



# Apex Ski Club Members Handbook

2025/26 Season

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2025/26 Season Edition

This handbook has been prepared as a reference for our athletes and their parents.

Parents interested in learning more about the Apex Ski Club and its programs are encouraged to contact us. We look forward to your questions and feedback.

## **Coaching Staff**

Jorgen Anderson	Head Coach and Program Director	<a href="mailto:apexskiclub@gmail.com">apexskiclub@gmail.com</a>
Brent Schleppe	U14 Head Coach and Assistant Program Director	<a href="mailto:brentschleppe@gmail.com">brentschleppe@gmail.com</a>
Peter de La Mothe	U12 Head Coach	<a href="mailto:peterdelamothe@icloud.com">peterdelamothe@icloud.com</a>
Jason Alleyne	Carvers Connections Coach	<a href="mailto:carvers@apexskiclub.com">carvers@apexskiclub.com</a>
<b>Administration</b>		
Colleen Rolston	Accountant, Registrar	<a href="mailto:admin@apexskiclub.com">admin@apexskiclub.com</a>

## **Board of Directors**

Michael Johncox	President and Sponsorship Chair	<a href="mailto:sponsorshipchair@apexskiclub.com">sponsorshipchair@apexskiclub.com</a>
Jim Davison	Vice President, Nancy Greene Chair	<a href="mailto:Jc_davison@icloud.com">Jc_davison@icloud.com</a>
Dylan Roche	Secretary	<a href="mailto:dproche@gmail.com">dproche@gmail.com</a>
Ha Sy	Treasurer	<a href="mailto:Hasy0081@gmail.com">Hasy0081@gmail.com</a>
Jeff Ellis	Alpine Chair	<a href="mailto:Jeffellis418@gmail.com">Jeffellis418@gmail.com</a>
Janice Tessmann	Director	<a href="mailto:tessmannjanice@gmail.com">tessmannjanice@gmail.com</a>
Karen Papay	Director	<a href="mailto:kdpapay@hotmail.com">kdpapay@hotmail.com</a>

## **Other**

Rimma Pilat-Riches	Disciplinary Chair	<a href="mailto:rimmariches@gmail.com">rimmariches@gmail.com</a>
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## CLUB INTRODUCTION/GOALS

Apex Ski Club (“the Club” or “the Society”) is a Non-Profit organization dedicated to the promotion of the sport of alpine skiing and to the development of alpine ski racing skills. The Club provides its members with high quality, professional coaching along with the opportunity to compete in local Okanagan Zone, inter-zone, and provincial races. We are housed on the premises of the Apex Mountain Resort but are a separate entity.

A volunteer Board of Directors governs the Club. The Club has paid coaches, program directors and an accountant/registrar. Program fees are not enough to cover the total costs to operate the Club so it relies heavily on volunteers and fundraising.

Apex Ski Club members include children registered in an Apex Ski Club program, directors, coaches and alumni members. The majority of our membership resides in the South Okanagan, however, the Club also has a number of families from outside the South Okanagan. All members of the Apex Ski Club are also members of the umbrella organization BC Alpine.

Our philosophy for the children is simple; we want them to become better skiers while having fun!

**Our Goals are:**

- To make skiing a lifelong sport
- To develop the skiing abilities of our young athletes
- To provide quality alpine race training and racing experiences
- To provide lifelong benefits for our athletes and their families
- To have FUN!

The Apex Ski Club provides a high quality, safe alpine racing experience. Instilled in the athlete is a sense of responsibility, discipline, team spirit, good sportsmanship, and integrity while teaching successful, competitive alpine racing techniques that will provide lifelong benefits for the athletes and their families.

The season begins in September with dryland training in Penticton for the Race team. On-snow training begins in late November or early December through to April, conditions permitting. Carvers members have the opportunity to begin training with a 3-day Winter Break camp, and then train every Saturday/Sunday for 11 weeks commencing the first weekend of January.

## **ORGANIZATION**

The Board of Directors, led by the President, governs the Apex Ski Club. Nominations to the board are open to all Club parents. Members of the Board are elected at our annual general meeting. All Board Members are volunteers and receive no compensation in the roles as directors. See Appendix A for more information regarding key volunteer, board and support positions.

