



PARK CITY SKI & SNOWBOARD MEMBER HANDBOOK

2023-2024

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Introduction

Welcome To Park City Ski & Snowboard

PCSS is a community-based, youth sports and educational organization. Our overarching goal is to create the best possible learning and high-performance environment for PCSS athletes, coaches and families.

In the interest of ensuring our programs are as safe as possible, and that everyone enjoys the best experience participating in our programs, we have outlined club policies and expectations that align with our culture and values in this member handbook.

Mission

Our mission is to educate our members by maximizing individual athlete potential while maintaining academic standards and adhering to core values. Each member's success is measured through the pursuit of individual athletic, character and social development, while organizational success is measured through financial stability, engaged families and a positive image and impact in the community.

Our vision is guided by five goals:

1. **Achieving Athletic Excellence:** Park City athletes achieving personal athletic successes at every level from development to world class competition.
2. **Building Character:** Park City youth building character and life skills through the pursuit of sport.
3. **Engaging Families:** Park City families engaging in club activities and supporting PCSS efforts to provide affordable programming.
4. **Pursuing Sport for Life:** Park City families living active healthy lifestyles and pursuing sport for life.
5. **Building Community Pride:** Park City community taking pride in our sport culture.

Our culture is informed by adherence to five core values:

Integrity-PCSS believes sportsmanship, *honesty* and the concept of *fair play* are of highest importance in sports. The idea that it's not just winning or losing, but the process of how athletes pursue individual excellence is part of the club's value system.

Team- PCSS delivers individual, athlete-focused content in a positive team environment. The concept of team requires *working together* to achieve excellence. The team includes coaches, athletes and parents all working together in a *trustful* and *supportive* environment. Park City Ski & Snowboard coaches work to educate athletes and parents on the value of being part of a team.

Respect- PCSS emphasizes that others are to be treated the way they want to be treated themselves. Fostering relationships involving *mutual respect* is important for any team. We believe that self-respect, respect for the environment and team are paramount. We will respond to bullying, disrespectful attitudes

and behaviors.

Passion-We strive to keep youth in the moment by facilitating a love for skiing and snowboarding. The goal is to inspire a *positive attitude* and full heart-felt *effort* from every individual. We foster intrinsic motivation and a strong feeling toward pursuing dreams.**Accountability**- PCSS strives to do what we say we are going to do. We set expectations on *self-reliance, personal ownership and responsibility*. Our goal is to instill *discipline* and commitment to the pursuit of excellence. We will focus on *arriving on time and being prepared*.

Membership in PCSS is open to any individual regardless of race, creed, color, gender, or sexual orientation, who is interested in the team pursuit of skiing and snowboarding

General Information

PCSS Office And Contacts

MAILING ADDRESS: P.O. Box 981763, Park City, Utah 84098

WEBSITE: www.parkcityss.org

Administrative Contacts

Christie Hind: Executive Director

E: chind@parkcityss.org

P: 323.868.4995

Jackie Wilkison: Director of Programs

E: jwilkinson@parkcityss.org

Linda Beling, Program Assistant

E: lbling@parkcityss.org

Lisa Stein, Technology Director

E: lstein@parkcityss.org

Program Directors/Contacts

Adam Loomis	Ski Jumping & Ski Mountaineering	aloomis@parkcityss.org
Emma Garrard	Cross Country	egarrard@parkcityss.org
Rick Shimpeno	Snowboard	rshimpeno@parkcityss.org

Sam Everett	Snowboard (Associate Director)	severett@parkcityss.org
Thomas Eckfeldt	Alpine	teckfeldt@parkcityss.org
Jason Lance	Alpine (Associate Director)	jlance@parkcityss.org
Chris "Hatch" Haslock	Freeski & Freestyle	hatch@parkcityss.org
Mike Campbell	Freeski & Freestyle (Associate Director)	mcampbell@parkcityss.org
Mikaela Wilson	Moguls (Associate Director)	mwilson@parkcityss.org
Jack Boyczuk	Aerials (Associate Director)	jboyczuk@parkcityss.org
Ryan Devine	Youth Development	rdevine@parkcityss.org

Registration And Payment Policies

All outstanding fees (including fees for prior travel or program fees) must be paid prior to registration for the current season.

Every PCSS participant must be REGISTERED in order to train or travel with any PCSS program during the 2023/2024 season. Registration must be complete before the first day of training and fees and mandatory work deposits must be paid in full (or a payment plan established). Early program registration is encouraged to facilitate communication with coaches and team integration. Enrollment is available online at www.parkcityss.org

Refund Policy

PCSS makes coaching and resort commitments based on completed registrations. . Prior to December 1, 2023, PCSS will refund 85% of tuition/program fees. The remaining 15% of tuition/program fees are non-refundable. After December 1, 2023, tuition and program fees are not refundable

Members may elect registration and travel insurance via the RegSaver Program by SportsEngine and AIG. PCSS neither endorses nor requires families to purchase this insurance. It is simply an option we make available to you. We recommend that families review the options for trip and tuition insurance in cases of injury or illness. Families wishing to "opt-in" to the Sports Engine RegSaver option for PCSS programs and projects will have the opportunity to do so at check out.

