Trip Policies & Procedures - Nakkertok Ski Club
Updated September 2025

This document outlines the policies and procedures that have been established for trips by the Nakkertok Race Committee.

Contents

1. **Trip budgeting, payments and registration**
2. **Trip management guidelines**
3. **Food & meal logistics**
4. **Transportation**
5. **Trip accounting**
6. **ENRG Trips**
7. **Trip Organizer – Role and responsibilities**
8. **Trip Coordinator – Role and responsibilities**
9. **Wax and equipment coordinator guidelines (Lead Coach)**
10. **Volunteer support team – Roles and selection criteria**

1. TRIP BUDGETING, PAYMENTS AND REGISTRATION

Trip Budgeting

The Trip Coordinator is responsible for preparing the trip budget for each trip. This budget must include projected costs for athletes and support staff (coaches and parent volunteers), covering food, accommodation, transportation, wax and other necessary expenses.

Budgets should be based on expenses for similar past trips, preliminary cost estimates (e.g. accommodation) and the expected number of athletes. The budget must be prepared as soon as possible and, in any event, prior to the end of September for all trips taking place the following ski season.

Considerations when developing budget:

i. Athletes fully cover all transportation, food and accommodation costs for all support staff (paid coaches, paid staff if needed, and volunteers).

ii. Budgets should be prepared with the intention of generating a reasonable surplus so that participants are not asked to provide additional payments after the event if unexpected costs arise, including athletes withdrawing at the last moment. The size of the surplus should reflect the nature of the trip or camp. This approach minimizes the need for post-event collections:

   - For larger or unfamiliar trips, a higher surplus should be budgeted to account for the greater risk of cost overruns.
   - For smaller or local trips and camps, where costs are more predictable, a smaller surplus is acceptable.

iii. Trips with multi-parent transportation outside of the National Capital Region will include an amount that will be reimbursed to each driver for wear and tear ($100) and gas.

iv. A Wax Fee of $10, per athlete, per race, will be included in the budget for most trips. For Nationals, the fee will be $30 to $50 per athlete, per race, as waxing conditions in March are typically more complex due to warmer temperatures. The Head Coach will determine the amount to charge.

v. The estimated number of athletes attending each trip will be based on similar events from the previous season, the size of this season's cohort, and consultation with Lead Coach on expectations. For Nationals, if possible, the Lead Coach will send a survey to obtain an estimate on athletes attending before the end of June.

vi. Athletes who stay fewer nights than the rest of the group, are still responsible for the full accommodation cost. Exceptionally the Lead Coach can decide otherwise.

vii. In certain circumstances, an additional fee will be added to a trip or camp fee to some athletes. The amounts are described in the Nakkertok's website (Additional fees for special circumstances) and apply to:

- Race program athletes attending the event but not included in the trip (e.g. travelling and staying with their parents but participating in the races).

- Nakkertok members not enrolled in a seasonal program (Fall-winter athletes participating in a summer camp) or Nakkertok Alumni.

- Non Nakkertok Members attending a trip or having their skis prepared by the wax team.

Advanced Payment of Suppliers

i. Approval by the Lead Coach is required before any commitments or payments are made to secure accommodation, flights or transportation (rental vehicles).

ii. Large payments (e.g. accommodation deposits) may be made directly from the Nakkertok bank account or using the Nakkertok Credit Card, subject to the Credit Card Policy.

iii. The Trip Coordinator and Trip Organizer may need to use a personal credit card for advance trip-related expenses. With approval from the Race Committee Treasurer, these costs will be reimbursed as soon as possible.

Trip Registration and Payment of Trip Fees

i. Once the trip budget has been approved, a Trip Fee per athlete will be set by dividing the estimated total cost of the trip by the number of athletes.

ii. For Nationals and December-January trips, registration (with associated Trip Fee) will be published on Corsizio before the end of September. For February-March trips, registration may be posted as late as the end of October. For summer camps and trips outside the ski season, registration will follow a schedule determined by the Lead Coach.

iii. All athletes must pay the full trip fee at the time of registration. In special cases (e.g., athletes providing their own food due to dietary needs, one-way flights, etc.), adjustments may be considered. Requests for such accommodations must be communicated to the Lead Coach and Trip Organizer at the time of registration. If approved, these adjustments will be accounted for in the year-end reconciliation. No partial refunds or fee reductions will be issued during the season.

iv. If the Lead Coach establishes eligibility criteria to participate on a trip, this information must be communicated to athletes by their coaches before registration opens. The criteria must also be included in the trip description and on the registration site. During registration on Corzisio, parents and athletes will be reminded to confirm eligibility with their coach. If an athlete registers without confirming eligibility and the coach determines that the athlete does not meet the criteria, the Lead Coach will notify the family, remove the athlete from Corsizio and the participant list, and request that a refund be issued.

v. Parents should be asked on Corzisio if they would like to be part of the trip's support team.

vi. The general deadline for registering for most trips will be around October 15. February-March trips and training camps may follow their own schedules. After the deadline new registrations will not be accepted unless space is available and approval is granted by both the Trip Organizer and Lead Coach. A $50 administrative fee will apply to late registrations

vii. The payment schedule will be set out in Corsizio with the registration form. For most trips under $1,500, full payment will be required at the time of registration.

viii. For high-cost trips (e.g. Nationals or any trip involving air transportation): 50% of the Trip Fee will be due upon registration, with the remaining 50% due 45 days before departure – unless different payment arrangements are decided and approved by the Head Coach.

ix. Two payment methods should be made available through Corsizio:

- Email transfer to *treasurer@nakkertok.ca* – registrants must be told to include the trip and athlete's name in the message for tracking purposes.

- Credit card – a processing fee of 3.1% must be added to the total cost to be paid by the registrant.

Budget finalization, Confirmation of Participants

i. After the registration deadline, the Trip Coordinator will prepare a Master Spreadsheet for each trip and share it with the Trip Organizer. This spreadsheet consolidates all trip information, including the list of athletes, budget, payments, expenses, and actual costs.

ii. The Trip Coordinator will confirm which athletes have registered and paid, update the Trips spreadsheet and send it to the Lead Coach for verification, review eligibility of athletes and approve the final list.

iii. Full payment for trips must be made prior to departure. The payment deadline for each trip is published in Corzizio at the time of registration. If, three days before departure, an athlete has not paid, the Trip Organizer will send a reminder email to the parents. If payment is still not received within forty-eight (48) hours, the Lead Coach will inform the athlete that they are being withdrawn from the trip, and no refund will be issued.

iv. Once the final list of athletes is confirmed—considering the total number and any individual modifications—the Trip Coordinator and Trip Organizer will review and adjust the original budget, which was based on an estimated number of participants. Changes in the final count may affect certain costs (e.g., number of homes or rooms to rent, food quantities, transportation needs). The Trip Organizer will consult the Lead Coach on any significant adjustments, and any additional financial commitments will require the Lead Coach's approval.

v. If at any time the Lead Coach or Trip Organizer becomes aware that an athlete has withdrawn from the trip - for any reason, including illness - the Trip Coordinator will cancel the registration on Corsizio, confirm that the Lead Coach is informed (if not already aware) and assess whether logistical commitments (e.g. driving, accommodations, flights) need to be adjusted.

vi. If at any time the Trip Organizer becomes aware that trips costs will exceed the approved budget, families must be informed, with an estimate of approximately how much more will be required to be paid. Any additional payments should be collected prior to the trip, unless timing makes it impossible.

Cancellation policy and refunds

i. Full payment for trips must be made by the payment deadline published in **Corsizio** at registration. If payment is not received by the deadline, the Trip Organizer will send a reminder to the parents. If payment remains outstanding five (5) days **after the reminder**, the Lead Coach will notify the parents, and the athlete will be removed from the trip roster.

ii. We understand that sometimes athletes need to withdraw from a trip. Because trips are planned based on the number of registered athletes, with many expenses committed in advance (accommodations, food, vehicle rentals, etc.), withdrawals affect the entire group. To balance fairness with flexibility, the following rules apply. Please note that in all cases no immediate refund will be processed; any eligible refunds will be determined and issued as part of the year-end reimbursement process described in the following section.

- **From the registration deadline until 60 days before the trip begins:** Withdrawal will receive a full refund, minus a $50 administrative fee. However, if the withdrawal is due to one of the following, no fee will be charged:

  1. Athlete illness or injury.
  2. Family emergency.
  3. Qualification for a higher-level competition or camp (e.g., World Juniors) that directly conflicts with the trip.

  If expenses have already been committed in the athlete's name (for example, a flight ticket), those costs will not be included in the refund.

- **60 days or less before the trip begins:** At year-end reconciliation, a refund will only be considered if the athlete's withdrawal resulted in direct cost savings (for example, unused accommodation or transportation expenses) or if the final cost of the trip is lower than budgeted. If no such savings or surplus are realized, no refund will be issued. Where a refund is possible, the amount will be calculated and a $50 administrative fee deducted, except in the cases noted above.

iii. For flight trips, efforts will be made to transfer any available flight credit to the family for later use.

iv. Payment of race license and registration fees by the event deadline is the responsibility of athletes and their parents; these costs are not included in the trip fee. The Trip organizer and Lead coach will provide registration instructions in advance. Refunds will not be issued if an athlete misses the registration deadline. (In some cases, late registration may be possible with an additional fee).

2. TRIP MANAGEMENT GUIDELINES

Trip Staffing and Responsibilities

i. For race trips, there must be a minimum of 2 coaches plus adult volunteers. For small groups of elite athletes, 2 adults may suffice.

ii. A Minimum supervision ratio of 1 adult to 4 athletes is required for all trips. Coaches and adult volunteers are counted as adults in these ratios. For training camps, a ratio of 1:8 may be permitted

iii. Once the number of athletes is established, the Lead Coach, Trip Coordinator and Trip Organizer will determine the number of coaches and parent volunteers needed on the trip. Where possible, and unless the number of available personnel makes it impossible, at least 1 chaperone or coach of each gender must be part of the support team, especially when minor athletes are participating in the trip.

iv. The Trip Coordinator and Trip Organizer will review the list of potential candidates for the support team as parent volunteers and select the most suitable individuals. Selection criteria are described in *Nakkertok Trip Guide for Parents and Athletes* . The Lead Coach will review and approve the final list before the selected support team members are contacted.

v. Volunteers are expected to commit and be available to the full duration of the trip. For longer trips, partial availability may be accommodated when necessary, and in such cases, the support team may be composed of volunteers attending only part of the trip.

vi. If a volunteer makes personal travel arrangements before or after the official trip dates, Nakkertok is not responsible for any associated costs - even if the trip is canceled or postponed.

vii. Volunteers and coaches will be assigned their specific duties before the commencement of the trip (e.g. wax support, meal support, athlete transport), with some overlap and flexibility as necessary. Basic job descriptions should be forwarded by the Trip Organizer to trip volunteers by email.

viii. Any disciplinary issues will be handled by the Lead Coach, Trip Coordinator and Trip Organizer, in consultation with the Race Committee Director, if necessary, in accordance with the Nakkertok Code of Conduct.

ix. The support team (coaches and parent volunteers) will assist the Trip Organizer making sure athletes respect the Code of conduct, including touring the halls as required, monitoring afternoon and evening rest times and reminding racers of the opposite-gender room policy (keeping doors open with visitors of opposite gender).

x. No alcohol consumption is allowed during the duration of the trip.

xi. Parent volunteers are expected to provide supervision, guidance and support to athletes for the duration of the trip, including during travel, at the race site and at the accommodation. Athletes are expected to assist with meal preparation and kitchen clean-up.

Accommodation guidelines

i. Accommodation should be reasonably priced and close to the race venue, ideally less than 30 min drive.

ii. Accommodation should be secured as far in advance as possible, once a reasonable estimate of number of athletes can be made (based on statement of interest or informed estimates): 1 year for Nationals, 6 months for Christmas or locations with limited availability, 3 months for the rest of events.

iii. Clean, quiet, non-smoking accommodations with kitchen facilities are preferred, with chalet rentals being ideal for large groups.

iv. The Trip Organizer should understand and communicate clearly to the athletes and parents what is included: dishwashers, laundry facilities, bedding, towels, kitchen towels, etc.

v. The Trip Organizer should negotiate the most favorable cancellation terms possible for hotels and rental homes. While full cancellation policy is ideal, it is often not available – particularly for large group bookings. In such cases, the best achievable terms should be secured to minimize potential costs.

vi. The Trip Organizer or Lead Coach should request a wax room or space from the event organizers at the race site.

vii. The Trip Organizer will prepare, in consultation with the Lead Coach, room and bed assignments for each trip to ensure fair and equitable accommodation. When possible, sleeping comfort should be prioritized for older or taller athletes, or those with higher performance expectations.

viii. Athletes and support team members are expected to share rooms with team members of the same gender, with social factors considered when possible. Athletes will often share beds, but efforts will be made to avoid parent volunteers having to do so. The Trip Organizer will inform athletes and parents of sleeping arrangements in advance. Athletes and parents should be informed by the Trip Organizer of the sleeping arrangements in

advance and may bring sleeping pads and sleeping bags if they prefer additional personal space.

ix. Proposed sleeping arrangements will be submitted to the Lead Coach for approval, then added to the trip spreadsheet and shared with athletes prior to departure.

x. Athletes are not permitted to remain in a chalet or hotel without supervision; at least one support team member must always be present.

xi. Ill athletes should be isolated when possible. Chaperone sleeping arrangements may be adjusted to provide additional space for ill athlete

xii. The Trip Organizer is responsible to manage all hotel or chalet logistics: check-in and check-out, room inspections, billing, payment, key return, as well as checking the wax room and ensuring clean-up arrangements are in place.

xiii. Before athletes enter, rooms and chalets should be inspected (taking pictures if necessary) to identify any existing issues (e.g. broken fixtures, stains). These must be reported to the hotel or chalet reception immediately to avoid liability. Nakkertok has previously been charged for damages when this step was missed.

xiv. The Trip Organizer must also coordinate a final inspection of all accommodations before departure. If damage is found, they should work with the Lead Coach and, if necessary, determine how it occurred and how repairs costs will be covered.

3. FOOD & MEAL LOGISTICS

i. Planning Food Logistics & Team

- Plan ahead: Designate a lead parent/volunteer to organize meals prior to the trip.
- Duty roster: Post a simple schedule for meal prep and cleanup.
- Shopping: Buy basics for breakfast and lunch before the trip. Supplement as needed during the trip instead of overbuying.
- Receipts: Volunteers submit receipts to the Trip Organizer during or within a week after the trip.

ii. Hotel Food Arrangements

- Many hotels offer breakfast buffets—supplement if needed with oatmeal, cereal, bagels, fruit, yogurt, juice, eggs.
- Lunches should be prepared the night before (sandwiches, veggies, snacks, yogurt, juice boxes). Store in room fridges for each athlete.
- Prioritize simple, natural, nutrient-rich foods (whole grains, protein, fruits/vegetables). Avoid highly processed or “diet” foods with artificial sweeteners.

iii. Chalet Rentals with Kitchen

- Best option for nutrition and cost control.
- Parents not on the trip can send pre-cooked, labelled frozen meals (e.g., lasagna, chili, curries, casseroles).
- Each dish should include Ingredient list, Name of cook, Day/meal it is meant for.
- Portion sizes: request 6–8 servings per dish, or ask for specific quantities (e.g., 12 muffins, 9x13 casserole).
- Make sure every meal includes salad or veggies.

iv. Supper Recommendations

- Prioritize “home-cooked” meals over restaurants.
- Good options: pasta with meat/veggie sauce, chicken & vegetable one-pot meals, chili, stews, mild curries.
- Desserts: banana bread, carrot bread, cookies, squares—easy to transport and serve.
- Athletes eat earlier than usual—plan dinners before peak restaurant hours if eating out or catered.

v. Travel Considerations: Driving vs. Flying

- Driving trips: Easier to bring coolers, frozen meals, bulk groceries, and cooking supplies.
- Flying trips: Minimize food transport. Rely more on hotel buffets, local grocery runs, and catering. Assign volunteers to shop on arrival.

vi. Support Team: Athletes & Chaperones

- Volunteers/athletes help prepare breakfasts, pack lunches, and clean up.
- Chaperones assist with food distribution and ensure dietary needs are respected.
- A clear rotation schedule reduces stress and ensures fairness.

vii. Dietary Restrictions & Allergies

- Collect information before the trip (including brand names when relevant).

- Prevent cross-contamination: Use separate utensils for gluten-free or allergy-sensitive meals and clearly label containers with allergens.

- Always provide safe options for athletes with allergies. Even small mistakes (e.g., shared spoon) can cause illness.

4. TRANSPORTATION

Private vehicles

i. When used for the purpose of transporting athletes, coaches and volunteers on team trips, vehicles must:

   - Have winter tires installed after November 15th.

   - Be insured and in good working for winter travel.

   - Meet safety and insurance requirements: It is the responsibility of parents who are providing their vehicle for the use of team trips to have appropriate insurance, and it is recommended that owners have at least $2,000,000 in liability coverage.

ii. Nakkertok will not be responsible for any damages caused to the vehicle and will not pay for the cost of repairs to private vehicles used on trips.

iii. The Athlete transportation waiver should be included on Corsizio to be accepted during the registration.

iv. When a private vehicle belonging to a parent (not accompanying the trip) is used and driven by a volunteer adult travelling with the group, the following conditions must be clearly understood and accepted by both parties:

   - This is a private agreement strictly between the vehicle owner and the volunteer driver.

   - Nakkertok assumes no responsibility for any damage to the vehicle while is being used on a Nakkertok trip.

   - Any issue or disputes that may arise are to be resolved privately and must not involve the club.

v. The Trip Organizer must not suggest, arrange or facilitate vehicle exchanges.

vi. Additional vehicles may be rented if there are insufficient private vehicles available.

vii. Team equipment transport: luggage and equipment must be carried in a rental cargo van equipped with winter tires (after Nov 15th) and a metal wall between the cargo section and the passenger section to ensure the driver and passenger safety. The CDW, collision

damage waiver must be purchased for this vehicle.

Rental vehicles

i. Only drivers listed in the rental agreement may drive rented vehicles. The Trip Organizer may need to collect a copy of each driver's licence to add them to the rental agreement. Ideally, all potential drivers should be included in the rental agreement, including coaches.

ii. Trip Organizer will confirm that rental vehicles are equipped with winter tires after Nov. 15th. If rental vehicles are not available with winter tires, all-season tires may be accepted.

iii. One driver for each vehicle should pay for the rental and claim the amount at the end of the trip, as described in this document.

iv. Loss Damage Waiver (LDW) or Collision Damage Waiver (CDW) must be purchased from the rental company for all rented vehicles, even if the renter has coverage through a personal credit card or insurance. Relying on personal coverage may require large upfront payments, delay reimbursement, or affect the driver's personal policy – especially if someone else listed on the rental agreement was driving.

v. ENERG athletes who are at least 18 years of age and hold their full G licence may transport other ENERG athletes aged 17 or older to Nakkertok-organized camps and race trips provided their vehicle and the driver meet the above criteria.

Air travel:

i. Trip Coordinator and Trip Organizer will determine ideal arrival and departure times for the athletes and support team (coaches and parents).

ii. The Trip Organizer will review and recommend the best flight options to the Lead Coach based on arrival and departure times and cost. They will also arrange travel booking (group or individual) and reserve rental vans according to the recommended times.

iii. When booking, the Trip Organizer or Coordinator must notify the airline If the team will be carrying ski equipment and gear and review the airline's policies and restrictions.

iv. If a coach requires special personal travel arrangements, they can book their own airfare or have the coordinator make the booking later but will need to pay any cost difference between their booked price and the price that was available at an earlier booking time.

v. The Trip Organizer must determine how wax equipment and other gear will be transported well ahead of time, as pre-shipping (air or land) might be required to ensure timely arrival and reasonable cost.

Team travel guidelines

i. Whenever possible, athletes should travel together to the destination to promote team bonding, ensure safety, and facilitate logistics such as timely luggage transport to the event. Organizers will consider costs, volunteer time commitments, school schedules and other factors when planning to ensure the athletes have appropriate conditions in which to perform.

ii. If athletes do not travel according to the trip itinerary, it is the sole responsibility of the athlete and parents to ensure that the athlete and their equipment meet the team at the agreed time and location. Parents assume all liability for any issues resulting from this deviation, must coordinate with the Trip Organizer and Lead Coach, and are responsible for any additional costs incurred.

iii. Private vehicles are preferred whenever possible to reduce costs, as hiring a bus is generally more expensive and complex. In certain circumstances, collaborating with other local ski clubs may help lower expenses, such as sharing wax and equipment transportation.

iv. All parent and private vehicles should be full of gas at the beginning of the trip and refueled upon return to calculate gas consumption to be claimed.

v. Owners of personal vehicles used for trips beyond the National Capital Region - where transportation is organized by the club - will receive a $100 reimbursement for wear and tear, plus a refund for gas expenses. Only official members of the Nakkertok support team are eligible for reimbursement of personal vehicle travel costs.

vi. In the event of poor weather forecast during travel times, the Trip Organizer must check Environment Canada for severe weather warnings and verify road conditions with the divisions of the OPP and SQ. Travel should be postponed or cancelled if warnings or road closures are in effect. The Trip Organizer should also consult with the highway safety to confirm any road closures. Drivers are also expected to use their judgment and make safety decisions based on their experience and assessment of the conditions.

vii. The Trip Organizer must ensure that all adults in the group have each other's phone number in case of a breakdown.

viii. Communicate estimate return time to through the official communication channel (Email, WhatsApp, etc.). Notify if ETA changes significantly and alert when team is 1h away from meeting spot.

ix. Drivers should aim to return at similar times, to ensure equipment gets there at the appropriate times and siblings that may be travelling in separate vehicles arrive at the same time.

x. Athletes must assist in unloading equipment trailers in an orderly fashion to help speed the process.

xi. No athlete under the age of 18, should be left alone at the drop off location. One volunteer parent, usually the Trip Organizer, must remain at the drop off site until all U18 athletes are picked up.

xii. For over 18 athletes the Trip Organizer should ensure appropriate arrangements have been made for pickup.

5. TRIP ACCOUNTING

i. Within one week of the trip's conclusion, the Trip Organizer will email support staff (coaches and volunteers) to request submission of all trip-related expenses and receipts within two weeks.

ii. Coaches and support staff should claim all eligible expenses, including the car trip allowance of $100, to make sure trip costs are recorded accurately.

iii. All expense submissions must use the standardized trip expense spreadsheet, available on the Nakkertok's website: Expense reimbursement. The completed spreadsheet and receipts must be sent to both the Trip Organizer and the Trip Coordinator at trips@nakkertok.com.

viii. At the end of each trip, all wax fees collected remain with the Nakkertok race program; the Trip Organizer does not reconcile these funds and are treated as part of the Trip cost. At season's end the Head Coach will review whether the fee covered the actual cost of consumables and will set the Wax fee for the following season accordingly. The same policy applies for Fees charged for special circumstances.

iv. The Trip Coordinator is responsible for the trip's accounting and reconciliation. Along with the Trip Organizer, they will review all submitted expenses as well as any pre-approved payments and consolidate both pending and completed payments into the trip's master spreadsheet.

v. No later than 21 days after the trip has ended, the Trip Coordinator will send the final trip spreadsheet with all costs and payments to the Lead Coach for review and approval.

vi. Once the trip expenses are approved by the Lead Coach, they will be submitted by the Trip Coordinator to the Bookkeeper to proceed with all reimbursements to coaches and volunteers.

vii. The master trip spreadsheet reconciliation should include: a list of athletes who registered, any withdrawals, trip fee payments, administrative fee charged for withdrawals, any variations in expenses to be charged to athletes and all the expenses paid. It should ultimately provide the trip balance for each athlete and a complete trip report.

viii. Refunds of excess payments:

- Trips: if actual expenses are lower than the amounts collected, the difference per athlete is recorded on the Trip spreadsheet and refunded at year-end reconciliation (April). Each trip is accounted separately; surplus from one trip is not applied to another.

- Camps: budgeted closer to actual costs; no refunds are issued except in cases of illness, at coach's discretion.

ix. Additional costs: If trip expenses exceed the total amounts paid, the shortfall per athlete must be calculated and communicated to participants immediately, with the balance owing included in the year-end reconciliation.

x. Year-end reconciliation: The Trip Coordinator consolidates all refunds and balances owing by family, submits it to the Head Coach for approval, and coordinates refunds with the bookkeeper or payment collection from families.

xi. Final trip budget reconciliation for each trip will be available to parents upon request. Trip Coordinator will prepare a report to be able to show this.

6. ENRG TRIPS

ENERG trips generally follow the same guidelines as outlined on this handbook, with a few specific considerations:

ENRG athletes fully joining a Nakkertok supported trip (e.g. Eastern Championships):

Athletes will pay the same Trip fee as the U18 and younger athletes, unless certain direct costs do not apply (for example, if no food arrangements are required for them). If that is the case, the deduction will be estimated before the trip registration deadline and reflected in the Trip Fee.

ENRG athletes receive coaching and wax support only, organizing all or part of their own logistics (hotel, transportation, meals):

In this case, athletes receive coaching and wax support only and are responsible for:

- A share of transportation costs and accommodation for the support team.

- Support team accommodation during ENRG-only race days (days when no U18 or younger athletes are racing; for example, Nationals usually include 2 extra days for ENRG athletes). In addition, a daily amount of $85 per staff member is charged for meals, unless other arrangements are made (e.g. athletes providing food for the support staff).

- Wax fee: $10/race ($50/race at Nationals)

In all cases, a detailed budget breakdown will be shared with ENRG athletes before they commit to the trip. ENERG athletes must also respect the same registration deadline as other Nakkertok athletes, to ensure proper planning and accurate cost calculation.

7. TRIP ORGANIZER – ROLE AND RESPONSIBILITIES

The Trip Organizer works closely with the Trip Coordinator and Lead Coach to plan, coordinate, and oversee all logistical aspects of a Nakkertok trip, from budget preparation to post-trip accounting. The role focuses on ensuring trips run smoothly, safely, and within budget.

Before the trip

- Collaborate with Trip Coordinator to prepare the trip budget based on past trips preliminary estimates and expected athlete numbers.
- Confirm athlete list after registration deadline and adjust budget accordingly.
- Confirm athlete payments and eligibility with Trip Coordinator and Lead Coach.
- Keep all trip information updated in the master spreadsheet.
- Gather health information and dietary restrictions in advance and plan accordingly.
- Seek Lead Coach approval before committing to major expenses.
- Communicate key details to athletes, parents, and staff before departure, including room and car assignments.
- Remind parents to register their athletes for the race
- Select parent volunteers and confirm final support team with Lead Coach.
- Secure appropriate lodging close to the venue (if not already done by Trip Coordinator), and arrange room assignments - approved by Lead Coach).
- Arrange air travel and rental vehicles, if not already done by Trip Coordinator
- Coordinate private vehicle use.
- Organize team travel: departure and arrival times and streamline travel related communications.
- Coordinate with parents for meal contributions when self-catering

On-Trip Operations

- Inspect accommodations at check-in and check-out, documenting and reporting any damages.
- Assist Lead Coach in scheduling team meetings and race-day logistics: race site arrival, waxing of warm-up skis, bib collection, race ski collection (typically at the wax tent 30 minutes before start time) and other key logistics such as transportation.

- Coordinate support team tasks with Lead Coach (wax area, start line, course assistance). If requested by Lead Coach, designate one volunteer to collect team bibs from the registration area and place them at a central location.

- Request copies of start list as directed by Lead Coach (sometimes made available at coaches' meeting).

- Monitor athlete well-being of athletes and adherence to Code of Conduct.

- Coordinate food assignments (cooking, groceries).

Post-Trip Accounting

- Request expense submissions from coaches and volunteers.

- Review and consolidate all expenses with Trip Coordinator into the master trip spreadsheet.

8. TRIP COORDINATOR – ROLE AND RESPONSIBILITIES

The Trip Coordinator provides overall leadership and oversight for all Nakkertok trips throughout the season. They are responsible for season planning, coordination with the Race Committee and Head Coach, and ensuring that each trip is well-prepared, staffed, and financially managed.

Season & Trip Planning

- Oversee all trip planning for the season in coordination with Race Committee and Head Coach.

- Prepare preliminary trip budgets to establish each Trip fee and advance booking of accommodation or flights if necessary.

- Select and assign Trip Organizers for each trip.

- Provide Trip Organizers with guidance, tools (e.g., master spreadsheet), and deadlines.

- Ensure each trip budget is prepared on time.

- Standardize procedures across trips to maintain consistency.

Registration Management (Corsizio)

- Create and manage all trip registrations on Corsizio: Trip details, fees, payment schedules, deadlines, eligibility criteria. Process all modifications (e.g., athlete withdrawals, late additions, payment updates).

- Remove ineligible athletes and coordinate refunds.

- Maintain accurate participant lists and ensure payment tracking is up to date.

Communication & Coordination

- Act as the main link between Race Committee, Head Coach, and Trip Organizers.
- Monitor trip preparations to ensure deadlines, policies, and standards are met.
- Maintain and update the season master trip spreadsheet.
- Review and maintain the “Trips” section on Nakkertok’s website

Support Team

- With Trip Organizers, review potential parent volunteers and support staff.
- Approve the final support team list with Lead Coach.
- Ensure staffing ratios and gender balance requirements are met.
- Remain available to support Trip Organizers and Lead Coach with any major issues or decisions.
- Ensure consistent application of trip policies and procedures.

Post-Trip Accounting

- Collect and review trip financials with Trip Organizers.
- Ensure expense submissions are complete and accurate.
- Approve final trip reconciliations, send them to the Head Coach for approval and coordinate refunds or collect payments.
- Maintain year-end cumulative accounting and provide Race Committee with season summary.
- Identify refunds or amounts owing and coordinate reimbursements

9. **WAX AND EQUIPMENT COORDINATOR - ROLE AND RESPONSIBILITIES**

i. Arrange pick up the rental cargo van.

ii. Ensure that wax supplies and equipment necessary for race support are transported with the group to the race site.

iii. Ensure on site waxing facilities are arranged to provide optimal athlete ski preparation support.

iv. Make all wax and equipment purchases, in consultation with the Head Coach, and ensure purchases are kept within the annual budget established for wax and equipment purchases by the Race Committee, respecting Racing Program purchasing procedures.

v. Submit all receipts for wax and equipment purchases for reimbursement from the Racing Program budget, following the Racing Program Procedures for expenses.

vi. Supervise the wax room personnel and make sure that staff have the technical ability to complete the job assigned. Ensure that a proper and efficient workflow is maintained.

i. Ensure that cargo van remains at the race site to store the team's equipment.

ii. Ensure all wax and ski equipment is securely and neatly stored at the end of each race day and maintain possession of the cargo van keys.

iii. Prepare and post a wax support schedule, detailing each volunteer's expected shifts and tasks before, during and after races.

iv. Assign roles to wax support volunteers and ensure appropriate protection is used in wax room when necessary.

10. **VOLUNTEER SUPPORT TEAM – ROLES AND SELECTION CRITERIA**

i. Trip Organizer: Works closely with the Trip Coordinator and Lead Coach to plan, coordinate, and oversee all logistical aspects of a Nakkertok trip, from budget preparation to post-trip accounting. The role focuses on ensuring trips run smoothly, safely, and within budget.

ii. Driver/chaperone: Drives athletes from the National Capital Region to the trip destination and back, provides shuttles between accommodations and race/training sites, and supervises athletes by ensuring they help with meal preparation and cleaning. Some driver/chaperones may also serve on the wax team.

iii. Wax team: Working in a wax room or tent to clean, wax, and manage the athletes' skis, and to test glide and kick waxes based on race-day conditions. The wax team may be composed of dedicated waxers as well as drivers or chaperones who assist with waxing tasks.

iv. Meals: Parents not able to attend the trip may be contacted by the Trip Organizer to provide prepared meals or snacks in advance. Grocery expenses will be fully reimbursed upon presentation of receipts to the Trip Organizer

v. For trips with large attendance, Lead Chef will be designated to coordinate all meals.

vi. Parent volunteers must follow all Nakkertok policies, complete assigned tasks, and follow the directions of the Trip Organizer and Lead Coach (or designate). Volunteers are expected to remain available for the full trip, though on longer events duties may be shared among organizers.