



2020-2021 Season Parent Handbook

Welcome to Club Mont Ste Marie (CMSM). The Club was founded in 1967; since then, it has established itself as one of the premier ski clubs in the region. While it is easy to define our success by the number of graduates who have gone on to race for the Quebec Provincial or Canadian National Ski Teams, we believe that the skills, which our athletes develop through ski racing, are invaluable, wherever their passion and talent take them.

This handbook is designed to be a resource for new members of the Club. We often hear how overwhelmed some parents feel, who are new to ski racing and to CMSM. Our hope is that this handbook will introduce you to the Club and the sport of ski racing, and will become a tool to consult when you have questions. It is a work in-progress; we are always open to suggestions for edits or additions. Please send your suggestions to the Alpine Program Administrator at programadmin@clubmsm.org.

About Club Mont Ste Marie

CMSM is a not-for-profit organization, which runs independently from the Mont Ste Marie Ski Hill. The Club is run and supported by parent-volunteers and an administration that includes a volunteer Board of Directors, a volunteer Alpine Committee (headed by the Alpine Director), a Head Coach and an Alpine Program

Administrator. CMSM is dedicated to the development of Alpine Ski Racing from entry-level ages to U18. The Club also has a thriving and fast-growing Mountain Bike “Velo” branch and a very strong “Social” membership, known as Friends of the Club, for those wishing to stay connected and partake in Club activities but who are not members of the Alpine programs or Velo MSM.

Each season, 100-120 young racers actively participate in our Alpine programs. Our members have extensive experience in organizing regional, Provincial and international events. The selection of athletes who graduated to the Provincial and National Teams speaks to the quality of the Club's ski racing programs. Current and former Canadian Ski Team athletes/coaches include CMSM alumni Dustin Cook, Sierra Smith, Chris Steinke, Julie Klotz, Ryan Malmberg, Chris Powers and Caroline Calve.

We have a talented and enthusiastic group of coaches who are Canadian Ski Coach Federation [CSCF] trained and certified, and whose positive results in competition in recent years have led to the CMSM program being a pre-eminent one. CMSM has a strong partnership with Mont Ste Marie Ski Hill and the Outaouais Ski Zone, is a member of both Ski Quebec Alpin and Alpine Canada Alpin, and competes under the rules of the International Ski Federation [FIS].

More information can be found at www.clubmsm.org.

Our Mandate:

- ❑ To establish, maintain, conduct, supply and render recreational and educational programs, activities and services and to promote an interest in athletic sports, games, recreations, exercises and other pastimes and arrange matches and competitions of every nature;
- ❑ To provide, wherever possible, any other social, cultural or recreational activities for the enjoyment of members of the Club; and
- ❑ To cooperate, wherever possible, with other organizations which have as their objectives the promotion of health and recreational activities to the general public.

Professional Staff

Head Coach:

The Head Coach, with direction from the Alpine Director and Alpine Committee, is responsible for the design, implementation and management of the alpine program for Club Mont Ste Marie participants. The Head Coach will work with the Alpine Administrator to coordinate lane space/time, and work with the coaching staff, Hill Operations and Alpine Club families to ensure proper communications and information sharing.

The Head Coach also communicates and liaises with other stakeholders (Alpine Committee, Club MSM Board), and maintains appropriate relations with regional, provincial and national alpine organizations.

Alpine Administrator:

The Alpine Program Administrator (“APA”), assists in planning, developing, implementing, managing and coordinating the Club’s training programs, including Dryland and pre-season ski camps. The APA will work with the Head Coach and Alpine Club families to ensure proper communications and information sharing. The APA also communicates and liaises with other stakeholders (Alpine Committee, Club MSM Board), and maintains appropriate relations with regional, provincial and national alpine organizations.

Accountant: Sarah Burroughs

Sarah is our amazing, multi-disciplinary accountant who keeps the Club MSM engine running. Among other responsibilities, Sarah:

- maintains all accounting records on behalf of the Club and Members
- performs all billings for program registration, ski camps, other extra ski opportunities, and social events
- processes all payments on behalf of the Club, including payroll
- manages the annual audit process
- ensures Insurance, Internet, and other critical coverage to support Club operations
- attends monthly Board meetings to provide information as needed and follow up matters within her responsibilities

CMSM Board of Directors and Committees

CMSM is run and supported by a board of Directors and several committees to support club operations and activities. Most committees are chaired by a Board Member and involve additional CMSM members who have talents or interest in the specific area. We want to provide opportunity for input, and to share the workload of running our club successfully. Note that when you join a club you are not simply buying a service. Clubs are member-driven and much of our success is due to member participation and keen volunteerism.

While the nature of the committees may change, at this time the following committees are in place.

- Alpine Committee

Club Mont Ste Marie has established an Alpine Committee (AC) led by the Alpine Director. The AC's purpose is to support and provide guidance to the Head Coach, Alpine Administrator and the Alpine Director.

