

CATHOLIC DISTRICT
SCHOOL BOARD OF
EASTERN ONTARIO
www.cdsbeo.on.ca

ADMINISTRATIVE PROCEDURE

B4:2

School Operations

Field Trips - Guidelines for Ski Trips and Ski Activities

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1. RATIONALE

The safety of students while on school outdoor ski/snowboarding education programs must be one of the school's most important considerations. Common sense, proper planning, and experience will result in many happy and constructive learning experiences.

These guidelines were developed by *Ontario School Boards' Insurance Exchange* for all school boards within its jurisdiction and have been adapted slightly for the *Catholic District School Board of Eastern Ontario*. (They are also generally consistent with rules and regulations adopted by area ski resorts.)

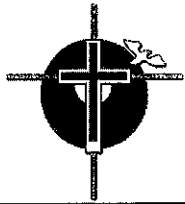
It is intended that these guidelines be followed by all principals and staff involved in the planning and running of outdoor ski/snowboarding education programs.

As ski trips and ski activities are not mandatory, an instructional program must be provided to all students who do not participate in ski events scheduled during regular school hours.

2. PLANNING FOR OUTDOOR SKI and SNOWBOARDING EDUCATION PROGRAMS

There is no substitute for careful planning. Parents and students must be informed of all the details of the trip, excursion, or educational program. Teachers and parents must be aware of the environment or situation to which the students will be exposed and be able to provide adequate supervision.

As is the case with all field trips, it must be emphasized that the principal and staff are responsible for the students' safety and orientation. Ski resorts may have classroom orientation material available for this purpose. The person responsible for coordinating the venture must make certain that all applicable recommendations are adhered to. The principal and staff are also responsible for ensuring that important elements such as transportation, pupil/teacher ratios, telephone contacts, and emergency procedures are provided for and in place prior to the trip. Do not take for granted that 'someone else' is assuming an important role in the planning of the outdoor ski program. Teachers are expected to be responsible for student supervision and control at all times. The ski resort generally reserves the right to revoke the ski ticket of any skier for infractions of rules, policy regulations or unacceptable conduct.



3. SKI EXCURSION FORMS

Obtain written parental permission for all out-of-school ski and snowboarding trips. Schools may use the 'Note To Parents and Students' form (Appendix 1) for this purpose. This specific form, with both the signature of the parent and the participating student is to be retained in duplicate: one copy for the school file and one copy for the ski resort.

4. INFORMED CONSENT/PERMISSION FORMS SHOULD BE ACTIVITY SPECIFIC

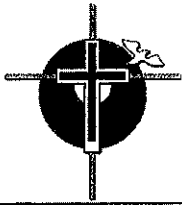
The 'Note to Parents and Students' form (Appendix 1) should be amended as appropriate so that it is specific to the activity on the ski hill. If students are snowboarding rather than skiing this should be indicated on the Consent Form.

If other activities such as tubing are being allowed, parents should sign permission forms that allow the child to participate in tubing.

Neither the Board nor OSBIE encourage or endorse activities other than the traditional winter sports (skiing, snowboarding and tubing).

5. SKI TRIP CHECKLIST

- a) Receive conceptual approval for ski excursion from the principal.
- b) Book date and numbers with ski resort.
- c) Arrange transportation.
- d) Complete the Out of School Activities Plan and submit to Principal for appropriate authorization.
- e) Complete parent information package, including 'Note to Parents and Students' form (Appendix 1) and student classification information (Appendix 1).
- f) Send home parent information package for parental permission and signature.
- g) Collect signed parental permission forms and classification information for each student.
- h) Establish ski/snowboarding classification groups (See Appendix 1). Inform ski resort of group sizes and number of rentals required.
- i) Receive list of students that have medical concerns
- j) Meet with students to discuss and establish:
 - Teacher/Student/Volunteer Supervision
 - Behavioural Expectations
 - Groupings