TRAVEL/TRIP COMMITMENT POLICY:

PCSS coaches plan trips/travel based on numbers of athletes attending. The following travel/trip commitment policy will apply to all PCSS athletes attending trips or traveling to PCSS sanctioned events.

- Trips/activities will be initially planned based on general expressed interest.

- Trip/activity details and a best estimated cost/expense will be then communicated to those parties and athlete's parents by the Trip Leader from the expressed interested parties.
- Email and verbal "confirmation" from participant and/or parent to participate in trip/activity once an estimated trip cost is communicated **is considered financial commitment**.
- If participants do not confirm, they will no longer be included in the trip plan, and the trip estimates will be re-issued for financial commitments to those still interested.
- Late commitments may or may not be able to be accommodated.
- All trip expenses, including possible additional coach and staffing expenses, are calculated and divided equally between those participating in the trip/activity. Food/meals may be handled separately at the discretion of the Trip leader.
- Athletes wishing to withdraw from a trip/activity after verbal/email commitment to the trip/activity leader, may do so, but are still responsible for the individual calculated "trip cost." PCSS cannot plan, reserve, and book non-refundable expenses or be expected to "re-book" based on athlete withdrawal for any reason (injury/sickness/school/etc.)
- PCSS requests participants pay for trips per policy and requested payment deadline from trip/activity leader, and accept the offered trip insurance policy that is offered to secure their purchase. Refusal to pay for confirmed commitment to trip/activity will negate and exclude athletes from further participation in team trips/activities.
- PCSS is a non-profit and operates on a very tight budget. PCSS will not assume the financial liability imposed by athletes withdrawing from commitments without paying no matter the circumstance.
- Athlete withdrawal from a trip without payment will negate that individual and/or family from being considered for any future trips/travel until rectified.
- Please consider trips/activities as **non-refundable** and non-transferable, essentially the same as an airfare.

REMEDY FOR NON-PAYMENT OF FEES:

If the terms of any participants payment agreement for program fees, work deposit or trip/travel are not met, that participant shall have his/her/their PCSS club privileges revoked until the account is made current.

DROP IN and DAILY TRAINING FEES:

Any visiting athlete training on a "drop-in" basis must register through the PCSS online registration system at www.parkcityss.org and provide liability releases, medical authorization forms and any forms required by the venue where the training is to occur, BEFORE training. Day training fees vary by program and length, including additional "add-on" training fees available to any athlete already enrolled in PCSS programs.

SEASON PASSES

Season pass requirements vary by program. Please refer to registration information to determine whether

your athlete will be required to purchase a pass. Information on costs of passes can be found as follows:

- [Park City Resort](#)
- [Utah Olympic Park](#)
- [Woodward](#)
- [White Pine Touring](#)

WORK DEPOSITS

The success of our programs, and our efforts to keep program fees from escalating, depend on the vital contributions of PCSS parents and community members. The purpose of the work deposit program is to ensure that volunteers are available and motivated to help PCSS produce world-class programs, athletic events, community events and club fundraisers.

Work deposits must be paid in full at the time of registration and cannot be waived. Work deposits cannot be “paid” for using scholarship funds. Each hour of volunteer time is valued at \$25 per hour. The amount of a required work deposit varies with each program. For families with more than one athlete participating in a PCSS program, the work deposit required for the program attended by the oldest child in the family will apply. Families do not pay more than one deposit regardless of the number of athletes in PCSS programs.

Except where approved in advance by PCSS, work hours are non-transferrable and only immediate family members may contribute hours toward the families’ work deposits. All work opportunities must be approved in advance by the program director. It is the members responsibility to track work hours online with the Program Director or and to notify program directors of any discrepancies no later than April 30, 2024. Work deposits will be refunded upon the approved completion of work hours. It is not necessary to wait until the end of the season to apply for your refund.

EDUCATION POLICY

It is core to our mission that all parties work together to help student athletes achieve personal success athletically and academically.

Required Enrollment

Except in special circumstances, all PCSS members, other than Masters athletes, must be enrolled as students. Post-graduate members are required to demonstrate that they sincerely plan to continue their education and/or aspire to international competition in the future.

School Conflicts

Due to the natural and unavoidable conflict of training, competition schedules, and educational calendars, PCSS will support member athletes who choose educational options which will enable achievement of full academic potential as well as full athletic potential as members of the PCSS. PCSS believes in the principle of “sound mind/ sound body”, and further strongly believes that education is essential to adult well-being, happiness and success.

Staff encourage parents and student-athletes to arrange school schedules to allow members to participate in their particular training program. PCSS staff will make every effort to work with school officials (Park City District, The Winter Sports School and private tutoring programs) to provide them, in advance, with each PCSS member's race and competition plans that require missing class time. Forms are developed to communicate these needs to schools and for members to distribute to teachers.

Grade Policy

PCSS student-athletes must maintain grades of 'C' or better in all subjects in order to participate fully in PCSS Programs. If a member receives a grade below a 'C', he or she will not be given permission by PCSS to miss any school time for training or competition travel, or summer camp travel, through the next marking period.

COMMUNICATION GUIDELINES

Due to the high-profile nature of competitive skiing and snowboarding, the coaches, student-athletes, and parents/guardians often have an emotional investment that can turn what should be a positive experience into a negative one when misunderstandings occur. These communication guidelines have been created to clarify the expectations for communication between coach, parent, and student-athletes at PCSS.

