

**SKI HAWKS OTTAWA  
OPERATIONS MANUAL  
2018-19 Season**



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## **1. Ski Hawks Ottawa Mandate**

The mandate of Ski Hawks Ottawa (SHO) is to provide a safe alpine ski and snowboard program, ranging in all levels of skiing and snowboarding ability, for visually-challenged or blind participants in the Ottawa and Outaouais area.

This manual is intended to provide supplementary information further to that set out on the following related Web sites:

- [Ski Hawks Ottawa \(SHO\)](#)
- [Canadian Adaptive Snowsports - National Capital Division \(CADS-NCD\)](#)
- [Canadian Adaptive Snowsports \(CADS\)](#)

## **2. Program Structure**

### **2.1 CADS and CADS-NCD**

SHO is a program within the [Canadian Adaptive Snowsports - National Capital Division \(CADS-NCD\)](#), which falls under the [Canadian Adaptive Snowsports \(CADS\)](#)

All volunteers and skiers/snowboarders are members of CADS and CADS-NCD once they have paid their annual CADS membership fees or are granted life-time membership status.

### **2.2 SHO Board of Directors**

SHO is managed by an elected Board of Directors (BOD). Please consult [Appendix 1](#) for the list of current BOD members.

We encourage all guides, skiers and members of the public interested in becoming a member of the BOD to inquire with the program administrators. In addition, [Appendix 6](#) sets out BOD guiding principles and detailed descriptions of each BOD position.

## **3. Policies and Procedures**

This section sets out important program policies and procedures to help ensure a positive and safe alpine experience for all members and the public.

### **3.1 Registration Process**

Volunteers and skiers/snowboarders can now register online and pay their yearly CADS membership as well as SHO membership in one single place. If you have not received the link and would like to register, please contact us at [skihawksottawa@gmail.com](mailto:skihawksottawa@gmail.com). A link will be sent to you.

### **3.2 Registration Fees for Skiers and Boarders**

The SHO registration fees for skiers and boarders with equipment is \$130 for the season and covers lift tickets and other program expenses, including the CADS fee of \$30 and the CADS-NCD fee of \$5. An additional \$25 fee applies for skiers and boarders who need to rent their equipment for the season, for a total of \$155.

### **3.3 Registration Fees for Guides**

The annual registration fee for volunteer guides is \$35 and covers the CADS insurance and registration within CADS, CADS-NCD and SHO. Guides volunteering from other CADS programs, as well as those with lifetime CADS membership status, are exempt as their memberships with CADS are paid elsewhere.

### **3.5 Wednesday Night Program**

The regular Wednesday night program will run from January 9 to March 13. Guides and skiers are expected to be at Camp Fortune at 6:30 p.m. or earlier if possible, with the expectation of being on the hill from 7 p.m. – 9 p.m.

### **3.6 Participation in Weekly Program**

Skiers/boarders wishing to participate in a Wednesday night program can email the Logistics Director, Murielle Arseneau, at [marseneau@bell.net](mailto:marseneau@bell.net) no later than 9 p.m. on the Sunday preceding the event or complete the [weekly skier notification form](#) which can be found on the [Ski Hawks Ottawa Web Page](#).

### **3.7 Last-minute Cancellation**

Any guide or skier who is unable to attend the Wednesday night program must contact the Technical Director, Robin Morrin, as soon as possible. Robin can be reached by phone at (343) 998-6200 or via email at [rdmorrin@hotmail.com](mailto:rdmorrin@hotmail.com). It is assumed that all guides and skiers will attend unless the Technical Director is notified. Late cancellations make scheduling very difficult and compromise pairing continuity.

### **3.8 Cancellation of Weekly Program Due to Weather**

Each Wednesday, the Technical Director will make a determination based on the current and forecast weather, whether to proceed with the evening program. The final decision will be made by 2 p.m. and an email will be sent out to all members and posted on the [Ski Hawks Ottawa Facebook page](#). Participants should assume that the program is a go, unless notified otherwise.

### **3.9 Serious Occurrences during the Program**

In the event of an accident or incident during the evening program, the Technical Director or one of the Evening Supervisors must be contacted. An accident/incident report will be completed, and any follow-up needed will be initiated by the Technical Director.

### **3.10 Safety on the Ski Hill**

All skiers/snowboarders must wear an orange vest, a helmet, a flashing light and goggles, if needed. Wearing a vest and a flashing light on their helmet helps increase visibility and enhance safety on the hill. All guides must wear a yellow vest and are encouraged to wear helmets for their own safety.

### **3.11 Non-Provision of Rides to Minors Under the Age of 18 Years**

Volunteers must not provide rides to minors under the age of 18 years, unless they are family or travelling with family members.

### **3.12 Minimum Age for Skiers Snowboarders and Guides**

Minimum age for skiers/snowboarders is suggested to be 8 years old and volunteers should be 16 years or older. Exceptions to this rule must be approved by the Technical Director.

