

# HIDDEN VALLEY SKI TEAM POLICIES FOR COACHES



---

## **1. Policy for Coach Qualifications**

- a. Hidden Valley Ski Team (HVST) understands the importance of qualified and educated Coaches. HVST is a United States Ski & Snowboard Association (USSA) affiliated ski team, and abides by the general rules and practices set forth by USSA. The board believes that a fully qualified Coach should, as a minimum, obtain the training and education necessary for certification as a USSA Level 100 (Club) ski coach.
- b. All coaches, including Assistant Coaches and PSIA Coaches, must maintain a current USSA membership, to allow for the HVST team to verify coach credentials.
- c. All levels of coaches must have a minimum of a USSA Fast Start, which includes the SafeSport background check, and a current valid CPR/CPR First Aid certification.
- d. In order to facilitate the certification of all coaches, the budget for each season includes an amount for coach training to obtain and maintain USSA coach certification. The Head Coach will be responsible for recommending the best use of the budgeted amount to meet this goal.
- e. The Head Coach will be responsible for making recommendations for additions or removals from the coaching staff. The HVST Board of Directors will have the final approval for additions or removals to the coaching staff.

## **2. Policy for Coach Assignment & Salaries**

- a. Role Definition
  - i. A Parent Helper is defined a person who has a child on the team, assists with on-snow and off-snow official HVST activities, and does NOT hold USSA minimum credentials. (Fast Start) Parent Helpers are not allowed to direct the activities of coaching groups or be alone in any interior room with any HVST athlete, unless it is their own child. Parent Helpers are unpaid.
  - ii. A Coach is defined as an individual holding a current USSA Certified Coach (Level 100 minimum) certification. They can be paid or volunteer.
  - iii. An Assistant Coach is defined as an individual who has not obtained the Level 100 certification, but has a USSA Fast Start. They can be paid or volunteer.
  - iv. The Head Coach may, at his discretion, accept individuals with other equivalent certification (i.e. PSIA certification) as a qualified Coach.
  - v. Parent Coaches are defined as an Assistant Coach or Coach that has an active child on the team. Parent coaches are not eligible for transportation

# HIDDEN VALLEY SKI TEAM POLICIES FOR COACHES



reimbursement when their child participates in the event. They can be paid or volunteer.

- b. Coaches who choose to be paid will receive hourly wages for their time spent in training or at competitions as outlined below:
  - i. The hourly wage rate for Coaches will be established by the Board prior to the beginning of each season.
  - ii. The Head Coach will be paid at a rate of \$2 above the regular coach rate.
- c. Hidden Valley Practice
  - i. Paid coaches will be paid for 3.25 hours for each training session that they are assigned to coach.
- d. Regional Competition (WIJARA, USSA, FIS)
  - i. Paid coaches will be paid at the rate of 8 hours per day of official competition or training at all races which they are assigned to coach.
- e. Out of Region Competition
  - i. Unless approved by the Board in advance, salaries for coaches attending out of Region Races such as Rocky Mountain Division races, Junior Championships, or National competitions (i.e. NASTAR) will not be paid by HVST. Parents of athletes attending these competitions are expected to cover salaries of coaches.
- f. Any exceptions to this policy must be approved in advance by the Board of Directors.

### 3. Coaching Assignments and Time Keeping

- a. Coaching assignments will be made by the Head Coach in accordance with the budgeted salary/expenses and availability of personnel.
- b. If a coach becomes unavailable for a coaching assignment; it is the coach's responsibility to attempt to find another available coach for the assignment. The coach will also notify the head coach and/or the coach in charge of the training session.
- c. The coach must use the "sign in sheet" to qualify for pay.
- d. Assignments for WIJARA racing will be made by the WIJARA Head Coach, in accordance with the Board approved and budgeted expenses. The WIJARA coach will notify Head Coach or coach in charge what coaches will be going to the race event.

# HIDDEN VALLEY SKI TEAM POLICIES FOR COACHES

---



- e. Assignments for USSA and FIS races will be made by the USSA Head Coach, in accordance with the Board approved and budgeted expenses. The WIJARA coach will notify Head Coach or coach in charge what coaches will be going to the race event.
- f. Any exceptions to this policy must be approved in advance by the Board of Directors.

