Nordic Ski Club of Fairbanks

Handbook

101 Wilderness Drive
Fairbanks, Alaska 99712
(907) 978-6343

www.nscfairbanks.org

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Nordic Ski Club of Fairbanks

Nonprofit Corporation Formed: 11/8/1967 501(c)3

EIN # 92-0096061 Sam ID (Unique ID for Feds) YA9CGGGYK468

City of Fairbanks Business License #918 and Business # - 1000896

Alaska State Business License #244668 Alaska Entity # 7805D

Alaska Charitable Gaming License # - 166407

General Liability and Directors & Officers Insurance - Accelerant Specialty Insurance Company: Kerry Lynch 970-846-9382

Inland Marine Insurance- Andrea Slate at Nicholas Hill Group
andrea@nicholashillgroup.com

Summary

The Nordic Ski Club of Fairbanks (NSCF) is a non-profit filled with members (500 units-750 people) who volunteer and work to make the Fairbanks North Star Borough an attractive place to live and work.

Since 1968, the Club has been building and maintaining the trails at Birch Hill in cooperation with the Fairbanks North Star Borough and Fort Wainwright. Over the past 58 years, in addition to building and maintaining trails, the NSCF has added five lessons programs: Junior Nordics, Adult Lessons, FXC youth competition team, Biathlon, and FXC Masters.

The size of the programs and the scope of the tasks moved the Board of Directors to hire an Executive Director. A Permanent Fund Committee is in place, charged with designing a campaign to fund $1,500,000 over the next 3 years and, ultimately, $3,000,000 by the end of thirteen years.

In addition to concentrating on establishing a Permanent Fund Committee, the NSCF is working to add members digitally, through personal contact, and via local media sources. The more members, the more residents exercising, the better the mental and physical health of our community.

NSCF Mission & Vision Statement

The NSCF is a non-profit whose stated Vision is:

For anyone in the Fairbanks community to be able to experience the enjoyment and benefits of cross country skiing.

The NSCF Mission Statement is:

To provide the opportunities, programs, facilities, and expertise to grow and support lifelong cross country skiers.

To achieve this goal, the Nordic Ski Club has entered into agreements with the Fairbanks North Star Borough (FNSB) and Fort Wainwright (USAGFW) to maintain all the ski trails in the Birch Hill area. Funds for this maintenance are provided through member donations, business support and grants because no user fees can be charged. The NSCF believes that outdoor exercise opportunities support the mental and physical health of the community.

To encourage as many residents as possible in enjoying the benefits of Nordic skiing, the NSCF provides ski lessons through its Junior Nordics, Adult lessons, Master lessons, FXC and Biathlon programs.

NSCF Strategic Plan:

2026-27

(topics are not ranked)

1. **Core Purpose -** <u>Who we are and what we do</u>
    a. Maintain and expand world class trail system and support facilities
    b. Communicate our quality and fun for all ages programming to FNSB community
    c. Promote more social cohesion within our organization
    d. Grow our membership, financial stability, and organization
    e. Promote the love of Nordic Skiing
    f. Continue our quality Competition events
2. **Strategic Direction -** <u>One to four years out</u>
    a. Complete the new Multi-purpose building
    b. Complete the Connector Trails
    c. Increase our youth participation - especially for girls
    d. Grow our volunteer base, retain them and keep them coming back
    e. Participate in the Arctic Winter Games of Fairbanks
    f. Produce and provide visitors with quality maps and signage
    g. Investigate easier ski and bike/ dog trails at Birch Hill
    h. Promote summer and winter non-motorized activities
    i. Promote endurance race training classes
    j. Expand classes for mid-level adult skiers, non-skiers, and beginners
    k. Create lesson for military families, possible JN on Wainwright
    l. Add more FXC parents to our board of directors
    m. Partner with other organizations to improve trails and for summer and shoulder season activities: UAF, Cycle Club, Running Clubs, Disc Golf
    n. Finish the Permanent Fund and confirm governance
3. **Envisioned Future -** <u>More than four years out</u>
    a. Produce and promote international races
    b. Financial independence for our organization
    c. Improve snow making system including water supply
    d. Create Multi-use trails integrated with larger Fairbanks trail system, UAF, and beyond
    e. Increase membership diversity
    f. Increase Middle School participation
    g. Create new races and events that utilize the connector trail
    h. Consider Ski Center Cafe in Multi-purpose building, Ski Jump, and moving Biathlon Range
    i. Communicate with villages about their skiing programs
    j. Build new parking and trail-head on Wilderness Dr for multi-use

Organizational Topics

This Handbook was written to support NSCF employees, contract workers, and volunteers. It is the first point of reference for organizational related issues. Staff (used broadly) are to use this material as a guide to their NSCF employment. The topics are to be revised as needed and on a yearly basis.

There are main guiding principles while working with NSCF. First is the goal of healthy, outdoor active living in Alaska. We do this through connecting with Nordic skiers and community members. Second, NSCF staff have unique skills that are honored and cultivated. Concerns are opportunities to improve our organization. Always, when you see something, say something. Lastly, NSCF will go on long after us and building a better organization is always best practice.

It is easier to electronically search for your topics which are in alphabetical order.

Acknowledgement of Receipt:

Staff Name: _____ Date: _____

Annually, all staff will receive a copy of the handbook and opportunities to add or revise the information within. This process informs staff that they are responsible for NSCF employment procedures.

Accident Reports
Report injuries that need medical attention to the Executive Director. Consider asking for witness input. A final report will be filed with the Executive Director and stored within a secure and confidential Accident folder.

Accounting
Maintaining proper accounting for our organization takes everyone's help. The simplest steps can ensure accounting ease. Purchases need to be from budget lines that have funds and the receipts should indicate these budget lines and club event/ activity. It is not unheard of that a $20 donation took $10 in accounting. Your help with accounting best practices can save us from much waste.

Action Plan
A NSCF one-pager explaining what to do - NSCF Action Plan. Linked here is the NSCF Emergency Plan.

ADA - Americans with Disabilities Act
Members, volunteers, and staff that experience disabilities are encouraged to talk with our Executive Director about accommodations.

Adopt-A-Highway Program
NSCF receives a blue Adopt A Highway sign on Birch Hill because we clean the roadsides three times a year. Reports need to be sent in after each cleaning. Adopt-A-Highway Cleaning Report

Agreement with FNSB - NSCF has primary use of Ski Center Oct 15th - April 15th. *"The Club will maintain the trails on a year-round basis as it believes is reasonably necessary, except as described in the Owner Responsibilities. This includes all trail grooming, snow maintenance, trail maintenance, etc. "* FNSB & NSCF Agreement linked here

Air Quality Index and Practices
Once air quality index readings exceed 150, outdoor exercise becomes dangerous. At 90 AQI, there is a risk factor. Refer to your coaches' instructions and use this USS&S guide to help you stay safe.

