



Skill Development Program Coach Manual

Updated Feb 2024

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Schedule

Start/End Dates*

**End dates are snow dependent*

- Bunny Tots and Jackalopes
 - Saturdays only beginning January
 - END Saturday March 16th

- Bunny Rabbits1
 - START Saturday January
 - END Saturday March 16th

- JackRabbits 6/7 and 8/9
 - Tuesdays AND Saturdays beginning Saturday January
 - END Saturday March 16th

Dates to keep in mind

(please refer to the seasonal plan AND the [SDP Calendar](#) for more specific dates and activities):

Feb 19	Chocolate Race
January 5	Sessions begin
February 20	Torchlight ski — session will begin 6pm
March 9	SDP Fun Day for ALL
March 16	Depending on the snow this is planned as the last day of skiing — report cards and award stickers should be prepared and ready to hand out today (or by Fun Day if snow conditions are deteriorating)

SDP Coaching Content

Lessons plans, games, teaching tips and much more can be found in your Community Coach Manual. Use this reference material to create and facilitate the best possible lesson you can with the skills, resources, experience that you have.

- Jackrabbits 6/7- Use plans in your CC reference material for Level 1 and 2.
- Jackrabbits 8/9- Use plans in your CC reference material for Level 3 and 4.
- SDP Coach Resources can also be found on the club website under Programs > Coaches Corner

*The first two sessions are an opportunity for skiers to explore their skills where coaches can assess the group. If you need to move skiers between groups to benefit their learning please let the program admin know.

*** Please work through only one level per season. Skills can be expanded, and challenges increased to keep the skiers developing and having fun.**

SDP Meeting Places

Signs

Signs will be posted on the light poles in the stadium to identify general meeting areas for each age group. Generally speaking the Bunnies and Tots typically meet nearer the lodge and toward the parking lot, the older groups move down the stadium by age group. Jackalopes typically meet in front of the XC tech building.

IMPORTANT:

- *Please take attendance every session to keep record of participation and it helps to establish group sizes at the start of each session.*
- *At the completion of your session, please ensure all your Jackrabbits have been picked up by their caregiver /Parent/Guardian.*

Coach Corner

The red shelf /cupboard in the Rental Shop is your headquarters for all coach things SDP. It is still a work-in-progress but will include:

- Blank forms - report cards, attendance, group assessments; these are hard copies if you prefer to handwrite or not use the ones on the resource page.

- Program stickers and just for fun stickers.
- Resource storage

Our website also has a webpage dedicated to Coaching staff! [Programs & Lessons > Coaches Corner](#)

Other ideas welcome!

Equipment:

(work in progress)

The shed beside the xc tech building is where you will find some supplies and equipment to support games and activities:

- Fabric arm bands - four colours for team games
- Squirt bottles with colored water to mark start/finish lines, or games areas
- Bubble juice and wands
- Orange cones
- Hula hoops
- Stability balls
- Soccer balls
- Socks with tennis balls to toss and chase
- Bicycle tubes with rope for towing/strength games
- Drums to help your group keep a rhythm
- Over-size bowling kit

Let us know what equipment can help support your groups and we will do our best to supply.

Roles and Behaviour

Moving Group Members

We work very hard to create groups with common skills and goals so that each Jackrabbit can work on their skiing in a fun environment. If you have a skier that should be moved, it is important that the lead coach communicates with the Program Admin and new group coach to make sure that information and athlete gets transferred. Once this is formalized, then parents can be updated. It is CRITICAL for athlete safety and parent knowledge that information is passed in an appropriate time so the new skier is not left without a group in the following practice session.

Class assignments are based on the number of registrants in the program, the needs of the coach, and individual participants (age, skill level, experience, etc). As such, we cannot always honour parents' special requests to be grouped with specific friends or coaches.

Children will be assessed in the first week of the program and endeavor to make any reasonable changes to ensure a positive Jackrabbit experience for everyone. If you have any concerns about the "fit" of one of your Jackrabbits, please let us know as soon as possible, and we'll see if we can make any changes.

Parent Helpers

The role of the Parent Helper is to keep the group together; take kids to the Lodge; and help the Leader out with drills and games. Parent Helpers have a varying degree of ski abilities and needs (i.e. bathroom breaks). Our programs will not function without their support. Lead coaches, and program coaches should encourage every parent to come out and ski with their group. If their skills are not to that level, then encourage their help in an alternative form ... have them see one of us in the office for opportunities.