The goal of our programs is to develop within the student-athlete qualities of leadership, good character, and a life-long love of sport. Our programs promote the physical, moral, and social development of our student-athletes so that they may be able to effectively perform in competition and lead under stress. The competitive goal of our athletic program is to consistently perform as well as possible against a variety of odds. Consequently, PCSS coaching staff will always look to advance athletes *if and when they are ready*.

Team membership and training times, regardless of grade level or previous team membership are not guaranteed. The decision of who makes which team within any given discipline, what days/times they train, and who is advanced within the team is within the sole and absolute discretion of the coaching staff. These decisions will not be reviewed by the administration or discussed with parents.

The primary goal of development programs is to identify, develop, and prepare qualified athletes for possible higher-level competition. And, again, the goal even at the development level is to build great kids. At times, younger players develop at a faster rate than their more experienced counterparts.

Consequently, it is within the sole and absolute discretion of the coaching staff to determine whether a younger player moves up to train with more experienced players and/or is not advanced. Being able to accept limitations and disappointments is an important part of maturing.

Communication a Parent/Guardian Should Expect from a Coach if requested:

1. The coach's background and vision for all levels of the program
2. Expectations and requirements for student-athletes on team (attendance, grades, equipment needed, conduct, etc.)
3. Procedures to be followed in case of injury during training or competition

4. Team rules and disciplinary consequences for violations

Communication a Coach Expects from a Parent/Guardian if needed

1. Notification that the student-athlete is ill or injured
2. Advance notice if the student-athlete will miss training or competition
3. Clarifying questions about team procedures and time commitments
4. Any concerns are first addressed directly to the head coach only, not other parties

It is NOT appropriate for parents to engage in a discussion about roster selection, training times or other student-athletes. The administration, including the Executive Director, Program Director, or head coaches will NEVER discuss or comment on another athlete's training times or invitation to participate in a project or camp. These things are solely left up to the program director and coaching staff. Also, coaching staff will NEVER discuss student athletes with anyone other than the parent/guardian of the student-athlete involved. It is extremely difficult to accept that your athlete is not advancing as much as you may hope. Coaches are professionals; they make decisions based on what they believe to be in the best interest of PCSS, our programs and your student-athlete.

Even when the above communication expectations are met by all parties, concerns may become complaints. Should that happen, please address your complaint according to the process below:

First Point of Contact - Head Coach

If unresolved, contact Program Director

If necessary, contact Executive Director

Working together in a constructive and reasoned manner, the most significant adults in a student-athlete's life - his parent/guardian(s) and coach(es) – will ensure that competitive skiing and snowboarding remains productive and fun!

Codes Of Conduct

Athlete Code Of Conduct

PCSS athletes shall conduct themselves in a manner that exemplifies good behavior, sportsmanship, good citizenship and at all times aligns with PCSS core values. The actions of individual athletes can enhance or severely compromise the image of PCSS. As such, every participating PCSS athlete agrees to the following rules:

- Athletes representing PCSS shall act in accordance with the program values of integrity, respect, team, and accountability.
- Athletes will show respect to all coaches, officials, parents, teammates and competitors at all times, and will not act in a manner that is disrespectful to them or the team

- Athletes will demonstrate good sportsmanship at all training and competitions and agree to follow direction from coaches and officials in the field of play
- Athletes will refrain from the use of tobacco, alcohol or drugs
- Athletes will not use profane, abusive or unacceptable language or references in the team environment
- Athletes will not bully, haze or physically abuse any teammates
- Athletes will not use social media to message or post pictures that reflect poorly on oneself, another individual, PCSS or partners of PCSS
- Athletes will follow all guidelines in PCSS Member Handbook and adhere to all athlete responsibilities, as well as all locker room, travel, and education policies
- Athletes competing in USSA/USABS/USASA/IFSA sanctioned events will follow all Code of Conduct guidelines for each respective governing body
- Athletes agree to adhere all national and/or international laws that may be applicable
- Athletes agree to treat all UOP, PCM, Soldier Hollow, Deer Valley, White Pine, all hotel and accommodation employees and property with respect

In addition, all PCSS athletes will conform their conduct to comply with rules of the following governing bodies over their respective sports.

RULE VIOLATIONS, DISCIPLINE AND APPEALS

Membership in the Park City Ski and Snowboard ("PCSS") is a privilege and not a right. Each athlete member of PCSS is expected to conduct themselves in a manner that (i) exemplifies the standards of good personal behavior and sportsmanship, (ii) does not bring discredit upon PCSS, and (iii) is in accordance with the PCSS Athlete Code of Conduct and the codes required by their respective governing bodies.

Any rule violation can result in disciplinary action based on review of the individual, the intent, and the circumstances, regardless of the following guidelines. The disciplinary system set forth below is not necessarily linear and depending on the severity of the violation, multiple steps may be applied for a one-time infraction.