Animals/Pets at Birch Hill

During the summer visitors walk their leashed dogs on the Birch Hill trails. Do clean up after your animal. No animals are allowed in the buildings. No animals are allowed on the trails during the winter.

Annual Meetings and Reports

NSCF archives their annual reports here. The reports are produced for the Annual Meeting, usually the last Sunday in October.

Arrival/ Dismissal

Skier arrivals and dismissals are important times for coaches and coordinators. It is expected that you are visible and available during these times.

Artificial Intelligence (AI)

All new technologies take time to understand and use effectively. Use of AI can and does support our quality organizational work. Guidelines include its use for efficiency but not for misrepresentation. If you have specific questions about the use of technology, including AI, please contact the Executive Director.

ASAA

The Alaska State Athletic Association is the athletic group that organizes statewide high school sports. For NSCF they are involved in the Region 6 and State Championship races.

Bibs

Racers can obtain their race bibs from Rika's Roadhouse - the Bib Hut. Bibs are organized by type and stacked in numerical order. This is important for race day. Collecting bibs is very important as missing bibs create officiating issues. Remind racers to return their bibs.

Birch Hill Buildings

We are very fortunate to have use of the Birch Hill facilities. Rent, fuel, electricity, water and sewer would be thousands of dollars each year if we lost this agreement. Please consider our relationship with the FNSB when unlocking doors, opening windows, using materials that could stain, using glitter, and general clean-up.

In a real sense the relationship between NSCF and FNSB is exemplary. While we have numerous benefits, so does the Fairbanks North Star Borough. It takes all of us to maintain this positive working relationship.

Building Security

Keys are expensive, costly to replace, and not everyone who needs one has one. Please work together and let FNSB staff know when there is an issue.

Skiers are a wonderful bunch and thousands of dollars of ski items are left laying around on a daily basis. Please keep an eye out for unusual situations and work with others to maintain security.

Bullying

Defined as any behavior that is sufficiently severe, pervasive, or persistent that it substantially interferes with or limits an individual's performance or creates an intimidating, hostile or offensive environment. Including 'pervasive' in this definition separates bullying from teasing. Both can be forms or harassment.

Calendar

Classes, events, and races need to be approved before going on our calendar. Scheduling events on our calendar happens before October and FIS races need to be approved before the end of August. The board plays an active role in deciding events and races. The NSCF website calendar is usually up-to-date but checking with the Executive Director is wise. The borough and the Army are two other important players when scheduling an event.

Cancellations & Cold Weather Cut-offs

Our different programs have different policies for cancellations or practice/ event changes due to adverse conditions like smoke or cold weather. Most use minus 5' Fahrenheit (-20'C) as a cutoff though some use minus 10'F. All take into account wind and humidity when assessing the cold. ASAA uses minus 5'F as a cutoff. Make-up days are the goal but not a certainty.

Cave and other Club Buildings

The Nordic Ski Club has use of the Maintenance Building, Timing Building, Rikke's Roadhouse, and the Cave. The Club is responsible for year-round routine maintenance (e.g. sweeping, incidental repairs, light bulb changing, and custodial cleaning). The Club will perform routine maintenance at its own expense.

CCAK

Cross-Country Alaska is the state-wide ski club that organizes Besh Cups and creates Team Alaska for Junior National Races. They have a board of directors which includes several people from our organization. They provide reimbursement for Besh Cup races.

Cell Phones

Staff are expected to communicate using methods that work best for their supervisor, staff, families, and themselves. NSCF rarely provides cell phones. Proper use of smartphones during instructional times includes showing of videos, picture taking and the random important phone call. Staff should not be on their phones during instructional times. Likewise, skiers should not be on their phones during practice. The NSCF Code of Conduct extends to online behavior.

Changing Signs, Logos, Trails, Club Information, etc.

Volunteers or staff who want to change club information, like this Handbook, need to work with the Executive Director and a committee that reports to the board of directors.

Checkout, Leaving, Resignation from NSCF

Whether for one's contract or end of the season, staff need to checkout with the Executive Director. For end of contracts, staff need to: share multiple club login usernames & passwords (example: nscf google); return equipment, credit cards, receipts, keys & devices; provide next steps for registrations and skier training schedules; provide inventory information on club clothing and loaner skis, roller skis, boots & poles; and provide any information that will help program continuity. It is normal that NSCF may contact you in the future for pertinent organizational information.

Child Abuse Reporting

Staff may observe skiers for signs of physical, mental, and/or emotional issues. Concerns are directed to the Executive Director or to SafeSport. Under the USS&S SafeSports codes, coaches are mandated reporters.

Coach, Coordinator and Volunteer Trainings

Stay up-to-date with current best practices. Yearly, the USS&S, Safe Sports training, and background check need to be completed by FXC coaches, board members, and selected staff. Those coaches who do not participate in USS&S

events may register at the club volunteer level. Junior Nordic Volunteer coaches are trained and monitored using SportsEngine.

Code of Conduct

The NSCF Code of Conduct is signed by parents and skiers annually to ensure a cohesive, safe, and well run organization. Infractions to the NSCF Code of Conduct require reporting to the Executive Director. (See Skier Discipline) NSCF follows the USS&S Skier Code of Conduct as well as Parent Code of Conduct, MAAPP, and Safe Sport policies.

Committees

Nonprofit committees are important working groups who share project work and responsibilities while synthesizing complicated ideas to share with others. While the board can create committees for governance or policies, administrative tasks are handled by non-board directed committees. These committees are chaired by the Executive Director or by an appointed member and can include both board and organizational members. Committees are expected to work efficiently, effectively, and respectfully.

Complaints

When you see something, say something. Staff supervisors are the first person to hear a complaint (define the issue, dates, people involved, and reasonable resolution). The Executive Director can address employee concerns who have engaged their supervisor or have a specific need. The board of directors can also be contacted. Know that most concerns will be returned to the closest supervisor. Following a complaint it is reasonable that the person receives a follow-up timeline for their concern. Expect the supervisor or Executive Director to investigate allowing for due process when others are involved. A second meeting may be scheduled to review the findings or gather more information. It is normal for staff to have complaints, but when they are addressed early, they usually are much easier to correct. While 'Complaints' are mostly for staff, 'Hearings' are for club members and not for employees.

Concussion Recognition and Response

Any participant, volunteer, coach, or staff member suspected of sustaining a concussion shall be removed from activity immediately.

