



**Glacier Parent Handbook**  
**Version 10.0 - March, 2011**

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# **1 Glacier General Information**

## **1.1 Glacier Ski Club General Information**

Glacier Ski Club is an incorporated not for profit ski club that operates out of Mount St. Louis Moonstone with approximately 100 competitive racers. We are a competitive racing club but our motto is to have fun while helping each other to achieve our best. We are very family-oriented and have a strong network of volunteers to ensure a well-coordinated and successful club.

Glacier Ski Club is located at Mount St Louis Moonstone (MSLM) in Moonstone which is north of Barrie, 10 minutes from Horseshoe Valley off Hwy #400. Our club is located on the second floor of the Moonstone Lodge. This is the first lodge that you see when you come off the highway. Follow the signs to Moonstone Lodge **not** the Mount St Louis Lodge.

You can check the MSLM website [www.mslm.on.ca](http://www.mslm.on.ca) for directions, snow conditions and to determine if the Moonstone Lodge is closed. If the Moonstone Lodge is closed, we meet at the St Louis Lodge in the downstairs area across from the main desk.

You can also check the Glacier Ski Club website for all information on the club and download the Parents Handbook– <http://www.glacierskiclub.com/>

All newsletters, club information, race results and pictures will be posted on the website.

## **1.2 Contact List**

The contact list will be distributed by the Secretary. Once the members section of the web site is established, the contact list for the entire club will be posted and updated there. This list includes the executives, coaches and managers with the main points of contact being: Karen Whitney as the owner of the contact list; Doug Sneath, Head Coach for any coaching and training queries; Barb Harvey is the AOA (Alpine Ontario Association) contact; and Karen Lawson is president of Glacier Ski Club. The contact list will be available to members only to ensure confidentiality.

## **1.3 Season Length, Hours and Christmas Camp**

The racing season starts with Christmas camp at MSLM, typically December 27th to December 30<sup>th</sup> each year. Details about the Christmas camp are included in your registration package. All racers are highly encouraged to attend the Christmas Camp training to prepare them for the racing which starts the first week of January.

Training reconvenes usually the first Saturday of January (depending upon the holidays) and extends for eight weeks, until the end of February with semi finals

and finals running until mid March depending upon AOA's schedule for the year. Training hours are from 9:30am to 11:30am and 12:30pm to 2:30pm with a 1 hour break for lunch from 11:30am to 12:30pm. Racers are expected to be on the hill, fully geared and ready to go for 9:30am and 12:30pm.

The season ends with our Skiesta or Fun day which is held on a Saturday in mid March. The date will be finalized in January each year.

Nancy Greene (NG) racers have a choice of a one day training program which is on Saturday only or a 2 day training program which takes place on both Saturday and Sunday. Most NG races will be scheduled on Saturdays which would replace the training for that day, but occasionally a race may be scheduled on Sunday in which case the Saturday training still takes place.

## 1.4 Eligibility and Fees

Age as of December 31<sup>st</sup> will determine the racing group for which a child is eligible together with the associated fees.

Program	Ages	W/E Training Days	Fees
Nancy Greene	6 -10	1 day	\$455.00
Nancy Greene	6 - 10	2 day	\$640.00
K1	11 - 12	2 day	\$640.00
K2	13 - 14	2 day	\$640.00
J	15- 19	2 day	\$640.00
Christmas Camp – December 27 <sup>th</sup> to 30 <sup>th</sup>	All	4 days	\$190.00

- Non-members – Christmas Camp - \$190 + \$20 Glacier Liability fee

## 1.5 Registration Information Package

The registration information package will be available on the GSC website once it is completed. There are 4 forms which must be completed for each racer. A link has been provided for each one below. Please note that a link will be provided to AOA to ensure that the most up to date version of the waiver form is available. For the year 2011/2012, please double click on the zipped file for the various forms. The **AOS waiver must complete this form online**. The other forms can be downloaded, filled out and given directly to the Glacier Ski Club.

1. AOA waiver and registration to be completed online at:  
<http://www.alpineontario.ca/>

2. The Glacier Club Code of Conduct
3. Glacier Program Registration Form
4. The Glacier Medical Consent Form

GlacierRegistration Package 2011-12.zip

<http://www.glacierskiclub.com/>

## **1.6 Rules of Etiquette and Code of Conduct**

All resorts post the “Alpine Responsibility Code” and also have a provision on their registration forms insisting that all skiers must understand this code prior to skiing to ensure not only their own safety but the safety of others on the hill. Please review these signs at MSLM with your racer/s.

**In addition, Glacier has established a Partner Agreement and Code of Conduct that all parents and racers must review and sign. This document is one of the 4 forms that must be completed and signed as part of the registration package (refer to section 1.5). This document outlines the responsibilities of all parties and the process that will transpire if a violation occurs. Please review this section to ensure that you and your racer fully understand your obligations**

### **1.6.1 Incident Report Forms**

The incident report refers to an incident where a racer is involved and usually refers to an injury. This procedure is outlined in the risk manual and needs to be filled out by the coach of that racer.

