# Welcome to the



# Ski & Snowboard Team 2023-2024

This packet contains all of the important information and forms that MUST be filled out if you are intending to become a member of the Team/Club.

All completed paperwork is due in its <u>designated</u> location on or before:

October 8th

No Exceptions.

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# **Submittal Summary**

- Follow all directions in the packet
- Sign and/or initial in all requested locations
- After everything is completed email the ENTIRE packet to <a href="mailto:csulbsnow@gmail.com">csulbsnow@gmail.com</a>

If you have questions, PLEASE send us an email!

# Officer Contact and Responsibilities

The best way to contact us is by email: csulbsnow@gmail.com

If you have any questions, concerns, suggestions, etc...here's how you know whom to contact.

Kyle Albert	President	(408) 444-2027	Kylealbert64@gmail.com
Zachary Love	Vice President	(916) 220-5332	Zachary.love@student.csulb.edu
Samuel Wagner (Wags)	Treasurer	(310)697-6091	samuelrywagner@gmail.com
Ellory Jones	Race Coordinator	(303) 727-0517	elloryjones@icloud.com
Priscilla Sea (PC)	Communications Officer	(714) 458-8948	seaa.priscilla@gmail.com
Samuel Mikhail (Bucket)	Captain	(310) 447-1357	Samuel.mikhail@student.csulb.edu

#### **President**

- Oversight of the organization
- Finances and Budget
- Events Planning
- Oversight of other officers
- Enforcing rules/regulations

## **Vice President:**

- Lodging
- Regionals and Nationals
- Trip Logistics (local, Nationals, etc.)
- Registration
- Paperwork
- Record keeping
- Website
- Team Apparel

#### **Treasurer**

- Creating and filing reimbursements reports
- Filing check requests
- Monitor dues and payment plans
- Acquire account reports

#### **Race Coordinator**

- Attending USCSA meetings
- Manage concussion & balance testing
- Create and file race seedings
- Submit race registration paperwork
- Coordinate with the Southwest League
- Manage individual racer registration
- Release Racer Waivers
- Enforcing racing rules

## **Communications Officer**

- Social media
- E-mails/Communication with team
- Spond
- Release of information
- Collection of information
- Advertisement
- Sponsor promotion

## **Captains:**

- Enforcing Rules/Regulations
- E-mails/Communication with team
- Advertising for team, meetings, and special events
- Networking with teams and businesses
- Assorted responsibilities

# **Sponsors**

After all PAYMENTS and PAPERWORK has been completed and RECEIVED from the team, every member is given access to all sponsorship deals and pro-forms the team has.

These are YOUR Pro-Deals, NO ONE ELSES – Your login information or code is to be used only by you. This means you are not to:

- 1. Buy anything for anyone other than you (If you are a guy, don't buy women's items).
- 2. Give out your log-in information to your family or friends.

IF YOU GIVE OUT YOUR INFORMATION OR ANY OF OUR SPONSOR CODES, our sponsor logins/codes for the whole team will be revoked and you will be kicked off the team with NO REFUND.

Do not make these mistakes:

- 1. Do not go into stores, try on gear, and walk out saying you're getting it on a pro-form.
- 2. These are either THE TEAM's and/or THE LEAGUE's pro-forms. They are not available to anyone outside of the organization. So please don't discuss who we work with to friends and family, unless the pro-form states that it allows for family discounts.

AFTER the team roster is finalized, a detailed sponsor email will be sent out with all of the information and instructions that you need in order to utilize our discounts.

# **University Policy & Housing Agreement**

Please thoroughly read the following rules and policies. Every member is expected to abide by these rules and will face consequences if they fail to do so.