Signs and symptoms may include:

- Headache

- Dizziness
- Confusion
- Balance problems
- Nausea or vomiting
- Sensitivity to light or noise
- Loss of consciousness

Response Procedure:

- Remove the individual from skiing, training, competition, or volunteer duties.
- Do not allow same-day return to activity if a concussion is suspected.
- Monitor the individual continuously.
- Contact a parent or guardian if the participant is a minor.
- Call 911 immediately if symptoms worsen, including repeated vomiting, loss of consciousness, seizure activity, difficulty speaking, or deteriorating mental status.
- Require evaluation by a qualified healthcare provider before returning to activity.

<u>Confidentiality</u>

As staff, we maintain a regard and respect for skiers, families, and our fellow staff. Professional discussions should be done in a private and responsible manner. Information should be shared on a need to know basis only with others working with the skier or situation.

Staff contact information should be used respectfully and best with permission for social or other purposes.

Volunteers should not be asked to deal with private information.

<u>Conservation of Coaching Time</u>

Coaches are directed to conserve instructional time as the valuable resource that it is. Instructional delays are to be minimized.

<u>Contracts</u>

Staff contracts provide work guidance for seasonal, part-time, and yearly employees. Yearly or seasonally, contracts are reviewed and renewal is determined. During contract negotiations it is important to discuss changes

including making employment with NSCF more attractive. NSCF invests much in their employees and the organization wants to enjoy many returns.

Copier/ Printers
Conservation of paper and printer flashes make a difference. Consider making double-sided copies. Construction paper does not work in our printers. Keep the Executive Director posted as to the printer supplies and performance.

Digital Recordings
While under your supervision, most parents want to control their child's digital image and how it is shared. Make sure you confirm with each parent their desires when you discuss the Code of Conduct.

Adults also want to know how their own images and names will be used. 99% of the time people are excited to share, they appreciate knowing beforehand.

Discrimination (see Employment Laws & Equal Opportunity Employer)

Domain Names
NSCF has the main domain name (nscfairbanks.org) through NameCheap.com. There are others for special organizational situations. Contact the Executive Director if you are interested in a special domain name.

Donors
NSCF connects with hundreds of people in meaningful ways to the point that they want to give and see the good continue. It is our honor to work with these donors as each has their own story to tell. Please connect a donor with NSCF leadership if more communication is needed.

Drugs and Alcohol
NSCF is an alcohol and drug free work environment. Alcohol is not allowed in Birch Hill facilities without prior approval from FNSB. Smoking is not permitted within 20 feet of building entrances and smoking marijuana is not permitted within the park.

Emails

A lot of organizational information is shared over email. Be timely with your replies and mindful of lengthy emails or debating issues through email. Program Directors and important staff use their nscfairbanks.org email.

Emergencies/ Accidents/ Lost Visitors

During NSCF races, Ski Patrol (medically trained skiers) will be first to handle visitors in need. They have a Ski Patrol Room to take patients, a snow machine, and sled to transport racers in need.

Birch Hill has two AEDs. One in the Ski Center and the other in the Timing Building for visitors needing cardiac care.

Our coaches are trained in First Aid and CPR.

When an emergency or accident goes beyond a simple medical response and the injured person is not able to be transported to medical facilities, CALL 911. The Fire Department trains at Birch Hill using our snow machine and sled. They have a Knox Box key to access our snow machine, sled, gates, and doors. They will need help locating the injured person as there are several building and miles of trails at Birch Hill.

When needed, the FNSB Birch Hill staff member can also help.

- Action Plan - one page explaining what to do
- Emergency Plan

Emergency Drills

Practice emergency drills before you have lost skiers, hurt skiers, fires, earthquakes or even moose attacks.

Emergencies happen and being prepared is key for success. **Dial 911** and the Fairbanks Emergency services will come to you as long as you stay on the phone and direct them. There is no cost until you are transported, which can be denied by the person in need.

Emergency Leave

Emergencies come in all shapes and sizes but time off from work can be confusing. Please contact your supervisor or Executive Director early into your emergency so substitute work can be arranged and contract language clarified. (See Leave Without Pay)

Employment Laws - The NSCF follows all state and federal employment and accessibility laws including but not limited to: ADA, ADEA, EEO, Equal Pay Act, Family Medical Leave Act, HIPAA, and FLSA.

Entry during closure

With the exception of our groomers, working at Birch Hill during closure times is not appropriate. Classes need to be cancelled including Jr Nordics. Working from home is possible with your supervisor's approval. For many NSCF staff, working from home is already an option for some of the time.

Equal Employment Opportunity/ Anti-Discrimination

NSCF is an equal opportunity employer. Staff are treated equally regardless of: Race, Color, Religion, Sex (including pregnancy, sexual orientation, or gender identity), National origin, Age, Military status, Disability, and Genetic information.

Events away from Birch Hill

Parents need notice when their child will not be at Birch Hill. Make sure you have a safety plan in place when taking skiers off of Birch Hill.

Executive Council

Selected staff and members who provide guidance and skill at leading and completing the many tasks of our organization make up the executive director's executive council.

Executive Director Visits

Executive Director visits are normal. These visits are not meant to disrupt your lessons. Please continue with your regular routines. The Executive Director appreciates invites to special events.

FNSB

The Fairbanks North Star Borough manages the Birch Hill facilities through their Parks and Recreation Division.

FNSBSD

The Fairbanks North Star Borough School District provides funds ($11,000 in 2025) for officiating the Town Series and Regional races as well as regular grooming.

Fair Labor Standards Act (FLSA) - is a federal law which includes standards for employee exempt status: set by a salary or fee basis at a rate of not less than two times the state minimum wage; $1,040 per week in 2025, $1,120 in 2026. Exempt employees do not receive overtime pay.

Friends of NSCF

Private donations are collected informally by families and participants to support staff and volunteers during moments of need or appreciation. These funds are not managed by NSCF and are not used for wages or compensation. The 'Friends of NSCF' operate independently to offer physical, emotional, or financial gestures of support, such as thank-you gifts, emergency aid, or seasonal appreciation.

Fundraising

Run your fundraising idea by the Executive Director for the simple fact that other programs may have similar ideas.

Harassment

Harassment is defined as the act of regular and unwarranted actions of one individual or group on another individual or group. In the workplace this may be defined but not limited to: sexual, workplace, quid pro quo, or cyberbullying. If you or someone you know is experiencing regular unwarranted actions contact the Executive Director or if needed the Board President. Harassment is illegal.

The USS&S workplace regulations additionally guide our organization. Linked here is the USS&S SafeSport Code of Conduct.

