

TEACHER'S HANDBOOK

SKI TRIP POLICIES, PROCEDURES AND SAFETY GUIDELINES

*Ontario School Boards Insurance Exchange (osbie)
Ontario Ski Resorts Association (osra)
Dagmar Resort and My Snow School Inc.*

Dear Ski Trip Organizer!

**WELCOME TO OUR SKIING WITH THE SCHOOLS PROGRAM FOR THE 2018/2019 WINTER
SEASON!
THE SAFETY OF YOUR STUDENTS IS OUR TOP PRIORITY!**

Thank you for booking a ski trip at Dagmar Resort this winter! Please review this short manual and familiarize yourself with the policies and procedures of our program. This manual is a step-by-step guide to help you organize your ski trip and remind you of the important dates and forms to be completed!

The guidelines in this manual apply to all school boards within the Ontario School Boards' Insurance Exchange jurisdiction and have been endorsed by the participating ski resorts of the Ontario Ski Resorts Association.

It is intended that the guidelines as detailed be followed by all Principals and staff involved in the planning of outdoor education programs. The member ski resorts of the Ontario Ski Resorts Association that meet Province of Ontario Regulations and Standards endorse these guidelines. OSBIE criteria are considered in the planning of all outdoor skiing and snowboarding education programs.

PREPARING YOUR SKI TRIP

1. Book ski trip dates with us and arrange transportation for your trip.
2. Send the OSBIE **CONSENT FORM** (attached to this e-mail) home with each **Student and Supervisor (It is not A WAIVER)**.
3. Collect all forms and **double check that everything is complete**.
4. **Each CONSENT FORM must be completed by all parents and supervisors and be duplicated.** Original copies for us and one copy for the school.
5. Once all forms are collected, please complete the **Participant Information Chart** for us.
6. Fax or e-mail the Participant Information Chart to Dagmar Resort **no later than 1 week prior to your trip (please see the sample chart on the next page)**
7. Plan a day to meet with your students and supervisors to review the topics below:
 - Proper Ski and Snowboard Attire / Nutrition
 - Lift use guidelines (in this manual)
 - Arrival Procedures (stay on bus)
 - Skier's Responsibility Code (in this manual)
 - After the Lesson Expectations / Taking Breaks
 - Behavioural Expectations/ Supervisor's Responsibilities
 - Your own policies and procedures

PARTICIPANT INFORMATION CHART

- The Participant Information Chart is important for organizing the rental equipment more efficiently for your students. **All of the information for the chart can be found on each Dagmar Consent Form.**
- You may create your own chart on an excel spreadsheet, or you may complete the one we designed which is attached to this e-mail!
- We require the following information to be **e-mailed back to Dagmar no later than 1 week prior to your scheduled trip: Please view the sample chart below if you wish to create your own chart. Or, attached to this e-mail is a copy of a chart which can be printed, completed, and faxed or e-mailed to us!**

EXCEL Spreadsheet Sample Chart – please create a chart like this!

- School Name: _____ Date: _____
- Booking Teacher: _____ Email: _____
- Arrival Time to Hill: _____ Departure Time: _____

- **Student and Supervisor Information**

First Name	Last Name	Skiing	Snowboarding	Renting	Renting Helmet	Not Renting
Ex: Meredith	Youmans	*		*	*	
Ex: Tom	Welfle		*			*

ARRIVAL PROCEDURES

1. **PLEASE STAY ON YOUR BUS!** A Dagmar Bus Greeter will visit your bus and discuss safety information with your students before they enter the lodge.
2. The Dagmar Bus Greeter will guide your students into the lodge and put a ski ticket on each student and supervisor.
3. All original copies of the Consent Forms will be collected at this time. **Any student or supervisor without a form will not have the ability to participate.**
4. Students who are renting equipment will be guided to the rental shop. Any student with their own equipment will be required to leave that equipment outside on the racks.
5. Your school will have a designated area for back-packs, lunches etc....
6. Once students are outfitted, they will be guided to the lesson area for immediate ski or snowboard instruction.
7. The Ski Trip Organizer will then meet in the Snow School Office for trip payment.
8. **Please ensure students leave all valuables at home the day of your trip. Dagmar Resort is not responsible for lost or damaged articles.**