Major Offenses

Definition: Any action of a serious nature that is in violation of the PCSS Athlete Code of Conduct or the rule of any governing body or that interferes with the health (mental or physical), safety, and/or well-being of oneself or others, including but not limited to:

1. Conviction of a misdemeanor or a felony
2. Assault and Battery
3. Stealing/Theft
4. Use of Illegal Drugs or Alcohol- see Drug & Alcohol Policy
5. Lying – *if relative to one of 4 listed Major Offense. Other lying circumstances will be dealt with on a case by case basis*

Consequences: Any rule violation that is considered a major offense may be grounds for immediate dismissal from the team. At a minimum, an athlete found guilty of a major offense shall be subject to the following:

1. 1st Offense during a competition season (June 1st through April 30th) - Mandatory 2 week suspension from all team activities and races, 30 hours of community service and such other additional consequences as the Program Director, in consultation with the Executive Director, deems reasonable and necessary under the circumstances. The community service shall be performed for a local non-profit organization and shall be approved by the Program Director in advance.
2. 2nd Offense within a competition season - Mandatory immediate dismissal from the team for the remainder of that season.
3. Any athlete dismissed from the program pursuant to the procedures outlined above may make a written request to rejoin the team for a subsequent competition season. The Program Director shall evaluate that request, shall consider what is in the best interest of the athlete, and the program and shall have the right to do the following: (i) reinstate that athlete for that upcoming season, (ii) delay reinstatement for a period of time, and/or (iii) place reasonable conditions on that athlete's continued membership in the program (i.e., require that athlete to forfeit his or her membership in the event any future major offense).

Procedure: Disciplinary actions for Major Offenses shall be addressed primarily by the Program Directors in consultation with the Executive Director who may initiate disciplinary proceedings based upon information obtained from reliable sources provided that there is supportive substantial information to warrant this action. The Program Director shall provide written notice (the "Notice") to the athlete and parent/guardian/custodian, with a copy to the Executive Director, of the proposed disciplinary action including the following: (i) citation of any rules, laws, codes of conduct, or policies which the athlete is alleged to have violated; (ii) the factual basis for such allegation; and (iii) the maximum potential sanction and any recommended course of action. Within forty-eight (48) hours of receipt of the Notice, the athlete and/or parent/guardian/custodian may submit clear and convincing evidence of exculpatory or extenuating circumstances to the Program Director for his/her consideration pending final action. After the expiration of the 48-hour period, the Program Director shall issue a written decision (the "Decision") outlining the disciplinary action that will be taken. The Decision shall be delivered to the athlete and the parents/guardians/custodians by hand, email, overnight delivery service or other similar, verifiable delivery method. **Please note: If dismissal from the program or an event occurs while traveling, the athlete may be sent home immediately at the parents' cost at whatever means is most convenient; provided that the Program Director shall provide immediate oral notice to the athlete and parent/guardian/custodian and deliver the written Decision within forty-eight (48) hours after taking such action. No reimbursement of program or event fees will be made.**

Minor Offenses

Definition: Violation of the rules set forth in the Athlete Code of Conduct including but not limited to:

1. Team Room, Locker Room and Partner Venue Rules
2. Athlete Code of Conduct
3. Travel Rules
4. School/Academic Rules

Consequences: Minor Offenses are handled by the coaches and Program Director, and the appropriate punishment shall be determined based on the following guidelines:

1. 1st Offense: One-week suspension from all team activities and/or miss next available race or competition
2. 2nd Offense: Three-week suspension and/or miss the next available race or competition
3. 3rd Offense: Indefinite suspension, to be handled as a Major Offense

Procedure: In the event of a disciplinary action based on a minor offense, the Program Director shall provide written notice of any disciplinary action to the athlete and parent/guardian/custodian, with a copy to the Executive Director of the disciplinary action including the following: (i) citation of any rules, laws, codes of conduct, or policies which the athlete is alleged to have violated; (ii) the factual basis for such allegation; and (iii) the maximum potential sanction and any recommended course of action. Notice of a disciplinary action shall be delivered to the athlete and the parents/guardians/custodians by email, overnight delivery service or other similar, verifiable delivery method.

APPEALS

All disciplinary actions and/or sanctions imposed by PCSS rules and policies are subject to appeal by the athlete in accordance with the timeframe and procedures outlined below. The athlete is entitled to receive fair notice of any disciplinary action and/or sanction, including the grounds therefore, and the opportunity for hearing by the Safety Committee. The Safety Committee shall consist of (1) The Program Director, (2) the Executive Director and (3) a designee of the Board of Managers.

Within forty-eight (48) hours after the receipt of the Decision or notice of any disciplinary action for minor offenses, the athlete and/or parent/guardian/custodian (collectively, the "Appellant") must file a written appeal to the Safety Committee seeking the review and evaluation of the Decision or action. Failure to file a timely appeal shall be deemed a waiver of the right to appeal. The Appellant may request a formal hearing before the Safety Committee and, in the event the Decision is issued (or the action taken) during the competition season, the Appellant may request that the hearing be expedited. At the hearing, the Appellant shall have the opportunity to make a case presentation against the Decision or action and the Program Director shall have the opportunity to make a case in support of the Decision or action. At the conclusion of the hearing, the Safety Committee shall issue a ruling affirming, modifying or reversing the Decision or action.

In the event that the Safety Committee takes the matter under advisement in order to receive additional relevant information, the Safety Committee shall issue a ruling as soon as practicable, but in no event later

the thirty (30) days from the date of the hearing.