Head-bolt Outlets

Electrical outlets are provided in the parking lot. Sufficient electricity is supplied to power typical engine warming devices only, not interior space heaters. Power to outlets is provided when temperatures drop below 20 degrees. The power is on for approximately 30 minutes and then goes off for approximately 30 minutes between 7 a.m. and 10:00 p.m. The ON cycle runs continuously when the temperature drops below –20 degrees.

Health

Send sick skiers home and inform their parents. We do not want illnesses to spread.

Young skiers should not have medication in their possession or to take medication without a written request from the child's physician/ parent. If a skier needs medication while under NSCF coaching supervision, the parent needs to work closely with their child's coach.

Hearings/ Complicated Information

Board members or staff who see or hear of complicated information like an injured person, harassment, criminal behavior, or dangerous behavior should follow our:

- Action Plan - explaining what to do

When a club member has concerning information or disagrees with an organizational decision they can apply for a hearing. Applications are reviewed by a hearing committee of three led by the Executive Director or Board President (depending on the issue) and two other organizational leaders (example: board members, coaches, department heads). The timely nature of the application and its intent are key to its acceptance.

During a hearing, both sides (applicant and the staff member who made the decision) have a brief time to explain their side. Other members who want to speak need to submit a request to be a 'Person of Interest' to the Executive Director or Board President (depending on who leads the hearing). The 'Person of Interest' will be informed before the hearing of their acceptance.

Following the hearing the committee will discuss; note this discussion is not public. The committee will share their decision following their discussion. All parts of the process will be timely (the initial application after an issue, the hearing, and the decision).

Hiring of Staff

The hiring process starts first with the staff member's level of work at our organization. We have volunteers who need supervision and training as they interact with youth and we have head coaches that need hiring committees and multiple reference checks. All hires need SafeSport Training and Background Checks. All volunteers who work with children need SafeSport Training and Background Checks. Hiring is confidential and should include notes. Committees may ask membership questions but must maintain confidentiality for all aspects of the process. Committee decisions are shared

with the Board and applicant in a dance that requires acceptance from both parties. Also check - New Hire, Paperwork, and Background Checks

Holidays
Many National holidays are recognized by NSCF. There are also events and coaching opportunities that happen on holidays including but not limited to: Good Friday, Presidents' Day, Memorial Day, Juneteenth, July 4th, and Labor Day. When a coach plans events for holidays they are treated as regular work days.

In loco parentis
The Latin phrase means "in place of a parent," refers to situations in which someone other than a biological parent takes on the role of parent to a minor child. Essentially, the parent designates a coach or coordinator when their child takes a class. It is expected that staff have communicated their style of 'parenting' and that the parents have shared theirs. The undefined areas are where issues usually arise. Take time to define expectations.

Insurance
NSCF has general liability, automotive, and workers' compensation insurance. We have waivers for skiers and racers. If you see something not safe, say something.

Internet and Computer Security
Proper use of NSCF internet and computers keeps everyone and our organization safe. Follow the guidelines within our security agreement and report any issues to the Executive Director.

iSportsman
Skiers on Ft Wainwright's property need a permit through iSportsman. Skiers need to confirm with Ft. Wainwright that they are skiing on Army trails that are open and then carry their permit while skiing. More information is linked here.

Keys
If you have Birch Hill keys, don't lose them. They are expensive and you will have to repay including the cost to rekey the locks.

Kitchen Facilities

In the Timing Buildings basement there is an oven, microwave, and refrigerator. The back office in the Timing Building has a small refrigerator and microwave. For large NSCF events, the Ski Center has warming ovens, refrigerators, freezers, a microwave, and coffee pots.

Leave Without Pay

Always contact your supervisor before taking time off. Leave Without Pay is decided by your supervisor before the leave is taken.

MAAPP - Minor Athlete Abuse Prevention Policy

The MAAPP eight parental points (linked above) are key to NSCF maintaining a safe environment for our skiers. Parents should check-in regularly with their child and ask their coach or myself about our safety training and policies. It takes everyone's efforts to keep NSCF the thriving organization that it is today. The full MAAPP policy is linked here.

Mail

Staff can receive mail at NSCF, 101 Wilderness Drive, Fairbanks, AK 99712. Please let the Executive Director know when you are expecting a delivery.

Medications

All skier medications must have clear directions from the physician/ parent, be explained to the coach, and stored safely with the coach. Skiers may not self-medicate nor have medications in their possession.

Membership

To access NSCF programs, receive reduced rates for racing and generally feel good about supporting a great club - skiers need to be NSCF Members. Staff need to be NSCF Members and will then receive our general liability insurance coverage. Program Directors can add staff to our NSCF Staff Membership at no cost to the employee.

Membership/ Skier/ Staff Communications

Regular and timely communication is important for our staff, skiers, and membership. Each program director meets their own department communication needs. It is also important for directors to share information with our whole organization. During the year, program directors are encouraged to share pictures and articles with the larger membership.

Misbehaviors/ Misconducts (See Skier and Staff Discipline)
When you see something, say something. Many issues with children, adolescents, and adults can be resolved at the moment resulting in improved behavior. For misbehaviors that require more reflection time, staff are encouraged to talk to the Executive Director.

All verbal or physical harassment; bullying; lying; stealing; destruction of property; criminal activity; consumption of drugs, alcohol, or tobacco in front of or before working with skiers (except for tobacco before working with skiers); including online forms of harassment or criminal activity are reported immediately to the Executive Director. Staff will write a timestamped incident report and file it with the Executive Director in a secure, confidential behavior folder. The local authorities and SafeSport are contacted accordingly.

New Hire, Paperwork, and Background Checks
New hires have a bit of paperwork to complete. You'll need a voided check and two forms of ID or a passport. These papers can be filled in with the Executive Director or on your own. However you complete them, check-in with the Executive Director to turn in your papers. Depending on one's contract, some staff will need to complete USS&S SafeSport coursework and background check or SportsEngine SafeSport coursework and background check. Other staff may need only a background check.

Nordic Team Training Solutions - Online Coach Training
NSCF uses Nordic Team Training Solutions when ski coaches are looking for that extra training. https://nordicteamsolutions.com/ Interested members can ask the FXC Head Coach for the login information.

NSAA
The Nordic Ski Association of Anchorage is our southern ski club neighbor. While there may be much that we share, we are happy to have our weather patterns compared to theirs. The club produces the Alaska Nordic Skier newsletter. Eric Troyer sends articles to them for publication. Let him know if you have ideas for the state-wide newsletter.