- Race committees
- Development committee
- Social Committee
- Marketing & Sponsorship Committee
- Volunteer Engagement Committee
- Audit Committee

The Audit Committee acts as a sounding board for the Treasurer in support of annual budget setting, recommending approval of annual audited financial statements to the Board, and other financial fiduciary responsibilities.

- Velo Group
- Age group volunteers

If you can provide any assistance, please feel free to contact the committee leaders

or inquire by email:
info@clubmsm.org

Coaching Staff

A Lead coach is appointed for each program [U12, U14, U16, U18]. These Lead coaches are employed seasonally. In consultation with the Head Coach, Alpine Administrator, Alpine Director and the alpine committee, they recruit a team of coaches to deliver a quality on-snow program.

Parent Volunteers

No discussion concerning the organization of CMSM can take place without acknowledging the huge amount of work done by parent volunteers. Simply put, without this volunteer support the club could not operate. A host of volunteer opportunities are available, both on and off the hill. Each family is required to commit 8 volunteer days during club programming for the club. A set deposit fee is to be paid upon registration, but is reimbursable at the end of the season, in whole or in part, depending upon full or only limited parental volunteerism.

Relationship with The Outaouais Ski Zone (OSZ), Ski Quebec Alpine (SQA) and Alpine Canada Alpin(ACA)

Ski racing in Canada is organized by our zone, province and nation. Our regional governing body is The Outaouais ski zone (OSZ) (<http://www.skioutaouais.qc.ca/>), The Provincial sport organization (PSO) is Ski Quebec Alpin (SQA, www.skiquebec.qc.ca) and our National sport organization is Alpine Canada Alpin (ACA, www.alpinecanada.org). Ski racing is governed globally by the Fédération Internationale de Ski (FIS, www.fis-ski.com).

Club decisions are made after careful consideration of direction and actions taken at higher levels of organization in the sport. Our events must be sanctioned by SQA, ACA and FIS to ensure that safe, quality and age-appropriate environments are created and maintained for our athletes.

CMSM Alpine Programs

Registration and Fees

Starting in 2020 we have moved to an early registration model for returning athletes and families. A letter issued by the club is sent out to the membership with registration and fees in May, and registrations are accepted for returning athletes and siblings for 2-3 weeks before registration is closed for the summer. In late September, once we have our coaching roster, we will open up registration of limited spots to new families if available.

All athletes in the program carry a competition card which allows them to participate in ski racing events either governed by SQA, ACA and FIS. These cards can be obtained through the SQA portal in the fall, and instructions will be provided by our administration.

CMSM Refund Policy:

See [“Club Mont Ste Marie Financial Policy – Refunds”](#)

If the ski season is cancelled for any reason beyond the control of the Club prior to the start of the season, a full refund of program fees, and flow-through fees that have not yet been spent, will be issued. Membership Fees for the season will not be refunded.

If the ski season is cancelled for any reason beyond the control of the Club during the regular ski season, a refund of program fees will be issued on a prorated basis, less non-refundable costs (coaching costs, administration, non-refundable travel or equipment costs, etc) incurred by the Club.

Note: As per past seasons, if there is an extenuating and unique circumstance, and along with supporting documentation, the Board may consider a refund.

The Nancy Greene program run at Mont Ste Marie is provided by the hill operations and is not part of the Club MSM program. However, the NG athletes who decide to compete in the NG Zone races must become members of the Club, purchase a race card, pay their race entry fees and Outaouais Ski Zone fees to the Club to be eligible to race in the regional circuit.

If a NG athlete would like to join the Club MSM program, we ask that you join us in the spring at our ‘Club Introduction day’ where the athletes are able to ski along

with our coaches. This introductory day is used to assess whether the athlete is ready for the Club MSM program.

Please note: We do not offer a U8 program at this time. We can only accept athletes aged 8 and older (age as of Dec 31st at the beginning of the season). Some exceptions may be approved by the head coach and alpine director.

Coaching

The goal of Alpine Canada, SQA Alpine and CMSM is to ensure that any child entering the alpine ski racing system is provided every opportunity to experience the building blocks necessary to reach the desired highest levels of the sport. To that end, Alpine Canada has produced a Long-Term Skier Development guide (LTSD) for Alpine Ski racing known as AIM2WIN. It can be viewed online at: <http://www.alpinecanada.org/alpine/development-alpine>.

The AIM 2 WIN document is intended as a resource for coaches, managers, administrators, parents, teachers, and volunteers who play a role in the development of young ski racers. Although the primary objective of AIM2WIN is to produce greater numbers of ski racers capable of achieving at the highest level, it also provides a platform for clubs and coaches to encourage and support participants at every level to fulfill their potential, and maintain a lifelong involvement in the sport of alpine skiing.

A significant number of CMSM coaches are past participants of the CMSM alpine racing program with follow up coaches levels certificates. Our target coach to skier ratio is 6/7:1.