A notice of appeal shall be deemed filed if emailed or hand-delivered to the Executive Director of PCSS at:

Park City Ski & Snowboard
Attn: Christie Hind, Executive Director
chind@parkcityss.org

Parent Code Of Conduct

The success of our PCSS depends upon positive involvement and support from Parents and Caregivers. Constructive feedback on programs and staff is welcome and will help the organization further improve its programs. PCSS Parents, Coaches, Employees, Athletes and Members are each representatives of the Club. Because Parents and Caregivers are such an important part of our community, please take time to understand the following items in the Parent Code of Conduct:

- I will remember that children participate in PCSS programs to have fun and that the sport and competition is for youth, not adults.
- I understand I am not permitted on a racecourse or in the competition site arena unless designated or invited by a coach or race official to run or maintain the course, or act as an official or gatekeeper.
- I will not encourage any behaviors or practices that would endanger the health and wellbeing of the athletes.
- I will teach my child to play by the rules and to resolve conflicts without resorting to hostility, violence, bullying or hazing.
- I will help ensure my athlete shows up on time and prepared for all practices and competitions.
- I will teach my child to take care of his/her equipment, respect the equipment of others and abide by all rules and regulations at every venue where they train or compete.
- I will promote the emotional and physical well-being of all PCSS athletes ahead of any personal desire I may have for my child to win.
- I will inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others.
- I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, athlete, or parent such as inappropriate comments; refusing to shake hands; or using profane language or gestures.
- I will respect the officials and their authority during competition and will never question, discuss, or confront coaches at an event. Instead, I will take time to speak with coaches at an agreed upon time and place.

- I understand that bullying is unacceptable within this organization. I will not participate in or encourage bullying in any capacity, and I will report any bullying behavior I observe by following the PCSS Procedures for Reporting Inappropriate Conduct.
- I will demand a sports environment for my child that is free from drugs, tobacco, and alcohol and I will refrain from their use at all sports events.
- I will refrain from coaching my child or other players during competition and practices, unless I am one of the official coaches of the team.
- When addressing programming issues, I agree to adhere to the following lines of communication for resolution of that issue: Coach, Program Director, Executive Director (i.e., if an issue is not resolved through discussions with a coach, then the issue should be brought before the Program Director).
- I understand that should I have a complaint involving inappropriate behavior or conduct between athletes or between coach/athlete I can elect to raise the issue confidentially through the PCSS confidential behavior complaint procedure [See below "PCSS INTERNAL PROCEDURE FOR REPORTING INAPPROPRIATE CONDUCT"]
- **Except in the case of an emergency, I will contact coaches via text message only during the hours of 8:00 am and 7:00 pm.**
- I also agree that if I fail to abide by the aforementioned rules and guidelines, I will be subject to disciplinary action that could include, but is not limited to the following:
 - Verbal warning by official, head coach, and/or head of league organization
 - Written warning
 - Parental race suspension with written documentation of incident kept on file by organizations involved
 - Parental season suspension

Rules For Team Room/Locker Rooms And Partner Venues

PCSS Athletes shall, at all times, adhere to the following rules when using space provided by PCSS, including the Alpine Team Room, COEgym facilities or while using space at any of its partner organizations including Park City Mountain, the Utah Olympic Park, White Pines, Soldier Hollow, Deer Valley or while visiting another facility for a PCSS-related activity:

1. Show respect
2. Keep facility clean
3. Turn off lights when not in use
4. No athletes shall be unsupervised
5. Mounting room must always be locked if not in use
6. Athletes must use back stairs for access to the facility to the Marriott/slopes
7. Individual lockers must be kept clean
8. Wax room benches must be swept after use
9. Always keep doors locked when leaving
10. There is no overnight parking in underground or at UOP unless given permission

Safety, Compliance And Medical Rules

PCSS Safety + Compliance Rules

The safety of all PCSS athletes is our highest priority. As such all of our programs are guided by the SafeSport code [SAFESPORT](#) and the Minor Athlete Abuse Prevention Policy [MAAPP](#). **PLEASE REVIEW THESE IMPORTANT ATHLETE SAFETY PROTECTION GUIDELINES.**

In adherence to these guidelines, we believe that coaches play a large role in the physical and mental development of a young person and as a result have an inherent responsibility to not only provide our young athletes with well-planned training programs but also awareness and due diligence to keep them safe on the hill, in the locker room and whenever in our care. PCSS is committed to providing sport programs that are free of harassment and abusive practices. Our organization will not tolerate or condone any form of harassment or abuse from coaches, athletes, officials, volunteers, employees or parents.

Travel to and Dismissal from Trainings or Team Events

Parents/Guardians of minor athletes are responsible for ensuring athletes get to training/event locations safely to meet up with their respective coach and group. If a minor is traveling alone to practice, including in their own vehicle, PCSS assumes no responsibility to ensure their safety until such time as they have met with the group. Athletes under the age of 16 must have written consent from a parent or guardian to leave training without an adult. [Written consent can be provided on this form.](#)

Without a signed form or in extenuating/emergency circumstance, an email or text communication to the coach, athletes under 16 will not be released from the team environment. Failure to pick up an athlete in a timely manner may result in disciplinary action or, if continued, dismissal from the program.