The Incident Report Forms can be downloaded from the following site:

<http://www.canadaskiandsnowboard.net/e/insurance/index.htm>

## **1.7 Racer and Parent Commitments**

Glacier Racers are representing the Glacier Club and are expected to participate and conduct themselves according to the Code of Conduct (see 1.6 above) at all training and race events.

Parents are asked to respect coaches and team manager decisions regarding training, coaching and start lists. If you wish to raise a concern with a coach or manager, you are strongly encouraged to follow a ‘48 hour’ rule prior to approaching the responsible party. That is to say, please wait 48 hours before

entering a discussion with the coach and/or manager to allow for privacy, thoughtful reflection, and a non-distracting environment.

Club success is highly dependent on parent volunteers to help out the club, and all members are required to assist on working committees, at races and race hosting events. Please refer to the Rules and Regulations manual for a list of all working committees and volunteer opportunities. Volunteers are needed in many areas. Some opportunities are weekly commitments while others are for single day events. These opportunities include: Working Committees to recruit Volunteers, look for funding sources, Communications and Website committee, Race Crew, Race Day Administrator, AOS Co-ordinator, Scoring Administration, Special Events Co-ordinator for the AGM and Welcome BBQ-(September 17<sup>th</sup>, 2011), Skiesta (end of season event), Team Managers and Level 1 and 2 Officials.

To learn more about the duties and responsibilities of these positions please refer to Section 7.0. The Glacier Board of Directors is missing one Director for the year 2011-2012.

## **1.8 CWSAA Competition Guidelines**

Canadian Snowsports Association represents various ski and snowboard organizations and establishes policies and procedures for these organizations including Alpine Canada. These can be found in the link below.

Competition guidelines are established for resorts hosting races. These are listed in Appendix D of the same link. MSLM and Glacier need to adhere to these rules when hosting races. It is imperative for all parents to read the Risk Management Manual found at the same link as it gives important information regarding membership practices, the club/resort relationship, coach's duties, emergency action plan, incident reporting processes and competition guidelines.

<http://www.canadaskiandsnowboard.net/e/insurance/index.htm>

## **1.9 Social Events**

On an annual basis, a number of events are held, many of them subsidized by the Club, to facilitate building club spirit. Typically these include:

- A pot-luck lunch during Christmas camp
- Skiesta BBQ at the end of the ski season – fun race where members dress up (1<sup>st</sup> Saturday of March)
- A fall BBQ and AGM to start off the new season - Annual General Meeting where members will get a report of the season; any new changes to the club – bylaw or fee changes, new directors to the board, treasurers' report; etc; Registration, ski swap, ski tuning, bike ride, news update (3<sup>rd</sup> Saturday of September)

## **2 Glacier Team Information**

### **2.1 Nancy Greene Level**

The Nancy Greene program is an Alpine Ontario sanctioned team program which provides a less competitive team atmosphere for skiers aged 6 to 10 years. We have offered two divisions. Both teams focus on ski improvement at a basic level, within an enjoyable team setting. The more experienced racers join the League Team which occasionally travels to other resorts to race against area teams. The Development team (if demand permits) provides less experienced skiers a strong base for technical improvement. The two team format allows some separation of more experienced skiers from budding racers. Both teams practice two hours on Saturday morning and two hours on Saturday afternoon. In addition, Glacier now offers an optional second day of coaching for Nancy Greene racers, by providing an additional 4 hours of training on Sunday.

There are supplementary training camps available through Alpine Ontario for the Nancy Greene age group. The highlight event of the year is the Huronia Cup race for NG league racers, usually held in early March, including teams from Horseshoe Valley, Snow Valley, and Glacier Ski Club. All details related to camps are outlined at the beginning of the season on the Alpine Ontario (AOA) website and parents are encouraged to sign their racers up for these. Please co-ordinate these activities through the Alpine Ontario Liaison. See section 2.6 for additional information.

### **2.2 K1 Level**

The K1 program is a racing program for ages 11 and 12 years. This is a more competitive program which leads the racers from good skiing technique learned at the NG level into good racing technique, all in a fun team environment. This team is not the exclusive domain of previous experience, it is open to any strong skier with a desire to learn and compete. The schedule normally includes one home race and three away races and a semi-final.

#### **2.2.1 K1 Individual Racing Option or AOA specific programs**

K1 aged racers may choose to participate in the K1 Individual Racing Option or AOA specific programs. This option allows racers to explore the "individual" race events through invitational races while still racing on the team at league races. There are extra-curricular weeklong pre season camps organized by Alpine Ontario and event specific camps during the season. All information related to the camps is provided on the Alpine Ontario (AOA) website. A racer choosing to participate in the individual program requires a coach for the individual races. Costs related to the coaches' fees, mileage over 80km and accommodations are borne by the racer as individual racing is not included within Glacier's annual program fee.

For K2 and J Racing, the racer must choose either League racing or the Individual racing program.

## **2.3 K2 Level**

The K2 program is for ages 13 and 14 years. This is a competitive program which transitions the racers from good racing technique to becoming a strong team competitor. This program is open to any strong skier with a desire to learn and compete. The schedule normally includes one home race and three away races and a semi-final.

