, 2019

*Information in the handbook is subject to change.  
Notice of changes will be provided to all members in good  
standing in a timely manner.*

## Table of Contents:

Registration Policy:	2
Payment Options:	3
Late Registration:	3
Refund Policy:	4
Racer Accounts:	6
Race Registration and Fees:	6
Mountain Training Camps:	7
Training Camp Registration:	8
Training Camp Fees:	8
Training Camp Cancellation:	9
Rescheduled of Local Training when a Camp is Cancelled:	9
User Fees for Rescheduled local training:	10
Other Pertinent Information:	10
Bingo Policy:	11
Casino Policy:	14
Parkland Racers Ski Club Social Media Policy:	14
Parkland Racers Ski Club Mass E-Mail Broadcasts / Protocol:	16
Use of Electronic Devices during Parkland Racers Ski Club Activities:	17

## **Registration Policy:**

Parkland Racers reserves the right to deny membership.

### **Registration Fee Components:**

Program Fees: Includes 1 athlete membership with Alberta Alpine

Parkland Races Ski Club Family Fee: \$50 for the 2019/2020 season.

Parent Insurance: Includes 2 parent membership with Alberta Alpine (See page 8 of members handbook for more information about the coverage)

Bingo Cheque: N/A for the 2019/2020 ski season.

Separate undated cheques for \$250 for each bingo requirement (per registrant) Cheques will be held until all bingo worker requirements have been fulfilled, or paid out.

Casino Cheque: N/A for the 2019/2020 ski season.

If there is a casino scheduled during the race year one undated cheque for \$250 will be held until the casino workers requirement has been fulfilled. (1 cheques per family registered)

Fundraising / Bottle Drive Cheque: Separate undated cheque for \$250 for two bottle drive event requirements (per family) The cheque will be held until all bottle drive workers requirements have been fulfilled.

Raffle Tickets: Families will be required to sell raffle tickets in the first quarter of 2020. Raffle prize details will be chosen by members at the PRSC AGM on October 20<sup>th</sup>, 2020 at Daytona Homes.

Racer Account Cheque: Optional for 2019/2020 season.

To allow for efficient payment of applicable fees throughout the season, racer accounts may be opened for each registered racers.

Racers Account refer to a fund used to draw money from optional race fees, optional mountain camp training fees, and miscellaneous expenses. Unused funds will be refunded at the end of the season. Race and camp participation is strongly encouraged by our coaches, although not mandatory.

Once a RSVP deadline passes for any events that would see a fee debited from specific racers account, there will be no refunds or credits given as most fees to attend events are paid to 3<sup>rd</sup> parties or have been calculated into the operating budget for specific camps and or events.

Racers will not be allowed to RSVP or attend events if their account has depleted and the treasurer has not received funds to top up the account balance to sufficiently offset future

event participation costs. If you want to know your balance or account history, please contact our clubs treasurer directly.

Please note that Parkland Racers Ski Club executives do not wish to cash your cheques for our bottles drives and or casino. However if you do not fulfilled your fundraising requirements with in the time provided your cheque or cheques will be cashed.

### **Payment Options:**

1. Pay all fees at time of pre-registration.
  - Registration fees are subject to change pending final race and camp schedule
  - Expect final fees to be determined for the AGM on October 20, 2019.
  - If you pay all fees at pre-registration expect a final balance to be charge in October. (Final balance will reflect the difference between estimated 2019/2020 fee and actual 2019/2020 fee)
2. Provide two separate deposits (deposit 1 = minimum \$400 / racers\*, deposit 2 = minimum of \$250 / racer\*) at time of pre-registration with the balance due November 15<sup>th</sup>.
  - This is a minimum requirement, if a member wishes to pay more, earlier that is allowed.
  - All fees must be paid by November 15<sup>th</sup> of the current season or before the registered athlete begins on snow training of the current season, whichever comes first.
3. Anyone registering after November 15<sup>th</sup> of the current season must pay all fees at time of registration.