PCSS Internal Procedure For Reporting Inappropriate Conduct

PCSS strives to create a safe and healthy environment for Athletes, Coaches, Parents, Employees and Members. Behavior may occur that violates or is inconsistent with the PCSS Codes of Conduct. Such conduct can include bullying, hazing, harassment or other inappropriate conduct.

PCSS Athletes, Coaches, Parents, Employees and Members are reminded that they may report concerns to the U.S. Center for SafeSport should they wish to do so. Information on reporting concerns can be found at www.safesport.org

PCSS provides the following resolution process for complaints regarding inappropriate conduct,

- Issues regarding the operational aspects of PCSS -- including sport programming and logistics -- are outside the purview of the U.S. Center for SafeSport and should be communicated within

PCSS according to the communication guidelines set forth in the above-mentioned Parent Code of Conduct.

- Complaints regarding inappropriate conduct or behavior may be reported to the Club by reporting the incident directly to the responsible PCSS Coach, Division Director or Program Manager. You can also report the incident electronically via an [Online Incident Report](#) to the PCSS Executive Director.
- Complaints may be reported anonymously, but anonymous complaints may limit PCSS's ability to investigate and respond to concerns. All complaints regarding inappropriate behavior or conduct, from whatever source, are taken seriously and will be investigated.
- Complaints regarding inappropriate conduct or behavior received by anyone at PCSS will be directed to the Executive Director, Christie Hind.
- Complaints that involve sexual abuse or physical abuse or assault **must** be reported to the U.S. Center for SafeSport, and if the impacted person is a minor, there may be an obligation to report to local police authorities.
- For complaints not involving sexual abuse, physical abuse or assault, PCSS has identified a Safety Committee that consists of the Executive Director, the Board Safety Chair, and the appropriate Sports Director (if that Director is not the subject of the complaint) to receive, review and resolve complaints. Where a Sports Director is the subject of a complaint, a Sports Director from another PCSS Division will be substituted. Where the Executive Director or designated Board Safety Chair is the subject of the complaint, another board member will be substituted.
- When a complaint regarding inappropriate conduct or behavior is received, the PCSS Safety Committee will review the complaint.
- The PCSS Safety Committee will confirm that no PCSS Safety Committee member has a conflict and that all members can view this information independently and without bias toward any of the parties. Members of the PCSS Safety Committee must disclose any potential conflicting relationships with the PCSS Safety Committee and with the parties or the individuals providing information.
- PCSS will keep information confidential and will only share the information with the PCSS Safety Committee, and advisors and consultants, as necessary to investigate and respond to the complaint. PCSS may be required to share the information with the U.S. Center for SafeSport, law enforcement or other authorities. Confidentiality includes the names of the parties and others who provide information, as well as the dates and locations where the incident may have occurred. The fact of the investigation and process will be kept confidential, as well as the substance. If there is a perceived need to share information or names, PCSS will consult with outside experts, including its National Governing Body (U.S. Ski & Snowboard) or the U.S. Center for SafeSport. A failure by the Club or PCSS Safety Committee members to maintain confidentiality of a complaint constitutes a violation of the SafeSport Code.
- Retaliation by PCSS, its coaching staff or members is strictly prohibited. Retaliation can include treating a person differently after they have complained or provided information, such as not engaging with them, limiting their involvement in activities, sharing negative information about them, excluding them, or doing anything that could negatively impact the person. Even if the

underlying complaint from a person is not found to be supported, PCSS will not retaliate against a person for bringing the complaint or providing information. Retaliation is a violation of the SafeSport Code.

- The PCSS Safety Committee will do a preliminary inquiry to identify some of the basic elements of the situation. During its preliminary inquiry, the PCSS Safety Committee will review the SafeSport Code, PCSS codes of conduct, the U.S. Ski & Snowboard Code of Conduct and any other applicable rules or guidelines and determine:
 - Whether to file a report with the U.S. Center for SafeSport
 - Whether to notify U.S. Ski & Snowboard
 - Whether the respondent should be contacted
 - Any interim measures that need to be taken for the purpose of protecting athletes
 - Whether an immediate resolution is available
 - Who will perform an investigation (an employee of the Club, an outside consultant, etc.)
- Once the investigation is complete, the PCSS Safety Committee will determine any Further action.
- The PCSS Safety Committee may notify the complainant and respondent (if appropriate) of the overall outcome but may not provide all details in order to maintain confidentiality.
- The purpose of action is to protect athletes and any resolution should be consistent with that purpose
- Resolutions available to the Club may include but are not limited to:
 - Providing a mechanism for the parties to reconcile
 - Written warnings of various levels
 - Requiring training that is applicable to the situation
 - Written apology
 - Monitoring for a period of time
 - Counseling (at the athlete's cost) with updates as to the results
 - Limiting respondent's contact with others
 - Temporary suspension
 - Suspension

Other actions as determined by the PCSS Safety Committee.

INJURIES AND RETURN TO SPORT

PCSS coaches work hard to minimize the risk of athlete injury. But participation in sports has inherent risk and athletes may be injured during training or competition. When an injury occurs that takes the athlete away from training and competition, it can be a challenging time for the athlete and their family. Competitive skiing and snowboarding place unique physical demands on an athlete that make it especially important that return to sport is well designed and monitored. The athlete's parents, physician, physical therapists, and PCSS staff must all work together to develop a plan that includes regular communication and alignment on return to sport.