Jackrabbit Behaviour Expectations

Kids will be kids BUT that doesn't mean you should put up with disruptive behavior that impacts the entire group. If you have an ongoing problem with a specific child, please discuss this with the Lead Coach or Programs Coordinator. We will then discuss the concern with the child's parent. In past instances, we've asked that the parent accompany the child to every session if behavior is a consistent issue. If that's not possible, we will ask the parent to remove the child from the program.

Risk Management

Coaching Policies and Procedures

See the **CNSC Code of Conduct** and other relevant policies - this policy is geared more towards the parents, coaches and athletes in the older age groups; however, general principles will apply and policies implemented as needed.

[CNSC Code of Conduct - Program & Lessons > Coaches Corner > Athletes, Parents & Coaches section](#)

Volunteer Police Information (Criminal Record) Checks

CNSC coaches and any volunteers working with children must complete a Criminal Record Check every five (5) years.

For the most current information and step by step procedure, please visit the CNSC webpage for **Police Information Check**. [Our Club > Join our Team > Volunteer \(tab\)](#)

If you are unsure of the expiry of your last check, please contact John Bowes by phone at 250-564-3809 or gm@caledonianordic.com

Elements of a Personal Risk Management Plan:

1. When choosing terrain, the coach must be sure that the activity and terrain are suitable to the age and condition (mental and physical) of the participants. For example: beginner skiers or bunnies should not be asked to ski down steep icy trails.
 2. The participants must be progressively trained and coached to do the activity properly and avoid injury.
 3. The participant's equipment must be adequate for the activity (boots fit, bindings close properly, child's clothing is adequate for the weather conditions)
 4. The activity must be properly supervised.
 5. Be familiar with the Caledonia Nordic Ski Club Emergency Action Plan. Carry with you: an Otway Trail Map, emergency medical contact numbers and participant's medical profiles.
 6. Inspect the facility (trails) before you do an activity with participants. If the area poses a risk, adjust activities to avoid the risk.
 7. Ensure that participants ski using trail etiquette. Choose areas carefully when stopping to teach a lesson or play a game so that participants are not at risk of collisions with other skiers. Particular attention should be paid to ensuring that one-way-only rules on trails are respected.
 8. Stop any activity that poses unreasonable risks.
 9. Trust your common sense and intuition.
 10. Actively pursue your own training, professional development and further coaching certification.
- Information adjusted from Hollyburn Personal Risk Management Plan*

SDP Trail Etiquette

"My Trail Etiquette Promise"

If I practice good trail etiquette it will make skiing more fun for everyone!

- When I overtake a slower skier I can call out "track" or I can move to the left and go around them.
- When faster skiers come up behind me I will move to the right and let them pass.
- If I meet another skier head on I will pass to the right.
- If a trail is too narrow for two skiers to pass, I will wait until the other skier passes.
- I will remember that skiers coming down a hill have the right of way.
- If I need to stop, or if I fall, I will move off the trail to allow clear passage for other skiers.
- I will move off the trail if I want to visit with my ski-friends.
- I will not take my pets on the ski trails, unless they are pet friendly like the dog trails at Otway.
- I will not litter and I will pack out what I packed in.
- I will respect the custom and say a friendly 'hello' when passing other skiers.
- I will obey the trail signs and ski in designated areas only.

Winter Safety Reminders

- Never ski alone.
- Dress appropriately for ski sessions. Stay dry and warm. Be prepared for bad weather or changing conditions.
- Know which trails you are allowed to ski on, and never ski outside the designated area.
- Learn what to do if you become lost.
- Find out what causes frostbite. Learn to recognize it and what to do about it.
- Re-evaluate your plans if you or other members of your group start to fatigue.
- Do not ski out of control.
- Be aware of the dangers of crossing bodies of water in winter. Proceed one person at a time and check the thickness of the ice with your poles.
- Do not ski in avalanche areas without proper training and equipment.

General Safety

The Day Lodge has a First Aid Kit located under the sink upstairs in the kitchen.

We recommend that you carry:

- Charged Cell phone with club/office number.
250-564-3809
- Hand Warmers - available at the Rental Shop

- Duct tape for minor repairs
-

Biathlon Range Awareness

- Under no circumstances should individuals be on the range infield (the area between the firing line and targets), down by the targets without a range officer on site.
- No one should ever be on the berm behind the targets
- Individuals are welcome to ski through the range shooting ramp (area between the coaches fence and the firing line) when there are no flags up. Please ski in the direction of range travel from the parking lot side toward the penalty loop. Only ski through, do not have activities in this area.
- If red or green flags are up please do not enter the shooting ramp or infield area. Stay to the right of the coaches fence in the biathlon stadium.
- There are no restrictions on activities in the biathlon stadium.