### **3.13 Skiing Ability – Guides**

All guide volunteers must be strong intermediate skiers to ensure that they can remain focussed on their skiers/snowboarders. When volunteers are recruited, the Technical Director will screen them for their skiing ability. There will also be an assessment of their ability on the first night of the program.

### **3.14 Guide Dogs at Program Events**

Due to safety concerns for guide dogs left unattended, dogs will not be allowed at Ski Hawks sponsored ski outings unless they are under constant supervision by someone outside of the program.

### **3.15 Sympathy Donations**

Sympathy donations will be made to immediate family members of the Board in the amount of up to \$50 and any additional sympathy donations beyond aside from the Board will be at the discretion of the Board.

## **4. Technical Program**

The Technical Director is responsible for pairing skiers/guides and the safe and effective execution of the Wednesday night program and Weekend Fun Day.

### **4.1 CADS Manual**

A copy of the new CADS Manual is available on the [CADS Web site](#).

The Technical Director should have hard copies on available on each program outing. All guides are encouraged to review the manual for CADS policies, procedures, techniques, hints, etc. Special attention should be paid to the section on working with visually impaired or blind skiers/snowboarders. However, other sections will provide the reader with more insight and ideas on how to work with skiers with a disability.

### **4.2 CASI, CSIA, CSCF, CADS Certification**

At the beginning of the season, the Technical Director will solicit Ski Hawk guides for interest in completing the Canadian Ski Instructor Alliance (CSIA) level 1, the Canadian Association of Snowboard Instructor (CASI) level 1 or CADS levels. Based on funding and the successful completion of the certification, the designated individuals may be reimbursed the cost of the course.

### **4.3 B1, B2, B3**

There are three levels of visual imparity recognized by CADS. B1 = 100% blind, B2 = 1%- 5% vision, and B3 = 5% - 10% vision.

### **4.4 Vision Simulator App**

The Braille Institute of America offers a free application, downloadable on various mobile devices, to demonstrate what persons with various visual acuity can see. For more details, go to: [Mobile Applications for Blind and Visually Impaired Users | Braille Institute](#) and download the vision sim application.

### **4.5 Skier and Guide Matches**

The Technical Director/Evening Supervisor will match skiers and guides for the Wednesday evening program based on experience, skill levels and personal compatibility. While significant effort is made to accommodate personal preferences and pairing continuity, every skier and guide must be prepared to ski with whomever they are assigned.

### **4.6 Skiers' and Guides' Photo Board**

A board containing pictures of both skiers and guides will be posted each evening in the Ski Hawks area at Camp Fortune to assist skier/guide identification. It will also identify board members and program supervisors who will be on the hill to provide assistance, as required. Photos will be in alphabetical order with skiers and guides identified separately.

### **4.7 Incident Cards**

If any incident or accident occurs either on or off the hill, the guide is required to notify the Technical Director who will ask him/her to complete an Incident Card. This critical tool will provide a record of the event and will be made accessible to future guides. Reportable incidents include serious falls, collisions, reckless skiing (either by SHO members or other skiers), personal challenges or any other event that the guide deems noteworthy.

### **4.8 Ski Improvement, Safety, and Guide Training Sessions**

All guides will be required to attend a mandatory training day at Camp Fortune, on Sunday, December 2, 2018, from 9 a.m. to 3 p.m. This training session will consist of both on land and on snow training and include role-playing and scenario development. Any guides unable to attend on Sunday, December 2, must notify the Technical Director as soon as possible to arrange alternate training.

Two ski Improvement sessions will be offered to all guides by senior certified ski instructors or snowboard instructors early in the season. There will be eight openings each session which will be allocated on a first come, first serve basis.

## **4.9 Alpine Responsibility Code**

The [Alpine Responsibility Code](#) is a set of universal Canadian guidelines designed to safeguard and ensure that activities on a ski hill are safe, and respectful. As such, all Ski Hawks members, including skiers and guides, are encouraged to follow this code and be safe to themselves and others on the hill.

## **4.10 Safety Tips when interacting with Visually Impaired or Blind Skiers and Snowboarders**

Please see [Appendix 5](#) for a one-pager about tips for guides when interacting with skiers /snowboarders in the lodge, on the lifts, and on and off the hill.

## **4.11 Insurance**

CADS and SHO members are insured under the Canadian Snowsports Association (CSA) Commercial and General Liability (CGL) insurance when they are acting in the scope of their assigned duties, on behalf of the CSA or one of its member disciplines (e.g. as a volunteer, coach, athlete or member). The events must qualify as designated CSA events that have been registered as prescribed in the insurance rider as noted above. Members are insured, as well as a Director or Officer of a member discipline club, zone, or division, whenever they are acting in this capacity. CGL insurance protects the CSA, its member disciplines, and those bodies acting on its behalf, against the risk of sums they may become legally obligated to pay as the result of bodily injury and/or property damage caused through their sanctioned activities.