### **Board of Directors**

President and Sponsorship Chair – Michael Johncox

Vice-President, Nancy Greene Chair – Open

Secretary – Dylan Roche

Treasurer – Rimma Riches

Alpine Chair – Jim Davison

### **Coaching Staff**

Apex Ski Club staff, led by Head Coach and Program Director, run the day to day operations of the Club.

#### **Head Coach and Program Director – Jorgen Anderson**

The Head Coach and Program Director position reports to the Board. Jorgen's contract runs from the beginning of September to April 30. The main duties of the Head Coach and Program Director are as follows (there exists a more detailed job description):

- Safety training for all coaches and athletes
- Hires coaching staff in consultation with the board
- Manage and mentor coaches
- Oversees the Club's training programs
- Develop/carry out Club promotion plans
- Communication with parents and athletes
- Maintain good relations with Apex Mountain Resort
- Oversee race preparations
- Maintains Club race equipment and ensures it is in good working order
- Primary coach for U16 and U18

#### **U14 Head Coach and Assistant Program Director – Brent Schleppe**

The main duties of the U14 Head Coach and Assistant Program Director are as follows (there exists a more detailed job description):

- Assist Head Coach and Program Director in his duties
- Take leadership role for the program when Head Coach is away

- Primary coach for U14
- Mentor junior coaches

### **U12 Head Coach – Peter de La Mothe**

- Assist Head Coach and Program Director in his duties
- Maintain the club cabin
- Assist in the maintenance of the club race equipment
- Installation and maintenance of the B-netting on the hill
- Take leadership role for the program in times when Head Coach and U14 Head Coach is away
- Primary coach for U12

### **Apex Carvers (Nancy Greene Program) Connection Coach – Jason Alleyne**

- Manages the Carvers program
- Parent communication
- Communicate regularly with the Nancy Greene Chair and Program Director
- Supervise Carvers coaches
- Organize ski groups and coaches

### **Carvers Coaches**

Apex Ski Club is proud of the level of coaching available to our participants. All efforts are made to attract the best coaches to our program. All of our coaches are certified and have been trained to deal with a variety of ski situations.

### **Accountant and Registrar**

Colleen Rolston, Rolston & Associates is the Club's Accountant and Registrar. Colleen looks after the bookkeeping, race accounting, payroll, financial reporting, government reporting and compliance in her role as Accountant. In her role as Registrar, she has primary responsibility for the Club's registration process including member and program registration, and BC Alpine liability waiver reporting.

## **VOLUNTEERING**

The Apex Ski Club is a non-profit organization that operates on an annual budget of approximately \$200,000 per year. The membership and program fees are not enough to cover our operating expenses so we rely heavily on volunteers and fundraising.

The source of funds come from four basic sources:

- (1) Membership and Program Fees
- (2) Provincial and Zone races
- (3) Gaming Grants
- (4) Fundraising
- (5) Sponsorship

We are mainly a volunteer run Club. The only paid employees are the Coaches and Program Directors. The Club also has engaged Colleen Rolston of Rolston & Associates as the Club's Accountant and Registrar

Apex Ski Club is a special community that thrives on friendship and family involvement. Many Clubs will give the parents the option to volunteer or pay a deposit in lieu of volunteering. Apex Ski Club does not require a deposit, however, we depend on the active participation of all members to operate successfully.

See Appendix A for a summary of key volunteer positions.

## **FUNDRAISING**

The Club has held a number of fundraisers throughout the years including the Warren Miller Movie, Ski Swap BBQ, Kettle Korn Day, Season Opening Social, T-Bones Fundraiser, Bottle Return Fundraiser and wine events.

### **Sponsorship Program**

The Club Sponsorship Program is in its sixth year has been very successful. The club is actively looking for bronze and silver sponsors and a title sponsor for the Warren Miller Movie Night. Current sponsors are:

Gold – Interior Roofing

Silver – Penticton Collision Centre, Neighbourhood Brewing, Ritchie  
Homes and Gorman Bros. Lumber Ltd.

Bronze – B&L Machine Shop, Betts Electric, IGA, The Van Os Family in Memory of Bob Van Os, Sociale and Handford Smirle LLP.

We thank all our Sponsors for supporting the Club!

