

**SKI HAWKS OTTAWA  
OPERATIONS MANUAL  
2023-24 Season**



Updated Fall 2023

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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 websites:

- Ski Hawks Ottawa (SHO)
- Canadian Adaptive Snowsports - National Capital Division (CADS-NCD)
- Canadian Adaptive Snowsports (CADS)

## 2. Program Structure

### CADS and CADS-NCD

SHO is a program within the CADS-NCD, which falls under the CADS.

All volunteers/guides 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.

### 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. In addition, [Appendix 2](#) sets out BOD guiding principles and detailed descriptions of each BOD position.

## 3. Registration and membership

### Online Registration Process

Online registration shall be done through the [Snowline Application](#). Registration for this season will be open from October 29<sup>th</sup> to December 3<sup>rd</sup>, 2023. If you have questions or need help to register, please contact us at [skihawksottawa@gmail.com](mailto:skihawksottawa@gmail.com).

### Registration Fees for Skiers and Boarders

The SHO registration fees for skiers and boarders with equipment is \$186.50. These fees cover your lift tickets and CADS National and CADS-NCD annual membership fees, which are

\$31.50 and \$10 respectively, for a total of \$41.50. Equipment rentals are an additional \$30 for the season.

### **Registration Fees for Guides**

The annual registration fee for volunteer guides is \$41.50 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.

## **4. COVID-19 Measures**

SHO remains committed to the health and safety of our community, including all its members and their families.

While eager to return to snow for the 2023-24 season, additional precautions and protocols might be required to adapt our program to comply with municipal, provincial, and federal authorities.

Measures and protocols in place by the Quebec Government *and* Camp Fortune must be respected at all times. Depending on the evolution of the situation, some of these measures may change during the season. Additional information will be sent as required.

## **5. Vulnerable Sector Check for volunteers/guides over 18 years of age**

Since January 2021, CADS National has adopted a policy requiring all CADS volunteers/guides to have a valid Vulnerable Sector Check. (Level 3 with local police or Level 2 with provincial police). (Ottawa residents can apply with the Ottawa Police and Quebec residents with the Gatineau Police.)

When applying, you may request a signed letter attesting your participation to the program. By doing so, you should avoid fees.

All volunteers aged 18 years and older registering this year will need to attest that they have successfully completed this check; or that they are not currently the subject of any child welfare investigations nor other charges have been brought against you or are pending.

Once your Vulnerable Sector Check is complete, please bring a copy (printed or on your phone) and show it to the Secretary/Administrator, President, or Technical Director at the ski hill. We will then write down that you've completed the process in Snowline. If you have any questions, please email us at [skihawksottawa@gmail.com](mailto:skihawksottawa@gmail.com).

## 6. Program 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.

### Afternoon Session

The afternoon program is a pilot program for this season. The objective of this program is to accommodate blind/VI participation of minor age. This program will run from Monday January 8 to 26 February, guides and participants are expected to be at the hill from 2 p.m. to 4:30 p.m.

### Evening Session

The regular ski evening session will run from Monday, January 8 to March 11. Guides and skiers are expected to be at Camp Fortune by 6:30 p.m., if possible, with the expectation of being on the hill from 7 p.m. – 8:45 p.m. Camp Fortune closes at 9 p.m.

### Skier/Boarders weekly Participation

Skiers/boarders wishing to participate in the weekly program must email the SHO generic inbox at [skihawksottawa@gmail.com](mailto:skihawksottawa@gmail.com), no later than 9 p.m. on Thursday preceding the event.

### Guide Participation

We assume that you will be attending each program night unless you have indicated otherwise to the Technical Director. If you know in advance that you cannot attend a program night, please let the Technical Director know as soon as possible by email ([Eric.lacasse.ca@gmail.com](mailto:Eric.lacasse.ca@gmail.com)) or by texting or calling 613-805-6142.

### Guide Cancellation

If you are feeling ill or have been exposed to COVID-19 or need to cancel for any other reason, please let the Technical Director know as soon as possible ([Eric.lacasse.ca@gmail.com](mailto:Eric.lacasse.ca@gmail.com) / 613-805-6142). As well, if you are giving or getting a ride, please also inform the SHO generic inbox at [skihawksottawa@gmail.com](mailto:skihawksottawa@gmail.com).

As everyone's health and safety is top of mind, please stay home and self-isolate, as required.

### Cancellation Due to Weather

Every Monday, the Technical Director will decide based on the current and forecast weather, whether to proceed with the afternoon and evening sessions. The final decision will be made by 10 a.m. for the afternoon session, and 2 p.m. for the evening session. Emails and Facebook (Ski Hawks Ottawa Facebook page) are the two communications methods that will be used for

this information. Participants and guides should assume that the program is a go, unless notified otherwise.