## **4.12 Snow Parks, Terrain Parks, Jumps and Half Pipes with Proper Instructors**

CADS skiers/snowboarders are prohibited in terrain parks unless they are with an instructor who has Park & Pipe certification or there is Park & Pipe certified personnel in the park. Otherwise, they will not be insured.

## **4.13 Report SHO Activities to CADS to Ensure Insurance Coverage**

Ski Hawks activities must be reported to the CADS National Office at least 30 days in advance of the activity to be covered by the insurance. If the event to be sanctioned is out of the ordinary for the Program (e.g. summer picnic), the office must be given 60 days' notice.

## **5. Awards**

At the end of each season, various awards will be presented to both guides and skiers. Suggestions for awards will be solicited from the membership and will be chosen by the Technical Committee.



## **5.1 Kowbuz Cup**

Named after the late John Kowbuz and his wife Bonnie, who were co-founders of Ski Hawks Ottawa. John was also the 2<sup>nd</sup> President of Ski Hawks Ottawa. This trophy is awarded annually to the winner of the “guestimation” race.

## **5.2 Wally White Skier of the Year**

Awarded annually to the most improved blind/visually impaired skier or snowboarder, this trophy was named after the late founder and 1<sup>st</sup> President of Ski Hawks Ottawa.

## **5.3 Ron Prince Rookie Guide of the Year**

Awarded to a new guide who has been volunteering in the program for one or two years who demonstrates strong skills and leadership when guiding. The trophy is named after Ron Prince who was an instructor/guide with the program for 38 years.

## **5.4 Guide of the Year**

Awarded annually to a guide who has demonstrated superior skills and leadership in their role.

## **5.5 The Bruce Meredith Volunteer of the Year**

Awarded annually to a member of Ski Hawks Ottawa who has volunteered to assist members above and beyond the regular program activities and has shown long-term commitment to Ski Hawks Ottawa and disabled skiing.

## **5.6 Other Recognition Awards**

### **5.6.1 Five-Year Recognition**

Guides who have been in the Ski Hawks Ottawa program for five years receive a Ski Hawks Ottawa embossed logo beer mug as a thank you for their dedication and contribution to the program. Note: At the banquet we also verbally recognize 10, 15, 20 and 25+ year members with CADS pins.

### **5.6.2 Retiring Long-time Volunteers**

A plaque will be given to departing volunteers who have contributed a significant number of years to the program.

### **5.6.3 Corporate Sponsorship Recognition**

Major corporate sponsors have been recognized over the years for their contributions. Camp Fortune (our major sponsor and supporter) has received the CADS *Ski Area of the Year Award for 2004*, and a banner purchased by Ski Hawks Ottawa denoting this, has been displayed in the main lodge. The Community Foundation of Ottawa has also been a strong supporter.

## **6. Marketing / Fundraising**

Ski Hawks Ottawa Inc. is a non-profit, charitable organization, which relies on fundraising and membership fees to operate as membership fees alone are not enough. In the past fundraising activities have included golf tournaments, ski-a-thons, silent auctions, and fun ski races. Corporate pledges/donations are always welcome.

### **6.1 Recruitment**

The efforts of many are needed to maintain the program. It is essential to also maintain a good number of skiers (15-20 at a minimum), as well as a strong inventory of guides to support the skiers (40 – 50 or more).

The BOD promotes the program by attending fairs and special events (e.g. CNIB Technology Fair, Ottawa Ski Show, etc.). Brochures are also supplied to doctors' offices, community agencies involved with visually impaired persons, word of mouth, school board programs and other external agencies such as Volunteer Ottawa. The BOD encourages members to inform them of any ideas particularly in the area of maintaining program membership. Without skiers and guides, there is no program.

## **7. Equipment Inventory**

Maintained annually by the Equipment Director, the inventory includes all safety items (lights, vests, signs), radio sets, brochures, awards medals and training equipment.

Skiers and guides are requested to return their vests and lights to the Equipment Director at the end of each ski season so SHO can assess the inventory in preparation for the next year.

## **8. Online Presence**

The [Ski Hawks Ottawa's Web presence](#), part of the [CADS-NCD Web site](#), provides useful information, such as:

- Weekly notification form
- Calendar of events
- Key contacts
- Operations manual

There is also a [Ski Hawks Ottawa Facebook page](#) where you can find timely information on upcoming events, program cancellations, important reminders, etc.

If you have any suggestions or feedback regarding the Web site or Facebook content, please contact Kim Leahy, President, at [kmcleahy@gmail.com](mailto:kmcleahy@gmail.com).