Note:

\*U14 Provincial and U16 Provincial; 2x 1/3 deposits will be due to pre-register\*  
(See “program overview” and “fee deposit breakdown chart by program” for more details)

### **Late Registration:**

Late registration will be accepted for full program access up to January 31<sup>st</sup> of the current season if space according to our program cap allows acceptance of your registration. The full registration fees will apply. This include full fundraising requirements (ie. Bingo, raffle tickets and casino). Any new members requesting to join after January 31<sup>st</sup> of the current season will reviewed by the Head Coach and Executives to determine if there is room on the current program that satisfies the athlete’s needs. Parkland Racers Ski Club reserves the right to deny membership. The executive will determine what rate will be applicable.

### **Refund Policy:**

General Refund Policy:

- No refunds will be given after the on snow program start date or November 15<sup>th</sup> of the current season whichever arrives first.
- Refunds prior to that date will be all funds paid less the minimum \$400 / racers

due at time of registration.

-Alberta Alpine athlete and family fees, National Card, PRSC Admin Fee and Fundraising fees cannot be refunded due to the fact that they are paid to 3rd parties.

The following will be considered when determining refunds that are requested prior to the on snow program start date or November 15 2019 of the current season whichever arrives first.

U12P, U14P and U16P (P= Provincial)

1st payment - 100% non-refundable.

All funds paid are refundable less \$100 / racer Parkland Racers Ski Club admin fee and \$300 / racer 3rd party costs.

U12R, U14R, U16R (R=Regional)

All funds paid are refundable less \$100 / racer Parkland Racers Ski Club admin fee and \$300 / racer 3rd party costs.

Change in program participation:

If a member wishes to upgrade their program to the next level after the early bird deadline the member will be subject to a charge for the difference between program costs at the full registration rate. Members who downgrade programs are eligible for a refund for the difference between program costs provided the request is made to the Parkland Racers Ski Club Executive within 30 days of on snow program start date or November 15th, whichever arrives first.

Athlete Injury Refunds:

If there is an injury of an athlete that excludes them from participating, consideration will be given to provide a refund to the injured athlete upon the receipt of a written letter requesting a refund from the injured athlete/or parent and with a doctor's note stating the severity of the injury and the expected down time. (Submit to a Parkland Racer Ski Club board member)

The following will be considered when determining injury refunds: U12P, U14 and U16P (P=Provincial)

First payment- 100% non-refundable

Second and final payment - all funds paid are refundable less \$100 / racer Parkland Racers Ski Club admin fee and \$300 / racer third party costs

U12R, U14R, U16R (R=Regional)

First, second and final payments - all funds paid are potentially refundable based on a pro-rated calculation of time used and time that will be missed due to the injury, less \$100 / racer Parkland Racers Ski Club admin fee and \$300 / racer 3rd party costs.

The final refund amount will be:

The determined amount less \$100/racer PRSC admin fee and \$300/racer 3rd party costs.

Refund Due to Illness:

There is no allowance for an illness refund. The general refund policy applies.

Parkland Racers Ski Club Admin Fee:

This fee is only applicable to refunds and will be used to assist with the cost of coaching should an athlete pull out of the program and we are unable to refill their spot.

## **Racer Account:**

To allow for efficient payment of applicable fees throughout the season, racer accounts will be opened for each registered racer.

Upon registration into the club, each racer registered will be required to provide one payment of \$250 that will be used to create a racer account from which race fees, camp fees and other costs associated with their participation in the events on the club calendar will deducted from.

- Once the initial amount in each account is used up additional funds will be requested by the club treasurer.

Once a RSVP deadline passes for any events that would see a fee debited from specific racers account, there will be no refunds or credits given as most fees to attend events are paid to 3<sup>rd</sup> parties or have been calculated in to the operating budget for specific camps and or events.

Racers will not be allowed to RSVP or attend events if their account has depleted and the treasurer has not received funds to top up the account balance to sufficiently offset future event participation costs. If you want to know your balance or account history, contact the club treasurer directly.

If a balance remains in a racers account at the completion of the season, the balance can be refunded or carried forward to the next season, whichever is decided upon by the account holder. If you choose to have the balance of a specific racer account refunded you must request the funds be refunded to you. One can expect the balance to be paid out at the yearend wind-up and awards BBQ, unless otherwise arranged with the treasurer.

Note: registration fees cannot be paid from your Athlete's Racer Account.

## **Race Registration and Fees:**

Race attendance is optional for all selected races.

**Participation in the selected races is strongly encouraged by our coaches.** Attendance will benefit all athletes and are an extremely important component of each athlete's development.

