



TRAINING CENTRE OPERATING POLICY

The Wentworth Ski Racing Club (WSRC) has a clubhouse and container for the benefit and enjoyment of all members of the club. The clubhouse and container are together known as the Wentworth Ski Racing Club Training Centre.

The Training Centre is located on the property of Ski Wentworth and will remain there with the approval of Ski Wentworth.

1. USES AND FUNCTIONS

- 1.1 The functions of the trailer will include the following:
 - 1.1.1 Meeting room
 - 1.1.2 Athlete meeting, training and video review
 - 1.1.3 Club office/Program Coordinator's Office (administration, storage of club documents, course materials, office, equipment, etc.)
 - 1.1.4 Space for athletes/coaches
- 1.2 The functions of the container will include the following:
 - 1.2.1 Storage of netting, gates, poles, rakes, shovels, etc.
 - 1.2.2 Tuning of ski equipment by coaches, racers, and parents.
 - 1.2.3 Storage of coaches' skis
- 1.3 The Training Centre is not to replace Ski Wentworth's lodge. Club members should still visit the lodge to purchase and eat food and beverages and undertake related daily activities.
- 1.4 With supervision by a coach or club director, athletes are welcome to use the Training Centre to relax /socialize/prepare for training when the Centre is not being used for other functions.
- 1.5 NO food or alcohol will be permitted in the Training Centre except for Race Crew Functions.
- 1.6 The Training Centre is NOT to be used as a lunchroom.
- 1.7 Athlete's Skis are not permitted inside the clubhouse except with permission from the Program Coordinator. Skis must be left at the ski rack outside the clubhouse (or at the Ski Wentworth racks outside the lodge). Skis may be tuned and left inside the Container at the WSRC Tuning center.



- 1.8 The Wentworth Ski Racing Club is not responsible for loss or damage to personal belongings left in the Training Centre.
- 1.9 Users of the Training Centre are EXPECTED to keep the space CLEAN and remove garbage when they leave. Users are also expected to remove snow from the entrance areas.
- 1.12 Non-race equipment in the Training Centre (e.g., tables, chairs, DVD player, etc.) is not to be removed from the Centre. Training and race equipment is to be used at Ski Wentworth and returned to the Training Centre after use. Training and race equipment cannot be removed from the site except with the permission of the Program Coordinator.

2. RESPONSIBILITIES

- 2.1 The Training Centre is the responsibility of the Board of Directors of the Wentworth Ski Racing Club.
- 2.2 Operation and maintenance of the Training Centre will be the responsibility of the Director (equipment) and Program Coordinator. The Director Equipment will report to the President on a regular basis, and to the Board of Directors, as appropriate.
- 2.3 The Director Equipment is be responsible for the storage and inventory of equipment in the Training Centre.
- 2.4 The Director Equipment or his/her designate will maintain an up-to-date record of equipment stored in Training Centre, and requires the Program Coordinator to sign off on the inventory for the Season.
- 2.5 The Club Treasurer will be responsible for ensuring payment of the power bill, WiFi bill and insurance for the Training Centre.

3. SECURITY AND ACCESS

- 3.1 The Training Centre is to be locked when not in use. The facility should not be left unlocked.
- 3.2 The Program Coordinator is responsible for the security of the Training Centre. Accordingly, she/he is responsible for issuing all keys to members and must keep an up-to-date record of the location of all keys.



- 3.3 The Program Coordinator, or his/her designate, is responsible for ensuring the Training Centre is locked and the alarm system activated at the end of each day/weekend. The Program Coordinator, or his/her designate, must also ensure the thermostat is lowered when the Centre will not be in use.
- 3.4 All keys issued to club members must be signed out and signed in through the Program Coordinator.
- 3.5 Those members who require keys for the duration of a season (e.g., coaches) must return keys to the Program Coordinator at the end of each season and no later than April 30.
- 3.6 Those members who require key(s) for a specific event of limited duration (e.g., race organizers) must return the key(s) to the Program Coordinator following the event.
- 3.7 The Program Coordinator or Director Equipment can request the return of any key from a member and the member must surrender the key in a timely manner.

4. MAINTENANCE

- 4.1 The Director Equipment will present to the Board at the end of each season proposals for maintenance projects and make recommendations for
 - 1.3.1 Maintenance required for the Training Centre
 - 1.3.2 Changes to this Operating PolicyThe Director Equipment will receive approval from the Board before undertaking maintenance.
 - 4.2 The Director Equipment will arrange and manage maintenance projects.
 - 4.3 Club members are expected to volunteer to help maintain the Training Centre.
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