## Appendix 1 - Board of Directors and Contact Information

### President

Kim Leahy  
(C) 613-286-0440  
[kmcleahy@gmail.com](mailto:kmcleahy@gmail.com)

### Technical Director

Robin Morrin  
(C) 343-998-6200  
[rdmorrin@hotmail.com](mailto:rdmorrin@hotmail.com)

### Logistics Director

Murielle Arseneau  
(H) 613-830-8409  
(W) 613-996-3099  
[marseneau@bell.net](mailto:marseneau@bell.net)  
[Murielle.arseneau@parl.gc.ca](mailto:Murielle.arseneau@parl.gc.ca)

### Director at Large/Special events

Paul Johannsen  
(H) 613-827-2078  
(C) 819-360-5095  
[pkjohannsen@sympatico.ca](mailto:pkjohannsen@sympatico.ca)

### Director at Large/Equipment

Bob Einarsson  
(C) 613-818-1492  
[einarob@rogers.com](mailto:einarob@rogers.com)

### Treasurer

Nicole van Oosten  
(C) 613-794-7881  
[nicole.m.vanoosten@gmail.com](mailto:nicole.m.vanoosten@gmail.com)

### Secretary/Administration

David Van Schaik  
(C) 613-883-5582  
[dave.vanschaik@gmail.com](mailto:dave.vanschaik@gmail.com)

## Appendix 2 - Waiver FOR ILLUSTRATIVE PURPOSES



Developing and promoting adaptive snow sports through partnerships, training, and instructor certification programs.

**RELEASE OF LIABILITY, WAIVER OF CLAIMS,  
ASSUMPTION OF RISKS AND INDEMNITY AGREEMENT**  
BY SIGNING THIS DOCUMENT YOU WILL WAIVE CERTAIN  
LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE  
**PLEASE READ CAREFULLY**

<b>Participant's First and Last Name</b>			
<b>Address</b>	<b>Street</b>		
	<b>City</b>	<b>Province</b>	<b>Postal Code</b>

**TO: Canadian Adaptive Snowsports, Ski Hawks Ottawa and to Canadian Snowsports Association**

**DEFINITIONS** In this Agreement:

- a) The terms "Releasees" shall include (Canadian Adaptive Snowsports and Canadian Snowsports Association and their respective directors, officers, employees, agents and volunteers.

### ASSUMPTION OF RISKS

I am aware that participation in Adaptive Alpine Skiing and Snowboarding involves many risks, dangers and hazards including, but not limited to: boarding, riding and disembarking ski lifts; changing weather conditions; avalanches; exposed rock, earth, ice, and other natural objects; trees, tree wells, tree stumps, forest dead fall; the condition of snow or ice on or beneath the skiing surface; changes or variations in the skiing terrain which may create blind spots or areas of reduced visibility; changes or variations in the skiing surface or sub-surface, including changes due to man-made or artificial snow; variable and difficult snow conditions; streams, creeks and exposed holes in the snow pack above streams or creeks; cliffs, crevasses; snowcat roads, road-banks or cut banks; impact or collision with lift towers, fences, snow making equipment, snow grooming equipment, snowcats, snowmobiles or other vehicles, equipment or structures; objects or equipment used in connection with skiing or ski-racing, impact or collision with other skiers, racers, spectators, participants, competitors, course officials; the failure to ski safely or within one's own ability or within designated areas; negligence of other skiers; and **NEGLIGENCE ON THE PART OF THE RELEASEES. I AM ALSO AWARE THAT THE RISKS, DANGERS AND HAZARDS REFERRED TO ABOVE EXIST THROUGHOUT THE SKI AREA AND THAT MANY ARE UNMARKED.**

I AM AWARE OF THE RISKS, DANGERS AND HAZARDS ASSOCIATED WITH THIS EVENT AND I FREELY ACCEPT AND FULLY ASSUME ALL SUCH RISKS, DANGERS AND HAZARDS AND THE POSSIBILITY OF PERSONAL INJURY, DEATH, PROPERTY DAMAGE OR LOSS RESULTING THEREFROM.

### RELEASE OF LIABILITY, WAIVER OF CLAIMS AND INDEMNITY AGREEMENT

In consideration of THE RELEASEES accepting my application to participate in this Event and permitting my use of the property, ski lifts, ski runs and trails, snowboard and terrain parks, race courses and other facilities (hereinafter referred to as "the skiing facilities"), and for other good and valuable consideration, the receipt and sufficiency of which is acknowledged, I hereby agree as follows:

1. TO WAIVE ANY AND ALL CLAIMS that I have or may in the future have against THE RELEASEES, and TO RELEASE THE RELEASEES from any and all liability for any loss, damage, expense or injury including death that I may suffer, or that my next of kin may suffer as a result of my participation, DUE TO ANY CAUSE WHATSOEVER, INCLUDING NEGLIGENCE, BREACH OF CONTRACT, OR BREACH OF ANY STATUTORY OR OTHER DUTY OF CARE, INCLUDING ANY DUTY OF CARE OWED UNDER THE **OCCUPIERS' LIABILITY ACT, R.S.A. 1980, C. 0-3, AND OCCUPIERS' LIABILITY ACT, R.S.B.C. 1996, C.337 ON THE PART OF THE RELEASEES,** AND INCLUDING THE FAILURE ON THE PART OF THE RELEASEES TO SAFEGUARD OR PROTECT ME FROM THE RISKS, DANGERS AND HAZARDS OF THE EVENT REFERRED TO ABOVE;

12. TO HOLD HARMLESS AND INDEMNIFY THE RELEASEES from any and all liability for any property damage or personal injury to any third party resulting from my participation in this Event;
3. That this Agreement shall be effective and binding upon my heirs, next of kin, executors, administrators, assigns and representatives, in the event of my death;
4. That this Agreement shall be governed by and interpreted in accordance with the laws of the Province of Quebec; and
5. That any litigation involving the parties of this Agreement shall be brought within the Province of Quebec.