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

Everyone in the program must wear a vest, a helmet, and a flashing light. Participants must wear an orange vest, while guides wear a yellow vest. Lead guides shall have access to cell phones and be able to contact the Technical Director.

Safety equipment will be provided to each member at the beginning of the season and is to be returned to the Equipment Director at the end of the season.

### **Provision of Rides to Minors (Less than of 18 Years of age)**

SHO volunteers can not provide rides to minors under the age of 18 years. Participants that are minors must be travelling with family members.

### **Minimum Age for Skiers 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.

Participants who are less than 16 years old must be accompanied by an adult at all times. The Guide/instructor will receive the participant from their guardian or caregiver. At the end of the evening the participant will be returned to the same guardian or caregiver. Guardian /caregiver is to remain onsite for the entire evening.

### **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 skiing ability during the training event on the first night of the program.

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

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

## **7. Technical Program**

The Technical Director is responsible for pairing skiers/guides and the safe and effective execution of the program.

Skiers and guides are paired, based on experience, skill levels and personal compatibility. As such, guides will be paired with the same skiers/boarders throughout the season, whenever possible.

### **CADS on-line Resources**

The entire CADS resource library can be found at [CADS Technical Resource](#).

The portion of the manual that applies to SHO is Section 9.1 of the [CADS Instructor Manual](#).

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/boarder with a disability.

### **CASI, CSIA, CADS Certification**

At the beginning of the season, if funds are available, the Technical Director will solicit SHO guides for interest in completing the Canadian Ski Instructor Alliance (CSIA) Level 1, the Canadian Association of Snowboard Instructor (CASI) Level 1. CADS levels are organized by CADS-NCD Technical Director. Candidates that successfully complete a CADS certification will be reimbursed the cost of the course.

### **Serious Occurrences during the Program – Incident Cards**

In the event of an accident or incident during the program, the Technical Director or one of the evening supervisors must be contacted as soon as possible. A CADS's incident report will be initiated, and any follow-up needed will be completed by the Technical Director. The guide(s) must not leave the hill until the SHO Incident Card is submitted to the Technical Director or another supervisor. Reportable incidents include serious falls, collisions, reckless skiing (either by SHO members or other skiers). If the incident is serious, witnesses should be consulted. Incident may result in an insurance investigation, and claims. As such, specific details are important because many years can pass before a settlement is reached. See Appendix 6 for SHO Incident Card.

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

All guides will be required to attend a mandatory refresher training day at Camp Fortune, on Thursday the 4th of January from 6:30 p.m. to 9 p.m. Refresher training may consist of both on land and on snow training and include role-playing and scenario development. Any guides unable to attend the mandatory refresher training session must notify the Technical Director as soon as possible to arrange an alternate time.



## **Safe Sport Training (NEW)**

Starting this season (2023-2024), all CADS guides, program coordinators, and board members must complete the on-line National Coaching Certification Program (NCCP) Safe Sport training before 31 January 2024.

This is a 90-minute virtual training session. And once completed you shall update your profile in Snowline by registering your NCCP number. A detail instruction email will be sent to all volunteers registered for this season.

## **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, must follow this code and be safe to themselves and others on the hill.

## **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.

## **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.

## **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.

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

CADS skiers/snowboarders are prohibited in terrain parks unless they are with a guide who has a current Park & Pipe certification. Otherwise, they will not be insured.

## **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.

## **8. 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.

### **Kowbuz Cup**

Named after the late John Kowbuz and his wife Bonnie, who were co-founders of SHO. John was also the 2<sup>nd</sup> President of SHO. This trophy is awarded annually to the winner of the "guestimation" race. The guestimation race is normally conducted in the first week of March.

### **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 SHO.

### **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.

### **Guide of the Year**

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

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

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

## Other Recognition Awards

### Five-Year Recognition

Guides who have been in the SHO program for five years receive a SHO 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.

### Retiring Long-time Volunteers

Based on the Board of Director's review and approval, a plaque will be presented to departing volunteers who have contributed a significant number of years to the program.

### 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 SHO denoting this, has been displayed in the main lodge. The Community Foundation of Ottawa has also been a strong supporter.

## 9. Fundraising

Ski Hawks Ottawa Inc. is a registered Canadian non-profit charitable organization (Registration number: 899680961 RR 0001). The program relies primarily on membership fees and fundraising to operate year-to-year. Individual and corporate donations as well as new fundraising ideas are always welcome. Donations can be made by cheque, e-Transfer (email [skihawksottawa@gmail.com](mailto:skihawksottawa@gmail.com)) or [online](#), through CanadaHelps. Tax receipts are available for any donations of over \$20, upon request.

## 10. 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 must return all equipment to the Equipment Director (Appendix 1) at the end of the season.**

## 11. Online Presence

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

- Calendar of events
- Key contacts
- Operations manual

We also have a [SHO Facebook page](#) where you can find timely information on upcoming events, program cancellations, important reminders, etc.