### **2.3.1 K2 AOA Specific Programs**

There are extra-curricular event specific camps offered during the season including the Gooch Cup and Spring Series (see 2.4.1 below). All details related to camps are outlined at the beginning of the season on the Alpine Ontario website and parents are encouraged to sign their racers up for these. Please co-ordinate these activities through the Alpine Ontario Liaison. See section 2.6 for additional information.

## **2.4 J Level**

The J level is for ages 15 to 19 years. This is a competitive team program for experienced skiers. The schedule normally includes one home race and three away races and a semi-final.

### **2.4.1 J AOA Specific Programs**

Extra-curricular races are the Gooch Cup (K2 and J both at the Toronto Ski Club) and the Spring Series (Georgian Peaks / Craigleith). All details related to camps are outlined at the beginning of the season on the Alpine Ontario (AOA) website and parents are encouraged to sign their racers up for these. Please co-ordinate these activities through the AOA Liaison. See section 2.6 for additional information.

## **2.5 Additional Training Opportunities**

### **2.5.1 Dryland Training**

Dryland training will be offered prior to the season start during October and November to get the athletes in shape for the season. Notification will be sent out detailing the dates, times and locations of these events. There is no cost for this



training and we encourage all racers to participate. Please let Karen Lawson know if you are going to participate in this program at [Karen@jetcog.com](mailto:Karen@jetcog.com) as a minimum of 6 racers is required to justify the program. Registration for these events will need to be the Sunday prior to the event and we will confirm by the following Wednesday if the minimum is met.

### **2.5.2 Additional Racer Training**

Glacier is pleased to offer additional racer training at Devil's Glen on Fridays during December and January. In order to facilitate this, we need a minimum of 6 racers to justify a coach. The cost is approximately \$65 per racer which includes a lift ticket. This will provide additional gate training and steeper terrains to prepare our racers for all race conditions.

If you are interested in this program, please contact Craig Lauder at [clauder@rogers.com](mailto:clauder@rogers.com)

## **2.6 AOA Race Camps**

Each winter, Alpine Ontario hosts a series of ski camps for Nancy Green K1 and K2 skiers. The purpose of these ski camps is to provide opportunities for these young skiers to develop their skills further. The camps are designed to add to the development the ski club is providing.

All athletes must be registered members of Alpine Ontario to participate in the camps. Registration for Camps is online, under the Events tab. You cannot sign up for AOA camps through your ski club. Racers must inform the Glacier AOA Liaison AND Coaching Administrator if you intend to attend a camp. Camps that culminate in a race often require that racers have their own coach in attendance and this will be dependent on coach availability.

The following is the AOA link for information regarding camps and races:

#### **General information and rules:**

<http://www.alpineontario.ca/Programs/Camps/tabid/80/Default.aspx>

#### **List and registration:**

<https://www.alpineontario.ca/Events/tabid/63/Default.aspx>

## **2.7 Team Selection and Special Events Qualification Criteria**

Glacier Ski Club has increased significantly in size which created new dynamics with respect to team selection and special events qualification criteria. Hence, our coaches have formalized the selection process based on the following selection criteria.

### **2.7.1 Team Selection Criteria**

Team Selection is based on the Coaches' assessments utilizing the criteria listed below. Coaches and Head Coach will meet prior to the start of each ski season to review the criteria and come to consensus as to how each criterion will be weighted. This will ensure a consistent and fair approach for evaluating and ranking racers across all levels. Details of the team selection process can be found in the Rules and Regulations Manual.

1. Attitude & Coachability
2. Technical Ability
3. Christmas Camp Performance
4. Attendance Record during Christmas Camp
5. Evaluation by Respective Team Coaches and Head Coach
6. Last year's team placement
7. Last season's performance (where available)
8. Age (1<sup>st</sup> year vs 2<sup>nd</sup> year in that division)

Assessors: Coaches that have worked and will be working with each athlete under consideration together with the Head Coach

#### *Common Frequently Asked Questions and Answers:*

1. How are the teams selected?

*See criteria listed above*

2. What are time trials?

*Trials consist of two timed Giant Slalom runs. Time trials may be used to gauge a skier's ability for their development plan or for selection for special events.*

3. How many athletes per team?

*Ideally there are 13 athletes per team with a minimum of 7. Special approval is required for 16 members per team from AOS with 3 non scoring members.*

4. How are coaches selected?

*Coaches are selected based on the experience they have at this level. We always try to team a more experienced coach with any new coaches that are just starting their coaching career. Our Level 2 coaches mentor our Level 1 coaches.*

5. How can I help be a good athlete parent?

- *Be supportive (no matter what).*
- *(Only have) Positive feedback (things to say) at a competition.*
- *Acknowledge your child's fears and disappointments.*
- *Respect your child's coach and the decisions made. Follow up with your child during free time about what skills were highlighted in training, and what they are working to improve.*
- *Respect the 48 hour rule which means wait 48 hours before speaking to someone about a situation which allows the emotions to be removed from the discussion.*
- *Be loyal and supportive of your child's entire team.*
- *Encourage your child to set goals besides winning.*
- *Encourage your child to support and cheer for fellow racers*
- *Be careful not impose your ambitions on your child, coach your child, criticize the officials nor expect your child to become an Olympian.*

## **2.7.2 Special Events Qualification and Selection Criteria**

AOA has certain selection criteria associated with the special events such as Allstars, Provincials, etc. Our club will receive an allotment of spots based on our standings which the Board will designate based on the coaches' recommendations.

Athletes will be selected by the coaches who are working with them, in conjunction with the Head Coach utilizing the criteria listed below. Coaches and Head Coach will meet prior to the start of each ski season to review the criteria and come to consensus as to how each criterion will be weighted. This will ensure a consistent and fair approach for evaluating and ranking racers across all levels. Details of the special events selection process can be found in the Rules and Regulations Manual.

1. Attitude & Coachability
2. Technical Ability
3. Evaluation by Respective Team Coaches and Head Coach
4. Attendance Record during Season
5. Current season's team and individual placement
6. Time Trials Race –\* 2 run race format using best out of two runs (to be determined if applicable by the coaching staff)

## **3 Clothing**

### **3.1 Glacier Clothing**

Glacier Clothing is ordered in March for the following season and will be delivered to the parents in November. The current co-coordinator is Shelley Mikolainis and we would like a volunteer to back her up as this is a busy portfolio. Please let us know if you would like to volunteer. Details of the process for ordering clothing and the roles and responsibilities of the clothing coordinator can be found in the Rules and Regulations Manual.

### **3.2 Team Colours:**

- Black jackets with red/vanilla accents
- Ancillary items are usually in black with the occasional item in red

### **3.3 Glacier Classified for Used Equipment and Clothing**

At our annual Skiesta BBQ, you will have a chance to bring any equipment or Glacier clothing that you wish to sell. On a go forward basis, we will have a “Buy and Sell” section on the Glacier website that members can check for any items. These items can be posted by sending the particulars to our website coordinator (looking for a volunteer for this role).

There is also the opportunity to attend various ski swaps listed on the Alpine Ontario site or attend the Ski Show held every October at the Direct Energy Centre in the CNE grounds in Toronto. The Ski Show is an excellent opportunity to replace equipment that your racer has outgrown.

## **4 Ski Equipment Information and Recommendations**

### **4.1 Equipment Selection**

Equipment Selection – from CSCF (Canadian Ski Coaches Federation)

The information in this module provides general guidelines for selecting ski equipment for entry level participants. There is no bias toward a particular manufacturer as all suppliers produce good products. This module focuses on providing the necessary information to advise parents on what equipment would be suitable for their child.

#### **4.1.1 *Main Considerations***

The main considerations when selecting children’s ski equipment are:

- Ski selection
- Ski boot selection
- Bindings

## **4.2 Ski Selection**

Important things to consider when selecting skis are:

- Side cut
- Torsional Stiffness
- Flex Pattern
- Camber
- Ski sizing

### **4.2.1 Side Cut**

Side cut is the difference in width of a ski between the waist and the tip/tail

- The amount of side cut determines the turning radius (in metres) that the ski will make in the snow when the ski is bent to full flex
- Differences in side cut depend on the model and length of the ski
- Slalom skis (more side cut) are designed to make short to medium radius turns
- Giant slalom skis (less side cut than slalom skis) are designed to make medium to long radius turns

Concerns for Entry level participants:

- Younger children do not need skis with too much side cut
- Choose a ski that children can handle in all snow conditions
- Choose a ski that can be steered easily in short turns, bumps and make long carved arcs as well
- Skiers who have developed steering and edging skills through free skiing in varied conditions will be better able to handle skis with more side cut

### **4.2.2 Torsional Stiffness**

Torsional stiffness is the ability of the ski to twist along its length

- It reflects the edge holding capabilities of the ski when it is bending through a turn
- It is determined by the length, side cut, model and construction materials used to make the ski
- Torsionally stiffer skis will generally increase edge grip on hard snow and ice

Concerns for Entry level participants:

- In general, younger children do not require skis with lots of torsional stiffness.
- Junior race skis will be appropriate for skilled entry level children

### **4.2.3 Flex pattern**

The flex pattern is the ability of the ski to bend to full flex at the waist with the tip and tail secured

- The flex pattern of a ski is reflected by the amount of effort needed to bend the ski
- It is determined by the length, model, torsional stiffness, and construction materials used to make the ski

Concerns for Entry level participants:

- Children do not require a stiff flex pattern

### **4.2.4 Camber**

Camber is the natural arc or curvature built into the ski when laying flat

- It determines the rebound or re-camber ability of the ski when the ski is unloaded during a turn
- The amount of camber in a ski is reflected in the flex pattern (more camber generally means a stiffer ski)
- Junior race skis will have better performance characteristics but may be less forgiving

Concerns for entry level participants:

- use the same criteria as in choosing the flex pattern
- Junior race skis will be better suited to the more skilled children

### **4.2.5 Ski Sizing**

It is better for entry level children to ski on a shorter ski because:

- It is easier to turn
- It will help with the skier's skill progression
- The skier will enjoy skiing much more

Ski length for entry level children should be determined by:

- Age of the participant
- Number of years of skiing experience
- Skill level
- History of past activities ( hockey, soccer, gymnastics, track and field)
- The recommended length of ski for young children is from the floor to between the nose and top of the forehead. Longer skis may be appropriate for children with more skiing experience and whose skill level has improved. In general though, skill development in younger skiers may be impeded if skis are too long.

### **4.2.6 Additional Ski Guidelines**

- Beginning racers do not need to have 'race' skis; length should be about nose height.
- For more experienced racers up to K1, 'race' skis with a GS side cut is preferable.
- Second year K1 should look at getting SL skis in addition to GS skis.
- Ski tuning is as important as the ski itself. Initial tuning should be done by a qualified technician at the beginning of the season, have the bindings checked and adjusted as racers grow significantly over the summer. Further tune-up will depend on the amount of use; for NG and K1 some of the tuning can be done at home, possibly with one more "shop" tune up during the season. Experienced K1, K2 and J skiers should have some tune up knowledge themselves, so they can 'feel' how the skis are working.

### **4.3 Ski Boot Selection**

Important things to consider when selecting ski boots are:

- Boot Design
- Flex
- Sizing
- Alignment

#### **4.3.1 Boot Design**

There are two options in boot design for entry level skiers:

- Rear entry
- Overlap

The rear entry design is comprised of:

- A main part of the boot that surrounds the ankle, instep and fore foot
- A rear part that supports the heel and back of the leg
- The two parts which create a total support system when the buckles (usually two) are done up

This design provides:

- Warmth
- Comfortable fit
- Lateral support
- Reasonable support for younger entry level children

The overlap design is comprised of:

- A lower shell which supports the whole foot
- An upper cuff which articulates with the lower shell using a hinge at the ankle
- An inside portion of the shell and cuff which close over the outside when the boot is buckled up

This design provides:

- More natural ankle movement due to the hinged upper cuff
- Good support of the lower leg and foot due to distribution of the buckles

#### **4.3.2 Boot Flex**

Ski boots should not affect the skier's ability to bend forward in the leg joints. A softer flex rating in ski boots:

- Allows the skier to flex the upper part of the boot
- Allows natural ankle articulation
- Is forgiving with the skier's movements

#### **4.3.3 Boot Sizing**

The following considerations should be taken into account when sizing boots for entry level skiers:

- Children's feet are growing
- Boots should provide support, warmth and comfort
- Boots that are sized too short or narrow can affect the natural function of the foot
- Boots that are poorly fitted can cause bone spurs on the feet, ankles and heels
- Boots that are too high will affect the skier's forward/backward balance

#### **4.3.4 Boot Alignment**

Children's boots should be aligned with the lower leg. This will:

- eliminate interference with the skier's lateral balance
- help the skier develop good edging skills
- reduce pressure of the boot on the inside of the leg

#### **4.3.5 Foot beds**

Foot beds are an important factor in skill development. While some sport experts suggest that most entry level skiers require some sort of foot supporting mechanism, others contend that foot beds do not play an important role to an entry level skier's development given that children's feet are continually growing and keeping up with replacing these can be a significant additional cost factor

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#### **4.3.6 Additional Boot Guidelines**

- Comfortable snug fit with soft flex and good lateral support, avoid 'race' boots until you are a stronger skier. K1 level and higher should have overlap full buckle boots.
- Stock foot beds could improve contact and control through the boot and support the arch under pressure and are recommended for advanced K1's. Custom footbeds are better but costly; these would be for more advanced skiers, K2 and "J" level.



## **4.4 Bindings**

### **4.4.1 General**

- The most important consideration in terms of bindings is safety.
- All bindings currently on the market are safe if they are mounted on the skis and adjusted by a certified technician
- Entry level coaches should not attempt to adjust or modify bindings unless they have been certified by the manufacturer.

### **4.4.2 Additional Binding Guidelines**

- All recent bindings are good, do not use "old" bindings, get the appropriate 'DIN' range and ski techs at the store can help with that. The appropriate "DIN" setting for each individual should be in the middle of the binding range.

## **4.5 Additional Equipment**

- Poles should be a couple of inches above the elbow which allows for the height of boots and skis on the snow.
- Helmets must be 'race' style with the hard plastic shell extending over the ears. There is a new certification for helmets in 2010. Watch for used older helmets which may not have the certification but may still qualify for AOA racing. Helmets should have a snug fit without pressure spots and an adjustable chin strap
- Goggles should fit with the helmet and comfortable on the face...some times kids get goggles that are too big.
- Face Guards are recommended for SL only; they should be removed for GS.
- Mouth guards are strongly recommended. Check with your dentist regarding fit, especially with braces.
- Pole/Shin guards for all racers K2 and older and for the K1 racers that are ready to 'clear' gates in slalom training. There are other types of body armor available for more advanced racers, including arm, shoulder and chest protection.
- Clothing mitts are warmer than gloves; wear some sort of face covering for colder days; wear layers, tops and bottoms; no dangling scarves; and dress to be able to move. Bring extra clothing as conditions change and if clothing gets wet it can become very uncomfortable.
- Race Suits are allowed, but are not required, starting at the K1 level.