In entering into this Agreement I am not relying on any oral or written representations or statements made by the Releasees with respect to the safety of this Event, other than what is set forth in this Agreement.

**I CONFIRM THAT I HAVE READ AND UNDERSTOOD THIS AGREEMENT PRIOR TO SIGNING IT, AND I AM AWARE THAT BY SIGNING THIS AGREEMENT I AM WAIVING CERTAIN LEGAL RIGHTS WHICH I OR MY HEIRS, NEXT OF KIN, EXECUTORS, ADMINISTRATORS, ASSIGNS AND REPRESENTATIVES MAY HAVE AGAINST THE RELEASEES**

Signed by      day of                      year

**Witness**

<b>Signed by Participant</b>
<b>Print name clearly</b>
<b>Signature of Parent / Guardian*</b>
<b>(*If participant under 18)</b>

**THIS AGREEMENT MUST BE COMPLETED IN FULL, INITIALLED, DATED, SIGNED AND WITNESSED BY US PRIOR TO PARTICIPATION**

### Appendix 3 - Annual Calendar of Events

<b>2018</b>	
<b>Starting in early October</b>	<b>Online Registration for new and returning skiers and guides</b>
<b>October 20 – 21</b>	<b>Ottawa Ski, Snowboard &amp; Travel Show</b> EY Centre (4899 Uplands Drive at Airport Parkway, Ottawa) Saturday, 9 AM - 5 PM and Sunday 10 AM - 5 PM
<b>October 29</b>	<b>CADS – NCD Annual General Meeting</b> St Anthony’s Soccer Club, 7 PM
<b>Nov. 3, 7, 17, 21 and/or Dec. 1</b>	<b>Pre-season fitness classes for Ski Hawks members and family</b> Option to participate in one or multiple sessions offered by Kate Laird, professional trainer and former ski instructor (Additional fees apply)
<b>November 14</b>	<b>Registration Social Night</b> <b>Fox &amp; Feather Pub and Grill</b> (283 Elgin, Ottawa), 5:30 PM – 8 PM
<b>December 2</b>	<b>SHO Volunteer Guide Training</b> Camp Fortune Main Lodge, 9 AM - 3 PM
<b>December 8-9</b>	<b>CADS Edelweiss training for new volunteers</b> (optional) Ski Hawks guides welcome to attend.
<b>December 13-16 (TBC)</b>	<b>Eastern pre-course for CADS Technical reps</b> , Calabogie
<b>December 29-31</b>	<b>Sit Ski Tethering Clinic</b> (optional), Edelweiss
<b>2019</b>	
<b>Jan. 9 - Mar. 13</b>	<b>Wednesday Program</b> , Camp Fortune, Main Lodge, 7 PM – 9 PM (Please arrive early to be hit the slopes by 7 PM)
<b>January 20 (TBC)</b>	<b>Advise if you wish to attend CADS Festival and inquire about funding</b>
<b>January 26 (TBC)</b>	<b>Ski Guide Improvement (free) Saturday</b> , Camp Fortune, in the Main Lodge, 9:30 AM
<b>January 27 (TBC)</b>	<b>Ski Guide Improvement (free) (tentative) Sunday</b> Camp Fortune, in the Main Lodge, 9:30 AM
<b>February 13</b>	<b>Kowbuz Cup</b> (Wednesday Night Program), Camp Fortune
<b>February 17 (TBC)</b>	<b>VI Specialty Course</b> , Camp Fortune, 9 AM – 2 PM
<b>March 10 (TBC)</b>	<b>CADS-NCD Ski Trip Mont Avila</b> (full day)
<b>March 16</b>	<b>Fun Day / BBQ (free)</b> , Camp Fortune, Main Lodge, 9 AM – 3 PM
<b>March 18-22</b>	<b>CADS Annual Festival – Kimberley, BC</b>
<b>April 3</b>	<b>Wind-up Dinner</b> , Location TBD, 6 PM
<b>May 1</b>	<b>Board of Directors Meeting</b> , Location TBD, 5:30 PM
<b>June 5</b>	<b>Annual General Meeting</b> , Location TBD, 6 PM

