



PO Box 44 Homer, Alaska 99603

**Volunteer Policy**  
February 2024

*Kachemak Nordic Ski Club fosters a respectful and inclusive environment on our ski trails and during our events. Kachemak Nordic Ski Club welcomes all to enjoy the delights of winter skiing in a safe, fun, and positive atmosphere.*

**PURPOSE:**

The mission of KNSC is to promote Nordic skiing in the Kachemak Bay area. Skiing is fun: Project a positive attitude! These policies are to guide anyone serving in an official capacity representing Kachemak Nordic Ski Club, including but not limited to, board members, event & program coordinators, coaches, volunteers, and paid employees. The procedures for participation at KNSC sponsored events and programs may be found in the KNSC Programs and Events Participant Code of Conduct. The Board of Directors retains the right to make changes to these policies with or without notice. Nothing in this document shall modify or is intended to modify a volunteer's status as an employee at will. Volunteers are encouraged to give KNSC at least 30 days' notice, but can terminate involvement at any time, and KNSC retains the right to dismiss volunteers at any time without cause. These policies should not be construed to create any contractual or other rights. Because all situations cannot be anticipated, the KNSC Board of Directors reserves the right to address situations differently than described here, at its discretion, if circumstances warrant.

**POLICY:**

**A. Equal Opportunity**

Kachemak Nordic Ski Club (KNSC) is committed to providing equal opportunities, as required by law, in all aspects of participation. All skiers are welcome on KNSC trails. KNSC expressly prohibits conduct that creates, is intended to create, or is likely to create a hostile environment for any volunteer, member, or director. Such conduct specifically includes, but is not limited to, sexual harassment, and any harassment or other unlawful discrimination based on gender, marital status or change thereof, pregnancy, parenthood, age, race, religion, disability, national origin, or any other legally protected status. Violations should be immediately reported to a board member.

## **B. Confidential Information**

Membership data and mailing lists or any other information that the board of directors has determined to be confidential shall not be distributed, copied, or disclosed to anyone not officially associated with KNSC or anyone within KNSC that does not need to know such information.

## **C. Attitude**

Volunteers officially associated with KNSC at meetings, events, programs, or while performing trail maintenance are expected to work cooperatively with the Board of Directors and each other, and to *project a positive and enthusiastic attitude* to skiers and to the public.

## **D. Volunteer Performance**

1. Trail maintenance volunteers are expected to sign and follow the guidelines listed on the Trail Work and Grooming Agreement (Appendix A)
2. Volunteers are expected to use KNSC equipment safely, properly, and only for KNSC-sponsored activities.
3. The grooming of short trails to properties that are nearby or adjacent to KNSC-maintained trail systems is allowed as a secondary priority, provided that the landowners along the trail and the groomers all agree that those trails are open to use by any skier on the trail system.
4. Volunteers will not make purchases on behalf of KNSC without prior authorization.
5. KNSC volunteers must treat other volunteers, skiers, and the members of the public courteously and professionally, and perform all tasks in accordance with federal, state, and local laws. Volunteer coordinators will read and sign the Volunteer Performance Agreement (Appendix B).
6. Questions about the above-described or other situations should be discussed immediately with a supervisor or KNSC board member. These guidelines do not create a “just cause” standard for dismissal. All volunteers and employees of KNSC are working “at will” and may be dismissed without cause.

## **E. Background Checks**

KNSC reserves the right to perform a background check using the National Center for Safety Initiatives (NCSI) or a similar program at its discretion. The cost will be covered by KNSC. A KNSC board member or coach will provide instructions to complete the process, which will be initiated by the volunteer. Anyone receiving a “red light” form NCSI will not be considered. KNSC will accept a background check certificate from the Kenai Peninsula Borough School District in lieu of the NCSI check

## **F. Safety Guidelines**

1. Stretching muscles reduces sprains, strains, and contusions, and can alleviate stress, soreness, or fatigue, all of which could lead to injury
2. All volunteers at events and programs should be aware of the signs and symptoms of concussions and head injuries, and should ensure injury response in accordance with the information provided at the [Centers for Disease Control and Prevention](https://www.cdc.gov/traumaticbraininjury/symptoms.html). (<https://www.cdc.gov/traumaticbraininjury/symptoms.html>)

3. Keep workspaces clean and orderly to maintain a safe and healthy workplace and project a positive impression of KNSC to visitors.
4. In the event of a serious emergency, including medical or criminal emergencies, first call 911
5. Report unsafe conditions
6. Only trained individuals are permitted to operate equipment owned by KNSC

#### **G. Dismissal**

All volunteers are subject to dismissal “at will”.