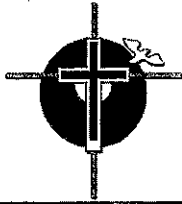


- Medical Concerns
- Skiing/Snowboarding Regulations
- Seating Plans
- Student I.D.
- Organizational Plans on the day of the activity

6. SKI DAY CONTROLS – ALPINE SKIING/SNOWBOARDING

The teacher-in-charge must make contact with the ski resort operator prior to the trip in order to arrange student identification and controls procedure:

- a) All participants, including teachers, parents and volunteers, must be outfitted with appropriate equipment, including a protective helmet designed for skiing or snowboarding/snowblading.
- b) Students are to be divided by the supervising teachers into levels of ability as described by the parent's signed acknowledgement of his/her skier/snowboarder classification as detailed in Appendix 1. The teacher-in-charge will, along with the ski resort staff, emphasize to the students that once they receive permission to use specified slopes or trail, they must not go on those slopes or trails beyond their ability. The ski resort staff, with the assistance of the teacher, will control access to slopes by students.
- c) All students whose abilities are not verified by a resort staff member must prove their skier/snowboarder classification by having a ski-off on the novice hill at the start of the day. Classifications must be based on visual assessment of performance prior to, or on the morning of the trip.
- d) All students will be issued a distinctive identification by the resort staff operator, which will identify the students by classification and will allow them onto the BEGINNER/NOVICE slopes only.
- e) Students who have been identified by a school or resort staff member as an ADVANCED skier/snowboarder and will be taking a separate lesson, must be given a special marking (e.g. a piece of fluorescent tape: a visible number or slash) on their ski ticket which will allow them access to slopes and trails in addition to those designated for the beginner.
- f) Students who are NON-SKIERS/SNOWBOARDERS, NOVICES, or BEGINNERS will be directed to their lessons immediately. After their lessons, they may be issued the special marking if it is determined they can handle the more advanced slopes or trails.



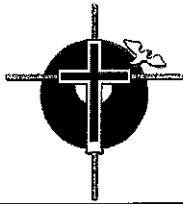
Otherwise, they must remain on the NOVICE, or BEGINNER slopes or trails. Students may be re-assessed by a ski resort staff to a more advanced classification later in the day as they improve.

- g) It is recommended that if a serious injury situation should arise, the teacher, in cooperation with the ski resort manager, should ensure in advance that local medical authorities are available and follow the appropriate procedures for dealing with medical emergencies.

7. SKI DAY CONTROLS – CROSS COUNTRY SKIING

The teacher-in-charge must make contact with the ski resort operator prior to the trip in order to confirm the final number of students participating in the ski program and all other details about the group's visit.

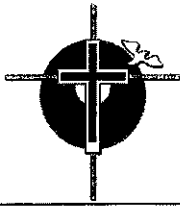
- a) All participants, including teachers, parents and volunteers, must be outfitted with appropriate equipment, including a protective helmet designed for skiing or snowboarding/snowblading.
- b) Students are to be divided by the supervising teachers into levels of ability (described in Appendix 1) as established by the parent under the Acknowledgement section of the 'Note To Parents and Students' (Appendix 1). The teacher-in-charge will, along with ski resort staff, emphasize to the students that once they receive permission to use specified trails, that they must not go on those trails above their ability.
- c) After their lessons, the students will be informed whether skiing ability will permit them to ski more advanced trails. The resort staff, in consultation with the teachers, will identify the trail(s) the students are permitted to use. Students may be re-assessed to a more advanced trail later in the day as they improve.
- d) It is recommended that if a serious injury situation should arise, the teacher, in cooperation with the ski resort manager, should ensure in advance what local medical authorities are available and follow the appropriate procedures for dealing with medical emergencies.
- e) The teacher-in-charge of the students is responsible for the students at all times during the visit except when students are in their lesson.



8. ARRIVAL PROCEDURES

The following guidelines pertain to CROSS COUNTRY as well as DOWNHILL SKIING and SNOWBOARDING.