## **4. Policy for Coach Expense Reimbursement**

WIJARA, Central USSA and Central FIS Races: WIJARA races are 2 day events, USSA, 2 or 3-day events and FIS races 3-day events.

For USSA and FIS the team will pay for the number of event days plus additional pre event training days approved in advance by the Board of Directors.

- a. For USSA and FIS the team will pay for the number of event days plus additional pre event training days approved in advance by the Board of Directors.
- b. HVST Sponsored Training Camps (i.e. Annual Turkey Trip) – Length set by Board each year. The requirements defined in this section apply to coaches that coach at any annual HVST on snow Training Camp.
  - i. If a coach chooses to stay offsite while assigned to a HVST sponsored event, and is unable to attend the event due to weather or other circumstance, the coach will not receive pay, lodging or meals reimbursement for the missed day.
- c. Lodging, Food & Transportation
  - i. Lodging:
    - 1. Coaches should make every effort to share a room with another coach, if at all possible, to minimize expenses for the team.
    - 2. Lodging will be reimbursed at actual room cost up to a maximum of the current GSA (2016) per diem rate for Wisconsin (\$125). Receipts are required.
    - 3. HVST camp or race venues that have a rate that is higher than the GSA rate, (such as "Turkey Trip" lodging) will be reimbursed at the actual cost of lodging. Receipts are required.
  - ii. Transportation: Traveling coaches are expected to share rides to minimize expenses for the team. Fuel transportation expense will be reimbursed at actual cost based on fuel receipts. The concept is to leave on the trip with full tank, and return with a full tank. Receipts are required.

# HIDDEN VALLEY SKI TEAM POLICIES FOR COACHES

---



- iii. Meals: Will be provided on a per diem basis. The current (2016) GSA rate is \$54 per day. Receipts are not required.
- d. Parent Coaches traveling to a race or camp with their own child racer will not receive reimbursement for transportation.
- e. Lift Tickets: Lift tickets will be reimbursed if not provided by the race venue for coaches. Receipts or a copy of the ticket is required.
- f. Out of Region Races: Expenses for out of Region Races such as Rocky Mountain Division races, Junior Olympics, or National competitions (i.e. NASTAR) will not be reimbursed by HVST. Parents of traveling athletes are expected to cover expenses of coaches.
- g. Any travel expense related to Coach continuing education must be approved in advance by the Board of Directors.
- h. Any exceptions to this policy must be approved in advance by the Board of Directors.

## 5. **Policy for Reimbursement of Dues, Continuing Education & Meeting Expenses**

- a. Expenses for USSA membership and USSA Fast Start are reimbursable immediately for all levels of coaches.
- b. Non-USSA memberships, such as PSIA, may be reimbursed with Board of Directors approval.
- c. Expenses for any Continuing Education (USSA, PSIA, etc.), USSA and WIJARA meetings need to be approved by the Board of Directors prior to the event. Approval will be based on content, meeting agenda and available budget, and based on the reimbursement guidelines set forth in Section 4.

## 6. **Policy for Coach Hidden Valley Resort Ski Passes**

- a. A Hidden Valley Resort season pass is provided for coaches that plan to work more than 8 training sessions. Coaches will either be reimbursed for a season pass that they purchase or provided a season pass by HVST.
- b. Coaches that wish to have HVST provide a pass must notify the Head Coach by August 1<sup>st</sup> of the upcoming season.
- c. Pass reimbursement is limited to the cost of a season pass at the lowest rate available from Hidden Valley. Lower cost passes, such as Senior pass or as part of a family pass, will be reimbursed at actual cost.

