



PO Box 44 Homer, Alaska 99603

Kachemak Nordic Ski Club Volunteer Policy

January 2019

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

General

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 Code of Conduct for participation at KNSC sponsored events and programs may be found in the KNSC Code of Conduct. The Board of Directors retains 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 so warrant.

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 on the basis of 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.

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.

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 general public.

Volunteer Performance

- Trail maintenance volunteers are expected to sign and follow the guidelines listed on the Trail Work and Grooming Agreement (Appendix A)
- Volunteers are expected to use KNSC equipment safely, properly, and only for KNSC-sponsored activities.
 - 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.
- Volunteers will not make purchases on behalf of KNSC without prior authorization.
- 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.

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. Two weeks’ notice will be provided where practicable.

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” from 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.

Safety Guidelines

- Stretching muscles reduces sprains, strains, and contusions, and can alleviate stress, soreness, or fatigue, all of which could lead to injury

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

APPENDIX A Kachemak Nordic Ski Club

www.kachemaknordicskiclub.org

kachemaknordicskiclub@gmail.com

PO Box 44, Homer, AK 99603-0044

Mike Gracz 299-6122 * Dave Brann 235-6018

Derek Stonorov 235-8273 * Mike Byerly 399-3880

KNSC Trail Work and Grooming Agreement

I understand and agree to the following standards for using KNSC-owned or personal trail grooming or maintenance equipment on KNSC trails:

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@hotmail.com 399-1243

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: _____