- a) Teacher-in-charge advises Reception/Information desk of arrival and obtains tickets. Students are to remain on the bus or follow procedures as previously arranged. Resort staff will review the resort's rules and regulations. Resort staff will advise the group of the ticket-removal penalty for violations of the rules and regulations. Teachers will normally be required to sign the resort form acknowledging instructions were given by Resort staff.
- b) Ski resort staff board bus or assemble students in base lodge chalet to welcome and explain in detail ski area procedures, organize groups for rental equipment, lessons and ski ability, ski conditions for the day, lifts in operation, number of trails open, trail maps, equipment locker storage, ski school assembly area, and departure instructions.
- c) Resort staff will review the Responsibility Code and other rules and regulations. Resort staff will advise the group of the ticket removal penalty for violations. Teachers will sign the resort form acknowledging instructions were given by resort staff.
- d) Ski resort staff and teacher take students renting equipment to rental shop. Teacher will assist in recording students' equipment numbers on rental form. Teacher will be expected to assume responsibility for breakage or equipment damage and sign group equipment rental agreement as authorized representative of group. Parents/guardians, or students if over the age of 18 years, will be advised that they are responsible for the reimbursement of any costs associated with loss or damage of rental equipment or student-owned equipment (Appendix 1).
- e) Skiers/Snowboarders are tested to determine and verify classification at the ski school area. All ski programs must include this component and have a built-in instructional period. No school program is to be organized without this important aspect.



9. SKIER'S SNOWBOARDER'S RESPONSIBILITY CODE – DOWNHILL

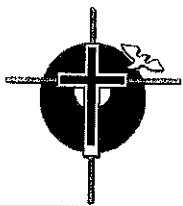
THERE ARE ELEMENTS OF RISK IN SKIING AND SNOWBOARDING THAT COMMON SENSE AND PERSONAL AWARENESS CAN HELP REDUCE. REGARDLESS OF HOW YOU DECIDE TO USE THE SLOPES, ALWAYS SHOW COURTESY TO OTHERS, OBSERVE THE CODE LISTED BELOW AND SHARE WITH OTHERS THE RESPONSIBILITY FOR A GREAT OUTDOOR EXPERIENCE.

- a) You must remain in control and proceed in a such manner that you can stop or avoid other people or objects.
- b) As you proceed downhill or overtake another person, you must avoid the persons below and beside you.
- c) Do not stop where you obstruct a trail or are not visible from above.
- d) When entering a trail or starting downhill, look uphill and yield to others.
- e) If you are involved in or witness a collision you must remain at the scene and identify yourself to the Ski Patrol.
- f) You must use proper devices to prevent runaway equipment.
- g) You must not use lifts or terrain if your ability is impaired through use of alcohol or drugs.
- h) You must keep off closed trails and observe and obey all signs and warnings.

BE AWARE – SKI/SNOWBOARD WITH CARE!

10. SKIER'S RESPONSIBILITY CODE – CROSS COUNTRY

THERE ARE ELEMENTS OF RISK THAT COMMON SENSE AND PERSONAL AWARENESS CAN HELP REDUCE. ALWAYS SHOW COURTESY TO OTHERS AND OBSERVE THE CODE LISTED BELOW AND SHARE WITH OTHERS THE RESPONSIBILITY FOR A GREAT OUTDOOR EXPERIENCE.



- a) You must remain in control and proceed in such a manner that you can stop or avoid other people or objects.
- b) As you proceed downhill or overtake another person, you must avoid the persons below or beside you.
- c) Do not stop where you obstruct a trail or are not visible from above.
- d) When entering a trail or starting downhill, look uphill and yield to others.
- e) If you are involved in or witness a collision or accident you must remain at the scene and identify yourself to the Ski Patrol.
- f) Ski only on the marked trails and in the proper direction as indicated by the trail makers.
- g) You must keep off closed trails and observe and obey all signs and warnings.
- h) Please leave the wilderness area for others to enjoy as you have.

