

# Volunteer Roles for Ski Families for 2020-21

with COVID-related changes

**Background:** Ski Boosters organizes fundraising to reduce program costs for ski families. One of our main fundraising activities is to do ticket checking as well as some lodge cleaning and act as a club ambassador at the Nordic Centre. This income covers some of our costs such as visiting coaches, the program coordinator, extra supplies or equipment, and waxes for racing. These duties also support the Nordic Centre operations.

Ticket checking occurs every weekend while the trails are open, and during the Christmas holidays, Family day long weekend, and Spring break (if still snow!). Four shifts per weekend, each shift is 3 hours.

Ski Boosters also schedules lodge parent shifts during ski practice times, family cleaning shore and on-snow parent support for some of the ski groups.

**Each family will be responsible for a certain number of ticket checking duties, cleaning shifts and lodge parent sessions. U10 and U12 parents will also be asked to ski with the groups during the on-snow sessions.**

To participate safely, please read our COVID-19 Safety Plan (<https://bvnordic.ca/covid-19-info>)

## **Quick facts about the Nordic Centre & where the money collected from day passes and membership fees go.**

The BV Nordic Centre has 52 km of groomed trails, of which 5 kilometres are lit and 10 kilometres are dog-friendly.

The PistenBully (our large groomer) costs about \$100 for every hour it is used. After fresh snow the PistenBully takes about 16 hours to trackset everything. The dog trails and other high use areas get extra grooming between snowfalls.

Smaller grooming machines are used for low snow in the early season and later when the PistenBully is being serviced or to touch up trails at a lower cost.

It costs around \$85,000 a year to run the Nordic Centre. Season pass and day ticket sales pay for the operation and maintenance of grooming and plowing machines, insurance, utilities and building maintenance. None of that income goes toward club programs or events. Most years, some of the surplus from programs and events are contributed to the Nordic Centre.

BV Nordic Centre trails are on Crown land. Skiing is managed by the Bulkley Valley Cross Country Ski Club under a Partnership Agreement with Recreation Sites and Trails BC. The partnership agreement and Recreation Regulations authorizes our club to collect user fees.

## COVID-19 changes

During the pandemic, the club has taken precautions to ensure the safety of all members and athletes. As a result, the club has decided to:

- no longer sell tickets at the ticket booth or on the trails to avoid close interactions and cash handling – day passes available at McBikes or self-serve
- not assign cleaning duties to children (children may assist parents at parents' discretion)
- not use the kitchen unless it is an approved COVID-safe event with Food Safe protocols
- increase cleaning (daily) and disinfecting (> twice per day)
- monitor and record compliance with lodge occupancy and mask wearing inside lodge
- encourage safe behavior in parking lots and trails
- continue to check for passes and tickets on the trails at a safe distance
- restrict the use of the furnace room to caretakers only

## TICKET CHECKER - INSTRUCTIONS

**NEW: we are no longer selling tickets, collecting or tallying money or making deposits, allowing more time to check tickets. McBikes sells day passes and there will be 2 self-serve payment stations. We also have new tasks to help keep our lodge open and safe.**

### Storage Locations:

- Locker C in 1<sup>st</sup> aid room – Ticket Checker supplies; Family Chore Duty Record; key for storage room under stairs; Day ticket supplies
- Locker D in 1<sup>st</sup> aid room – 4 ticket checker vests. Supplies for trail emergency kits
- Locker E in 1<sup>st</sup> aid room – 1<sup>st</sup> aid kits and related supplies
- Storage room under stairs – Locked with lodge key. Contains janitorial and cleaning supplies.

## Ticket Checker Weekend Morning Shifts (Sat and Sun 9:30 am to 12:30 pm)

- When in the lodge, wear a mask and help educate skiers about our COVID safety rules and guidelines.
- Wear the Nordic Centre vest proudly and be a helpful and friendly club ambassador. (Vests are in locker D in 1st aid room. Vest hooks labelled for Saturday or Sunday, am or pm).

### At the start of the shift:

- Shovel the deck (the shovel is outside), and tidy kiddie sleds.
- Clean washrooms and outhouses. (Instructions are in the washrooms. Cleaning supplies are in the storage room under the stairs. Key is in locker C)
- If practical for your situation (vehicle, access to dump or extra room at home garbage), please take away garbage from washrooms and lodge. Otherwise, please put garbage in the timing hut.
- Put up the sign at the entrance to lower parking lot: Ticket Checker on Duty. (The sign is stored beside the info kiosk)
- At the lodge and lower parking self-serve payment kiosks, check ticket envelopes and pencils, refill if needed from supplies in locker C.
- Disinfect used pencils and restock clean pencil bag in the ticket checker locker.

### Mid-shift:

- Ski trails and/or hang out at lower parking lot to check for passes with correct dates, while maintaining safe distance.
- **\*\*Checking the dog trail is encouraged.** Ski the opposite direction to dog traffic.
- Everyone checking tickets on the trails needs to have a season pass or valid day pass themselves.
- **Be kind. Be Calm. Be Safe.** If someone is not complying with safety rules or does not have a pass, educate them why the rule or pass is needed (e.g. a friendly guilt speech – a short list of why the passes are important is provided (at the end of this document, and in the locker). Ask the person to buy a pass at the end of their ski and record their name, phone number and date in the ticket checker notepad.

### Near the end of the shift:

- Disinfect high touch surfaces (instructions are at main floor disinfection station) and monitor occupancy/mask rule compliance. (This will be done by Lodge Parent on Saturday mornings.)
- Record cleaning, disinfection and monitoring on the log sheet at the disinfection station. (Sanitize the pencil and clipboard after using).
- Record shift (and names of those without tickets) on Family Chore Duty Record (in locker C). Attach to clipboard any sheets from the ticket checker notepad if it has names of people without tickets. (Sanitize pencil and clipboards after using).
- Take down the Ticket Checker on Duty sign, if you know there will be no afternoon shift.