## HIDDEN VALLEY SKI TEAM POLICIES FOR COACHES



- 
- d. Coaches that do not plan to work 8 sessions should inform the Head Coach that they will purchase day passes for each training session and submit day pass costs for reimbursement.
  - e. If HVST has failed to reimburse a coach for the previous season, failed to properly notify the coach of the requirements or otherwise contributed to the delay in obtaining the season pass at the lowest cost, then the coach will be reimbursed at the actual rate paid by the coach.
  - f. Coaches must coach a minimum of eight (8) training sessions, of which at least six (6) must be on snow, to qualify for reimbursement or team purchase of the season pass cost.
    - i. Coaching at a WIJARA, USSA, or FIS event when team members are racing is counted as two (2) sessions per day.
    - ii. Dryland Training, when directed by an HVST coach, such as Fall training at Hidden Valley Resort, is counted as one (1) training session.
    - iii. Dryland Training, when directed by an HVST sponsor, such as a Gym, is not counted as a training session.
    - iv. HVST social events, NASTAR events, and Coach continuing education is not counted towards the minimum requirement.
  - g. Coaches who do not meet the minimum training sessions will be responsible to reimburse the team or have pay deducted, for the unused number of days, based on the number sessions actually coached according to the coach time sheet.
  - h. Hidden Valley Resort may offer a limited number of complimentary season passes to the team. These passes will be used to offset the cost of all passes required to support the total coaching staff. If HV provides complimentary passes; the Head Coach will determine how many passes need to be purchased based on the number of complimentary passes provided. HVST complimentary passes are not provided to any individual coach.
  - i. In order to receive an HVST reimbursed or HVST provided season pass, coaches must acknowledge receipt and understanding of this document, "HVST Policy for Coaches".
  - j. Any exceptions to this policy must be approved in advance by the Board of Directors.

# HIDDEN VALLEY SKI TEAM POLICIES FOR COACHES



---

## 7. Policy for Coach Use of Helmets during HVST on snow activity

- a. Coaches are leaders for HVST on snow activities, and should set the example for safety for our racers. Whenever a coach is engaged in his or her ski bindings, either in motion or still, ski helmets must worn.
- b. When observing from trailside, or otherwise not engaged in ski bindings, helmets may be removed.

## 8. Coach Reimbursement Process

- a. All expenses such as USSA dues, Coach Purchased Passes, Continuing Education Costs, and Travel Expenses are immediately reimbursable.
- b. Coaches must submit an Expense Reimbursement Form and any receipts to the Team Treasurer within 45 days of the occurrence of the expense, and the team treasurer will provide the reimbursement within 45 days thereafter.

# HIDDEN VALLEY SKI TEAM POLICIES FOR COACHES

---



## Revision History:

Revised Feb, 2012

1. Unknown

Revised May, 2014

1. February 2014, Board approved "Parent Coach" to be paid equally at races. No fuel reimbursement for Parent Coaches.

Revised August, 2016:

1. Revised pay policy – All coaches are eligible for pay. Approved by Board July 2016.
2. Clarification of USSA coach requirements.
3. Clarified that coaches with child racers do not receive transportation reimbursement.
4. Updated Travel to use fuel receipts only for reimbursement.
5. Added clarification for pay and reimbursement at Training Camps.
6. Revised Coach Pass Policy. Approved by Board March 2016.
7. Added Policy for Helmet Use. Approved by Board February 2016.

# HIDDEN VALLEY SKI TEAM POLICIES FOR COACHES



---

## **ACKNOWLEDGEMENT OF HVST POLICIES FOR COACHES**

I have received and understand the Hidden Valley Ski Team Policies for Coaches, revised August 5, 2016.

I understand that if I request a season pass or submit for reimbursement of a season pass, and do not work the minimum number of training/racing sessions, I am responsible to reimburse HVST or have pay deducted for the unused portion of the season pass.

I understand that if I plan to work less than 8 sessions, I will purchase individual day passes and be reimbursed by HVST for each pass purchased.

Printed Name: \_\_\_\_\_

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

### **Check One:**

\_\_\_\_\_ I will purchase my own pass and submit for reimbursement.

\_\_\_\_\_ I would like HVST to provide me with a season pass.

\_\_\_\_\_ I plan to coach less than 8 sessions, and will purchase my own daily passes and submit for reimbursement.

### **Check One:**

\_\_\_\_\_ I would like to be paid and will receive a 1099 from HVST.

\_\_\_\_\_ I would like be a volunteer, and will not be paid.

**\*\*\*\* Return to Head Coach or Team Secretary of the current season by August 1. \*\*\*\***