Have any suggestions or questions, please email us at [skihawksottawa@gmail.com](mailto:skihawksottawa@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**

Eric Lacasse  
(C) 613-805-6142  
[Eric.lacasse.ca@gmail.com](mailto:Eric.lacasse.ca@gmail.com)

### **Logistics Director**

Murielle Arseneau  
(H) 613-830-8409  
[marseneau@bell.net](mailto:marseneau@bell.net)

### **Secretary/Administration**

Christopher Lee  
(C) 778-317-6458  
[chrisleetelfer@live.com](mailto:chrisleetelfer@live.com)

### **Training Director**

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

### **Equipment Director (interim)**

Marius Parent  
(C) 613-462-6157  
[mparent0057@gmail.com](mailto:mparent0057@gmail.com)

### **Treasurer**

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

# Appendix 2 - SHO Board of Directors, Roles, Responsibilities & Committees

## Guiding Principles of the Board:

- Must garner respect and trust for each other.
- Operate SHO 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 SHO 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 National (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.
- Lead Board meetings, including the AGM.
- Prepares, reviews and updates communications material (e.g., Facebook posts, Web content, brochure, newsletter, etc.)
- May perform other duties, as required.
- Bilingualism is an asset.

## **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 Snowline).
- 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, including the AGM.
- Well organized.

### **Responsibilities**

- Attends all BOD meetings, including the AGM.
- Prepares financial statements.
- Is aware of Canada Revenue Agency (CRA) tax regulations (small in number) and file with CRA annually.
- Maintains historical record of all financial information.
- Collects funds remitted to the organization.
- Issues tax receipts to donors and to maintain tax receipt records.
- Deposits money collected in the organization's bank account.
- Maintains records for cheque signing authority.
- Signs cheques, as required.
- Creates an annual budget and submits to the Board for approval.
- Ensures website domain fees are paid to maintain access to website.
- Ensures that a certified accountant reviews the financial statements at fiscal year-end.

## **Secretary/Administrator**

### **Qualifications**

- Ability to attend Board of Director meetings on a regular basis.
- Organizational skills to keep track of all official documents for SHO.
- 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.
- 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 Snowline).

## **Responsibilities**

- Attends all BOD meetings, including the AGM.
- 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 SHO (e.g., iCloud, backups).
- Update and monitors Snowline, the new online registration system.
- 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.).
- Attend CADS-NCD meetings a program representative and report back to the board on action items of key information.
- May perform other duties, as required.

## **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 evening 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**

- Attends all BOD meetings, including the AGM.
- Screens and oversees the recruitment of an appropriate number of new guides (both skiers and snowboarders) for each season.
- Supervises the evening 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 to prepare for the season or is responsible for obtaining information that was delivered at the course.
- Establishes a relationship with the Director of Operations and the Registration Desk at Camp Fortune.



## **Technical Committee responsibilities**

- Prepares the safety questions and ensure that all guides complete them before guiding each season.
- Coordinates and plans at least two ski improvement sessions for guides and one for the guide snowboarders.
- Plans initial training session for all volunteer guides and the training sessions during the evening program for guides who missed the initial training session,
- May assist CADS-NCD with volunteer training and recruitment as well as CADS certified refresher training.

## **Training Director**

### **Qualifications**

- Demonstrates good communications skills.
- Well organized.

### **Responsibilities**

- Attends all BOD meetings, including the AGM.
- Coordinates annual pre-season guide training.
- Oversees and coordinates the program training.
- Coordinates awards
- Assists with special projects and activities as required.
- May perform other duties, as required.

## **Equipment Director**

### **Qualifications**

- Demonstrates good communications skills.
- Well organized.

### **Responsibilities**

- Attends all BOD meetings, including the AGM.
- Manages and maintains SHO inventory, including radio sets, safety lights and vests, and assorted safety and learning devices.
- Keeps record of inventory.
- May perform other duties, as required.

## **Logistics Director**

### **Qualifications**

- Demonstrates very good organizational skills.
- Demonstrates good communication skills.
- Bilingualism is an asset.

### **Responsibilities**

- Attends all BOD meetings, including the AGM.
- Contacts skiers and drivers, as needed, to coordinate transportation for visually impaired/blind members.
- Coordinates with other members of the Board the various activities outside of the ski season.

- Provides information to new skiers regarding the program and transportation needs.

## **Web Site Administrator (non-Board member)**

### **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 in 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 falls under the CADS-NCD site.
- Suggests improvements to the Web site, while respecting guidelines set by the Division.
- Posts Web pages using an existing template.
- Provides guidance on technical issues regarding new Web content and site.
- 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 reports or metrics to the Ski Hawks Board of Directors and to the CADS-NCD Board of Directors, as required.