THE LESSON PROGRAM

Beginner Skiers and Snowboarders

- All beginners will be placed into group lessons for 1 hour or until they achieve their beginner level sticker (yellow) immediately upon arrival to the resort.
- All beginners with a yellow sticker must remain on the **MagicCarpet Learning Area Only** until they practice their skills and have their skills re-evaluated in the afternoon (Re-Test).
- To upgrade their yellow sticker to a green sticker (novice), they must pass the Re-Test and be shown how to use the chairlift safely by an instructor. All "green stickered" students must remain on GREEN SLOPES ONLY (easiest).

Intermediate and Advanced Skiers and Snowboarders

- All intermediates will be placed into group lessons for 1 hour upon arrival or shortly after arrival.
- Students who receive a blue (intermediate/advanced) terrain designation sticker will remain with their stickers for the duration of the day. No upgrading for these levels until next time.

AFTER THE LESSON – FREE TIME

Terrain Designation

- All students must ski/snowboard on the slopes that have been determined by the instructors
- It is the responsibility of the support staff to ensure that students are using terrain that matches the designation on their lift passes
- If a student has disobeyed the rules, they will have their lift privileges removed.

YELLOW STICKER = BEGINNER (Magic Carpet Learning Area Only)

GREEN STICKER	=	NOVICE (Green Slopes which are the easiest)
BLUE STICKER	=	INTERMEDIATE/ADVANCED (Blue and Black Slopes which are more difficult)
RED STICKER	=	TERRAIN PARK (For students who are experts)

STUDENTS WITH SPECIAL NEEDS

- We are able to accommodate students with special needs.
- Please notify the Snow School as soon as possible prior to your arrival if you are bringing a student with a special need.

THE TERRAIN/FUN PARK

- The Terrain Park is a slope designed for expert level skiers and snowboarders only.
- Helmets are mandatory in the Terrain Park.
- The Terrain Park slope contains many large features including jumps, metal rails, metal boxes etc....
- In order to participate in the terrain park, students must:
 1. **Be permitted by the Principal and School Board to participate in the Terrain Park**
 2. **Have their own ski or snowboard helmet**
 3. **Have their own ski or snowboard equipment**
 4. **Have achieved the Terrain Park designation sticker from the Dagmar Instructor (RED STICKER)**
 5. **Have a copy of the Consent Form completed by their parents and carried with them at all times in their jacket pocket**
- If you do not want your students to participate in the Terrain Park, please “black out” the Terrain Park section on the Consent Form before you make copies for parents.

TEACHER AND SUPERVISOR RESPONSIBILITIES

- **One complimentary ticket and rental package is available for your attending supervisors (one complimentary package for every ten students that you bring).**
- **Any Supervisor who is accepting a complimentary lift ticket through your school will be required to wear a helmet.**
- If you must bring more supervisors than the above ratio, please call the Snow School to discuss your situation. We can accommodate more complimentary supervisors for special situations. Any additional adult supervisors will pay the same rates as the students.
- A supervisor must be 18 years or older and competent in the sport they are supervising.
- Please ensure that one supervisor is assigned to a base camp inside the lodge for emergency purposes and to assist with lunch. All emergency contact information should be with this supervisor.
- All other supervisors should be skiing or snowboarding on the slopes and conduct “in the area supervision”:
 1. Circulating and maintaining a visible presence on trails.
 2. Ensuring that students are obeying their terrain designation stickers
 3. Ensuring that students are behaving on the slopes and in the lodge
 4. Be assigned to a group of students upon completion of the lesson
 5. Organize check-in times during the day for their groups

- To ensure that your supervisors are informed of your ski trip provide them with written instructions on their duties. Only those parents should be permitted on the excursion.

LIFT TICKET POLICIES: VERY IMPORTANT!!