Race fees are "**not included**" in club registration fees (unless otherwise mentioned) and will be debited from the participants racer account on a cost recovery, user pay basis.

Registration:

A signup via team snap will be available for all members to tentatively sign up for races in advance. You will need to sign up before a determined date to be eligible to attend. Expect the sign up deadline to be 1 week prior to each race, so that coaches can be scheduled appropriately and all members can schedule their lives around what they have signed up for.

Racer accounts will be debited the Monday prior to each race.

#### Cancellation:

Athletes will be given up to the Sunday training session previous to the scheduled race to cancel and not have their racers account debited for the applicable race fee.

Program coordinators will double check (1 attempt will be made, through team snap notification e-mail) with you in advance of the deadline to confirm your intentions. Once the participant's racer account is debited, refunds will not be given.

Confirmation of registration in the race obligates payment to the race organizing committee (ROC), thus to the club, so if you cancel after the deadline or are a no show at the race, race registration fees will still be deducted from your racer account and are not refundable.

It is your responsibility to ensure that you inform the appropriate coordinators / treasurer of you intentions in a timely manner.

### **Mountain Training Camps:**

Training camps are scheduled to benefit all athletes and are an extremely important component of each athlete's development. Training camps are typically scheduled at mountain locations.

**Participation in training camps is strongly encouraged by our coaches.**

Training camp fees are "**not included**" (unless otherwise mentioned) in club registration fees and will be debited from the participants racer account on a cost recovery, user pay basis.

When a training camp is scheduled, there will be "**NO**" local Friday or Sunday training.

- When a training camp is scheduled, local Friday and Sunday sessions are not budgeted for when we develop the registration fees for our programs. It is expected that all athletes will attend the camps scheduled on our calendar.

- If athletes choose to not attend the scheduled camp, it is assumed that they have other plans that exclude them from participating in the camp and would not be able to attend local training sessions if it was offered. Not having local training while a camp is operating is not to punish those who cannot participate, it is because there is usually only one coach allocated to a training group and that coach will be required to coach at the camp.

- If a training camp is cancelled entirely for a specific training group, local training is not automatically re-scheduled.

- If a training camp is cancelled and local training at Rabbit Hill is re-scheduled, affected athletes have the option to attend, but a user fee will apply to participate. (\$10/hour of coaching)

- Siblings of intended camp participants or athletes that are part of other training groups will not be allowed to participate unless their specific training group is included in the camp.

- All camps will be run specific to those athletes that it is intended for. Training camps are intended to run specific for each training group. If there is a lack of

interest that causes cancellation of the camp from your athletes training group, they are not permitted to participate in another training group's camp. This

ensures consistency in coaching for your athlete from one coach and allows our coaches to remain on track with training plans specific to his or her training group without distraction from having another (non assigned) athlete as part of the group.

### **Training Camp Registration:**

Signup sheet will be available through Team Snap for all members to tentatively sign up for camps in advance. You will need to sign up before a determined date to be eligible to attend. Expect the sign up deadline to be by November 1st of each year, so that coaches can be scheduled appropriately and all members can schedule their lives around what they have signed up for.

Racer accounts will be debited a non-refundable deposit the Monday prior to the camp.

The camp will be cancelled if confirmed and paid attendance is below the minimum requirement to operate the camp in a financially responsible manner (TBA).

If the camp is cancelled the deposit is refundable. Additional costs not covered by the deposit will be split and invoiced to the athletes that attend.

Camp schedules for the training camps will be distributed in the week prior to the camp date.

### **Training Camp Fees:**

All camps are intended operate on a cost recovery basis, but our camps typically operate at a loss to make them financially attractive for as many of our members to attend.

The pre-determined camp fee of **\$85/day/athlete** assists in recovering the cost of transportation, accommodations, meals, lift tickets and wages for the coach(s) operating the camp. Typically, additional costs not covered by the deposit would be split and invoiced to the athletes that attend, but the club has chosen to subsidize the overages / losses to make camps accessible to everyone. Fundraising revenue is used to help subsidize the camps. If you attend more of the camps the more you will be able to take advantage of the revenue that "all" members work so hard for. Do not be surprised if you receive and invoice following a camp to recover the cost associated with its

operation. For comparison purposes, Marmot Basin and Panorama Ski Schools charge between \$89 to \$99 for a day lesson (with a level 1 ski instructor). Many of our coaches have a certification of level 2 ski instructor and also have certification in the coaching stream as well. Our athletes are receiving coaching/instruction while participating in our

scheduled camps at a very reasonable and competitive rate.