## **4.6 Equipment Questions**

If you have any questions please do not hesitate to contact Craig Lauder at [clauder@rogers.com](mailto:clauder@rogers.com)

## 5 Alpine Ontario

### 5.1 Description and Divisions

- Alpine Ontario Alpin (AOA) is the provincial governing body for the sport of alpine ski racing in Ontario. AOA provides a rules and regulation booklet to all racers that explains rules and scoring etc. [www.alpineontario.ca](http://www.alpineontario.ca)
- There are four ski racing divisions of Ontario; Alpine Ontario South (AOSD), Northern Ontario (NOD), National Capital Division (NCD) and Lake Superior Division Alpine (LSDA).
- Flow chart of AOS divisions can be found at the following web site:  
<http://www.alpineontario.ca/Programs/tabid/61/Default.aspx>
- Glacier Ski Club registers and races in the Alpine Ontario South Division (AOSD) Below is a listing of all the clubs in this division.

ALPINE ONTARIO SOUTH DIVISION 705-444-5111		
Alpine Ski Club	705-445-0339	<a href="http://www.alpineskiclub.com">www.alpineskiclub.com</a>
Batawa Racing Club	613-962-4753	<a href="http://www.batawaskiracing.on.ca/">www.batawaskiracing.on.ca/</a>
Beaver Valley Ski Club	519-986-2520	<a href="http://www.bvsc.com">www.bvsc.com</a>
Caledon Ski Club	519-927-5221	<a href="http://www.caledonskiclub.on.ca">www.caledonskiclub.on.ca</a>
Chedoke Ski Club	(905) 318-1972	<a href="http://www.chedoke-race.com">www.chedoke-race.com</a>
Chicopee Ski Club	894-5610x229	<a href="http://www.skichicopee.com">www.skichicopee.com</a>
Cobble Hills Ski Club	519-461-1720	<a href="http://www.cobblehillsracing.ca">www.cobblehillsracing.ca</a>
Craigleith Ski Club	705-445-3847	<a href="http://www.craigleith.com">www.craigleith.com</a>
Devil's Elbow Racing Club	613 478 1536	<a href="http://www.deracing.ca">www.deracing.ca</a>
Devil's Glen	705-445-4890	<a href="http://www.devilsglen.com">www.devilsglen.com</a>
Escarpment Team	705-446-9006	
Georgian Peaks Club	519-599-6771	<a href="http://www.georgianpeaks.com">www.georgianpeaks.com</a>
Glacier Ski Club	705-796-0897	<a href="http://www.glacierskiclub.com/">www.glacierskiclub.com/</a>
Heights of Horseshoe	705-835-2790	<a href="http://www.theheightsofhorseshoe.com">www.theheightsofhorseshoe.com</a>
Hidden Valley Highlands	705-789-1733	<a href="http://www.skihiddenvalley.on.ca">www.skihiddenvalley.on.ca</a>
Hockley Valley	519-942-0754	<a href="http://www.hockley.com">www.hockley.com</a>

## 5.2 Alpine Ontario (AOA) Liaison

The Glacier Club Alpine Ontario Liaison is Joanne Kennedy.

## 6 Racing Rules and Responsibilities

*The team rules and organization are not yet posted but will be available on the AOA site under AOS – Alpine Ontario South (our division) under these headings and sections:*

- All team rules: attachment labeled Insert 4 (AOS sections C-E)
- Membership rules: AOS section C
- Race Organization: AOS section D
- Jury: section D 2,3,4
- Technical delegate: section D5
- Scoring: section D6
- Host club responsibilities: section D9
- Lift ticket distribution: section D10
- Race Rules: AOS section E
- Discipline and Sanctions: AOS section F
- Reporting: AOS section G

## 7 Key Roles and Responsibilities

### 7.1 Board of Directors

The Board provides direction and management to the Club on behalf of the membership. The roles and responsibilities of each of the 7 Directors are outlined here. This will help you to understand who to approach for a particular question or function. It also provides you with information should you wish to consider one of these positions in the future. **Only a brief overview of each role is provided here. Detailed descriptions of each position can be found in the Glacier Rules and Regulations Manual section 2.0.**

#### 7.1.1 President – Karen Lawson

- Chair of the Board of Directors
- Presides at all general meetings of the Club and of the Board of Directors

- Coordinates all duties of the Board, committees; and is the spokesperson for the Club
- Primary point of communication between Coaching Administrator and the Board. Coaching Administrator reports to the President
- Selects Team Managers together with Coaching Administrator
- Responsible for relationship with MSLM

#### **7.1.2 Treasurer – Craig Lauder**

- Keeps the financial records
- Responsible for banking
- Prepares an annual budget, including analysis of fee structure
- Prepares annual financial statements and report for AGM
- Files any statutory returns
- Prepares tax receipts

#### **7.1.3 Past President or President Elect/Vice-President**

- Acts in the absence of the President
- Takes on other responsibilities as assigned by the President or Board of Directors