**KNOW THE CODE – BE SAFETY CONSCIOUS
IT IS YOUR RESPONSIBILITY
BE AWARE – SKI WITH CARE!**

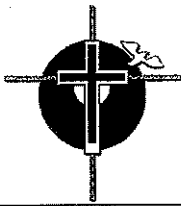
11. SNOWBOARDING RESPONSIBILITY CODE

THE SAME GUIDELINES AS APPLY FOR ALPINE SKIING WILL APPLY FOR SNOWBOARDING INCLUDING THE REQUIREMENT THAT A SKI BRAKE OR RETENTION DEVICE IS MANDATORY FOR SNOWBOARD USE.

12. LIFT USE GUIDELINES:

To ensure that all school students enjoy a good day of skiing/snowboarding also means that they use both chair lifts and surface lifts safely.

- a) Where applicable only those students who received an approval from the ski area staff, use other lifts than those designed as beginner lifts.
- b) All students must be aware and obey signs posted around the lift loading and unloading areas and along the tow path.
- c) While waiting their turn in a lift line, students must refrain from horseplay and prepare themselves for loading.



- d) When approaching a loading area, obey instructions given by a lift operator and make sure the ski ticket is properly displayed.
- e) When riding a chair lift, always use a restraining bar.
- Never bounce or rock chair in any way. Skis must always point straight and students must remain seated.
 - Never, under any circumstances, are students allowed to jump from chairs.
 - If a chair lift stops, remain calm and wait until it restarts. In case of an emergency evacuation, remain calm and follow all instructions given by ski patrol or/and area employees.
 - When approaching an unloading area do not lift restraining bar until instructed to do so by posted signs.
 - When students clear the ramp, they must move away from the area immediately adjacent to unloading ramp.
- f) When riding a surface lift, skiers must always remain in the designated tow path. Never attempt to ski a slalom or to zig-zag on the way to the top.
- g) To unload anywhere outside of a designated unloading area must be avoided unless the lift stops and skiers are instructed to do so by the ski patrol or the area employees. In such a case everyone is to leave the tow path as quickly as possible.
- h) In a case when a skier falls while riding a surface lift, clear the path immediately, remove your skis and exit the tow path.
- i) To ski/snowboard down a lift tow path is dangerous and strictly prohibited.
- j) All skiers must always:
- display their ski ticket;
 - follow all instructions given by the ski area personnel;
 - behave in a responsible manner;
 - be courteous to other students, other skiers, and area personnel;
 - be aware of and abide by posted Responsibility Code.
- k) Behavior contrary to the above instruction will endanger offenders just the same as other users and may result in a serious injury. With no exception, any and all offenders will lose their ski privileges.



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APPENDIX 1

NOTE TO PARENTS AND STUDENTS

(School Name) is arranging a trip for students to go to (Name of Ski Resort) to ski/snowboard. This signed form is required for all students who wish to participate in this outdoor recreation and skiing/snowboarding education program.

INHERENT RISK

Skiing/Snowboarding is a sport with physical demands and inherent risks which are beyond the control of (Name of Ski Resort) and the Catholic District School Board of Eastern Ontario. Falls, collisions and other incidents may occur and cause injury. Skiers/Snowboarders must assume the risks and dangers.

EQUIPMENT

(Name of Ski Resort) provides rental equipment. Bindings on equipment reduce the risk of injury when falling. Bindings will not release under all circumstances and they do not guarantee safety in all cases. Parents/guardians, or students if over the age of 18 years, will be responsible for the reimbursement of any costs associated with the loss or damage to rental equipment or student-owned equipment.

The wearing of ski helmets is required for all skiers, snowboarders and tubers.

SKIER'S/SNOWBOARDER'S RESPONSIBILITY CODE

Included in this package is a copy of the **Responsibility Code** which (Name of Ski Resort), and the Catholic District School Board of Eastern Ontario require that you know and obey. Skiers/Snowboarders must always ski in control.

(Name of Ski Resort) may revoke a ski ticket for violation of the code or other unacceptable conduct.