#### **H. Problem Resolution/Grievance**

1. Whenever possible, conflicts and problems should be resolved in a spirit of collaboration and goodwill among the parties involved. Discuss work-related problems openly and honestly with the parties involved. If you cannot resolve the problem this way, bring it to the attention of a KNSC board member by taking the following steps:
  - a. Prepare a written summary of the problem and desired outcome and submit it to a KNSC board member.
  - b. The board member will prepare a written response, with consultation with at least two other board members, which will be also sent to the other board members. If a resolution is reached, the process ends.
  - c. If no resolution is reached, the affected party can schedule a meeting with at least two other board members to discuss potential solutions to the problem and alternative desired outcomes.
  - d. If a resolution to the problem is still not reached after step 3, then the problem and desired outcomes will be brought before the Board of Directors at a regular board meeting for final resolution by a majority vote.
2. Volunteers may not grieve dismissal.



Trail Work and Grooming Agreement 2024

**Lead Groomers**

Sunset: Pete Alexson 907-299-3127 \* Lower Baycrest: Dave Brann 907-299-3646 McNeil: Kenny Daher 907-299-4515 \* Lookout: John Miles 907-299-6775

I understand and agree to the following standards for using KNSC or personal trail grooming or maintenance equipment on KNSC trails. This agreement will remain in place until revoked by myself or KNSC.

1. Sign the trail work and grooming agreement each year.
2. Use approved procedures when grooming or using other equipment. Attend a grooming workshop or get trained by an approved person annually. ATV's and mowers need special training.
3. Travel slowly, watch for skiers and animals. Be courteous to everyone you encounter.
4. Do not take passengers. Provide transport for others in special situations only.
5. Do not let others use equipment without instruction from a trainer. Users must be members of KNSC. Volunteers younger than 18 may use their personal equipment only and must be accompanied by their parent.
6. Leave equipment in a secure and safe location.
7. Do not use equipment when under the influence of drugs or alcohol.
8. Helmets are available and recommended.
9. Do not transport machines in severe weather conditions. Follow traffic laws and use common sense. Machines are not insured – be careful!!
10. Stay within your physical capabilities. Do not hurt your back or do anything to cause pain. Call for help or hike out if you are stuck or injured.
11. Maintain the machine log after every use. Report problems to head groomer of your location and/or Bill Hague. [haguewo@icloud.com](mailto:haguewo@icloud.com) 907-399-1243
12. If you move equipment to another KNSC location or have equipment needs, contact equipment chair Kenny Daher. [kendaher@gmail.com](mailto:kendaher@gmail.com) 907-299-4515

*I understand the risks and dangers inherent in using grooming and other maintenance equipment. I accept and assume all such risks and agree to release and discharge KNSC, its officers, directors, employees and volunteers from any and all claims based on accidents or injuries, including death directly or indirectly connected with any KNSC sponsored activity.*

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Phone \_\_\_\_\_ email \_\_\_\_\_

Date: \_\_\_\_\_

Name of trainer: \_\_\_\_\_



Volunteer Performance Agreement

I, \_\_\_\_\_, agree to be a volunteer with the Kachemak Nordic Ski Club and I commit to the following ideals. This agreement will remain in place until revoked by myself or KNSC.

1. I agree to adhere to the KNSC’s Volunteer Policy.
2. I agree to adhere to the KNSC’s Code of Conduct.
3. I promise to adhere to all of KNSC’s policies and procedures and project a positive and enthusiastic attitude to all skiers and the general public.
4. I will use my energy and talents to help KNSC promote Nordic skiing in the Kachemak Bay area to the best of my ability
5. I promise to meet time commitments, and when I cannot, I will provide reasonable notice so that alternative arrangements can be made.

Signed:

(KNSC representative) \_\_\_\_\_ Date \_\_\_\_\_  
Signature

(KNSC representative) \_\_\_\_\_  
Printed

(Volunteer) \_\_\_\_\_ Date \_\_\_\_\_

This agreement is binding in honor only and is not intended to be a legal contract. The agreement may be canceled at any time at the discretion of either party. Neither of us intend an employment relationship to be created by this agreement either now or at any time in the future.

*Volunteering is doing more than you need to because you want to, for a good cause. KNSC is grateful to you for choosing the club as your good cause! The success of KNSC is entirely due to the hard work of many passionate volunteers. Together we strive to share our love of skiing with others so that they will be inspired to give back to the community, as you are doing.*