#### **7.1.4 Secretary – Karen Whitney**

- Prepares minutes of Board and general meetings
- Maintains permanent record books (minute book)
- Sends out notices of meetings
- Prepares contact list of all racers and parents/guardians
- Manages the registration and health forms
- Makes changes to the official records with Industry Canada
- Maintains Rules and Regulations Manual

#### **7.1.5 Directors At Large – Joanne Kennedy and Mercedes Mompel**

- Members of the Board
- Assumes responsibility for committee duties as required
- Head up working committees and provide oversight

#### **7.1.6 Race Administration: AOA Liaison– Joanne Kennedy**

##### **AOA Liaison:**

- Acts as Glacier Club Race Administrator and Liaison with Alpine Ontario (AOA)
- Ensures all Glacier racers are registered with AOA and have completed online registration and waiver

- Receives and distributes all race schedule information through team managers
- Coordinates race hosting events with Director of racing and Race Day Administrator (RDA) – Doralee Munns
- Submits results to AOA following the race
- Coordinates Glacier racers’ registration and coaches for AO camps (at their own expense)

**Race Day Administrator – Doralee Munns (not a member of the Board of Directors):**

- Arranges all logistics (lift passes, score cards, awards, etc.) and volunteers for hosting events
- Sends hosting letter to and receives start lists from guest clubs
- Attends jury meetings

## 7.2 Current Race Committee Positions

### Board of Directors

Position	Name
Race Director/ Coaching Administrator	Doug Sneath
Race Administrator/ AOA Liaison	Joanne Kennedy
Individual Race Administrator	Need volunteer

### Race Committee

Position	Name
Chief of Race/Head Coach	Doug Sneath
Race Administrator/ AOA Liaison	Joanne Kennedy
Chief of Gate Judges	Jane Cooke-Lauder
Race Day Host Administrator (RDA)	Doralee Munns
Technical Delegate	Claude Mikolainis
Team Manager Nancy Greene	To be finalized
Team Manager Nancy Greene	To be finalized
Team Manager Nancy Greene Development	To be finalized
Team Manager K1	To be finalized
Team Manager K1	To be finalized
Team Manager K2	To be finalized
Team Manager K2	Claude Mikolainis
Team Manager J	To be finalized
Team Manager J	Doralee Munns

### **7.3 Race Hosting Positions - Responsibilities and Duties**

There are several positions involved in the management and hosting of races. A brief outline of these positions is presented here. If you are interested in knowing more about these positions, a more detailed description is provided in the Glacier Rules and Regulations Manual.

#### **7.3.1 Race Director/Head Coach/Coaching Administrator**

- Ex-officio and non-voting member of the Board of Directors, race committee chairman, head coach and chief of the race
- Responsible for coordinating and communicating with AOS Liaison for the development of the League schedule and requirements
- Responsible for coordinating and communicating with MSLM regarding race requirements

#### **7.3.2 Race Administrator/ AOS Liaison (see sect 7.1.6)**

#### **7.3.3 Chief of Gate Judges**

- Recruits, organizes and trains gate judges
- Level 1 Official
- Need to train at least 2 volunteers for this role

#### **7.3.4 Technical Safety Delegate**

- Responsible for all safety and technical aspects of the race
- Minimum Level II Official or a Level II CSCF and is appointed by the host club
- The League Technical Delegate should NOT have other responsibilities at the race in addition to performing the function of the Technical Delegate
- Need to train at least 2 volunteers for this role

#### **7.3.5 Race Day/Host Administrator (RDA) (see sect. 7.1.6)**

#### **7.3.6 Team Managers**

- Responsible for communicating all team schedules and race details with parents, racers, coach, RDA and host club
- Arranges for volunteers, bibs and capes for race day
- Submits race results to host club
- Records race scoring results, reviews gate judges cards and attends managers meetings following races
- Need volunteers (see 7.2)

### 7.3.7 Coaches

- Determines start list and submit to Team Manager prior to race (start list needs to be sent out by no later than Wed at noon prior to the race to create the start list)
- \*Writes the race recap (TBD: coach or manager) and submits to club president or Webmaster for distribution by noon on Monday after the race
- Need more coaches so would like to encourage parents to get their coaching certification or parents who already have it to volunteer
- Intention to have 2 coaches per team, a division coach and technical directors to ensure all elements of coaching are addressed for the racers and the coaches
- See coaches setup document attached (to insert once finalized)

### 7.3.8 Gate Judges

- The gate judge is the most important official of the race. A gate judge is the only objective determiner other than the timing clock as to who wins a ski race.
- Note: Refer to attached Race Notes from Alpine Ontario that outline the protocol for Gate Judging; need volunteers



Microsoft Word  
Document

#### **Race Notes for Gate Judging**

### 7.3.9 Race Crew and Hosting Working Committee

Below is a sample list of volunteers and positions required on race hosting day. This includes volunteers for a race crew to ensure we can setup and tear down the courses in a timely manner. These individuals will be trained and, preferably, would be available whenever we setup training courses or host races.