NSCF Credit Cards, Reimbursement, Purchase Limits
NSCF Credit Cards and their receipts are the best way to purchase items. For reimbursement, indicate on the receipt which program budget line is paying

for each item. Most receipts are placed in the 'Receipt' binder on the table in the Timing Building.

NSCF uses an Alaska Airlines Credit Card. The card benefits policy provides one annual companion ticket and miles for purchases. NSCF staff are encouraged to use the club credit card to make their purchases.

Miles can be redeemed for airline tickets with approval from the program director, executive director, and treasurer. The same club members need to be involved for the use of annual companion tickets.

It is a good practice to check-in with the ED when making a purchase over $500 and to obtain competitive pricing for purchases over $5,000.

Overtime

Hourly NSCF staff can receive overtime for work beyond 8 hours a day or 40 hours a week. Overtime pay is estimated during contract negotiations for the upcoming year since most trips and extended days are already on the calendar. Overtime is discussed with your supervisor before it happens.

Parent Code of Conduct

Our Parents and Adults are expected to provide a safe environment for all during organizational activities. NSCF follows the USS&S Parent Code of Conduct as well as MAAPP and SafeSport Policies.

Parties/ Celebrations

It is always fun and important to celebrate and build team camaraderie. Make sure there is ample communication and all are invited.

Payroll

Payroll is completed on the last day of the month and on the 15th. Record your hours accordingly and explain the main projects you engaged in. Program directors inform payroll staff that the hours are correct within one day of the pay period ending. Processing of payroll and payment can take up to 7 days.

Permanent Fund

The NSCF Permanent Fund is a growing fund that supports our organizational priorities. The Ski Center 'Donor Wall' will be a reminder to all who support the NSCF mission. Permanent Funds will be available for

distribution starting January 1st, 2028 and will follow the adopted investment and spending policy.

Permits for Ft. Wainwright
(See iSportsman above)

Personal Items of Value:
Staff and skiers are encouraged to leave valuable items at home. NSCF is not responsible for them. Coaches are encouraged to build routines that maintain personal items safely, like safely storing wallets during races.

Pick, Click, Give
Our mission drives our organization and our donors have been there every step of the way. Pick, Click, Give is a unique opportunity for donors to support NSCF. This is done when signing up for your yearly PFD. Donors can give without paying federal income taxes.

Practice Plans
Coaching plans should be shared with skiers in advance. Plans are subject to change including weather interruptions. Coaching plans should be available to several coaches and the Executive Director in case of an emergency.

Program Accounts
Each Program director receives a yearly budget and is expected to work within the parameters. Budget reviews and adjustments are expected, please work with your Treasurer and Executive Director. Final yearly reviews and new budgets occur before the new fiscal year starting October 1st.

Program Director Meetings
There are four director meetings during the season. One before the season to review structures and set program budgets (Sept - Oct), one after the seasonal practices have begun (Nov), one mid-season (January) and a final review of the ski season (April).

Punctuality
You are to be at work ready to engage skiers, parents, or others when your practices begin. It is common to have time before and afterwards with skiers and their multiple needs.

Races

Registration for our races is usually through Zone 4 and is linked on our website race pages. When our races go onto Army land, confirmation needs to occur as does a list of the racers shared with the Army.

Both competitive and fun races need a lot of volunteers. Your help with obtaining volunteers or yourself helping with NSCF Nordic racing makes our organization stronger.

Refund/ Reimbursement

The Nordic Ski Club of Fairbanks does not offer refunds. Exceptions to our refund policy are considered on a case-by-case basis for extenuating circumstances such as medical reasons or relocation. Those requesting a refund can submit a detailed summary to the board for review. Junior Nordics does have unique reimbursement situations.

Registration Events at beginning of the year

It is common for coaches and key staff involved in our programs to be present for registration events (not races). If you are not available for these please work with the Executive Director.

Remote Work

With supervisor's approval, some staff can work remotely. Check with your supervisor or our Executive Director. Staff must be responsive to supervisor's requests for work at Birch Hill or other in-person locations.

Return to Work (after injury)

Return to Work (Fitness for Duty) forms are completed by a medical provider for staff that suffer an injury. The staff member and the Executive Director review the form with the Job Description for the staff member. If appropriate the staff member returns to work.

Safe Sports Training

The Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017 (P.L. 115-126) was the federal policy that created the U.S. Center for SafeSport (nonprofit) and established the framework for mandatory safe sport training in the United States. Our organization follows the Safe Sport Policy linked here. NSCF uses SportsEngine to conduct the SafeSport Training as well as the Background Checks for volunteers and staff who do not obtain USS&S certification.

Safety

Always at the forefront of our staff and volunteers' minds, scheduled reviews as well as impromptu safety meetings occur to keep our skiers safe. Seasonal staff meetings review the wide breadth of safety concerns in our digital age including MAAPP and SafeSport (listed in this handbook). Not all situations are foreseeable but posturing for everyone's safety is. When accidents happen (listed in this handbook), victims are cared for and reports and reviews happen to ensure we are learning and improving. NSCF has liability and workers' compensation insurance.

Scheduling Events

The NSCF calendar, Birch Hill Ski Center calendar, the FNSB calendar, and race calendars are complex and need reviewing before announcing an event. Inform the Executive Director when you want to schedule an event. The beginning of the ski season is a busy time and includes calendaring. See Calendar above.

Scholarships

NSCF has FXC scholarships for tuition support (application linked here). Junior Nordic families can volunteer to coach: one day coaching = one child's tuition. There is a Junior National travel scholarship for those needing support for the Junior National races. Interested families should contact their coach and the Executive Director. There is a scholarship committee that reviews applications in a timely manner.

Sick Leave

Started July 1st, 2025, employees gain 1 hour of sick leave for every 30 hours worked (up to 56 hours each year). Staff need to communicate with their supervisor when sick, discussing if a substitute will be needed. Employees without sick leave hours fall under the Leave Without Pay policy. Employees who are out sick for more than three days need to provide a doctor's note.

Sick Leave hours are calculated and displayed on each paystub. Sick Leave hours are not available for 'cash-out'. During a fiscal year up to 56 hours of sick leave can be used. Sick leave is archived up to six months following an employee's departure from club work.

Staff mark their sick leave usage on their timesheets which are checked by their supervisors.

Skier Discipline - See Code of Conduct and Misbehaviors
The best discipline plan for youth and even adults is a lesson well planned, highly engaging, for all abilities, at which all can be successful. Work with your fellow coaches and coordinators to maintain safe instructional practices.

Communicate your expectations clearly. Humans learn at their own speed so check for understanding before assuming each person understands.