### **Training Camp Cancellation:**

Athletes will be given up to the Sunday training session previous to the scheduled camp to cancel and not have their racers account debited for the applicable camp fee.

Once the participant's racer account is debited, refunds will not be given.

If an athlete cancels after the deadline to cancel has passed, the camp deposit is not refundable as plans to have coaches available to attend the camps have been finalized based on the RSVP list.

If an athlete RSVP's & chooses to not attend (no show) the camp deposit is not refundable.

It is your responsibility to ensure that you inform the appropriate coordinators / treasurer of you intentions in a timely manner.

### **Rescheduling of Local Training when a Camp is Cancelled:**

When the planning of the season and budget preparation takes place in the offseason, the Friday and Sunday sessions at Rabbit Hill (while a camp is operating) are not budgeted for or included in determining the registration fee as it is expected that all athletes will attend the scheduled camp and coaches are scheduled accordingly.

If a camp is cancelled and regular training at Rabbit Hill Snow Resort is then added to the schedule (Friday and Sunday of that weekend), this is considered an additional training opportunity for your athlete and be offered on user pay basis.

If a regular training session had to be cancelled previous to the re-scheduled training session it may be considered as a make-up day for the training groups affected by the camp cancellation in which case there will be no charge for the affected athletes to attend.

If a make-up day is scheduled that affects your athletes training group(s) and if your athlete cannot attend the make-up day, alternative make-up days will not be arranged or offered.

Re-scheduled regular training sessions at Rabbit Hill are not automatically guaranteed to take place if a camp is cancelled. A coach needs to be confirmed for each specific group that the cancellation affects before a re-scheduled session actually takes place. (While one training group may have a session, other training groups may not due to coach availability)

## **User Fees for Rescheduled Local Training:**

The fees for participating in re-scheduled training sessions have been set as follows:

- \$20.00 = fee charged if athlete chooses to attend training @ RH for a 2 hr session.
- \$30.00 = fee charged if athlete chooses to attend training @ RH for a 3 hr session. (Works out to a cost of \$10/hour of coaching)

The fee is to cover the cost of having a coach at Rabbit Hill to operate the re-scheduled training session for his or her training group.

The above fees will need to be paid to the club treasurer or debited from your racer account before the athlete participates in training unless other arrangements have been made.

## **Other Pertinent Information:**

Racers must be represented by a certified coach at all Alberta Alpine sanctioned races or training camps for proper insurance coverage. Parents are not able to assume the role of a coach to take the athletes to an event.

There will be no training allowed with another team on an individual basis without consent from at least 2 executive members and the athletes direct coach from our own team and at least 1 executive member and the coach that will be responsible for care of the athlete from the other team.

Authorized executive members cannot be involved in providing consent if their own athlete is involved in the request for consent to avoid having other members come to a conclusion that the executive member is only in the position for personal gain.

Parents do not have the ability to coordinate or schedule when and where their children train or race or forerun. Coaches must be consulted before any athlete attends any event not scheduled as a club event. Coaches will make arrangements with other teams to represent our athletes if required.

It is acknowledged that the parents are paying for their athlete to participate in this sport, but it needs to be understood that our club hires professional coaches to coach our registered athletes. The coaches develop training plans that may not include attending additional events regardless of whether an athlete's parent feels it would be to the athlete's advantage to attend.

Our coaches must be consulted to confirm if attending any additional event meets the long term athlete development plan of any athlete registered in the club prior to consent being given to attend.

Athletes that participate in "extra" training with other teams without prior confirmation between the clubs involved will be disciplined as seen fit and under the clubs disciplinary policy.

**\*\*PRSC does not offer summer camps as part of our programming.**

-To allow our athletes to experience other sports.

-To allow our athletes to take a break from our sport.

**\*\*PRSC encourages participation in dryland activities in the offseason to build/maintain a strong athletic ability for the season ahead. (A structured program can be developed for the athletes by our coaches)**

**\*\*PRSC allows our athletes to participate in summer camps that are offered by a 3rd party as long as they do not interfere with our schedule.**

**\*\*For all athletes to have success, they need to participate in our programming**

consistently. This includes dryland training.