- Lift tickets will be placed on each student and supervisor who is a participant of the ski trip and has completed the Consent Form. All students and supervisors receiving a ticket must wear a helmet.
- **Please Be Aware: If a student is absent, their lift ticket must be returned to the Snow School Office and CANNOT be given to an additional supervisor, student, sibling or friend who is not a participant of the ski trip.** If this lift ticket is given to someone who has not signed a Consent Form, the school will be held liable.
- All unused tickets must be returned to the Snow School Office.
- All supervising parents who have their own children on the ski trip must obey the terrain designation sticker placed on their child's ski ticket by the instructor. You cannot take your child to an advanced ski slope if your child has received a beginner's sticker.

STUDENTS STAYING AT DAGMAR AFTER THE BUS HAS LEFT

- **ANY STUDENT STAYING AT DAGMAR AFTER THE BUS HAS LEFT MUST HAVE A SUPERVISING PARENT PRESENT AT THE RESORT.**
- **IF ONE PARENT IS ON-SITE TO SUPERVISE A GROUP OF STUDENTS, THE TEACHER MUST HAVE RECEIVED WRITTEN PERMISSION FROM ALL PARENTS INVOLVED.**
- **A LIST OF THE NAMES OF THE STUDENTS MUST BE PROVIDED TO THE SNOW SCHOOL OFFICE.**

TRIP PAYMENT OPTIONS

- **Most schools bring one cheque from the school payable to DAGMAR RESORT or you can have parents purchase the ski trip and bus fee on-line at www.skidagmar.com.**
- If your school would like to pay with a credit card, a processing fee will apply.
- We will contact your school one week prior to your ski trip to confirm your numbers and to fax you an invoice for the total amount.

Payment Option #1 – Pre-Paid Multiple Visits

- If you have booked multiple visits, it will be much easier for you to pre-pay for all of the visits with one cheque on your first trip. By pre-paying, you will also be taking advantage of our discounted multiple visit rates.
- Any student who has missed one of the visits must present a Doctor's note to receive a refund for that trip. If a student must miss a trip due to a hockey game, basketball game or party etc.. there will be no refunds available and the lift tickets may not be given to a substitute student who has not completed a consent form. All refunds will be provided to the schools at the end of their final ski trip.

Payment Option #2 – Pay As You Go

- If you have booked multiple visits but would prefer to pay each trip separately, our **SINGLE VISIT** rate will apply each time.
- We will not charge you for the students who did not attend the scheduled trip.
-

Payment Option #3 – Pay On-Line

- Parents can pay for their trip fees and bus fees on-line through our web-site
- We will track all participant information and collect fees
- We will provide you with a spreadsheet of all participant names and payments
- We will provide you with a cheque for the bus fee to pay upon arrival to the resort

TRIP PRICING CHART AND DISCOUNTS

# Visits	1	2	3	4	5	6
Lift Ticket & Lesson	\$29.00	\$54.00	\$75.00	\$99.00	\$121.00	\$139.00
Lift Ticket, Lesson, and Rental	\$44.00	\$82.00	\$117.00	\$151.00	\$188.00	\$219.00

Helmet Rentals = \$5.00 extra per visit

Please Note:

- All prices include all applicable taxes
- Helmet rentals are \$5.00 extra per visit.
- One complimentary package is available for your supervisors per 10 students that you bring
- These rates apply to school groups of 20 students or more.
- Any school account paid before Dec. 1st, will receive a 5% discount on their trips
- Any student with a Dagmar Membership will pay \$10.00 per trip only.
- Your ski trip must be paid in full upon arrival to the resort
- Price Break Week: Any single visit school booked between Jan. 9 – 11th will receive 25% off.

CANCELLATION PROCEDURES

- **Dagmar Resort plans to be OPEN Wednesday – Friday for Schools! We expect the schools to arrive on their planned ski trips.**
- **If Dagmar Resort must close due to unforeseen circumstances, we will contact your school a day in advance to cancel your trip.**
- **If YOU must cancel your trip, you must contact the Snow School at least 24 hours prior to your arrival in order to receive credit. If you contact us the morning of your ski trip, you will not receive credit for this trip. Please call us on Sunday if you will not be arriving on Monday.**
- If your ski trip has been cancelled, we will reschedule your school for another day or a credit will be entered on your file.