When behavior issues arise, consider using progressive discipline: *responses to misbehaviors are increased as they continue*

- Skiers receive reminders of your expectation and why it is important to follow. This is best done in private so as to not embarrass the skier.
- If a skier understands but continues to misbehave, loss of privileges is a normal next step as is contacting the parents.
- Loss of privileges includes:
    - Skier must stay next to coach for a length of time
    - Skier receives extra duties while behaving skiers have free time
    - Skier may lose game/travel privileges

The goal is to stop the incorrect behavior, reconnect with the offended party, and move forward. For significant misbehavior (like infractions to Code of Conduct) or when an offended party is involved, a board or staff member will join the process; invited by the Executive Director. Due process will be conducted including meetings before the final meeting when findings are shared.

Parents are paying for our Nordic skiing lessons. When explaining the misbehaviors to parents there may be a point when you share that NSCF is: not the best fit for their child. Work with other NSCF staff before this moment. Dismissal for behavior includes loss of tuition.

Skier Evaluations
Parents want to see that their child is growing as a Nordic skier. If a child is not progressing, inform the parent early in the season. Goal Setting skier reviews can be wonderful reports to share with parents. As skiers progress, coaches become key references for college applications. Those coaches in this position work with their skiers and this extra hidden duty.

Social Media

NSCF members expect communication via their preferred platform, thus many staff and coaches use social media. Closed networks seem to be best as they limit the potential for negative online behaviors.

Before posting on their personal social media, staff should consider the context in regards to their role within NSCF. Example: a coach posting a 'fun night out' could be misinterpreted by parents and skiers.

Sponsorships

The hallmark of a respected nonprofit are the number or repeat sponsors. We have many: Conoco, Kinross, Usibelli, Denali State Bank, Beaver Sports, Goldstream Sports, Fairbanks Youth Sports just to name a few. Our events and our banner board in the Birch Hill stadium are great ways to connect with active, outgoing people in Fairbanks. Businesses like having such an opportunity to promote themselves and you may know of one. Please share your ideas with our sponsor coordinator.

SportsEngine

We use SportsEngine to conduct background checks and SafeSports Training with volunteers and staff who do not obtain USS&S clearance.

Staff Appearance

While Birch Hill Ski Center is smoke free, it is not illegal to smoke in the parking lot. That being said, how we appear to our members sets the stage for our whole organization.

Staff are expected to present themselves in a professional and respectable manner. Visible tattoos or piercings (such as facial) are not prohibited but should not distract from the employees duties. Choose your language carefully as it reflects upon your character and our organization.

USS&S does not allow U20 skiers and younger to be around the consumption of alcohol. Thus, coaches and staff may not drink when with NSCF youth.

Staff Contact Information

Staff contact information is for staff members only. This is confidential information. Please respect your colleagues' privacy and seek their permission to use their information for social purposes.

Staff Goal Setting, Discipline, and Performance Reviews

Goals are made and discussed before the ski season, reviewed mid-way, and finalized at the end. (Goal Setting form for 2025-2026) Staff are expected to grow professionally and this should be reflected in their conversations with their supervisor.

NSCF is an at-will work environment, employment can be terminated at any time. That being said, staff Performance Reviews are not gotcha experiences. If there are concerns they will be shared when they happen. Work concerns are opportunities for improvement and synergizing with the larger community.

Skier and parent inputs need to be shared before the end of the season, collected and reviewed during the final staff review.

Staff misconducts, when they happen, are reviewed during a meeting with the Executive Director. The goal is to stop the incorrect behavior, reconnect with the offended party, and move forward. If an offended party is involved, or if the misconduct is at a significant level, a board or staff member will join; invited by the Executive Director. Due process will be conducted including meetings before the final meeting when findings are shared. If warranted, a memo of the incident will be saved with the Executive Director for two-years in a secure and confidential behavior folder.

Staff discipline is progressive, trying to correct the staff misbehaviors at the lowest corrective level. Actions can include: warning memo, plan of improvement, administrative leave with and without pay, loss of pay and dismissal.

Performance Reviews are part of the NSCF seasonal review. Program Directors review their staff as does the Executive Director with Program Directors. Reviews will be shared with the Board of Directors. Review information includes but is not limited to: goals, successes, areas of need, budget changes, weekly hours worked, and new program ideas.

Staff Socials

Time with other NSCF staff is an important opportunity to share ideas and build cohesiveness. Staff socials are promoted for these reasons as well as having a good time with staff can create better camaraderie. Professional behavior is expected during such events.

Staff Workday
Staff are expected to be at Birch Hill at a time approved by their supervisor. For many, this is important to discuss as much work can be done remotely or on the trails.

Strategic Plan
The board created and adopted Strategic Plan provides goals for today, the next few years, and in the long run. These strategic goals become the work objectives for staff. 2026-27 linked here.

Substitutes
Staff report their absences to their supervisor. Do create your own go-to-list of substitutes and a general outline in case you are out for an extended period of time.

Substitute folders should contain but are not limited to the following:
- skier/ participant lists
- lesson plans/ daily procedures
- alternative plans for those one-off days

Supervisors
Program directors are the most common type of supervisors: Trails, FXC, Masters, Junior Nordics, and Biathlon. These program directors evaluate their staff and are the first to receive concerns or complaints.

Supplies
Materials are located in several locations around Birch Hill. The Timing Building has many of the office supplies while the Cave has needed skiing items. Let the executive director know when something is needed or supplies are running low.

Timesheet
For NSCF staff, they are expected to accurately record their work on their timesheet. Additionally, please complete a brief explanation as to the completed work. These timesheets are collected after the 15th and last day of the month.

Trails

The Birch Hill Recreation Area trails are maintained, enhanced and groomed by NSCF. This includes nearly half of our trails on USAGFW. In total, 31-miles of trails is a sizable amount compared to many other Nordic ski centers. Include the Fairbanks network of trails and you are in a premiere Nordic ski center for North America.

Use of the Birch Hill Ski Center

NSCF has priority use of the Ski Center during the ski season (Oct 15 ~April 15). FNSB will ask for special event dates during the winter and will work with NSCF to approve these dates. During the off seasons, NSCF does not have free use of the building. The shoulder seasons can create tricky schedules.

Use of Curriculum

Coaching curriculum should meet the needs of the skiers, coaches, and organization. Expensive programs need to be run by the Executive Director. Consider asking for another viewer's opinion before showing videos or lessons.

USS&S

The USS&S national organization supports our coach certifications, SafeSport Trainings, creation of Skier and Parent Codes of Conduct, MAAPP, background checks, and certification as a FIS organization. Board members, coaches and important staff members are expected to have USS&S Certification and background checks. USS&S creates the national race calendar and works with the National Nordic Foundation (NNF) for prize money.