#### **Race Crew Coordinator**

- Responsible for recruiting, scheduling and coordination of the training of a race crew
- Organizes and supervises race crew for course set up, maintenance and tear down (Refer to the course maintenance summary link below)



# Race Crew Mtce

Race Hosting - "Date"	
Race Crew	Need 10-15 for setup and tear down (depending upon type of race and division)
Team	TBC
Race Hill:	TBC
Discipline:	TBC
Race Time:	TBC
<b>Course</b>	
Course & Timing	Head Coach/Coaching Administrator
Equipment Set Up	Coaches
<b>Starting Line</b>	
Starter	Need 1
Assistant Starter	Need 1
<b>On Course</b>	
Technical Delegate	Level 2 Official
Chief of Gate Judges	Level 1 Official
Gate Judges	Need 8-10 (depending on race type and division)



Finish Line Referee	Need 1
<b>Timing Hut</b>	
Timer	Need 1
Announcer	Need 1
Score Recording - Computer	Need 1
Pink / Blue Card Recording	Need 1
<b>Finish Line</b>	
Whiteboard Recording	Need 2
Bib Collection	Need 2
Coat Runner	Need 2
Forerunners (3-4)	Allocated by Head Coach/Coaching Administrator
Video Taping & Photography	Need 1-2
Registration Desk	
Hand out bibs, tickets, start lists	Race Host / Hostess
Whiteboard	Need 2

## 7.4 Other Glacier Club Positions

### 7.4.1 Communications Committee

- Director from the Board (President and Secretary) will provide oversight and direction
- Communications Chair Charmain Emerson will recruit volunteers to be members)
- Responsible for any communications working with the Board
- Responsible for the newsletter

- Work with website coordinator (volunteer required) on the website design to align content

#### **7.4.2 Website Coordinator (part of the Communications Committee)**

- Responsible for the website design and updates
- Any negotiations with the vendor
- Work with Communications prime to align content

#### **7.4.3 Clothing Co-Coordinator**

- It is the function of the clothing co-coordinator (Shelley Mikolainis) to order the team uniforms and accessory uniform items for each racing season. This includes: liaising with the uniform supplier, liaising with parents, informing the President of any issues which may arise.
- Responsible for the co-ordination and ordering of all other clothing for the ski club
- Checking our various suppliers and ensuring the best deal for the club
- Co-coordinating with the vendor to get the Glacier logo sewed on
- Looking for a volunteer to backup Shelley

#### **7.4.4 Volunteer Working Committee**

- Director from the Board – Joanne Kennedy who will provide oversight and direction
- Volunteer Chair (looking for a volunteer to head up the committee and recruit volunteers to be members)
- Objective will be to identify areas where volunteers are required
- Recruit volunteers to help out with all functions required within the club and to further define and document the roles and responsibilities associated with that role
- Create a succession plan to ensure knowledge transfer amongst the various positions

#### **7.4.5 Fundraising Committee**

- Director from the Board – Mercedes Mompel will provide oversight and direction
- Funding Chair (looking for a volunteer to head up the committee and recruit volunteers to be members)
- Establish a committee to investigate various sources of funding for the club – i.e. Trillium fund, GM fund for coaches, various community or corporate funds to supplement our fees to allow us to buy new equipment for the club or pay for additional training for our coaches

#### **7.4.6 Special Events committee**

- Director from the Board (TBD) will provide oversight and direction
- Special Events Chair (looking for a volunteer to head up the committee and recruit volunteers to be members)
- Responsible for organizing and recruiting for special events such as Skiasta, AGM, BBQ, Potluck, Gooch Cup, etc

### **7.5 Glacier Miscellaneous**

#### **7.5.1 Racing Forms**

All racing forms/start lists to be filled out prior to the race and sent to the hosting club by the Wednesday prior to the race. All racers must have filled out their AOS waiver online to race.

#### **7.5.2 Team Declarations**

Team declarations to be filled out and sent to AOS prior to season start. Copies of all declarations are kept by the Secretary.

#### **7.5.3 Training on Forms**

Training on the forms are self explanatory but the Secretary is available for guidance.

#### **7.5.4 Officials Level I course and Objectives**

Officials' courses are offered through AOA each fall. There is no prerequisite required in order to take the Level I officials course. The prerequisites for other Levels are summarized in the attached PDF document. Hosting of league races (NG through J) requires a minimum of one Level II official and three Level I officials. Glacier is looking for volunteers to take their Level I and II Officials course to help out with race hosting.

#### **Objectives of the Officials Program:**

- To standardize the methods and techniques of organizing and officiating at ski races
- To ensure that ski competitions are fair, safe and consistent with prescribed standards

- To ensure uniformity with respect to rule interpretations
- To ensure that required numbers of qualified Officials are available at all races
- To offer opportunities to anyone, anywhere to become an Alpine ski Official
- To offer opportunities, through established programs, for Officials to progress from club Officials to International Officials
- To establish criteria for Officials certification which reflects the current standards in racing
- To offer recognition to Officials for their achievements
- To offer support to Officials as they apply theory to practice i.e.: The inexperienced become experienced