

## ***Ski/Snow Board Trip Permission Form Guidelines & Teacher Instruction Checklist***

Use the ski trip 'blank' permission form for all ski/ snow board trips that may be taken by your students, including for all P.E. or other curricular activities, extra curricular trips such as school clubs, and for school team Activities\* (like racing teams)

\*If your school has a ski or snow board racing team, more detail about the risks of racing should be added to the form and extra care taken. Call SPP for extra guidance & recommended wordings.

**Checklist for organizers. Have you:** (check when completed)

- Prior to advertising school ski/snowboard trips for students, ensured that your school district is allowing such trips by obtaining permission of your principal/ secretary treasurer.
- Re-read your school field trip policies and any other policies that may apply to skiing/ snowboarding trips (i.e., travel, overnight accommodation, supervision policies, whether parental waivers are required, etc.)
- Obtained all school trip information from your destination ski hill.
- Read all ski hill information and ensured you are able to meet the requirements for organisers. (Including the "Notice of Responsibility Form" if you are going to Whistler/ Blackcomb.)
- Ensured the ski hill can meet your needs by providing mandatory lessons for all students before they hit the slopes, providing supervision (coaches) on the hill, and by providing enough proper helmets & wrist guards.
- If the ski hill is requiring the school to indemnify (reimburse fully) the hill for any loss, damage or expense caused by your students, have you obtained the approval of the secretary treasurer prior to signing any such indemnity agreement?
- Obtained from the ski hill, enough copies of ALL ski hill information for each potential participant and provided ALL information and permission slips to each student for parent signature.
- Distributed copies of useful safety information to participants. RESPECT -THE BOOK is available from the Whistler/ Blackcomb website. (follow the links from [www.whistlerblackcomb.com](http://www.whistlerblackcomb.com) to School and Youth Groups- Printable Forms and to Respect Safety Manual). There is also useful information available through the Canada West Ski Areas Association website [www.cwsaa.org](http://www.cwsaa.org) under the Safety in Skiing tab (i.e.: Alpine Responsibility Code). These resources provide excellent information about the joys and dangers of skiing and snow boarding.
- Made students/ parents aware that injuries from skiing/ snowboarding are common.
- Held a meeting for both students and parents to ensure that both have an opportunity to ask any questions about the trip. For your meeting prepare a written script about the trip so everything that needs to be covered is covered, and take attendance. Retain copies of both your script and the attendance sheet, for use in the event that an accident occurs and litigation follows. We recommend you use RESPECT THE BOOK as a foundation for your meeting as well as the materials on the CWSAA website. Consider showing students/parents the Respect DVDs that are available through Canada West Ski Areas Association for a nominal price. "Respect" is aimed at high school students while "A Little Respect" is aimed at elementary school students. These 20 minute DVDs discuss the importance of safety and respect on the hill and review the Alpine Responsibility Code. The messages are delivered in a way that is appealing to students.
- Brought the ski hill waiver & alpine responsibility code to the attention of the students and parents.
- Filled in draft permission slips prior to sending them home with students as indicated on page two of this Instruction Checklist.
- Ensured all participating students return a fully completed permission form.
- **It is imperative that trip organizers ensure that ski hill instructors/coaches are made aware of the category of participation that parents have granted permission for: i.e. 1. No expert runs or Terrain Park permitted; 2. Expert runs permitted but no permission to participate in Terrain Park activities; 3. Expert Runs and Terrain Park activities permitted. If this information is not passed on to the ski hill, students may be placed into classes that their parents have not granted permission for.**

## *How to use the blank permission forms*

- Properly fill out necessary parts of the recommended blank permission form prior to giving to students. We recommend as follows:
  - make one copy of the blank permission slip form; fill in all the required information. Keep the original blank document and copy that form for each student
  - fill in name of school -grade- date of trip
  - fill in location of trip-for example- to “Big White Ski Resort, Kelowna BC”
  - fill in any required charges for the trip
  - fill in any other required info- including when the child needs to be at school for departure, what child needs to bring for lunch, when child needs to be picked up etc.
  - fill in-location- details of time away from school – and transportation method
  - fill in minimum attending numbers of supervisors. Be sure you do not “over-report” the numbers of supervisors. If a supervisor gets sick or can not attend for any reason that supervisor must be replaced if the minimum number is no longer available, OR new permission slips must be obtained from parents permitting children to attend with reduced supervision, OR the trip needs to be cancelled
  - fill in all the handouts and materials that you have provided to the students for their parents to read, including the ticket waiver, RESPECT-THE BOOK, any materials from the CWSAA website, and anything else the ski hill has provided for that purpose. ENSURE THAT ALL MATERIALS YOU OBTAIN FROM THE HILL ARE COPIED & GIVEN TO THE STUDENTS & LISTED HERE
  - COPY the form you have partially filled in with your detailed information and hand out to students
  - the rest of the permission slip is to be filled in by the parents themselves
  - ENSURE THE PERMISSION SLIP IS FULLY AND PROPERLY COMPLETED – IF NOT THEN THE FORM SHOULD BE SENT BACK WITH THE CHILD FOR COMPLETION OR THE CHILD SHOULD NOT BE PERMITTED TO ATTEND. THERE SHOULD BE NO EXCEPTIONS, SAVE THAT WHERE IT IS IMPOSSIBLE TO OBTAIN THE SIGNATURE OF BOTH CUSTODIAL PARENTS (i.e. one custodial parent resides in another city or is away), IT MAY BE NECESSARY TO ACCEPT ONLY ONE SIGNATURE
  - ski and snowboard trips are fun and exciting special events. However, accidents do happen and litigation is common after a serious incident. Don’t allow parents and students to try to hold you responsible for failing to fully inform them of the risks of skiing or snowboarding. Protect yourself and your school district. If in doubt call SPP or your secretary treasurer for advice
  - **NOTE: The SPP recommends the use of parental waivers, which waives the parents’ right to sue on behalf of themselves (not the right of a parent or guardian ad litem to sue on behalf of a child). Decisions regarding waivers are made by school boards, not teachers. If your school board field trip policy does not require parents to sign waivers of their right to sue, delete the paragraph in bold on page 4 which states :”I agree that in consideration of School District No. \_\_\_ offering my child, (name)\_\_\_, an opportunity to participate in the trip I waive any and all claims I may have..... out of any cause whatsoever, including negligence." AND change the title of the form from Parental Consent and Permission Form and Waiver For Child Participating in Snowboarding/Ski Trip” to “Parental Consent and Permission Form for Child Participating in Snowboarding/Ski Trip”**