<https://ltad.alpinecanada.org/>

Coaching Goals - Alpine Program

U10/12

SKIERS ESSENTIALS/ LEARN TO TRAIN - The U10/12 Program is designed specifically for eight and nine-year old's and ten and eleven year old's who already have shown a keen inclination towards racing and demonstrated very strong skiing skills. The U10/12 coaches elevate everyone's technical skill level through increased volume of skiing, diversity on and off snow experiences including "age and stage" appropriate physical and mental training and the introduction to a structured competition. The technical model of this program is firmly based on

Alpine Canada Alpine AIM2WIN document with participation limited to a number of competitions, 9:1(U10), 7:1(U12) training days to race days. Coaches are careful to promote good skiing and athletic development rather than timed results.

Special Events

Defi Carnaval - Defi Alpin - This event is hosted every year at Le Relais in The Quebec City area, generally the last weekend of January. CMSM is always well represented and it is a fun event for this age group. The race is a 2 day event and we encourage all athletes **UNDER 12** to attend. CMSM takes advantage of the Quebec City region and plans a Friday Fun ski day with coaches at Le Massif.

The top U12 athletes in the region have the opportunity to race in the Provincial championships, called Regroupement- this is provided they qualify regionally. This is a 3 day event that includes skills and drills, Slalom and GS. Race information is available on the SQA website - <http://www.skiquebec.qc.ca/>

Regional qualifications are posted on the OSZ website - <http://www.skioutaouais.qc.ca/>

Regional points in each age group are updated regularly on the OSZ website.

U14

LEARN TO TRAIN/LEARN TO RACE - Coaches at the U14 level work to pattern strong, basic technical skiing skills through all-mountain, all-terrain skiing. As well, coaches create specific environments (setting courses) utilizing on-snow markers such as brushes or gates in various configurations that define turn shape, rhythm, and speed. Both on- and off-snow (dryland) training experiences are more structured, yet a friendly and fun team environment is promoted to keep racers engaged and motivated while they improve. Exposure to local, provincial, and international competitions allow coaches to introduce more specialized skills such as course inspection strategies, mental rehearsal or imagery, appropriate equipment preparation, understanding the rules of the sport and more.

Special Events:

Speed Camp - U14 athletes are introduced to a 3 day speed camp, (Super Giant Slalom - SG) followed by a SG race. This camp is designed to introduce, teach and provide athletes the opportunity to learn the skills needed for higher speeds in

a controlled environment. This U14 camp is generally hosted by The Calabogie race club.

Camp de Releve - This is traditionally an SQA event and before each ski season SQA will provide and announce qualification and provide information about the camp. In the past couple years, SQA has left it to the discretion of individual zones to run this camp. Training is organized by the local OSZ coaches.

Provincials/ Jeux de Quebec - The top U14 athletes in the region have the opportunity to race in Provincial championships or Jeux de Quebec on alternating years- this is provided they qualify regionally. This is traditionally a 4 day event that includes skills and drills, SL, GS and SG - race information is available on the SQA a Website - <http://www.skiquebec.qc.ca/>

Regional qualifications are posted on the OSZ website - <http://www.skioutaouais.qc.ca/>

Athletes may advance from U14 Provincials to international racing - Eastern CanAms, race information and qualification are posted on the SQA website <http://www.skiquebec.qc.ca/>

Regional points in each age group are updated regularly on the OSZ website.

U16

LEARN TO RACE - At U16, coaches now work toward building and refining technical skiing skills. Recognizing their physical growth and maturity, coaches encourage more rigorous fitness training. The commitment to preparation becomes a part of the overall and daily routine. Through exposure to increased challenges on the mountain and through controlled environments, the coaches foster a common goal so that racers can become more confident and independent in the management and ownership of their training and race results. Increased volume and intensity of competition at the provincial, national, and international level and the selection of various advanced training projects make athlete management an integral part of the coach's plan for each member of the team.

Special Events:

Speed Camp - U16 athletes have a 3 day Super G (SG) speed camp followed by a 2 day race weekend. Note: a SG race is a one run race. This U16 event is generally hosted by CMSM.

Provincials - The top U16 athletes in the region have the opportunity to race in Provincial championships - this is provided they qualify regionally. This is traditionally a 6 day event that includes, skills and drills, 2x SL, 2x GS and SG - race information is available on the SQA Website - <http://www.skiquebec.qc.ca/>

Regional qualifications are posted on the OSZ website - <http://www.skioutaouais.qc.ca/>

Athletes may advance from U16 Provincials to national racing - the Eastern Championships, race information and qualification are posted on the SQA website <http://www.skiquebec.qc.ca/>

U16 National Championships, Canada Winter Games, Whistler Cup and European races may be added each year by SQA for the top U16 athletes in the province. These announcements and the qualifications process notifications will be available on the SQA website at the start of every new season.

Regional points in each age group are updated regularly on the OSZ website.

U18

TRAIN TO RACE/LEARN TO COACH - Designed as a stepping stone towards FIS racing or a profession in the ski industry, participants will have the flexibility to continue with racing endeavors, pursue academics, and develop coaching skills. High standards will be imposed to focus on the tasks at hand - whether improving mental, technical, or physical skills, attending coaching courses or avalanche courses - participants will acquire valuable insights and lessons to prepare them for attaining whatever goals are set.