If you or someone you know are interested in becoming a sponsor of the club details regarding the program can be found on our website under the Support Us menu or contact Michael Johncox.

### **Apex Ski Club Athlete Development Fund**

The Apex Ski Club Athlete Development Fund is an approved project of the BC Amateur Sport Fund. The BC Amateur Sport Fund is a philanthropic gift-giving program established through the Canadian Council of Provincial and Territorial Sport Federations for the development of amateur sport on a national level.

Donations to the Fund will be directed to the Apex Ski Club to purchase equipment that will enhance the quality of coaching, training and racing experience for our athletes.

Donations can be made on-line:

## COMMUNICATION

All members are invited to contribute their input regarding the programs offered by the Club. In addition to this handbook, communication of Club policies, schedules, and events takes place in a number of ways:

### Season Opening Parent Meeting

There is a meeting for parents of athletes in the Race Program at the beginning of the training season in December. At least one parent from each family is required to attend. The coaches will review important information for the season including the calendar, training program, volunteer opportunities and Apex Ski Club Rules.

### Board of Directors

The board meets at least 3 times each year, at the beginning of the season, mid-season and end of the season. In addition, the President and Program Director attends 2 Okanagan Zone meetings per year as well as the BC Alpine Summit. In the President's absence, another member of the Executive should attend. Members are encouraged to contact the President on any board related matters.

### Alpine Chair

The Alpine Chair is the communication link between parents and coaches and the Board. The Alpine Chair is available to all members to assist with parent questions regarding the race training plan and calendar and general program information. Please contact the Alpine Chair with any feedback and ideas, and they will be brought forward to the coaches and/or the board.

### Nancy Greene Chair

The Nancy Greene Chair is the Carvers parent representative on the Board. Please contact the Nancy Greene Chair with any questions or concerns you have specific to the Carvers program.

### Coaches

Coaches will make themselves available shortly after or before training sessions. Remember that during training, coaches are focused on the athletes and coaches also deserve a lunch break!

Coaches will send out weekly e-mail communication regarding training schedule and discipline, race information, etc.

### Disciplinary Chair

Serious concerns or complaints toward the program, coaches, athletes, members or volunteers should be made to the Disciplinary Chair.

### Gear Exchange

This is an opportunity to buy and sell gear before the season starts. This usually takes place at the Head Coach's home in September.

### Annual General Meeting

The Annual General Meeting of the members is held once every calendar year. The main business of the AGM is to elect the Board for a one-year term and approve the financial statements of the prior year. In addition, the President and the Head Coach and Program Director will report on the prior season and discuss future plans for the Club. It is important that as many members as possible attend, as AGM attendance impacts the amount of the annual BC Gaming Grant the Club receives.

### Annual Awards

All members are invited to attend the Annual Awards, generally held in April or May. Athlete performance and sportsmanship for the season is recognized at this event. It's a casual, fun afternoon and a good opportunity to socialize with other members.

Website: [apexskiclub.com](http://apexskiclub.com)

## **Apex Ski Club Rules**

Every athlete and parent registered in the Apex Ski Club Racers Program will be required to read the Apex Ski Club Rules and the BC Alpine Code of Conduct and agree by signing an Acknowledgement of Understanding and Agreement each year.

The rationale and objectives for the Apex ski Club Rules are as follows:

- 1) To ensure the safety and well-being of every participant.
- 2) To respect that all participants have the right to receive the best program possible without interference as a result of the inappropriate conduct of others.
- 3) Positive public perception is important to the Club and the Club's sponsors.

A copy of the Apex Ski Club Rules can be downloaded from our website. The coaches will have a meeting with the racers at the start of the season to review the Apex Ski Club Rules and answer any questions.

## **CLUB CABIN AND GROUNDS**

Our Club cabin was built in 2014 with a lot of blood, sweat and some tears from our volunteers and financial support from our community. It is the center of Club activity. As with any facility, it takes effort and money to keep it in good condition and repair. We don't have a janitorial person so we all share that responsibility.

One of the Club's key volunteer positions is the Equipment Manager who oversees the club cabin equipment, tools and repairs and maintenance.