## Appendix 4 - Instructions for Program Notifications or changes

<b>Questionable Weather</b>	
If the weather is questionable (too cold, rain, heavy snow, etc.) on the day of our program, an email will be sent to the distribution list by 2 p.m. and a message will be posted on our <a href="#">Facebook page</a> .	
<b>Skiers</b>	
By Sunday, 9 p.m.	Confirm your attendance by submitting the <a href="#">Weekly Skier Notification Form</a> found on the Ski Hawks Web site or by contacting Murielle Arseneau at <a href="mailto:marseneau@bell.net">marseneau@bell.net</a> .
On Monday or Tuesday	If cancelling or needing ride information, please call <b>Murielle Arseneau</b> . Home: (613) 830-8409 Work: (613) 996-3099 Email at <a href="mailto:Murielle.arseneau@parl.gc.ca">Murielle.arseneau@parl.gc.ca</a> .
On Wednesday	If cancelling or needing information on the day of the program, please contact Robin Morrin as soon as possible via email at <a href="mailto:rdmorrin@hotmail.com">rdmorrin@hotmail.com</a> or call (343) 998-6200.
<b>Guides</b>	
Providing a ride to a Skier?	If you are needed to pick up a skier, Murielle will email you by Monday evening with her request.
We are expecting you!	In order to help cut down on the administrative calls. **We assume that you will be attending each program night** unless you have indicated otherwise to Robin.
Can you make it out?	If you are unavailable or seek other information, please call Robin Morrin before Tuesday at 4 p.m. because he plans the guide matching on Tuesday nights
Emergency cancellations	If you must cancel at the last-minute on the day of the program, please contact Robin Morrin as soon as possible via email at <a href="mailto:rdmorrin@hotmail.com">rdmorrin@hotmail.com</a> or call (343) 998-6200.
<b>Help us plan!</b>	You should arrive at Camp Fortune between 6:30 and 6:45 PM. Please let Robin know if this poses a problem.

## **Appendix 5 - Safety Tips for Guides when interacting with Visually Impaired or Blind Skiers / Snowboarders**

- 1     **Assessment:**
  - Always talk to the skier/snowboarder or their parents about their vision; can they see better at night or day, can they see shadows, range of vision.
  - Assess the percentage of sight and range of vision outside on snow.
  - Talk to them about their skiing experience. Have they ridden the lift? Have they skied or snowboarded?
  - Determine if there is any health problem that may affect their skiing i.e. do they get cold easily, hearing deficits, attention deficit disorders, and recent injuries. Are they athletic? How strong are they?
  
- 2     **Equipment:**
  - Ensure that they are dressed appropriately and that they have goggles and a helmet.
  - Outfit the skier/boarder with a radio and microphone if they have opted to use one with the guide.
  - Check how their boots fit and see if skis/snowboards appear to be safe and on properly. Teach them how to wipe snow from the bottoms of their boots.
  - Assess whether or not you need to bring ski or snowboard aids with you. Aids might include ski bra, bamboo pole, hula hoop, or harness.
  - Ensure that they know where you put their skis/snowboard at the end of the session.
  - Ensure that the skier is wearing a flashing light and safety vest.
  
- 3     **Voice:**
  - Talk directly to the skier / snowboarder.
  - Speak clearly and loudly enough to be heard above other noises.
  - Have a confident, panic-free voice and be firm with directions.
  - Use terms that they understand. They may not understand "traverse", "carving", etc.
  - Safety point - when the skier cannot hear the guide's voice, tell them to stop.
  
- 4     **Hill Safety:**
  - When skiing/boarding keep your skier/boarder away from the side of the hill, but it is okay to stop on the side of the hill to avoid traffic.
  - Be visible at all times. If a skier/boarder falls -stand directly above them to protect them. If you stop, stay where you are visible.
  - Always ski/board up-hill from your skier/boarder. Do not ski where possible directly behind them.
  
- 5     **Lifts:**
  - Explain the lift operation to skier/boarder and if it is their first time, tell the operator.
  - If possible position them between two guides and hold their poles.
  - Count down until the lift comes to them.
  - Link the skier/boarder under arm to assist off of lift and explain how to get off the lift what they will feel. Use a verbal countdown for standing up and getting off of lift.



- 6 **Pre-snow if new:**
- Walk them around the lodge to help them identify sounds and tell them about what is there, i.e. washroom, ski rentals, etc.
  - Practice the entry into the bindings. Have them feel the equipment. Explain how the boots should feel. Have them walk around in their boots.
  - Discuss the sounds outside and walk them around to hear the lift, snowmaking, snowmobiles, skis/snowboards on snow, etc.
- 7 **On-Snow:**
- Clarify the skiers/snowboarders response to your directions i.e., right vs gentle right, or slight right .... stop....
  - Describe the surroundings before each descent and describe the terrain as you ski.
  - Ski/ride uphill and behind the skier (mandatory unless approved by the Technical Director/hill supervisor). If there is another guide present, they can ski in front of the skier/boarder.
  - Stay alert at all times making constant shoulder checks. Be prepared to stop on a dime.
  - Be at the level of skiing that you can keep up with the skier/boarder. If you aren't, tell the supervisor.
  - Practice stops and turns before heading out to assess the skier.
- 8 **New Skier/Boarder on Snow:**
- If it is a new skier/boarder, work on CSIA/CASI progression.
  - Use hands to explain ski position (i.e. snow plow, parallel, wedge, flexion, extension. etc.)
  - Practice falling and getting up.
  - Take it slow to start. Gain your skier/boarder's trust.
  - Don't forget to complete the progress card.