-Regular attendance is required not for only your own benefit, but for others as well.

**\*\*Once our schedule begins, any athlete registered with PRSC is to participate in our programming exclusively.**

**\*\*PRSC athletes are not permitted to source extra training opportunities on their own for the duration of the club schedule.**

**\*\*Our coaches have the best interest for the development of the PRSC registered athletes and view involvement in outside training opportunities not supported by the club schedule or coach training plan is a major interference with an athlete's long term development. Our coaches expect that PRSC athletes and their parents will acknowledge this and support the coach's training plan for their athlete throughout the season.**

**\*\*PRSC hires experienced and highly qualified coaches to train our athletes. Please feel free to speak to your child's coach re: the training plan for your athlete.**

**\*\*Our coaches have full responsibility to the training schedule set out at the start of each season. The schedule is subject to change based on the needs of the athletes. Every attempt to communicate changes in the schedule well in advance will be made so members will not incur costs associated with a third party. (i.e. accommodation, lift tickets etc.)**

**\*\*PRSC is not responsible for costs incurred by members due to a schedule change. Please make yourself aware of the cancellation policies at any of the lodging venues you book at to ensure you have adequate time to cancel if need be without penalty. Any penalties resulting from a schedule change are exclusively the responsibility of the member if affects.**

### **Bingo Policy: For the 2019/2020 season Bingos will not be required:**

All families must supply bingo workers for the Spruce Grove Bingo Hall in Spruce Grove.

The number of workers required in the year will be determined by the Executive and will be based on athlete enrollment.

At time of registration the member will provide undated cheques for each bingo requirement in the amount of \$250 each. These cheques will be cashed if the member

defaults on meeting their bingo requirements. This includes failing to attend a scheduled bingo, arriving late to their allocated position or not fulfilling the bingo requirement by September 1 of the following year.

Any member scheduled to work a bingo, for any reason cannot attend, is fully and solely responsible for arranging a substitute(s) and notifying the Bingo Coordinator of their name and phone number along with the dates they will be working your bingo at least 24 hours before the bingo. Your replacement worker must be 16 years of age or older to work in the hall.

Members are allowed to work bingos for other members however it is up to the members to notify the Bingo Coordinator who they are working for. It is not the responsibility of the Bingo Coordinator to keep track of bingos worked for others.

The bingo coordinator will have a list of potential replacement workers that “you” can contact to arrange for them to fill your position. You will have to pay your worker “personally” for the time they put in for you. (Typically \$60 is the rate for the night) (The club is not responsible to pay for replacement workers)

If you are unable to find a replacement worker within a week of the bingo date, it is fully and solely your responsibility to inform the coordinator of this so a worker will be assigned from the club on your behalf. An invoice for \$250 will be sent to you for payment to receive credit for the bingo. Credit will not be issued until the invoiced payment is received.

Workers must check in with the club bingo chairperson (at the bingo hall) no later than 5:30 pm of the scheduled bingo date unless otherwise arranged with the bingo coordinator to arrive later to receive credit for that bingo. Our club can be penalized if we do not provide enough workers before this time so please do not assume it is OK to arrive late.

*If the minimum number of Bingo workers is not met and there is a: No-show:*

There will be a \$250 fine per worker at that Bingo. The Bingo Coordinator will need to communicate this with the club president. The president will communicate the penalty over the phone to the member(s) that have contributed to the infraction. The executive will be informed. A \$250 cheque from each of the member(s) that have contributed to the infraction will be cashed.

*If the minimum number of Bingo workers is not met and there is a:*

*Late offense (after 6:30):*

1. The first offense is a \$100 fine per worker at that Bingo, if the club is given a demerit. The Bingo Coordinator will need to communicate this with the club president. The president will communicate the penalty over the phone to the member(s) that have contributed to the infraction. The executive will be informed. A \$250 cheque from the member(s) that have contributed to the infraction will be cashed and the remainder will be reimbursed immediately.
2. The second offense is a \$150 fine per worker at that Bingo, if the club is given a demerit. The

Bingo Coordinator will need to communicate this with the club president. The president will communicate the penalty over the phone to the member(s) that have contributed to the infraction. The executive will be informed. A \$250 cheque from the member(s) that have contributed to the infraction will be cashed and the remainder will be reimbursed immediately.