The cabin needs regular upkeep. This is not a big job if everyone pitches in. Jorgen oversees the athlete's contribution to the club cabin upkeep. We encourage all members to help out:

- Cabin garbage
- Pellets stocked
- Deck cleared
- Equipment, tools, repairs and maintenance for club cabin and tuning area
- Cleaning and tidying of the basement and tuning area

The equipment and ski storage room is for storing Club equipment only. There are 12 ski lockers that can be rented for the season. No ski equipment is permitted to be stored outside of the lockers, there is simply not enough space. Skis left for extended periods of time will be removed from the storage area. The door should be kept locked at all times. The offices are for the coaches only and noted volunteers when hosting races.

When hosting races, the Club cabin is the center of activity for volunteers and racers from Apex Ski Club and other clubs. We ask that you limit your time in the cabin as it can get very crowded!

Every Fall there is a cabin repair, clean-up, and membership get together. All members are encouraged to attend.

## **COACHING AND TRAINING**

Our Coaching Philosophy:

Provide a well-rounded education in the sport of ski racing and the opportunity to grow as an athlete

The Apex Ski Club is Athlete Centered – Coach Driven – Parent Supported

The coaches develop an annual training plan. There will be a meeting held at the start of the training season where the coaches will review the training plan and athletes and parents will have an opportunity to ask questions. The training plan will follow Alpine Canada's Long Term Athletic Development Plan.

## Training Days

General training takes place every Saturday and Sunday from 9:00 until 3:00. Athletes are expected to have all their equipment on and ready to go by 9:00. Skis should be tuned, waxed and ready to go by 9:00 also. Training time is athletic time, not equipment tuning time.

Additional training is also available for those who wish to train mid-week. Generally it is required that 3 or more athletes would be training to make this available.

U16/18: Thursday, Friday, Saturday, Sunday  
U14: Friday, Saturday, Sunday  
U12: Friday, Saturday, Sunday

There is also training available throughout the Winter Break, and any other school breaks. Generally training will not take place more than 3-4 days consecutively before a break is taken. The tentative training schedule will be posted for the entire season once on-snow training begins.

Athletes are expected to help take gates to the training runs and help set the training course, as well as help with the tear down of the training course at the end of the training day. All athletes are expected to learn how to store and care for training equipment – it is their equipment.

## Changes to Training Schedule, Snow Days

The Coaches will email racers prior to a training block to notify them of the training schedule and discipline. Please note there can be changes to the training schedule due to snow conditions or other unexpected reasons. Coaches will communicate any changes as soon as possible via email and/or text. Please remember the training day is dynamic and safety will always come first.

Racers are encouraged to bring their free skis (powder skis) for Saturday and Sunday training days.

## **PROGRAMS**

The Apex Ski Club offers a Carvers Program (Nancy Greene) and a Racers Program (U12, U14, U16, U18).

### Carvers Program

The Nancy Greene program is considered the fundamental stage in ski racing for children between the ages of 5-12. During this time, they are introduced to basic skiing techniques and skills that develop agility, balance, co-ordination, strength/speed in as many different snow conditions and terrain as possible.

The program also introduces children to competition. Carvers have the opportunity to participate in BC Alpine sponsored individual and team races. These events, held at the club, zone, and provincial level, provide young skiers the opportunity to test the skills they have learned in the program in a fun and friendly environment. The emphasis in competition is placed on individual progress, team results, camaraderie, and fair play.

Carvers have the opportunity to begin training with a 3-day Winter Break camp, and then every Saturday and Sunday for 11 weeks commencing the first weekend of January. A 3-day Spring Break camp is also available.

### Racers Program

The Apex Ski Club Racers Program includes the U12, U14, U16 and U18 series. All age categories are as of Dec 31 of the competition season. The competition season is defined as November 1 – April 15.

The U12 and U14 series objective is to give young racers an opportunity to develop their racing skills and progress in accordance with their ability. Emphasis is placed on providing strong coaching so these young racers receive a strong technical foundation from which to progress to higher levels.

The U16 series skiers are introduced to more intensive training and competition. The program provides a competitive series for athletes who are 14 and 15 allowing them to test their skills against their peers at a regional level. The U16 program also develops ski specific physical and mental skills and continues to develop the athlete's technical and tactical skills.