The U18 ENL circuit consists of approximately 5 race weekends spread out throughout the province of Quebec. Race information is available on the SQA website and Provincial circuit points are updated regularly on the SQA site.

Pre-Season Camps:

Subject to change from season to season, each year the club tries to organize a pre-season training camp for all age groups. U10/U12 has traditionally been offered a two day on-snow camp at Mont Tremblant during the first weekend of December. Parents are responsible for lodging and meals for their athletes. U14/U16/U18 athletes are also invited to participate in this camp.

U14/U16/U18 are also offered an opportunity to participate in a 9-10 day camp around the last week of November, with 8 days of on-snow training. This camp has been held at both Mont Edouard in QC and at Sugarloaf Resort in Maine. The club provides transportation, lodging, meals and coaching for these athletes during the camp.

Physical Fitness, Nutrition and Sports Psychology

Physical Fitness

Dryland training is an essential part of ski racing which helps develop agility, balance, speed, strength, and aerobic capacity. The training sessions generally take place in the fall and are designed to be fun, challenging, and always changing. Attendance by all athletes is strongly encouraged. Fitness testing provides an opportunity for athletes to keep track of their physical strengths and weaknesses. Past participants can compare their results and track their improvement, while new participants can establish a baseline against which to compare future results.

Nutrition Resources

Nutrition is just as important as an athlete's training sessions. Athletes who eat properly and get adequate rest are better able to train and perform better. The saying "you are what you eat" might be adapted for the athlete to "you compete how you eat". In addition, nutrition for adolescent athletes must allow for physical growth and development.

Sports psychology

CMSM will try to provide some aid with mental training and sports psychology. In the past we have hosted sports psychologists who have given presentations to

our athletes and our parents. We can recommend books for the athletes and parents to read. Please contact the programadmin@clubmsm.org

CMSM Athlete, Coach, Parent & Administration Roles

To accomplish the goals of the Club, all key stakeholders [athletes, coaches, parents and administration] must see themselves as a team and apply a coordinated effort. The club and athletes can only succeed if everyone commits to “pulling their weight”. We ask that all stakeholders sign and adhere to a code of conduct. This must be signed and returned at registration.

The Code of Conduct can be found on our club website. (www.clubmsm.org)

Equipment and Clothing

What to buy and when

Alpine skiing is a “gear intensive” sport but does not require you to buy expensive equipment all the time. It is possible to spend considerable sums of money on equipment. However, by shopping wisely, buying used equipment, and only buying what is essential, you can keep costs down.

It is imperative that all race equipment be maintained in excellent shape. Investing in a tuning kit to keep skis sharp and waxed will greatly improve a racers potential. CMSM tries to run a couple tuning clinics, for both beginner and intermediate skill sets, over the Christmas camp. Keep an eye on your inbox for information on clinics being held this season.

U10

Racers will need the following equipment:

One pair SL race style skis

Ski boots

Ski poles

Helmet (proper race helmet with hard ear coverings)

Goggles

Gloves

Shin guards (U10 only train SL on stubby gates)
Team Jacket and pants

U12

Racers will need the following equipment:

One pair of GS or SL race style skis

Ski boots

Ski poles

Helmet (proper race helmet with hard ear coverings)

Goggles

Gloves

Team Jacket and pants

Protective equipment recommended: shin guards, pole guards, chin guards, mouth guard (optional).

Ski poles: We recommend that racers have two sets of poles - one for GS and one for Slalom. They are not an expensive item and having a pair of Slalom and a pair of GS poles prevents the racer having to take the pole guards on and off the poles.

U14, U16

Racers will need the following equipment:

Equipment noted above, plus

One pair GS skis

One pair Slalom skis

SG skis: A Junior SG specific ski or longer GS ski is highly recommended for speed camp, and it is best to buy these skis used from older athletes or rent from the local ski shop. Note- At provincials there is a minimum radius of ski required in order to participate in the SG race. Check with your coach to confirm recommended sizing.

Ski poles: We recommend that racers have two sets of poles - one for GS and one for Slalom. They are not an expensive item and having a pair of Slalom and a pair of GS poles prevents the racer having to take the pole guards on and off the poles.
Helmet - Must have be FIS approved for GS and SG

Speed suit.
Stealth top [optional].
Slalom shorts [not essential, but recommended].
Ski Bag.
Tuning kit.

Back protector for GS/SG

Always look for equipment that was designed for junior racing as opposed to recreation gear. All junior racing products have been designed specifically with junior racing speeds and athlete sizes in mind. We recognize that this can be overwhelming for those new to the sport of ski racing. Thus, we recommend that you connect with the lead coach to ensure that your athlete has the appropriate equipment that will do the job but not be prohibitively expensive.

U18

All of the above equipment. Please check with your U18 Head Coach.

Where to buy new equipment

Several sources are available to purchase both new and used equipment.