Emergency Action Plan

Type	Example	First Response
Fire	Building or forest	Call 9 – 1 – 1
Medical Emergency	Heart attack, stroke, seizure, broken limb, animal attack, burns	Contact First Aider and / or Call 9 – 1 – 1
Environmental Emergency	Severe hypothermia, frozen extremity, heat stroke	Contact First Aider and / or Call 9 – 1 – 1
Lost Skier		Contact First Aider or Snowmobile Driver (see list next page)
Police Emergency	Vehicle theft, personal assault or injury, firearm use (away from Biathlon range)	Call 9 – 1 – 1

The club phone is located in the RENTAL SHOP OFFICE. 250-564-3809

Calling for an Ambulance (9-1-1)

- Call 9 – 1 – 1
- Location: Otway Nordic Ski Centre, 8141 Otway Road, Prince George
- Assign a person to meet the ambulance at the road and direct it to the cabin
- Tell the dispatcher:
 - o The nature of the emergency - What happened?
 - o Approximate age and gender of the victim(s)
 - o Location of the victim(s) - Out on the trail, in the cabin, in the parking lot, etc.
 - o Any medical information that you have about the victim (pulse, respiration, level of consciousness)
 - o Any information about what has been done to assist the victim
 - If the victim is out on the trails, transportation MUST be arranged to get the medical personnel to the victim, such as a snowmobile, the Pisten Bully, or other vehicle. Let the dispatcher know that they may have to go out on the trail if you know this when calling them.

NOTE: The club phone, 250-564-3809, is also connected to an answering machine.

Contacting the First Aiders

- Alert Rental Shop/Office staff
- If patrollers are on duty
 - o Go to base station set up in the office
 - o Turn radio on and set to the patrol channel (PERS1 - frequency 173.640)
 - o On handset – press “Push to Talk” button (PTT) – remember to “release to listen”
 - o Identify yourself; give the reason for the call (what is the emergency) and the location of the emergency

- Each emergency call will be different, so be prepared to answer questions the patroller may have for you.
- If patrollers are not on duty
 - A list of phone numbers is posted in the first aid room and the office
 - Call 9–1–1 if medical attention is required right away

Contacting Snowmobile Drivers

The following people have agreed to be on a call-list to come out to the club and drive a snowmobile if necessary for searching for an injured person or providing transport for ambulance personnel to an accident scene.

NAME	PHONE
Peter H	250-961-5418 (c)
Erik H.	250-301-8446 (c)
Steve C	250-640-0930 (c)

Some Duties for Assisting Volunteers

- Stay with the victim – reassure them and keep them warm
- Direct the ambulance to the parking lot
- Direct the ambulance to the cabin
- Take ambulance attendants to the victim
- Do NOT talk to any media about an incident on the trails (Newspaper, TV, Radio)

How to Transport an Injured Person

- For minor injuries – walk or ski to the parking lot
- For major injuries – as a passenger on a snowmobile or in the Pisten Bully
 - To transport a person in a toboggan pulled either by a snowmobile, a skier, or on foot, refer to the toboggan procedures at the end of this booklet

There is a toboggan, loaded with splints and blankets, located near the Rental Shop. The snowmobile and another toboggan are stored in the log shed adjacent to the lodge. Some of the Office Staff personnel are trained in snowmobile operation.

Note: If a backboard is required for the safe transport of the injured person (back or neck injury, any major fractures, loss of consciousness), wait until a trained first aid person is available to lead the procedure (Ski Patrol, Ambulance, Fire Dept).

Missing Person Search

You will need as much information about the missing person as possible, including at least:

- Name
- Age
- Gender
- Physical description – height, weight, hair, eyes, skin
- Ski gear – clothing, equipment
- Any distinguishing features
- Where last seen, when last seen
- Intended route and / or destination

The initial (Hasty) search should cover:

- All buildings, including the caretaker's cabin
- Outhouses
- Equipment sheds
- Parking lots – check for their vehicle – if not there, contact home
- Immediate vicinity of the main cabin

When doing a comprehensive search of the facility, keep the following points in mind:

- Station adults at the trail entrances with a description of the lost people, so the lost person(s) cannot come back in and then leave the facility without anyone noticing (main cabin, upper parking lot, Piccadilly Circus)
- Designate routes for each searcher, including meeting places and times
- Use snowmobiles if available for the longer routes (Hickory Wing, Junior National)
- Search in pairs, so all trails and intersections can be covered, which may mean leaving one person at an intersection while the other searches a short loop
- Cell phones and / or hand-held radios will help, but parts of the Otway site are “dead zones” for some types of communication devices. All searchers should have a list of cell phone numbers for the other searchers and know how to operate their radio
- All searchers should have a map with them (copies are at the back of this booklet), with their part of the search area clearly marked
- The search leader should designate specific times to report in and re-focus the search
- If there are enough people, as each section of the trail is searched, a person should be left at the start and finish to “close” that part of the trail so the lost person does not go into a previously searched area. At a minimum, flagging tape and signs should be posted as trails are searched and closed.