NSCF uses the USS&S Guide to Club Excellence.

Vehicular Travel/ Transportation

Skier vehicular travel is a higher risk event than nearly any other. Qualified, insured, and responsible drivers are required for all NSCF participants. Parents need to be informed when only one NSCF staff member is present in a vehicle with their child. NSCF does not monitor how skiers get to and from practice nor to and from off-site events when skiers are not in the FXC van. Communication is plenty so these events are successful.

Volunteers

NSCF needs numerous volunteers for many different activities. While local races need volunteer numbers in the mid-20s, large races can require over 50 volunteers. NSCF also needs volunteers for Junior Nordics and FXC. There is also a strong need for Parent Coordinator Volunteers for FXC. Volunteers follow our handbook procedures reporting to their program's director or the executive director. All volunteers supervising young skiers need SafeSport Training and Background Checks.

Workers' Compensation

NSCF pays workers' compensation insurance for injuries that happen on the job. After an injury, staff need a Return to Work form completed by their medical provider. The form and their Job Description are reviewed with the Executive Director to confirm returning to work is appropriate.

Skier Discipline Ideas

Well researched- structured- rigorous- engaging lessons, scaffolded for all skiers to succeed are the best first steps for skier discipline. Expectations, understood and accepted by skiers, are another best step towards a productive learning environment.

Skiers excel with caring staff who establish and communicate consistent, positive limits while providing warmth and support. Youth need to know how a coach will respond, both positively and negatively, to their behavior. Parents and guardians also need clear communication concerning behavior expectations throughout the year.

Mis-behaviors are a learning opportunity.

We believe our coaches and staff have the right to:

1. establish structure and routines that provide optimal learning.
2. determine and request appropriate behavior from students that encourages positive social and athletic development.
3. ask for help from parents and the Executive Director when assistance with a skier is needed.

We believe the skiers have the right to:

1. have a coach who will provide positive support for their appropriate behavior.
2. have a coach who will help the skier limit his inappropriate, disruptive behavior.
3. be dealt with in a respectful manner.

<u>Some advice:</u>
A good piece of advice: "Staff may not have physical contact with skiers in the context of disciplinary action. Staff may have contact for incidents that include: protecting self, protecting skiers from physical harm, preventing accidental injury, moving through a crowd to attend to an emergency, and providing appropriate care, or restraint, for skiers with special needs."

Competition

Nordic ski racing is a big part of our organization. We have fun conducting competitive races for our local and all the way up to nationally ranked skiers. Our competition director works closely with local, state, and national calendars and systems. We use Zone4 for our registration, timing and race results. Race maps are detailed and created for online viewing as well as printing. Race fencing, v-board, flags, and sponsor banners need proper storage as well as use during races. There are multiple layers to our Nordic ski races, each key to the event's success.

Nordic races at Birch Hill run best with plenty of volunteers and sponsors.

Volunteers need clear directions to do their work, they need support and check-ins to be successful, and they need connections with other NSCF members and volunteers to feel part of the team.

The Timing Building is our headquarters during race days. Downstairs is our volunteer room with snacks, drinks, and restrooms. Upstairs, our timers and officials are working through schedules, heat placements, and everything racing.

Volunteers start early and stay late. Once you know your job routine, the task can go much faster.

New skiers and visitors to Birch Hill need directions. If you are helping during a race keep a lookout for people acting new to Birch Hill. The Warming Hut ends up having scores of people milling around the top of the stairs. They can move elsewhere.

Skiers can still ski other trails at Birch Hill during our races. Lend trail advice to skiers wanting to ski during our races. Usually, either the North Forty, Black Hole, White Bear, or Warm-up loops are not being raced.

Connections with other Nordic ski clubs during races is key to our organizational growth.

The Ski Center commons and cafe are a great way to relax and warm up.

Board of Directors

NSCF is governed by our Board of Directors. The NSCF organizational bylaws guide the current board members as they did for the past and will do for future leaders. Board members have different roles including financial (Treasurer) and leadership concerns (President). The board of directors are the stewards of our organization.

Monthly, the board of directors have a board meeting. Usually these meetings are the first Tuesday of each month. If you have an organizational concern do confirm with a board member that the idea will be discussed or contact the President that you want to join the meeting. The agenda order can be arranged to meet members' needs.

The board of directors works through the Executive Director to enact their vision and fulfill the mission statement of the organization. The Executive Director is the conduit between the staff and board members being the staff member who handles evaluations or disciplinary actions. Communication from the board or from staff to the board are first directed to the Executive Director.

Our board confirms contracts, budgets, and large purchases. They discuss new ideas, organizational concerns, and set our calendar for the ski season. Many of these topics require months of meetings, if not longer. Purchasing a machine like a PistenBully is a large endeavor and has many twists and turns. Imagine the shipping!

If you are interested in being a board member, let them know. Board members are required to be an Alaskan resident and attend the once a month meetings that usually go for two hours but could easily go longer. You are also required to complete the USS&S SafeSport and background check.

Junior Nordics

Our Junior Nordics program is for new and developing skiers ages 5-14 years old. Lessons are conducted in groups (usually 10) by volunteer coaches with a helper (parent support). Most lessons are in the evenings with one during the afternoon on Sundays. The lessons are at Birch Hill except for Monday evenings on the UAF ski trails. The Junior Nordics season is 12 lessons long with the option of further skiing lessons when we have good snow conditions.

The Junior Nordics program includes the Candy Cane Romp. Additionally, young skiers participate in our Interior Youth Festival, Friday Nights Under the Lights, Ski Your Age, Turkey Day Relays, Town Series and Distance Series racing. Young skiers are encouraged to develop a broad range of skills including skiing at different venues.

Volunteer coaches are selected on their abilities and skill levels. They receive trainings at the beginning of the season (SafeSport) and communication with other coaches is promoted. The leveled groups allow for older skiers to learn basic skills as well as younger skiers to develop new ones. Traditionally, our groups are age based.

Finding new coaches is a constant endeavor. If you know of a good ski coach for our young skiers, please share.

Once young skiers have developed through their skill list, FXC is our next coaching program.

Current Junior Nordics developmental levels in order: Stripes, Green, Yellow, Orange, Purple, Red. (See the Junior Nordics Skills Chart for developing skiers).

FXC

FXC has Summer, Fall, Winter, and year-round programs led by USS&S certified coaches. Starting with 10-year-olds, **FXC Development (Devo**) is for developing good habits and enjoyment of Nordic skiing. **FXC Prep** is for middle schoolers who want to continue their training in a team environment. **FXC Competition (Comp)** is for high school-aged skiers with goals for local, state, and national competitions. **FXC Masters** is for adults who want to further their Nordic skiing skills and/ or physical conditioning.