The U18 series is designed to advance skiers to the high performance stages of the sport. Training programs offer intensive technical, tactical, physical, and mental training in order to prepare athletes to compete at this level.

The season begins in September with dryland training. On-snow training begins in late November or early December through to April, conditions permitting.

### FIS

Okanagan Ski Team (OST) is the official FIS team for athletes who choose to compete at the FIS level after completing the U16 program. More information on the OST can be found on: [Okanagan Ski Team](#)

## **RACES**

### **U12, U14, U16 and U18**

#### **Schedule**

A training and race calendar is posted on the Apex Ski Club website. The race schedule can also be found on the BC Alpine website. Races are subject to cancellation, usually due to weather, so all races will be confirmed by the coaches. The race schedule is formulated in early fall so that preparations can be made for the following year's race schedule. There is no obligation for athletes to attend every race.

## **Travel**

With everyone's understanding and cooperation it is possible for this process to run smoothly!

There are only four simple but important things to remember:

- 1) All racers are considered entered in a race unless the coach has been contacted and notified otherwise at least TWO (2) days prior to the Race.

All racers and parents have a *schedule* so you are able to anticipate known conflicts that might prevent you from competing in a particular race. Simply advise your coach two days prior to the Race weekend...without exception!!! The reason is that a Coaches' Meeting takes place on the evening before the race where entries are finalized, and the lift tickets and entries are purchased in bulk by the Club.

- 2) If a racer does not show up and has not informed the coach or coordinator, he/she will be charged for the entry and lift ticket as the Club has already paid for it.
- 3) Conversely, if a racer has told the coach or coordinator that he/she is unable to race and then shows up for the race, he/she will not be on the Start List and will not be able to race.
- 4) A racer may choose to race only one day of the weekend BUT the coach must be notified by Thursday before the Coaches' Meeting.

## **Race Costs**

Families are responsible for all costs associated with participating in race events and will receive invoices after each race noting costs and balance owing.

Race fees are approximately \$50 per day. About half of this cost goes to BC Alpine and the Zone for such things as insurance, safety equipment, etc.

Most day passes are offered to racers at a discount price. The day before each race the coaches attend a "Coaches' Meeting" where start lists and bib numbers are established. The coaches pick up the bibs and tickets for the racers, pays the registration fees, etc, so that the rest of the days can be devoted entirely to the race and attending to the athlete's needs.

The costs of the coaches' per-diems and accommodation for races are paid by the racers attending the event. This is done simply by dividing the costs by the number of racers attending.

Most costs of home races are paid for by the Club.

## **Other Apex Ski Club Travel Rules**

Parents are responsible for their child's race travel and accommodations. If a parent/guardian cannot attend, they must personally make arrangements with another parent attending to be responsible for their child.

On occasion, coaches will be able to take U14, U16 and U18 athletes to races with the assistance of a chaperone(s). Coaches will accommodate when possible, depending on the individual circumstances.

### **Uniform**

Athletes are encouraged to wear apparel with the Apex Ski Club Logo when attending races (i.e. Club hoodie, Club logo jacket)

### **Behavior and Courtesy to the Public**

Racers must be considerate and courteous to the public at all times. The public has had to give up hill space for the race and racers must ensure that their actions, behavior and language does not upset or offend the public.

Racers, whether on race day or during training, must wait their turn in the lift queues and must have their lift pass to ride the lift. On race day, allow for the length of the lineup when determining when to go up for your run.

The support of the public is essential if racing is to continue at any hill. Space is scarce and it is only with the support of the public and the resort operators that we will be allowed to continue setting up racing and training courses on the runs we desire.

### **Preparation**

All equipment should be checked and tuned before arriving at the race. This means the skis have sharp edges, the bindings have been checked, and the skis have been waxed for the anticipated conditions. As in training, helmets must be worn at all races. See Appendix C for ski tuning checklist.