Equipment & Clothing

SDP Equipment Rental Program

- See Appendix

Bunnytots and Bunnies

- Equipment
 - No-wax skis (approximate height of your skier)
 - Boots (please ensure they fit comfortably)
- Clothing:
 - Dress your bunny in layers- with natural fibers next to their skin (i.e. merino wool),
 - Merino wool socks
 - Waterproof gloves
 - Toque that stays put!
 - Snow Pants and jacket
 - Avoid cotton
- More tips [here](#)

Jackrabbit 6/7

- Equipment
 - Waxable classic skis
 - Classic boots
 - Classic poles
 - Yoga mat
 - Basic grip and glide wax kit (see below)

Jackrabbit 8/9

- Equipment
 - Waxable Classic Skis
 - Skate skis OR Combi skis
 - Classic poles
 - Skate poles
 - Classic boots OR Combi boots
 - Skate boots OR Combi boots
 - Basic grip and glide wax kit (see below)
 - Yoga mat
- More tips [here](#)

Jackalopes

Equipment:

- Waxable Classic Skis
- Skate skis OR Combi skis (rentals available on skate sessions)
- Classic poles
- Skate poles (Rentals available on skate sessions)
- Classic boots OR Combi boots
- Skate boots OR Combi boots (Rentals available on skate sessions)
- Yoga Mat

Jackrabbits & Jackalopes Clothing

- Layers in merino wool and/or synthetic materials
- Mittens and gloves
- Light toque and a cold weather toque
- Synthetic or wool socks
- No cotton!

Basic Kick Wax Box Contents:

- Hard Case Rubbermaid or Small toolbox. (Have room to expand)
- Scraper for removing old kick wax, Kick Wax Scraper (1.5" Putty knife works well)
- Blue Shop Towel
- Wax Remover (use ski specific removers please)
- Masking Tape, or Painters Tape (1.5" wide)

Grip Wax:

- Swix Blue Extra V40
- Swix Violet Special V45 (Optional)
- Swix Special Red V55
- Synthetic Cork
- Swix Quick Universal Klister (Used in March or freeze thaw cycles)

Basic Glide Wax Box Contents:

****To glide wax your skis effectively you will want to invest in an adjustable ski form, a solid platform to securely hold your ski during the waxing process****

- Glide wax iron (ski specific please with thermostat)
- Groove Scraper
- Glide wax Scraper
- Basic White Nylon Glide Wax Brush or soft brass/nylon combi brush.
- Training Glide Wax (Swix or Toko or something comparable)
 - Swix CH6

- Swix CH7
- SwixCH8

Communication

CNSC Club Contacts

Title	Name	Contact
Club Office	CNSC	250-564-3809
General Manager	John Bowes	gm@caledonianordic.com
Head Coach	Ali Cadell and Tuppy Hoehn	headcoach@caledonianordic.com
Program Admin	Sadie Bialuski	programadmin@caledonianordic.com

Email Lists

- Participant Lists
 - You will be provided a participant list, including email addresses. Unless 'reply all' responses would be effective, please use 'bcc' regularly.
- Coach Lists
 - You will also receive a list of all current SDP coaches and contacts for fill-ins if they are available.

Communicating with your group

Please use email and phone communications to organize and update your group. We would like to move away from mass emails as much as possible and encourage families to check the SDP calendar under the Events tab of the club website.

Absences from Coaching

It is your responsibility to find a coach or another adult to take your place if you can not attend a session. If you know that you will be absent in advance, we encourage you to make arrangements with a coach in another session to cover for you. Please ensure anyone affected by an absence is notified.

Session Cancellations

****Cold Weather and Cancellation Guidelines****

We will exercise some discretion if necessary to account for wind speed or cooling/warming trends. However, for the safety of all SDP participants our cold

weather guideline is to cancel lessons if the temperature is below -15' (at 4:30 PM on Tuesdays and at 12PM on Saturdays.

For consistent temperature reading, we use the Stride and Glide weather station:

The club website will be updated with cancellation details if these thresholds are met or if trends for the day clearly preclude running lessons safely.