## **Appendix 6 - Ski Hawks Ottawa Board of Directors, Roles, Responsibilities & Committees**

### **Guiding Principles of the Board:**

- Must garner respect and trust for each other.
- Operate Ski Hawks Ottawa with a view to its membership growth and development all in a safe environment.
- All decisions are shared and mutually inclusive. Note: there will be instances where Presidential discretion is warranted, but the decision must be justifiable.
- Recognize that we are all “volunteers”.
- Work collectively to enhance our program and disabled skiing and snowboarding in general.
- Establish annual operating budgets with an outlook of continued long-term viability.
- Ensure Board liability insurance is renewed annually.

### **Guiding Responsibilities of the Board for the Ski Hawks Program:**

- Safety is paramount.
- Off snow activities are just as important as the on-snow activities.
- Registration must be kept as affordable as possible
- Ensure all program participants are registered in Ski Hawks Ottawa and acknowledgement of registration is transmitted to CADS National Office before participant touches the snow.
- Recognize that our guides and other support individuals are “volunteers”.
- Continually thank and acknowledge the contributions of our “volunteers”.
- Provide an annual awards program (skiers and guides).
- Enhance the skier experience by advancing skiers according to their desires, promote ski improvement and certification of guides, and be aware of potential race candidates.
- Survey program registrants to enhance the program.
- Seek out promotional and marketing opportunities.
- Maintain trust and working relationship with stakeholders.
- Be an active partner in CADS-NCD and CADS (both administratively and technically)
- **Have fun!**

### **Board of Directors Positions - Qualifications and Responsibilities:**

#### **President**

##### **Qualifications**

- Demonstrated experience in leading and motivating volunteers and blind/low vision participants in recreational skiing and snowboarding.
- Commitment to the development of recreational skills in alpine skiing and snowboarding.
- Ability to coordinate the overall volunteer program, which includes fundraising, training, volunteer/skier recruitment and development.
- Ability to lead Board development, coordinate annual meetings, report generation and oversee financial reporting and accountability.
- Ability to communicate well orally and in writing.
- Ability to work within deadlines.
- Ability to effectively promote and represent the organization with various stakeholders.

## **Responsibilities**

- Presiding officer at all BOD meetings and all Annual General Meetings of the corporation.
- Act as the Chief Executive Officer.
- Has the general and active management of the affairs of the organization.
- Ensures that all orders and resolutions of the Board of Directors are carried into effect.
- Represents the organization at Divisional and National Association meetings when needed, and the community at large.
- Monitors Board action items to ensure follow-through.
- Organizes the Fall plenary session, the May program wrap-up meeting and the AGM.
- Prepares, reviews and updates communications material (e.g. Facebook posts, Web content, brochure, etc.)
- Performs other duties, as required.

## **Treasurer**

### **Qualifications**

- Ability and willingness to learn how to use the basic functions of a database software package that is used to maintain member registration information (currently Goaline).
- Ability and willingness to learn how to use the software package that is used to maintain accounting information.
- Good grasp of basic accounting principles.
- Commitment to attend Board meetings and ski events.
- Well organized.

### **Responsibilities**

- Prepare financial statements.
- Be aware of Canada Revenue Agency (CRA) tax regulations (small in number) and file with CRA annually.
- Maintain historical record of all financial information.
- Collect funds remitted to the organization.
- Issue tax receipts to donors and maintain tax receipt records.
- Deposit moneys collected in the organization's bank account.
- Maintain records for cheque signing authority.
- Sign cheques as required.
- Creates an annual budget and submits to the Board for approval.
- Ensures Web site domain fees are paid in order to maintain access to Web site.
- Participates in Board meetings.
- Ensures that a certified accountant reviews the financial statements at fiscal year-end.

## **Secretary**

### **Qualifications**

- Ability to attend Board of Director meetings on a regular basis.
- Organizational skills to keep track of all official documents for Ski Hawks Ottawa.
- Ability to follow up on important correspondence.

- Ability to generate documents in print format and if visually impaired, to be able to find a method to take minutes.

### **Responsibilities**

- Takes minutes and records of decisions of all Ski Hawks Board of Directors meetings.
- Arranges meeting venues (e.g. fall planning meeting, registration night, wrap-up dinner, pre-AGM meeting and AGM).
- Sends AGM minutes to the BOD for validation and to Web Administrator for posting on the Web site.
- Keeps official records for Ski Hawks Ottawa (e.g. iCloud, backups).
- Monitors and maintains registration lists and prepares required lists for the Logistics Director, Technical Director and President.
- Ensures that all members have paid their CADS membership so that they are covered by insurance.
- Monitors the generic email address ([Skihawksottawa@gmail.com](mailto:Skihawksottawa@gmail.com)) and forwards incoming queries to appropriate resource for action, as needed.
- Distributes important information to BOD or/and members by email (e.g. wrap-up dinner invitation, AGM invitation, etc.).