Parent help is important for our active programs (Devo, Prep, Comp). The season kick-off is around the beginning of November. This is close to the local ski swaps which are during the first weekend of November (great time to get new or sell old skis). Parents also help with Turkey Day Relays, Besh Cups 5 & 6, and Interior Youth Festival. Many parents also help with our Town Series and Distance Series races. For Besh Cups 1 & 2, 3 & 4; parents are key to supporting their young skiers' travels to Anchorage or beyond. Additional trips to Valdez or out of Alaska are common and need parent chaperones.

FXC uses the 'Cave' at the Birch Hill Ski Center. Skis, roller skis, ski waxing, weight lifting, practice schedules, exercise area, and exercise machines can all be found there. Check-in with our FXC Comp Head Coach or Masters Coach before using any items.

These handbooks are also helpful for understanding the FXC Devo, Prep, and Comp programs. FXC Winter Handbook & FXC Summer Handbook

Trails

Our Trails Program is foundational to the Nordic Ski Club of Fairbanks. NSCF has an agreement with FNSB to maintain, enhance and groom the trails at Birch Hill. In return NSCF has use of the Timing Building, the 'Cave', the Ski Center, and the lower and upper Maintenance Buildings cost free. That being said, our trail costs are well over $90,000 a year not including equipment replacement. Review the NSCF Agreement with FNSB for further details.

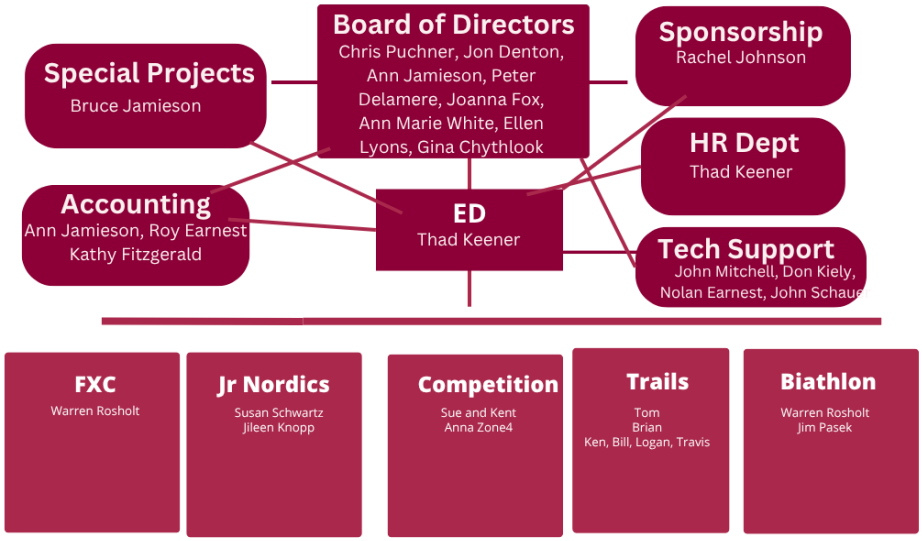
NSCF also has an agreement with USAGFW for the trails on Ft Wainwright. This agreement can be reviewed at: NSCF Agreement with USAGFW and FNSB.

Skiers on Ft Wainwright's property need a permit through iSportsman (see above). Skiers need to confirm with Ft. Wainwright that they are skiing on Army trails that are open and then carry their permit while skiing. More information is linked here.

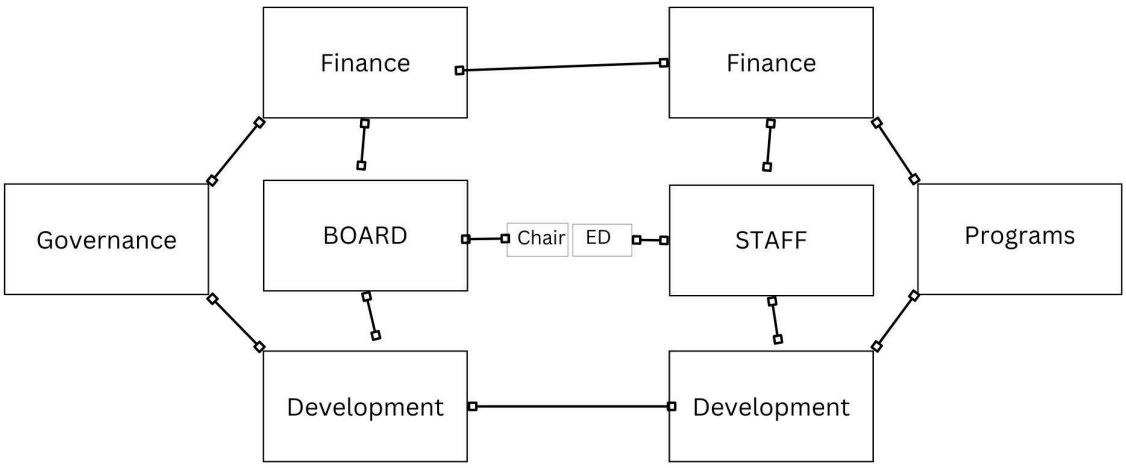
Trail Grooming updates, maps, and donation links can all be found here.

It takes everyone to maintain our excellent trails at Birch Hill. If you see something, say something. Address issues early so the problem does not get worse. Taking care of each other is what we do. Everyone's skiing safety is beholden to the other skis on the trails. Take Care of one another.

NSCF
ORGANIZATIONAL CHART



NSCF Organization Flowchart



Helpful Links

Birch Hill Trails Distance Estimator

Birch Hill Trail Maps and Sunnyside Trail

Trailforks.com for Birch Hill Trails

Calendar Topics for 2026-27

Race Listings and Events for 26-27

FNSB Calendar for Birch Hill Ski Center

FNSBSD Calendar 2026-2027

Trail Grooming Donation Poster 25-26 with QR for PayPal & 2026-27

Trail Grooming Safety Manual

NSCF organizational bylaws

Staff Goal Setting form for 2026-2027

NSCF Skier Code of Conduct

NSCF and USS&S Parent Code of Conduct

Local Ski Rentals

Junior Nordics Coaching Manual

Junior Nordics Skills Chart for developing skiers

FXC Winter Handbook

FXC Summer Handbook

NSCF Agreement with FNSB

NSCF Agreement with USAGFW and FNSB

USS&S SafeSport Code 2026