Local stores

Several stores in Ottawa specialize in selling racer equipment and are knowledgeable about the needs of racers. CMSM works closely with Sporting Life, who offer racer discounts, which are typically anywhere in the 10-20% range. When you go to purchase your equipment mention you are a CMSM racer and ask for a racer discount. The amount of the discount depends on other sales and specials that are going on at that time.

Where to buy used equipment

A lot of used equipment can be found at the club, and in fact this is your best and easiest source.

The Ski Swap

The Ski Swap will take place during registration is the best place to find a good pair of used skis and other equipment.

Buy and Sell

CMSM has a buy and sell area on the website where members can advertise items they wish to sell or items they are looking to buy. We recommend you check this website frequently for items.

It can be accessed through [this link](#) (from the Club MSM website)

CMSM Team Uniform

All athletes participating in our race program must wear a Club Jacket with black pants. Orders for new jackets are generally placed at the end of the ski season, however many used jackets are available on the ski swap site.

Meeting locations in the Main Lodge

CMSM athletes gather in the basement in the main lodge; this is our unofficial meeting area. This is where we ask the athletes to be during the training days, if not on the hill. Lunch should also be eaten in this location as a team.

All About Races

CMSM usually hosts a number of races during a season. The organization of these races takes the committed effort of all parents. For those new to ski racing, this might feel overwhelming and perhaps intimidating. However, rest assured that it will not take long to understand ski race organization. Taking Officials courses can help tremendously, and as such, all new parents are expected to take at least their Level 1 course (2 hours).

We are very lucky at MSM to have a FIS homologated GS race run, one of very few across the country. This provides our athletes an advantage to train and race on a world class run and also gives us the opportunity to host international events. This is the greatest opportunity for our athletes to watch and learn from some of the top athletes in North America. We encourage everyone to come out and help or watch when these events take place. These events are staffed by CMSM, the regional race community and alumni. Great learning opportunity for everyone.

Race Volunteering

All the races hosted by CMSM are run by parent volunteers. Thus, if you have a child who is racing, you will be expected to assist in some capacity. This is a fun way to meet other parents and to watch your child perform while keeping busy with your own same-age peers. A number of volunteer positions [both on and off the hill] are available; the volunteer coordinator can help match your interests, abilities and availability with the position that is best suited for you and the Club's needs and expectations. The volunteer coordinator will also track your volunteer time to ensure that all members are contributing equitably. **Each family is expected to put in 8 volunteer days.**

The day prior to the race is usually a safety setup day. Parents are required to help put up the safety nets. Volunteers are organized into crews, typically led by a more experienced parent. Unless otherwise announced, volunteers meet at the Silver Bullet at the bottom of Cheval Blanc at nine o'clock on setup days. At the same time, some volunteers work inside, getting the race office in order, preparing start lists and programs.

Volunteers are also organized by crews on race days. Signing up for volunteer positions takes place several weeks before the races and will be announced through the CMSM eblasts. The following gives you some idea of the volunteer opportunities. However, if you are not sure of the best position for you, please contact the volunteer coordinator at volunteer@clubmsm.com or Alpine Program Administrator at programadmin@clubmsm.org.

Sign Up Genius

Sign up Genius is the program the club uses to fill and track roles on race and set up days. It is essential that you sign up in advance in order to have your credits count and to let the chiefs know in advance who will be helping out and in what capacity. Please sign up far in advance so we are not forced to continually send emails looking for volunteers.

Volunteer Coordinator

The volunteer coordinator works very closely with the Chief of race and the age group coordinators to fill the roles on set up and race days. It is essential that all positions are filled in advance of the race in order to offer the fairest event possible for all racers.

Race Volunteer Roles

Course Crew

Under the direction of the Chief of Course, the course crew is responsible for the preparation of the course and its maintenance throughout the race. This requires being responsible for the course marking, including direction marking, marking pole positions, as well as providing the course setter with assistance and the equipment required to be productive. The course crew also prepares the start and finish areas, and ensures the course is well prepared and maintained while the race is underway. Some members of the course crew are positioned in key places along the course, and use rakes and shovels to ensure the course is kept in good condition. Other members of the course crew are positioned at the top of the course and run equipment down to places where it is required during the race. Other members of the course crew act as slippers, during which they sideslip the course to minimize the ruts and berms.

Gate Judges

A Gate Judge is responsible for judging the passage of each competitor through the gates and deciding whether the passage is correct. Gate Judges must have completed their Level 1 Official's course to be aware of the rules concerning correct passage. The Chief of Gates assigns a certain number of gates to each Gate Judge to watch. Gate Judges stand to the side of the course and watch each competitor pass through their designated gates. If a competitor does not have the correct passage through the gates, the gate judge marks this down on a gate judge card.

Start Crew

The Start Referee, who must be a Level 2 Official, oversees the start area. Volunteer positions at the start include: the Starter, Assistant Starter(s), and one Manual Timer. The Starter wears a headset and communicates with the timing crew. The race is started on the Starter's signal. The Assistant Starter organizes the racers according to the start order. The Manual Timer uses a stopwatch and a recording sheet to record manually the time at which each racer starts. This forms a backup time for all the electronic timing system. The Assistant Starter and Manual Timer are appropriate volunteer positions for inexperienced volunteers.