### **Technical Director**

#### **Qualifications**

- CADS-certified at any level; VI Specialty would be ideal.
- Canadian Ski Instructors Alliance (CSIA)-certified. (Canadian Ski Coaches Federation (CSCF) and or Canadian Association of Snowboard Instructors (CASI) certification an asset)
- Ability to spend at least 1 - 2 hours prior to Wednesday night program for matching guides to skiers during the ski season.
- Commitment to attend and supervise all program night sessions at Camp Fortune and to assist with the coordination of weekend activities and arrange for proper supervision, if necessary.
- Commitment to organizing the guide training day at the beginning of the season.

#### **Responsibilities**

- Screen and oversee the recruitment of an appropriate number of new guides (both skiers and snowboarders) for each season.
- Maintain record of equipment inventory.
- Supervise Wednesday night program to ensure that guide/skier matchings are appropriate and effective.
- Chair of the Technical Committee.
- Responsible for ensuring that all guides are up-to-date with CADS information, including volunteer training times, CADS certification courses and sessions.
- Responsible for overseeing the organization of the Kowbuz Cup.
- Coordinates awards decisions and purchases plaques, trophies and medals.
- May attend CADS pre-course in order to prepare for season or is responsible for obtaining information that was delivered at the course.
- Establish a relationship with the Director of Operations and the Registration Desk at Camp Fortune.

### **Technical Committee responsibilities**

- Prepare the safety questions and ensure that all guides complete them before guiding each season.
- Coordinate and plan at least two ski improvement sessions for guides and one for the guide snowboarders.
- Plan initial training session for all volunteer guides and the training sessions during the Wednesday night sessions for guides who missed the initial training session
- May assist CADS-NCD with volunteer training and recruitment as well as CADS certified refresher training.

### **Members at Large (2 Directors)**

#### **Qualifications**

- Demonstrate good communications skills.
- An interest in assisting Board of Directors with special projects and activities as required.

#### **Director at Large (with event responsibilities)**

##### **Responsibilities**

- Attend all meetings of the Board of Directors.
- Coordinates with other members of the Board the various social activities outside of the ski season.
- Assist Logistics Director when needed with weekend events and is back-up to the Logistics Director.
- Coordinates drives for skiers to ski events on weekends during the winter program.
- Coordinates the CADS Mt. Avila trip for SHO.
- Plans the Fun Day and coordinates with Camp Fortune ski school, rental department and Food and Beverage manager.
- Assist with special projects and activities as required.

#### **Director at Large (with equipment management responsibilities)**

##### **Responsibilities**

- Attend all meetings of the Board of Directors.
- Assists with special projects and activities as required.
- Manages and maintains SHO inventory, including radio sets, safety lights and vests, and assorted safety and learning devices.

### **Logistics Director**

#### **Qualifications**

- Ability to be available every Monday or Tuesday evening for 2 to 3 hours in order to organize transportation for visually impaired/blind members.
- Demonstrate very good organizational skills.
- Demonstrate good communication skills.
- Bilingualism is an asset.

## **Responsibilities**

- Attends Board of Director meetings
- On Sundays, receives an individual email or notice from each skier that wants to participate.
- Contacts volunteers by email by Monday night, in order to coordinate transportation for visually impaired/blind members for every week of the program.
- On Monday compiles the final list of skiers and drivers and sends it to the Technical Director.
- Contacts visually impaired/blind members by telephone when there is no transportation available for that person on that week.
- Coordinates with other members of the Board the various social activities outside of the ski season.
- Provides information to new skiers regarding program.

## **Web Site Administrator**

### **Qualifications**

- Experience in Web development
- The Ski Hawks Web page has English and French components Though the Web administrator does not need to be fluent both languages, it is preferable if he/she can read/write in English and French to a degree to help maintain both components of the site.

### **Responsibilities**

- Manages the Ski Hawks Web site which is a page of the CADS-NCD site.
- Verifies with Treasurer that the Web site domain is current and active.
- Works with the CADS-NCD divisional Web site coordinator who works with all the CADS-NCD programs to develop and implement standards that will apply to the entire Division.
- Suggests improvements to the Web site, while respecting guidelines set by the Division.
- Creates Web pages using an existing template.
- Provides guidance on technical issues regarding new Web content.
- Maintains Web site content by:
  - Posting of new or updated content (e.g. AGM minutes, calendar of events, Operations manual, contact information, etc.) provided by the President
  - Provides status report or metrics, as required, to the Ski Hawks Board of Directors and to the CADS-NCD Board of Directors, as required.