## **Ticket Checker Weekend Afternoon Shifts (Sat and Sun 12:30 – 3:30 pm)**

**NEW \*People scheduled for this shift can do their three hours as scheduled or any time before the next weekend (not on weekend mornings). Breaking this 3 hour shift into 2 or more sessions and at random times on weekdays and evenings is preferred if it works for the volunteer.**

### **Other duties that can be performed during ticket checking:**

- Shovel the deck (the shovel is outside), and tidy kiddie sleds.
- Disinfect high touch surfaces (instructions are at main floor disinfection station) and monitor occupancy/mask rule compliance. Record cleaning, disinfection and monitoring on the log sheet at the disinfection station. (Sanitize the pencil and clipboard after using).
- Record shift (and names of those without tickets) on Family Chore Duty Record (in locker C). Attach to clipboard any sheets from the ticket checker notepad if it has names of people without tickets.
- If practical for your situation (vehicle, access to dump or extra room at home garbage), please take away garbage from washrooms and lodge. Otherwise, please put garbage in the timing hut.
- Put up the sign at the entrance to lower parking lot: Ticket Checker on Duty. (The sign is stored beside the info kiosk)
- At the lodge and lower parking self-serve payment kiosks, check ticket envelopes and pencils, refill if needed from supplies in locker C.

***Take a vest with you and ski! See above under the morning for instructions and directions for during ticket checking.***

## LODGE PARENT

The goal of lodge parent during ski practices is to provide safety and security for athletes and their families.

The lodge parent:

- Stays at or near the lodge to be there for athletes who cannot ski with their group/come back early (for example, forget gear, need first aid, too cold or tired) - this allows the coaches to coach the rest of the group
- to ensure that athletes are behaving safely and appropriately in around the lodge
- to ensure that no damage occurs to the Nordic Centre property
- be a club ambassador
- Mid week tidy and clean the lodge as needed, - shoveling, wipe table, and vacuuming as needed
- **CHANGES: at this time we can no longer serve snacks or drinks to athletes**
- **we have added one new lodge parent shift on Saturday mornings so that the ticket checker will have more time ski and check tickets.**
- **NEW: At the start and end of each session, disinfect high touch surfaces (instructions at main floor sanitation station) and monitor occupancy/masks at least once each session. Record disinfecting and monitoring on log sheet. Sanitize pencil and clipboard. Re-fill disinfecting supplies if needed.**
- **Educate and guide athletes about new Covid-19 protocols**

Lodge Parents can help our athletes learn to follow these Covid guidelines:

- Wear masks in the lodge at all times (even if alone)
- Sanitize hands when entering and leaving the lodge
- Keep 2 m distance (even with their school cohort or bubble to be fair to those not in cohorts)
- Provide guidance about where to wax and store personal gear during practice (each ski group will have plan to help maintain distances and keep occupancy below limits)
- Record number of people in different parts of the lodge
  - Wax room – max 6 people
  - Lodge upstairs – max 25 people
  - Wax hut – max 12 people

### SHIFTS:

- **Saturday Morning Lodge Parent (9:30 am to 12:00 pm)**
- **Tuesday Night Lodge Parent (6:00 pm to 8:00 pm)**
- **Thursday Afternoon Lodge Parent (3:15 pm to 5:00 pm)**
- **Thursday Afternoon Lodge Parent (3:15 pm to 5:00 pm)**

## FAMILY CHORES SHIFTS

### Covid-19 Changes for family/athlete chore shifts:

- We will **not** have athlete chores this season. This year, each family will sign up for a set number of cleaning shifts.
- Cleaning PPE (gloves and masks) will be provided by Nordic Centre but please bring your own mask if you have one.

**Weekend Chore Shifts – we are responsible for making sure that both cleaning shifts (below) occur once per weekend, families can choose do their chores on Saturday or Sunday (and the timing).**

**Chore Shift 1:** Please wipe all the lodge tables, vacuum upper lodge and stairwell. Tidy kitchen if needed (kitchen is closed but may need to be wiped and cleaned occasionally). Please disinfect high touch surfaces *if not already done very recently* (instructions are at the main floor sanitation station) and monitor occupancy/masks at least once each session. Record disinfecting and monitoring on the log sheet. Disinfect pencil and clipboard after using.

**Chores Shift 2:** Wax hut: (please tidy, sweep, re-stock firewood, collect garbage if full). Downstairs: vacuum and tidy lower lodge (including changerooms and locker rooms). Please disinfect high touch surfaces *if not already done very recently* (instructions are at the main floor sanitation station) and monitor occupancy/masks at least once each session. Record disinfecting and monitoring on the log sheet. Disinfect pencil and clipboard after using.

NOTE: Vacuum is found in the wood cupboard by the top of the stairs. Make sure to sanitize hands before and after using the vacuum. All other cleaning supplies can be found **under the stairs** (key is in ticket checker locker C). If cleaning or other supplies are low, please contact Shannon Pearce at [Shannon.Pearce@bvnordic.ca](mailto:Shannon.Pearce@bvnordic.ca).

\*\*If you have any questions, please contact Denise Kelly ([denise.kelly@bvnordic.ca](mailto:denise.kelly@bvnordic.ca) - our ski program coordinator) or Ski Boosters:

Tamara Gillis (250-643-4080, [tamara.gillis@bvnordic.ca](mailto:tamara.gillis@bvnordic.ca)) and Paula Bartemucci ([paulabar@telus.net](mailto:paulabar@telus.net))