In most cases, a return to sport is a gradual, step-by-step process toward active training and/or competition. PCSS coaches and staff will assist with this process and support both the mental and physical wellbeing of our athletes throughout the return to sport process. Whenever possible, the injured athlete is encouraged to join their team and maintain contact with teammates to help with social and emotional support.

It is important to understand that a doctor's note "clearing" an athlete to return to sport does not mean that the athlete can or should return to full participation. Depending on the severity of the injury and/or length of time away from the sport, coaches have the sole discretion to develop modified training plans or recommend that an athlete skip competition in favor of additional training time to mitigate risk of re-injury in order to support the athlete's long-term health, wellness and performance.

PCSS Concussion Policy

About Concussion: Concussion is a common, specific type of traumatic brain injury that involves a temporary alteration of brain function. It occurs when the brain experiences force significant enough to interfere with the normal function of the cells of the brain (the neurons) and their ability to communicate with each other. The force itself can come either from a direct blow to the head or from an indirect blow to the body that causes the head to move or stop quickly. Concussion is a functional injury of the brain, rather than a structural one. Concussions do not involve bleeding or swelling. They do, however, create a wide variety of symptoms to look out for.

Common Symptoms: It is important to remember that the symptoms of any one concussion can be very different from one person to the next, and from one injury to the next. Some of the more common symptoms include headache, sensitivity to light or sound, nausea, or balance problems. Cognitive effects are also commonly seen, such as poor attention, memory lapses, slowed thinking, and personality changes. Strictly speaking, any aspect of brain function may be involved. Although loss of consciousness (being knocked out) can happen with some concussions, it is not a requirement to make the diagnosis. There are three additional important points to keep in mind:

- Concussion symptoms may be delayed, in some cases for up to 24 hours.
- Symptoms commonly associated with concussion could also be from something else.
- It is always possible that more than one type of injury is present and responsible for symptoms.

Other Associated Injuries: Less common injuries, that are far more dangerous than concussion, should always be considered after a fall results in a potential concussion mechanism. These potential injuries include skull fracture, neck injury, brain bleeding or brain swelling. As a rule, any athlete who is suspected to have a concussion should be observed by a responsible adult for roughly four hours after the crash or fall. Any sudden change in awareness or consciousness, or any progressive worsening of symptoms that

interferes with normal function, should be considered to be signs of an urgent injury that needs to be evaluated by the appropriate medical professional.

The Risks of Participating While Concussed: Any injury to the brain has the potential to affect important basic athletic abilities such as reaction time, visual processing, and balance. Therefore, a concussed athlete has a higher risk of falling or crashing again and, therefore, a higher risk of injury in general. At the same time, a concussed brain that experiences another significant force will likely experience a worsening of the initial injury, resulting in increased symptoms, longer injury duration, and, ultimately, more time missed.

PCSS Concussion Management:

1. Any PCSS athlete suspected of having sustained a concussion, based on either the mechanism of injury or on any presenting sign or symptom, will be removed immediately from participation in any PCSS sporting event (e.g. sanctioned training, practice, camps, competitions, or tryouts), by any PCSS agent or coach overseeing such sporting event.
2. Being removed from participation due to a suspected concussion does not mean that a concussion has necessarily been diagnosed.
3. Being removed from participation due to the suspicion of concussion does preclude the athlete from participating for the remainder of that day and until they are cleared in writing by a licensed physician (MD or DO) with specific training and experience in the diagnosis and management of brain injuries and related neurological diagnoses.
4. Once removed from participation, the athlete will, as soon as possible, have a neurological history and evaluation performed by a licensed physician (MD or DO) with specific training and experience in the diagnosis and management of brain injuries and related neurological diagnoses, in order to provide the appropriate diagnosis and management plan under that physician's guidance.
5. Any PCSS athlete who has been diagnosed with a concussion must complete a documented and physician-directed return to participation process prior to written clearance being provided.
6. The physician responsible for clearing the athlete must certify to PCSS in the clearance letter (the "Clearance Letter") that he/she is certified in their medical specialty, is actively licensed, and has either successfully completed a continuing education course in the evaluation and management of concussions and neurological diagnoses within three years of the day on which the written statement is made, or is certified in a neurological or sports medicine specialty.
7. The PCSS's agent or coach making the removal decision may also inform USSA Competition Services in accordance with the USSA Concussion Policy for USSA members.
8. In addition to providing a Clearance Letter to PCSS, athletes who have subsequently been medically cleared to resume participation in PCSS sporting events without restriction, must

also provide the Clearance Letter to USSA Competition Services in order to be permitted to participate in USSA sporting events.

PCSS Annual Concussion Education: PCSS will provide annual, updated, mandatory education materials to all PCSS athletes, families, coaches, and staff by September 1st of each year. These materials will be updated to reflect the most accurate and up-to-date understanding of concussion best practices and will be developed specifically for PCSS by the *International Congress for Athlete Brain Health*: www.athletebrainhealth.com/international-congress.

Participation in any PCSS sanctioned training, practice, camps, competitions, or tryouts, will be dependent on providing certification on the completion of the most up to date educational materials.