**3.** The third offense is a \$250 fine per worker at that Bingo, if the club is given a demerit. The

Bingo Coordinator will need to communicate this with the club president. The president will communicate the penalty over the phone to the member(s) that have contributed to the infraction. The executive will be informed. A \$250 cheque from the member(s) that have contributed to the infraction will be cashed.

*\*The above penalties are in place as a club policy as we are all responsible for providing a service to the Bingo patrons.*

Our bingo year runs from September 1, to September 1, for the upcoming season. This is the period you will be expected to have completed your required bingos for the ski season that ends mid to late March. Any bingos that are outstanding after the aforementioned September deadline will be charged to the member at \$250/bingo.

If you do not complete your required amount of bingos you will need to pay them out at \$250 per outstanding bingo, or sign up to complete the outstanding balance of your requirement prior to the end of October. All outstanding balances (funds or workers) **MUST** be completed entirely prior to registering for the next season. Invoices will be mailed out to those who owe.

A statement of bingos worked for the year will be provided to each family by September 30th. The member has until October 31st to file any disputes. After October 31st the club will no longer accept disputes.

If a member has worked bingos in excess of their requirement they will receive a credit of \$100 / bingo on their account. These credits can be applied to any fees owing or towards additional club expenses. (Example: Race fees, Mountain training, or next season's fees) These credits will not be paid out in cash.

**Special Circumstances Clause.** You will be waived of any fee if you are unable to commit to your assigned bingo obligations due to family emergency or alike circumstances. You will be required to reschedule for another date to fulfill your requirement. (Bingo only).

**Bingo Pay out Clause,** any family does have an option to pay out all of their bingos for a fee of \$75 / Bingo (see on-line registration forms)

## **Casino Policy: 2019/2020 casino will not be required:**

All families must supply one casino worker for the Century Casino in St. Albert if there is a casino scheduled during the race year.

At time of registration the member will provide one undated cheque in the amount of \$250. The cheque will be cashed if the member defaults on meeting their casino requirement. This includes failing to attend the scheduled casino or not fulfilling the casino requirement.

Members are allowed to swap casino and bingo positions with other members however it is up to the members to notify the Bingo and Casino Coordinators who they are working for. It is not the responsibility of the Bingo and Casino Coordinators to keep track of swapping. Any member booked to work a casino, for any reason cannot attend, is fully and solely responsible for arranging a substitute(s) and notifying the Casino Coordinator of their name and phone number at least 24 hours before the casino. Your replacement worker must be 18 years of age or older to work in the establishment.

## **Parkland Racers Ski Club Social Media Policy:**

### **Social Media Guidelines:**

The Parkland Racers Ski Club, is aware of how online social computing platforms such as blogs, wikis, social networks, and all sorts of social media both inside and outside of the club, are transforming the way we interact. Online communication enables people to share knowledge and ideas regardless of rank, title or experience.

For purposes of this policy, a “social network” includes personal websites and all forms of on-line community activities such as on-line social networks, message boards, conversation pages, and chat rooms including but not limited to:

- Social Networking Sites (Facebook, Myspace, Foursquare, LinkedIn)
- Micro-blogging sites (Twitter)
- Blogs (including CSIA and personal blogs as well as comments)
- Video and Photo Sharing Websites (Flickr, YouTube)
- Forums and Discussion Boards (Google groups, Yahoo! Groups)
- Online Encyclopaedias (Wikipedia, Sidewiki)

### **Why a Policy:**

In general, what you do on your own time is a personal decision. That being said, activities in or outside of your participation in the club can negatively affect your performance, the performance of others, your stature and/or credibility among your peers and the overall club image. The following guidelines will assist those impacted by this policy by maintaining the standards synonymous with our organization’s parent contract, athlete contract, disciplinary policy and day to day operations’ thus ensuring our brand is protected within the public domain.

**Conduct:**

While using social networks during the hours outside of club events and activities, we recommend that if an athlete or parent posts on social networks about the club that they exercise good judgment, abide by athlete and parent contracts, disciplinary policy of the club, and take the following into consideration.

Parkland Racers athletes and parents are responsible for acting in a manner that is consistent with our values. To that end, athletes and parents are expected to be courteous, respectful, and thoughtful about how other athletes and parents may be affected by postings.