## APPENDIX A

### KEY VOLUNTEER, BOARD AND SUPPORT ROLES

#### Board Positions

##### **President: Michael Johncox**

- The President presides at all meetings of the Society and of the directors
- The President is the Chief Executive Officer of the Apex Ski Club and oversees the Executive in the execution of their duties
- Provides leadership to the board of directors
- Oversees the general operation of Club activities
- Responsible for senior coaches' (U16, U14) contracts and performance reviews
- Club communication
- Main contact for members on board related matters
- Maintaining/strengthening good relations with the mountain management in coordination with the Program Director
- Represent the Club at Okanagan Zone (and Okanagan Ski Team) and BC Alpine meetings
- Acts as liaison between the club and Alpine Canada, BC Alpine and the Okanagan Zone

##### **Vice-president: Jim Davison**

- Provides support to the President
- Carry out duties of the President during the President's absence

##### **Treasurer: Ha Sy**

- Ensures the club keeps the financial records, including accounting books necessary to comply with the Society Act
- Prepares the annual budget for the board's review and approval
- Presents the financial statements to the board and analysis of results against budget
- Presents the annual financial statements to the members at the AGM
- Oversees the work of the Accountant and Registrar
- Assists the Accountant with the annual gaming grant application and other grants as required
- Makes recommendations to the board on program pricing and fees
- Approves club expenditures

##### **Secretary: Dylan Roche**

- Conducts the correspondence of the Society
- Issues notices of meetings of the Society and directors
- Keeps minutes of meetings of the Society and directors

- Maintains custody of all records and documents of the Society except those required to be kept by the Treasurer
- Assist President with organization of board meetings, agenda, etc.
- Maintains the register of members with the help of the Registrar

#### **Alpine Chair: Jeff Ellis**

- Communication link between parents and coaches and the Board
- Assists with finding solutions to issues and improving overall club communication
- Assists with parent questions regarding the training plan and calendar and general program information
- Available to parents to hear their feedback and ideas, and bring these forward to the coaches and/or the Board as appropriate in a structured format
- Available to coaches to hear their concerns regarding athlete/coach/parent communication and behaviors
- Works with the Program Director on daily operations as required
- With the President, develops contracts for the senior coaches (U16, U14) and assists with performance evaluations
- With the Program Directors, develops contracts for other coaches
- Works with the Program Director to ensure that coaches are organized well in advance of season and contracts are signed
- Attends Zone meetings and BC Alpine meetings as required

#### **Nancy Greene Chair: Jim Davison**

- Acts as the Carver parent voice on the Board
- Assists the Connections Coach and Program Director in coordinating the Carver (Nancy Greene) program and the transition from Carver to Racer
- Attends any BC Division meeting or Zone meeting that are related to the Nancy Greene Ski League Program
- Assists with 1st day / last day events
- Helps organize parent meetings and social events as required
- Carver race organization when hosting
- Ensure mid-season reports

#### **Other Positions**

##### **Disciplinary Chair: Rimma Pilat-Riches**

- Chair of the Discipline Committee
- Receives reports regarding serious concerns or complaints toward the program, coaches, athletes, members or volunteers and conducts a full independent investigation
- See Apex Ski Club Rules for more information

**Sponsorship Chair: Michael Johncox**

- Manages the Sponsorship program and relationships with Sponsors
- Ensure Sponsors are recognized through personal thank-you, social media and website

**Social / fundraising: Open**

- Coordinates with the board to determine fundraising requirements and prepare a plan for the season
- Organizes fundraising events for the club
- Recruits volunteers to assist with fundraising

**Equipment Manager: Kevin Abney**

- Oversight of club cabin equipment, tools and repairs and maintenance

**Website Coordinator: Michael Johncox**

- Oversees maintaining the club's website and registration system
- Make simple updates to the website as required

**Media Coordinator: Open**

- Oversees the club media activities
- Responsible for preparing articles and posting on club activities for local newspapers, Apex Matters, BC Alpine website, club website and social media sites
- Works with the Program Director and coaches to gather pictures and results from the Carver and Race programs for such articles and postings

## **RACE VOLUNTEER POSITIONS**

Each year the Apex Ski Club typically hosts two or three races. The following are the jobs that must be staffed for each race.

### **Race Committee**

- Responsible for the planning and organization of races hosted by Apex Ski Club
- Recruit, train, mentor race volunteers
- Prepare a race summary including
  - # of participants, revenues, costs, successes, issues, lessons learned.
- Complete BC Alpine race applications (with approval from Executive and Apex Mtn Resort)

### **Chief of Race**

Overall responsibility for race, coordinates with mountain

### **Chief of Course**

Overall responsibility for the course, including course setting (done by a coach), maintenance, collection of gates after the race, must assure the safety of racers and spectators. Along with Course maintenance workers, assures that turning pole is dyed and gates are numbered (coordinate with Chief of Gates), that proper fencing is put up at finish area and along the course.

