

Volunteer Roles Instructions for Ski Families for 2022-23 *

*subject to change if Covid-19 situation changes

CLUB HOST - INSTRUCTIONS

The club host role is to check skiers for day passes. Day passes can be purchased at McBike or via the two self-serve payment stations at the BV Nordic Centre (one at the lower parking lot and one at front of the lodge). The club host also has cleaning responsibilities to help keep our lodge open and safe.

Quick facts about the Nordic Centre (and our fees) to share as a Club Host:

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 \$435,000 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.

Storage Locations:

- Locker C in 1st aid room – Club host supplies; Club host and lodge cleaning record; lodge key for storage room under stairs; day pass supplies
- Locker D in 1st aid room – 4 club host vests. Supplies for trail emergency kits
- Locker E in 1st aid room – 1st aid kits and related supplies
- Storage room under stairs – locked with lodge key. Contains janitorial and cleaning supplies.

Club Host - Weekend Morning Shifts (Sat and Sun 9:30 am to 12:30 pm) and Holiday Shifts (Winter and Spring Breaks, Family Day)

Wear the Nordic Centre vest proudly and be a helpful and friendly club ambassador. (Vests are in locker D in the First Aid room. There are a variety of sizes).

At the start of the shift:

- 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 as needed from supplies in locker C.
- Shovel the deck (the shovel is outside), and tidy kids' sleds.
- If practical for your situation (vehicle, access to dump, or extra room at home for garbage), please take away garbage from the lodge. Otherwise, please put garbage in the timing hut.

Mid-shift:

- Ski trails and/or hang out at lower parking lot to check for passes with correct dates, while maintaining safe distance.
- **Take a fanny pack with a marker and a few self-serve envelopes**
- ****Checking the dog trails is encouraged.** Ski the opposite direction to dog traffic.
- Everyone checking for passes on the trails needs to have a season pass or valid day pass themselves.
- **Be Kind and Calm.** If someone is not complying with safety rules or does not have a pass, politely tell 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 above, and in the locker). If comfortable, give the person a self-serve envelope (cash) or ask the person to buy a pass at the end of their ski at McBike (credit).

Near the end of the shift:

- Record shift (and number of people without passes) on Club Host – Lodge Cleaning Record Sheet (in locker C)
- Take down the Ticket Checker on Duty sign, if you know there will be no afternoon shift.

Club Host - Weekend Afternoon Shifts (Sat and Sun 12:30 – 3:30 pm)

NEW: *People scheduled for this shift can do their three hours as scheduled in the afternoon OR any time before the next weekend (excluding 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.

- Wear the Nordic Centre vest proudly and be a helpful and friendly club ambassador. (Vests are in locker D in the First Aid room. There are a variety of sizes).

At the start of the shift:

- Shovel the deck (the shovel is outside), and tidy kids' sleds.
- If practical for your situation (vehicle, access to dump or extra room at home for garbage), please take away garbage from the lodge. Otherwise, please put garbage in the timing hut.
- If not already in place, 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

Mid-shift:

- Ski trails and/or hang out at lower parking lot to check for passes with correct dates
- **Take a fanny pack with a marker and a few self-serve envelopes**
- ****Checking the dog trails is encouraged.** Ski the opposite direction to dog traffic.
- Everyone checking for passes on the trails needs to have a season pass or valid day pass themselves.
- **Be kind and Calm.** If someone is not complying with safety rules or does not have a pass, politely tell 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 (above, and in the locker). If comfortable, give the person a self-serve envelope (cash) or ask the person to buy a pass at the end of their ski at McBike (credit).

Near the end of the shift:

- Record shift (and names of people without passes) on Club host – lodge cleaning record sheet (in locker C)
- Take down the Ticket Checker on Duty sign (store beside info kiosk)

LODGE PARENT

The goal of lodge parent is to provide safety and security for athletes and their families during ski practice times. Pre-COVID, lodge parents would serve snacks and drinks on Tuesday nights and we are planning to resume this tradition on Tuesday nights when there are scheduled time trials.

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, they have forgotten gear, need first aid, are too cold or too tired to ski) - this allows the coaches to coach the rest of the group
- Ensures that athletes are behaving safely and appropriately in around the lodge
- Ensures that no damage occurs to the Nordic Centre property
- Acts as a club ambassador
- Check the lower trails outhouse. Shovel replace stock, give a wipe.

Lodge parent shifts:

- **Saturday Morning (9:30 am to 12:00 pm)**
- **Tuesday Night (5:30 – 7:00pm)**
- **Thursday Afternoon (4:00 pm to 5:30 pm)**

ATHLETE CHORES

Weekend Cleaning Shifts – we are responsible for making sure that each of the cleaning shifts #1 and #2 occur once per weekend. Athletes can choose Saturday or Sunday between 9 am and 3 pm.

SHIFT#1:

Upstairs: Please wipe all lodge tables, vacuum upper lodge and stairwell. Tidy kitchen if needed (kitchen is closed but may need to be wiped and cleaned occasionally). Wipe windows and as needed. Please disinfect high touch surfaces. Record chores on the log sheet [This chore is done by Rabbit Parents on the weekends when Rabbit's is in session].

Downstairs:

Vacuum and tidy lower lodge (including changerooms and locker rooms). Wipe out the cubbies in kick wax room. Put all lost and lonely looking items in the lost and found bin. Wash windows if needed.

SHIFT #2:

Wax Hut Cleanup:

General tidy up including, cleaning loose wax off of tables and sweeping the floor. Bag up garbage if full. Cut kindling and re-stock firewood. Windows as required.

Bathroom and Outhouse Cleaning:

Clean washrooms and outhouses. (Instructions are in the washrooms. Cleaning supplies are in the storage room under the stairs. Key is in locker C)

NOTE: *Please check the vacuum bag prior to vacuuming.

The central vacuum is gone. There is a new shop vacuum. Extra bags are in the vacuum closet upstairs. 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 record on the sheet beside the storage room under the stairs.

If you have any questions specific to this document or Ski booster activities, please contact:

Shannon Pearce (250-877-0033, Shannon.Pearce@bvnordic.ca).

For questions about BV Nordic Centre Operations, please contact the general manager, Jan Wengelin jan.wengelin@bvnordic.ca

For questions about the Nordic Skills Development Program, please contact the program coordinator, Denise Kelly denise.kelly@bvnordic.ca