Please bear in mind that the tone you use online can be interpreted in different ways by your readers, due to the method of non-verbal communication used. Do not engage in any conduct that would not be acceptable in your workplace, your school or that is unlawful. For example, do not make derogatory remarks, bully, intimidate, harass other users, use insults or post content that is hateful, slanderous, threatening, discriminating or pornographic.

Incomplete, inaccurate, inappropriate, threatening, harassing or poorly worded postings may be harmful to other athletes and parents, damage relationships, undermine the club's effort to encourage teamwork and good sportsmanship, violate club policy's or harm the club's reputation, which may result in disciplinary action up to and including suspension. Athletes and parents bear full responsibility for the material they post on personal blogs or other social media.

**Think before you post:**

Keep in mind that most online social computing platforms are like public marketplaces – what's out there is available for all to see. On social platforms, the boundaries of professional and personal information are not always very clear. Note that what you publish online will be public for a very long time. What you post will reflect on you.

**Disciplinary Action:**

The Parkland Racers Ski Club reserves the right to evaluate inappropriate use of social media platforms by individuals that may negatively impact our brand and if necessary consider such behaviour by its member's as a breach of our organization's parent contract, athlete contract, disciplinary policy or an unlawful act by a member of the public. Appropriate disciplinary action will be taken to maintain the integrity of the organization as deemed appropriate.

**Final Thoughts:**

The use of social computing platforms in accordance with this policy can be a very effective and powerful means of communicating with friends, fellow members and the public at large and can enrich the relationships gained through your affiliation with the Parkland Racers Ski Club. Above all, please use good judgement; be respectful to others and constructive in your social networking interactions.

## **Parkland Racers Ski Club Mass E-Mail Broadcasts / Protocol:**

We are all busy with life and junk emails and/or emails that are not pertinent to our needs can drain the time we have to look after other more important tasks.

Email addresses are communicated to our membership on our club contact listing for the primary way to inform affected members of upcoming events, etc. The use of the email addresses on our club contact listing is NOT to be used to share personal views, air your personal laundry, etc.

Using mass email to communicate your personal dis-taste with something or someone will not be tolerated and is a sanctionable offence under our disciplinary policy for noncompliance.

Sending a mass email communicating your dis-taste will only elevate to issue to a broader scope, allowing others to become involved or to create a perception of those involved.

Do not allow your personal grudge to affect you more than necessary.

Do not take the opportunity of a heated confrontation as an invite to send a mass email to the rest of the members just to give yourself relief.

Do not engage in any conduct that would not be acceptable in your workplace or that is unlawful. For example, do not make derogatory remarks, bully, intimidate, harass other users, use insults or post content that is hateful, slanderous, threatening, discriminating or pornographic.

Move past the situation and enjoy the club for what it is.

**Any mass emails to athletes and their families must be approved for public exposure by the club president or club program director/head coach.**

### **Disciplinary Action:**

The Parkland Racers Ski Club reserves the right to evaluate inappropriate use of mass email by individuals that may negatively impact our brand and if necessary consider such behaviour by its members as a breach of our organization's parent contract, athlete contract and disciplinary policy. Appropriate disciplinary action will be taken to maintain the integrity of the organization as deemed appropriate.

### **Final Thoughts:**

The use of mass email in accordance with this policy can be a very effective and powerful means of communicating with friends, fellow members and the public at large and can enrich the relationships gained through your affiliation with the Parkland Racers Ski Club. Above all, please use good judgement; be respectful to others and constructive in your email interactions.

## **Use of Electronic Devices during Parkland Racers Ski Club Activities:**

Websites like Facebook, Myspace, and Twitter have revolutionized the ways we socialize, allowing us to contact friends and family, both close and distant, from anywhere and at any time.

Upon opening up the sites, we are pulled into the seemingly endless whirlpool of pictures, events, and news taking place in the lives of everyone we've ever known.

To reduce distraction it has been decided to implement a simple policy with regard to the use of electronic devices and social networks during the hours that the athletes of Parkland Racers Ski Club are participating in club activities and events.

Simply put, the policy will be as follows:

“All athletes are to refrain from using electronic devices and posting on social networks during participation at all Parkland Racers Ski Club events and activities.”

If at any time a coach finds that an athlete is in breach with this policy the athletes coach will confiscate the electronic device until the end of the event or activity.