Finish Crew

The finish area is overseen by the Finish Referee (who must be a Level 2 Official). The finish crew consists of: one Manual Timer, a Scoreboard recorder, and Bib Collector(s). The Manual Timer, as with Start manual timers, uses a stopwatch and a recording sheet to record manually the time at which each racer finishes. The Scoreboard volunteer can visually see an electronic scoreboard on which times are displayed. He or she manually records these times on the scoreboard so the racers can quickly see their times. The Bib Collector collects the bibs from racers after their final race. These positions are appropriate volunteer positions for inexperienced volunteers.

Timing Crew

Under the supervision of the Chief of Timing (level 2 Official), the timing crew is responsible for the electronic timing systems of the race. There are usually two independent electronic timing systems. Each requires two pairs of wire to be in place from the start to the finish to carry both the timing signal and communications between the areas; the start wand, finish beam, and a timing unit to receive and process the start and finish signals. Regardless of how the system is set up, the principles of timing are the same. The Starter gives the start signal. When the racer opens the start wand, the circuit is broken and the start signal is sent to the timing machine. When the racer breaks the light beam at the finish, the circuit is again broken and the finish signal is sent to the machine, which calculates the elapsed time of the racer and prints it out. Members of the timing crew work together as a team to ensure the systems are in place and are functioning correctly. Any volunteers with electrical/IT/computer know-how would be welcomed as part of this team.

Race Office [off- hill position]

Overseen by the Chief of Administration (Level 2 Official), also known as the Race Secretary/Admin, the Race Office takes care of the considerable amount of paperwork that a race inevitably requires. This includes sending the race notice, taking minutes at all race committee meetings, Jury meetings and Team Captain's meetings, handling all correspondence, receiving all entries and race entry fees, preparing the draw cards, preparing start lists, distributing and collecting bibs, as well as giving out information. The Race Office is also responsible for the preparation and the distribution of the results. The Race Office is an appropriate

place for volunteers who do not wish to be outside for the duration of the race and have excellent organizational and administrative skills.

Food lunch [off- hill position]

All volunteers on race days are supplied with a lunch, generously provided by members of the Club. We encourage every family to contribute to this Pot-luck lunch at least once during the competitive season. Unfortunately this does not constitute a volunteer credit but the gratitude of all those working on the race hill. Please look for the signup sheets. Lunch coordinator or helpers are great volunteer positions for individuals who do not wish to be or cannot be on the hill and perhaps have other commitments such as younger children. Contributing to the food at lunch does not qualify as a volunteer credit.

Age Group Parent Volunteer

Each season we look for an age group parent volunteer(s) who can help support that age group. Our hope is to have someone available to assist the coaches with necessary communication, activities/ socials during training days if needed, at races to help hand out race bibs, lift passes and provide information about race day schedules. We also ask the age group volunteer to work with the chief of race and Volunteer coordinator to help staff there specific age group race at our hill.

In past years the age group volunteers have organized age group t-shirts or hoodie design competitions and year end coaches gifts. Huge thank you to these volunteers!

Officials Courses

The National Alpine Officials' program is a structured and integrated program involving four levels of Officials. It is administered by the Alpine Canada Alpin (ACA) National Officials Committee, which includes Officials Chairpersons from the Provincial Sports Organization (PSO) level. Given the requirement of parents to help organize CMSM races, all parents are expected to complete their Level One Officials Course. The course is organized at the start of the season and can be completed in just three hours.

Level One is a basic course prepared for race volunteers with little or no experience as alpine race Officials. The goal is simple: to inform those attending

about alpine ski racing. The different types of race events are explained, as well as how the races are organized, the personnel required to run a race and the roles and duties of those involved. Attendees receive information on timing and learn the responsibilities of the Gate Judges. Examples illustrating diverse situations are provided. The main objective is to allow all Level One Officials to better understand the fundamental aspects of alpine ski racing. All sports are regulated by a set of rules, and alpine skiing is no exception. However, during this course, only the necessary rules of this level will be presented, in an informal manner.

The **Level Two** course is a detailed introduction to alpine ski racing and the roles and duties of various Officials positions. It is a fairly intensive course that does not repeat the material covered in Level One, and which does require some prior knowledge and experience so that the material covered is absorbed to the best advantage. It takes approximately 8 hours and includes a one-hour open book exam. On completion of the Level Two course, participants assume leadership positions within races, such as Chief of Course, Start Referee or Chief of Administration.

Level Three is an interactive course in which there is emphasis on discussion and exchange of ideas, opinions, and experiences between the participants and the instructor(s). The course is designed for Officials with considerable practical experience. It covers rules to particular disciplines, as well as the work and duties of the Jury and Technical Delegate in detail. Also covered are the duties of senior Officials, course preparation, maintenance and setting, as well as calculations of points and penalties. Throughout the course, participants take part in many case studies taken from actual experiences and are asked to make decisions on these as well as participating in Jury decisions. It takes 12 hours and includes a two-hour open book exam.