For additional information on concussion diagnosis and management, as well as other neurological conditions in athletes, PCSS athletes, families, and staff are encouraged to reach out to:

Kutcher Clinic for Sports Neurology, Park City, UT
(385)246-5971
www.kutcherclinic.com

Drug And Alcohol Policy

The safety and welfare of our athletes is our highest priority.

Alcohol, tobacco, vaping devices, and drugs have an adverse physical and psychological effect on student athletes and teams. The use or possession of these items is prohibited and will result in disciplinary action.

Therefore, athlete members of PCSS are prohibited from using or carrying drugs (Marijuana/THC, Cocaine, Opiates, Phencyclidine, Amphetamines), tobacco, vaping and alcohol except as permitted by law or medical prescription. In the case of medical prescription, athletes must provide their PCSS director with a written statement from their doctor detailing the medication in use and its effects on the individual.

To ensure compliance with these rules, this policy for alcohol and drug use testing is established. The policy applies year-round to athlete members when involved in the dryland and ski training program of PCSS, at or away from the team facilities, including travel, lodging and any other activity of athletes and staff while at other resorts. If the athlete is under any additional Drug and Alcohol Policy during this period PCSS will meet jointly with the other institution to decide if and what actions are needed. PCSS will comply with all applicable governmental or judicial requirements.

Selection – PCSS will test athletes (from eighth grade and higher) at random (during the months of Sept-April) for drug or alcohol use. Random testing selection will be according to methodology adopted

by the Director; the contract laboratory supplies the random selection method to the PCSS. PCSS may test any athlete pursuant to accident or incident (on or off the training site) that involves medical attention; at any time that safety of athlete members may be jeopardized, or upon reasonable suspicion of use.

Sample Analysis – PCSS will utilize laboratories experienced in performing chemical analysis for alcohol and drug detection. Urine sample testing will conform to currently accepted analytical methods and procedures. Positive test results will be confirmed by gas chromatography and mass spectroscopy.

PCSS shall pay all costs of testing, including transportation and will own the results.

Results / Action – Test results will be received and handled confidentially. Test results will not be divulged to other individuals except as necessary for the conduct of the PCSS program. All positive results will be passed on to a Medical Review Officer (MRO).

Whenever an athlete's test results indicate the presence of illegal drugs or alcohol substances or the MRO rules the specimen adulterated, the following will occur:

- The Executive Director within 24 hours, will notify the parent/guardian/custodian first.
- A written notification from the Executive Director will be sent to the parent/guardian/custodian by certified mail.
- The athlete will be notified and be required to submit to follow up testing. If the parent/guardian/custodian, staff member or athlete wish to contest the results the lab will arrange for confirmation testing at limits of detection. This is done at the parent/guardian or athlete's expense. Such a request must be made to the Executive Director in writing five (5) working days from first notification of positive test results.
- The athlete may be suspended until disciplinary actions have been decided.

PCSS may take any combination of the following actions:

- Require the athlete to consult with a professional drug or alcohol counselor to provide more information to PCSS as the basis of further action.
- Terminate the athlete's membership in the program.
- Refuse to accept the athlete into the PCSS program.

In the event of a dispute between the parent/guardian/custodian, or athlete and PCSS a binding mediation process for dispute resolution will be utilized. The parent/guardian/custodian, or athlete will pay related expenses of the mediation process.

Travel, Transportation And Accommodation Rules

All PCSS athletes must be registered as a PCSS athlete and must be **paid in full** before traveling with PCSS. All travel will be conducted in accordance with Safe Sport and in compliance with the MAAPP.

PCSS Staff are responsible for implementing travel policies while traveling to camps and competitions. Staff must notify the Program Director of any athlete violations of these policies:

1. Athletes must wear their seat belts while traveling in PCSS vehicles.
2. Athletes must follow all directives of the vehicle operator, observe safe driving habits as passengers and not cause unnecessary distractions to the vehicle operator.
3. Athletes will be held responsible for any damage they cause to vehicles.
4. Athletes will place their trash in bags provided by the vehicle operator. Failure to observe this rule may result in a "no food or drink" policy in PCSS vehicles.
5. Athletes must attend all scheduled athlete meetings while attending camps or competitions with the PCSS.
6. Athletes must adhere to all curfews and schedules set at athlete meetings.
7. Athletes will be responsible for any room damages they cause. In the case of unreported damages, all athletes assigned to that room will share such costs.
8. Athletes will be responsible for phone bills or other incidental charges to their rooms.
9. Athletes will respect each other and each other's property.
10. Athletes who sign up to travel with the team are committed to travel costs. Changes in travel plans, once signed up for PCSS travel, will not result in the return of travel expenses paid.
11. Athletes may not travel in private vehicles to events or at events without prior written permission from their parents
12. Athletes will abide by all ski area rules, USS/FIS rules, and PCSS rules during camps and competitions.
13. Upon arrival at camps or races, athletes are responsible for calling their parents with contact information such as the phone number of their room.
14. Athletes will make every effort to use their coaches for the intended role of supporting their athletic goals. Athletes must understand that when coaches are forced to turn their attention to athlete behavior and the enforcement of policies, less attention is available for coaching. As individuals and as a Club, we should all be focused on what we are at camps and competitions to achieve.