### **Chief of Timing**

Assures the system works, tests the day or week before race, and runs timing during the race.

### **Chief of Gates**

Recruits, organizes gatekeepers, distributes gatekeeper cards, collects them after each run and brings them to the finish.

### **Race Administrator**

Receives entries, prepares start order, assigns jobs, assures presence of Technical Delegate and, if needed, accommodations for T.D., brings race supplies, including materials for gatekeepers and bibs.

### **Starter**

Sends racers, in constant communication with finish, checks start wand and communication before the race.

### **Start Referee**

Assures valid start.

### **Assistant Starter**

Lines up racers for Starter and assures smooth flow of racers.

### **Finish Referee**

Assures valid finish.

**Gate Judges**

Records any race infractions on course. Usually need a minimum of 7 judges for average course.

**Course Maintenance**

Several people (5-6) to maintain course and replace gates. Reports to Chief of Course to assist with all course-related tasks.

**Bibs**

Collect bibs at finish of race.

**Hospitality**

Several people for post-race refreshments and sometimes hot drinks for gatekeepers.

**Hand Timers**

Two each are required at the start and finish.

**Hand recorder**

Records times announced by hand timers.

**SAM co-ordinator**

Sends all results to newspapers and BC Alpine and ensures exposure of sponsors.

It takes a minimum of 20 volunteers to properly run a race. Volunteers usually receive complimentary day passes and a bagged lunch. It is important that parents from all Clubs, whether hosting or visiting, participate to ensure a timely and safe race.

## APPENDIX B

### SKI TUNING

Prepare your skis before traveling out of town!

Prepare your skis at home before going on a trip. Wax rooms at hotels can be very small and crowded as everyone tries to do their skis at the same time. Sharpening of edges, stoning, base repairs or major binding adjustments should all be looked after at home where you will have an abundance of tools, space and time.

#### TUNING ITEM CHECKLIST:

##### Ski Vices, File Guide and Sidewall Remover

Ski vices  
Sidewall remover  
2 or 3 degree file guide and clamp Base

##### Stone

200 grit diamond stone  
400 grit diamond stone  
Gummy stone

##### File and Brush

Edge File  
File brush to clean the file  
Side Edge Polish Oil

##### Single Cut Body File

File to round and remove burrs from the edges and topsheet

##### Clean Rags

Used to clean ski edges and bases

##### PText Base Filler

Ironed into a gouge, then scraped off with a plastic scraper or metal scraper  
Very small scratches are not important to fill, large ones that are through the black base material should be taken care of at a ski shop

##### Gloves

Cut resistant gloves are recommended

## **WAXING ITEM CHECKLIST:**

### Waxing Equipment

Iron

Plastic Scraper

Elastics

Cleaning Brush

Polishing Brush

Ski Straps

### Brush

Varieties come in brass, nylon, and horsehair

Brass brush is used for ski base preparation and cleaning

Nylon Brush is used to polish the ski base after waxing

### Plastic Scraper

5 mm thick plastic scraper

Scraper sharpener is located in the tuning room at the Club Cabin

Sharpen the plastic scraper regularly

### Elastics

Ski specific elastics work best to hold brakes while tuning or waxing

### Iron

A proper waxing iron works best

### Wax

Buy the standard non-fluoro for 0 to -10 C ranges or hybrid all temperature wax

Keep your wax very clean and store in a plastic bag – away from filings

### Ski straps

Always use 2 straps on your skis (tips and tails)

**Tuning equipment and wax can be purchased at [www.sidecut.com](http://www.sidecut.com).**

**Put all of your tools in a small toolbox or fishing tackle box that is small enough to be easy for traveling. Be sure to put your name on everything.**

**Apex Ski Club coaches can provide tuning lessons and assistance. Initial ski set up and additional tuning can be provided by Wade Christie who is located in Kelowna – 250 300 3900 or [whitewolfracing65@gmail.com](mailto:whitewolfracing65@gmail.com).**