To become a **Level Four** Official, it is necessary to be recommended to the National Officials Committee by the PSO (Provincial Sports Organization) Officials Chair. Level Four Officials are the most experienced Officials, having showed a superior level of ability.

FIS Technical Delegate - After completion of all National officials course and lots of experience on the race course, some officials choose to continue on with education and officiate at the international level. This opportunity is offered to one or two officials across the country each year and is a 3-4 year process to become a FIS TD, every region tends to have 1 or 2 FIS TD's, 40 across the country.

The Do's and Don'ts of Being a Race Volunteer

Most parents find volunteering for a race to be a fun and rewarding experience. However, the following guidelines should be respected:

- **Each family must put in the minimum 8-day requirement if they have a child in the CMSM alpine program.**
- If you have volunteered for a position, show up. Many people are relying on you to be there. If an emergency arises and you are unable to make it, please find a replacement and contact your crew chief [you will be given their phone number ahead of time] as soon as possible.
- If your child is in a race at MSM, you are expected to be volunteering for that event.
- If you want to see your child race, consider being a course crew worker. That way, you will be on the course when your athlete races.
- Do not slip the course just before your athlete races, then disappear. While there is nothing wrong with slipping just before your child comes down so you can meet them at the bottom of the course, please be aware that other racers are depending on your return to the start of the course as soon as possible.
- If you are volunteering in the start area, please let the coaches do their job and manage the athletes. Parents often do more harm than good at the start of a race, despite their best intentions.
- If you do not know what to do, just ask a more experienced parent. No one has any expectations that you be perfect.
- Do not worry about carrying clothing [pants and jacket] down to the bottom of the course for the racers. The boys and girls ski at different times and usually perform this role for each other.
- Please avoid using your cell phone during the race. It can be distracting for the racers and other volunteers.

Athlete Meeting Places

The athletes are usually expected to be at the hill for 8:30 on a training day with boots on, and ready to train by 8:50 at the Vanier Chair. It is not fair for the athletes who arrive on time to wait for those who do not. **Please ensure all athletes are on time.**

Lunch/ Breaks

When possible, lunch should last one hour, some time between 11:30 am and 1:30 pm. On certain training days and planned in advance, some age groups may have lunch in the Silver bullet. It is also not uncommon to have two short breaks one mid morning and one mid afternoon to avoid crowds, and facilitate training.

Athletes are encouraged to eat a healthy, whether this be brought with them from home or purchased from the hill. What they eat directly impacts athlete performance. Consequently, we ask that certain items not to be consumed. These include French fries, candy, pop or food with a lot of sugar or HDL fats.

We have many athletes with severe allergies to certain foods. Please be respectful of these concerns and avoid packing lunch/snacks for your child that may cause an anaphylactic reaction for their team members.

Dismissal

The training day usually concludes between 2:30 and 3:00 pm. The time of the conclusion of training is dependent on conditions, lighting, and athlete fatigue. Athletes are encouraged to assist coaches with gates and other equipment, if able.

If you cannot attend regular training

Please contact your Lead Coach, if your athlete will not be attending training. Ideally, you should let your Lead Coach know a few days ahead of time. When your athlete is sick or otherwise unable to attend unexpectedly, please call or e-mail your Lead Coach prior to the meeting time for the day's training. This will prevent coaches waiting unnecessarily to meet your athlete.

Confirmation of Race Entries

Confirmation of race entries in the region are expected by 5pm on the Wednesday prior to the race event. Please notify the lead coach and age group coordinator in

advance of the deadline so that notification can be given to the proper race clubs if your athlete will not be competing.

Equipment on hill

All athletes must have the proper equipment to perform; having a small pack with a mid morning snack (power bar or fruit) and water is encouraged. Extra clothing should also be organized in the pack.

Parent Interaction

While we recognize that parents are interested in seeing their athletes during the day, we discourage parent interaction during training. We ask that parents respect the coaches while they work, in the same way we respect teachers in the school environment. Often, if the athlete knows that their parent is near, he or she behaves differently and is less focused on the training. These distractions impact not only themselves, but the other athletes as well. If there is an opportunity to see your athlete during training, the Lead Coach will let you know. In the same vein, please refrain from talking to the coaches about your athlete during a training session. Coaches are available at the end of training/race days to converse with parents.

End of season banquet

CMSM holds an end of season banquet. We encourage everyone to attend and celebrate the completion of a great ski season. This event includes a slide show so please contribute by sending in your pictures when asked.

Awards

Age Group U10/12/14/16 - U18 unisex award:

Athlete of the year,

Top athletes based on, series points, Provincials and Can Ams. Weighted heavier on Provincials, CanAms.

Most Improved Athlete

Most improved technically

point improvement from one season to the next or first race to the last race of the season.