## Appendix 3 - Annual Calendar of Events for 2023-24

<b>2023</b>	
<b>Sept. 18</b>	<b>Board meeting (virtual)</b>
<b>Oct. 29 to Dec. 3</b>	<b>Online Registration</b>
<b>Nov. 20</b>	<b>Virtual info-session</b>
<b>2024</b>	
<b>Jan 4</b>	<b>Mandatory Guide Refresher Training</b> , Camp Fortune (outside the Main Lodge), 6:30 p.m. - 9 p.m. (Camp Fortune closes at 9 p.m.)
<b>Jan. 8 to Feb. 26</b>	<b>Pilot Program for Youth - Afternoon Sessions</b> , Camp Fortune (outside the main lodge), 2 p.m. – 4 p.m.
<b>Jan. 8 to Mar. 11</b>	<b>Evening Session</b> , Camp Fortune (outside the Main Lodge), 7 p.m. - 9 p.m. (Camp Fortune closes at 9 p.m.)
<b>Feb. 20</b>	<b>CADS Level 3 Ski Night (Invitation Only)</b>
<b>Mar. 4</b>	<b>Kowbuz Cup</b> , Camp Fortune (during regular program activities)
<b>Early Mar. (TBC)</b>	<b>CADS-NCD Mont Avila/St-Sauveur ski trip (TBC)</b>
<b>Mar. 17-22</b>	<a href="#"><u>CADS Festival</u></a> , Calabogie Peaks.
<b>Apr. 15</b>	<b>Season wrap-up</b>
<b>June 10</b>	<b>Annual General Meeting</b>

Please note: Activities are subject to change.

## Appendix 4 - Instructions for program participation or cancellation

### Guides

- We assume that you will be attending each program night unless you have indicated otherwise to the Technical Director
- If you know in advance that you cannot attend a program night, please inform the Technical Director as soon as possible.
- If at any point, you are feeling ill, have any symptoms or may have been exposed to COVID-19, please stay home, and notify the Technical Director, SHO Generic mailbox, and if applicable the person you are giving a ride to as soon as possible.

### Skiers

- If you are planning to ski, please confirm your attendance **EVERY WEEK** no later than every Thursday, 9 p.m., by emailing the SHO generic inbox at [skihawksottawa@gmail.com](mailto:skihawksottawa@gmail.com).
- If you need transportation, you will be paired with the same driver throughout the season to limit exposure. We ask that all vehicle occupants wear a mask for health and safety purposes.
- If at any point, you are feeling ill, have any symptoms or may have been exposed to COVID-19, please stay home, and notify Eric, SHO Generic mailbox, and your driver.

### Questionable weather

If the weather is questionable (e.g. below -25°C, rain, heavy snow, etc.) on the day of our program, an email from the Technical Director will be sent to the distribution list no later than 2 p.m. and a message will be posted on our [Facebook page](#).

# 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 fall -stand directly above them to protect them. If you stop, stay where you are visible.
- Always ski/board up-hill from your skier/boarder. Try to anticipate the skier's movements so as not to be left too far behind in the turn. Do not ski where possible directly behind them.

## 5 **Lifts:**

- Explain the lift operation to the skier/boarder and if it is their first time, ask the lift operator to slow down the chair.
- If possible, position the skier/boarder between two guides and hold their ski poles, as required.
- 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. Again, you can signal to the lift operator to slow down the chair before getting off.

## 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.
- Has there been any significant recent changes in the skier's vision.

7 **On-Snow:**

- Try a few stretches to limber up before starting.
- 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 are not, 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.) before touching a skier/boarder always ask them their authorisation.
- Practice falling and getting up.
- Take it slow to start. Gain your skier/boarder's trust.

# Appendix 6 - Ski Hawks Incident Cards

Please complete each section and submit to the Technical Director or another member of the Board of Directors before leaving the hill, on the day of the incident. You may use the back of this sheet if you need additional space.

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

Name of SHO Participant(s): \_\_\_\_\_

Name of SHO Guide(s): \_\_\_\_\_, \_\_\_\_\_

Location of the incident: \_\_\_\_\_  
(If possible, provide a picture of the location)

Time of Incident: \_\_\_\_\_

Describe the environment: \_\_\_\_\_  
(Ski and weather condition, volume of skiers, etc.)

Injured person(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(If it includes members of the public, get their contact information)  
(i.e., name, address, phone number, skier or boarder)

Description of injury: \_\_\_\_\_  
\_\_\_\_\_

Is First Aid administered? If so, please provide names of responders:  
\_\_\_\_\_, \_\_\_\_\_

Name and contact information of witness or anyone who assisted:  
\_\_\_\_\_, \_\_\_\_\_

Probable Cause of the Incident: \_\_\_\_\_

Any property damage(s)? If so, provide picture(s)

Draw a schematic of the incident: