

Manitoba Alpine Ski Division Camp Policy

MASD has limited resources. Accordingly, it is necessary to recover the full cost of camps from the participants. The costs will include the “Direct Costs” listed below as well as a component of the administrative expenses, safety and vehicle maintenance expenses, and unforeseen incidentals of running high-performance athlete camps. The intent of this policy is not to create net income for MASD.

This policy applies to all MASD camps (included but not limited to: BC, Alberta, Mount Hood, Asessippi, dryland, and out-of-province competitions). Alternate arrangements may be necessary for exceptional travel. Participants will be informed prior to the event if any alternate arrangements will apply.

MASD will endeavour to provide an estimate of the anticipated cost based on a budget prepared before each camp. MASD will always seek to procure best available cost, but due to the need for advance booking, group booking, and specific facility use, cannot commit to obtaining “deal costs”. Athletes will be responsible to pay the actual cost based on final receipts. Actual cost calculations will not be provided with each invoice, but will be available for review upon request.

If the group or individual loses an “on snow” day due to safety issues, injury, illness, or situations out of MASD’s control, MASD will attempt to reduce direct costs, if possible. Athletes will still be responsible to pay the actual cost based on final receipts.

Confirmation of Attendance

In order to reserve your spot at each event, camp participants will be billed \$500 deposit 14 days prior to each trip. The deposit will be applied to the final invoice for that specific camp once billed. Confirmation of attendance, including paying the deposit, must be provided within 7 days of the invitation to secure a spot for the athlete. This ensures adequate time to invite other athletes to attend in your place.

If an athlete cancels after confirming and paying the deposit, the \$500 will be applied to any outstanding fees as per the cancellation policy outlined below:

Cancellation Policy

If an athlete joins late or leaves the camp early (pre-arranged or not) they will still be responsible for their share of “group expenses”. MASD will attempt to reduce direct costs that can be directly correlated to individual athletes (e.g.: cancelling lift tickets).

- If an athlete’s parent(s) or athlete 18 years of age or older, advises MASD that their athlete will not be able to attend a camp within a **48-hour window** prior to

the planned departure time, they will be responsible to pay **100%** of the non-recoverable costs (attempts to reduce last minute fees will be made), unless a doctor's note can be produced and forwarded to MASD staff. Additionally, if an alternate athlete (as selected by the MASD Head Coach) is able to take the place of that athlete, then no charges will be billed. If the alternate is unable to attend, even if asked within the 48-hour window, then no charges will be billed to the alternate.

- If an athlete's parent(s) or athlete 18 years of age or older, advises MASD that their athlete will not to attend a camp between **48 hours to 7 days** prior to the planned departure time, they will be responsible to pay **50%** of the non-recoverable costs (attempts to reduce last minute fees will be made), unless a doctor's note can be produced and forwarded to MASD staff.
- If an athlete's parent(s) or athlete 18 years of age or older, advises MASD that their athlete will not attend camp **more than 7 days** prior to the planned departure time, they will incur no costs and their deposit will be returned in full.

Disputes with regards to MASD Camp costs can be sent to the MASD Office Manager within 7 days of receipt of Camp Invoice. Disputes will be handled on a case-by-case basis, and will be discussed with the Head Coach & Executive Board.

The MASD Head Coach will initiate all camp communication with the parents of the athletes being invited to attend, unless an athlete is 18 years or older. Parents will be asked to confirm attendance, and will be provided a schedule for pick up and drop off, as well as the Head Coaches contact information for any direct inquiries. Once the athletes are 'at camp', the Head Coach may communicate with the athletes directly in order to ensure they are aware of their daily schedule.

Direct Costs:

1. **Lift ticket** receipts are to be used to pass on direct expenses to athletes, at cost, and divided by number of athletes in attendance. Can West Pass holders (CWSAA Passes) will not be billed for their lift tickets, unless CWSAA Passes are not accepted during pre/post season and/or the venue deems they are not yet valid for the season.
2. **Airfare (if applicable)** receipts are to be used to pass on direct expenses to athletes, at cost, and divided by number of athletes in attendance. Athletes will also share coach and/or assistant coach's airfare equally amongst the group.
3. **Coach lift tickets**, if applicable, will be divided by all athletes in attendance. A \$100/camp Coach Lift Ticket surcharge (CWSAA Pass) will be divided amongst all athletes in attendance, if applicable.

4. **Training Lane** receipts are to be used to pass on direct expenses to athletes, at cost, and divided by number of athletes in attendance.
5. **Hotel** room receipts are to be used to pass on direct expenses to athletes, at cost, and divided by number of athletes in attendance. Athletes will also share coach and/or assistant coach's hotel room costs equally amongst the group.
6. **Inglis Training Centre** per night for athletes is expensed per athlete/night as per the MASD Financial Policy.
7. **Coach (and Assistant Coach if applicable) Food** costs are billed as a per diem as per the MASD Financial Policy (and subject to change as the Financial Policy changes).
8. **Coaching** cost is divided by the number of athletes in attendance.
9. **Assistant Coaching:** If additional coaching staff are required, that coach will be paid the set daily rate in addition to the daily food per diem (as set out in the Financial Policy). Additional travel expenses, including transportation & accommodations, can be submitted for reimbursement. Assistant Coaches & Head Coach will make every effort to share transportation & accommodations to keep additional costs at a minimum. When applicable, these costs will be shared amongst the athletes in attendance.
10. **Assistant Coach Lift Passes** are arranged by, and paid for, by MASD at the camp location, and will not be invoiced back to MASD at a later date. This applies to all camps, with the exception of Springhill lift tickets for occasional coaching. Coaches must be approved by MASD staff prior to purchasing an individual lift pass.

MASD Costs:

1. **Transportation** is currently expensed at an approved mileage rate detailed in the Financial Policy. Mileage will be divided amongst all athletes in attendance (in lieu of gas receipts) based on mileage tracked for each trip. The approximate kilometers will be used to compute the vehicle usage for each trip based on travel to and from Winnipeg, as well as usage to and from hotels, ski hills, days off travel, etc., while at and around the camp location(s). When athletes don't travel in the vehicle to and from a location, they are charged a reasonably determined "landed cost rate" for use of the vehicle while at the camp location. This refers to a portion of the cost of transporting the vehicle to and from the venue and the athlete's share of use of the vehicle at the destination and/or transportation of the coach(es) for the camp duration.
2. **Equipment Replacement Cost** is billed per camp, divided up between all athletes in attendance, to purchase equipment supplies required for dryland and

replace broken gates, etc. Asessippi camps will be charged an Equipment Replacement Cost of \$40/camp, divided up between all athletes in attendance.

3. **Administrative Cost** is used in the camp budgeting process at a rate of 5% - 10%. The final camp cost may be rounded to an even number in this process.
4. **GST** is charged on the full package of camp expenses (as per CRA administrative policy). If feasible, MASD will pass on Direct Costs without adding GST.

Please note: The MASD Head Coach carries a CAA Membership should any roadside assistance be required. In the event of an incident, all efforts will be made to ensure the safety of all athletes and coaches in the vehicle, and mitigate any risk, however we cannot pre-plan for all instances.

I _____ (parent), have read and understand the above, and will adhere to this MASD Camp Policy.

Parent – Guardian signature: _____

Office Manager signature: _____

Coach signature: _____

PSO Board of Directors Approval Date: May 15, 2025