Coaches Pick, Sportsmanship

based on effort, performance, coach-ability,

Special Awards

Abby Award - U10 Award male or female;

The Abby Award was created in memory of Abrielle “Abby” Beverley Wunsch. It is a snowflake medallion which will be presented to a U10 level ski racer. This is an award that embodies happiness, team spirit, commitment, dedication, and effort Abby put into alpine ski racing. Abby loved the sport, she loved her team, and she had an incredible amount of fun when skiing with them, a real passion for the sport.

For information go to <http://abbyaward.com/>.

World Cup Award

This award recognizes an athlete who may not be on the podium but who commits to ski racing in other ways.

Overall Athlete of the Year

Top club athlete, overall effort and performance. Series points but weighted on performance outside of the region, Provincials, CanAms.

Overall Most Improved Athlete

Technical improvement,
Improved results.

Golden Rake award

Top Volunteer of the club, goes above and beyond and plays a significant role in the functioning of club activities.

Duh Walt

Awarded to a coach or club member who makes the biggest and sometimes most public mistake.

Coach of the Year: Award to the coach who demonstrates passion and commitment to their athletes and sport.

Social Media

Club MSM can be followed on social media

Facebook page; [Club MSM Official Page](#)

Facebook page; [Club MSM - Athletes, entraineurs et parents - athletes, coaches and parents.](#)

Facebook page; - [MSM World Cup athlete Development Fund.](#)

Instagram - clubmontstемarie

Twitter -

Websites

Club Mont Ste marie - <http://www.clubmsm.org>

OSZ - <http://www.skioutaouais.qc.ca>

NCO - <http://ncoski.ca>

SQA - <http://www.skiquebec.qc.ca>

ACA - <https://alpinecanada.org>

FIS - <http://www.fis-ski.com/>

Live Timing - <https://www.live-timing.com/races.php>

APPENDIX 'A'

2020/21 Ski Season

Head Coach:

Ryan Malmberg

ryan.malmberg@clubmsm.com

Alpine Program Administrator

Jane MacIntyre

jane.macintyre@clubmsm.com

The Board of Directors of Club Mont Ste Marie:

| | | |
|---------------------------------------|------------------|-----------------------------|
| President | Ross Rowan-Legg | president@clubmsm.com |
| Past President | Curtis Miles | curtis.miles@clubmsm.com |
| Vice President | Courtney Wagner | courtney.wagner@clubmsm.com |
| Secretary | Matthew McInnes | mcinnes.matt@gmail.com |
| Treasurer | Glenn Purves | glenn.purves@gmail.com |
| Director, Alpine | Courtney Wagner | courtney.wagner@clubmsm.com |
| Director, Velo MSM | Antony Courtenay | antony@greenroomdist.com |
| Director, Equipment | Franz Graf | franz@pivottechdoors.com |
| Director, Development: | Chris Klotz | csklotz@gmail.com |
| Director, Sponsorship | Keelan Green | keelangreen@gmail.com |
| Director, Communications | Robert Maranda | robmaranda@gmail.com |
| Director, Social | Patrick Murray | pmurray165@gmail.com |
| Director, Nancy Greene Liaison | Annie Laroque | annielaroc@hotmail.com |
| Director, MSM Community | Walter Boyce | wrboyce@outlook.com |
| Director Volunteers | Ted Ferguson | fredturgenson@gmail.com |

Committees:

The Alpine Committee Members:

| | |
|-----------------|----------------------|
| Courtney Wagner | Jamie Innes |
| Robin Carrière | Alexis Hebert |
| Mark Somers | Ryan Malmber (HC) |
| Sean Gilmour | Jane MacIntyre (APA) |

The Audit Committee members are:

| | |
|--------------|-----------------------------|
| Glenn Purves | Ross Rowan-Legg |
| Mark Murray | Walter Boyce |
| Ian Davidson | Sarah Burroughs (secretary) |
| Dave Mirsky | |

The Development Committee members are:

| | |
|----------------|-----------------|
| Angela Singhal | Patrick Murray |
| Alex Mach | Paul Cook |
| Bruce Burrows | Ross Rowan-Legg |
| Franz Graf | Stefan Fulga |
| Jean Levac | Susan Kulba |
| Julie Klotz | Trevor Klotz |
| Curtis Miles | Ryan Malmberg |
| Chris Klotz | |

2020/2021 Season Training Dates

| December 2020 | | | | | | |
|---------------|----|----|----|----|----|----|
| M | T | W | T | F | S | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

| January 2021 | | | | | | |
|--------------|----|----|----|----|----|----|
| M | T | W | T | F | S | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

| February 2021 | | | | | | |
|---------------|----|----|----|----|----|----|
| M | T | W | T | F | S | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| | | | | | | |

| March 2021 | | | | | | |
|------------|----|----|----|----|----|----|
| M | T | W | T | F | S | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

- Core Days (including Christmas camp)
- Extra: Tues/Fri Training
- March Break Camp -QC
- March Break Camp ON
- Morning Training only

Core Program: 37 days on snow