- Please note that students must participate in the activity indicated by their parents on the waiver: skiing or snowboarding. There will be no switching between sports during their visit.

**CONCERNED ABOUT THE WEATHER?
PLEASE VIEW**

www.theweathernetwork.ca FOR THE TOWN OF UXBRIDGE FOR THE MOST ACCURATE AND UP TO DATE WEATHER FORECASTS.

ALPINE SKIER'S AND SNOWBOARDER'S RESPONSIBILITY CODE

The Alpine Skier's and Snowboarder's Responsibility Code is officially endorsed by the Ontario Ski Resorts Association. It is important that you, your supervisors and your students become familiar with the code as there are elements of risk in skiing and snowboarding that can be reduced with some common sense and personal awareness.

Please adhere to the code listed below and share with others the responsibility for a safe outdoor experience:

1. Always stay in control. You must be able to stop or avoid other people or objects.
2. People ahead of you have the right-of-way. It is your responsibility to avoid them.
3. Do not stop where you obstruct a trail or are not visible from above.
4. Before starting downhill or merging onto a trail, look uphill and yield to others.
5. If you are involved in or witness a collision or accident, you must remain at the scene and identify yourself to the ski patrol
6. Always use proper devices to help prevent runaway equipment.
7. Observe and obey all posted signs and warnings.
8. Keep off closed trails and closed areas.
9. You must not use lifts or terrain if your ability is impaired through the use of alcohol or drugs.
10. You must have sufficient physical dexterity, ability and knowledge to safely load, ride and unload lifts. If in doubt, ask a lift attendant.

KNOW THE CODE – BE SAFETY CONCIOUS – IT IS YOUR RESPONSIBILITY

LIFT USE GUIDELINES

To ensure that all school students enjoy a good day of skiing/snowboarding it is important that they use chairlifts and surface lifts safely.

1. Only those students who receive approval from the Snow School may use the chairlifts.
2. All students must be aware and obey signs posted around the lift loading and unloading areas.
3. While waiting their turn in a lift line, students must refrain from "horseplay" and prepare themselves for loading.
4. When riding a chairlift, the restraining bar must be lowered.
5. Students must never bounce or rock chair in any way and must remain seated facing uphill at all times.
6. Students must never, under any circumstances, jump from chairs.
7. If a chair stops, remain calm and wait until it restarts.
8. When approaching an unloading area, students must not lift restraining bar until instructed to do so by posted signs.
9. When students clear the ramp, they must move away from the area quickly.
10. Any student who falls while riding a surface lift must clear the path immediately.
11. Skiing or snowboarding down a lift tow path is strictly prohibited.

12. Students must always: display their lift ticket, follow all instructions by resort staff, behave in a responsible manner, be courteous to other students, be aware of the Alpine Responsibility code and use only trails identified by the Snow School Instructor as appropriate for their ability.
13. With no exceptions to the above guidelines any and all offenders will lose their lift and trail privileges.

YOUR CHECK LIST – A REVIEW OF IMPORTANT STEPS

- Send the **CONSENT FORMS** home to all of the **PARENTS AND SUPERVISORS**.
- Collect all forms and make sure all forms have been **completed accurately**.
- Make sure all **SUPERVISORS** have signed the forms too!
- Photocopy each student's and supervisor's CONSENT FORM**. We require the original copy and your school can have the duplicate for your files.
- Complete a PARTICIPANT INFORMATION CHART and fax or e-mail it to the resort no later than 1 week prior to the trip.**
- Choose a time to meet with your students to discuss safety.
- Please remember that if you need to cancel your ski trip you must contact the Snow School at (905) 649-2002 ext. 22 no later than 24 hours in advance.
- Please have your trip payment organized for your arrival.

Thank You for Reviewing the Ski Trip Manual! We appreciate all of your hard work in organizing a trip for your students!