## General Rules:

- The University Code of Conduct applies to every team trip. You must review this code of conduct at this link:
  - https://www.csulb.edu/sites/default/files/groups/campus-rules-and-regulations/regs book reg 16.pdf
    - o It is especially important to acknowledge that the following is prohibited:
      - use, possession, manufacture, or distribution of illegal drugs or drug related paraphernalia (except as expressly permitted by law and University regulations) or misuse of legal pharmaceutical drugs;
      - use, possession, manufacture, or distribution of alcoholic beverages (except as expressly
        permitted by law and University regulations) or public intoxication while on campus or at
        a University-related activity.
    - o You must understand that your individual actions have potential to shut the entire team down.
- Before you are allowed up to a team-sponsored house, you are to submit a trip itinerary to the team email, which should include: when you are leaving, when you will be coming back, and who is driving in your car (each member submits separate itinerary). Please see the guest section for details on bringing guests.
- You are responsible for the possession of your items. It is not the officer's responsibility for the misplacement of any items in your possession.
- You are responsible for the messes you make. Please refer to the Cleaning section of this agreement.
- The team will not be purchasing alcohol for any members. We do not condone the illegal use of any substance.
- COMMON SENSE CLAUSE: Please use common sense when considering what is proper house behavior
  and what is disrespectful. This clause allows the team captains to deem anything not specifically listed
  here as inappropriate behavior and can be subject to the same consequences.

## Guests:

- Guests may be denied on busy weekends and race weekends.
- Club members must inform and receive approval from the officers at least 3 days prior to itinerary due dates. Guests who show up without approval are not guaranteed a place to stay with the team.
- Each guest who stays at the team house must pay a guest fee of \$45 per night.
  - o PER NIGHT: If you are arriving with a guest late at night that is still considered a night's stay. Consider how it works at a hotel.
- The club member bringing a guest must inform their guest of all the house rules and is responsible for the collection of guest fees. You as a member are responsible for your guest's actions. An officer will not track you and your guest down for guest dues, it is your responsibility to collect them and get them to an officer **ON ARRIVAL.**

#### Cleaning:

- Each member is required to clean up their own dishes, cups, silverware, plates, trash, etc. used.
- Personal belongings should be neatly arranged near sleeping location at all times.
- Each team member and guest are responsible for making sure the house is cleaned up before departure each morning.
- Dishes/Dishwasher: If you use dishes, DO NOT leave them in the sink. Either clean them and put them away OR use the dishwasher. If the dishwasher is full of dirty dishes, run it. If the dishwasher is clean, help put the dishes away.

- Trash: We do not have a trash man, so it is everyone's responsibility to take out the trash when the trash is full. It is not acceptable to have trash bags piling up in the kitchen. Please ask an officer where you can take the trash to.
- Members (and guests) are **required** to clean the team house and take out the trash before leaving the team house to head south. Bottom line, this is not your parent's house, we will not clean up after you. **Be an adult and pick up after yourself.**

#### Beds/Sleeping Arrangements:

- Beds and sleeping locations are decided on a first-come, first-serve basis with a few regulations:
  - o Officers have top priority to beds.
  - o Returning members have equal priority for the first trips above new members
  - o Members who have attended more trips outrank members who have attended less trips.
  - o Guests are at the lowest of the "ranking", giving club members precedence over any guests.
  - o Full or larger sized air mattresses will only be allowed if two or more people are sleeping on the mattress.
  - o Larger beds should be shared by multiple people, and only if those members are comfortable sharing the same bed.
  - o No pulling rank after midnight
  - o Talk to a captain if you have any sleeping concerns.

#### Parking:

- Priority is given to officers and those with larger cars.
- If you park in the driveway, leave your car keys where we can find them. Not having your car keys at the house is very inconvenient for others when they need to move your car that may be blocking the driveway. Failure to leave your keys in designated area will result in not being allowed to park at the team's place.
- All other cars should be parked at the free overflow parking area at the center of Mammoth (Free, public transportation will allow everyone to make it to the mountain).
- DO NOT:
  - o Park in the street. Parking on any street will result in citation and or towing at your expense.
  - o Let any portion of your vehicle extend beyond the orange snow markers (you may have your car destroyed by a snowplow).
  - o Park in any other driveway without consulting an officer beforehand (some neighbors are angry people).

## Food:

- Each member is responsible for purchasing his or her own food.
- Free public transportation is available to and from the store if you cannot find someone to give you a ride to get groceries (There are plenty of bus stops around town).
- Food that you purchased should have your name clearly written on it (usually with a marker).
- Be clean and organized when putting food into the cabinets and/or refrigerator so that other members can store their food as well.
- DO NOT eat food that is not yours.

## Damages and Lost items:

- Team members will be held responsible for any damages done to a team house.
- We are not responsible for lost or stolen personal items. However, we will take action to investigate a loss/theft if it ever occurs.

## **RSVP for Trips:**

• Members must RSVP on Spond and submit an itinerary via email by the deadline.

# **CONSEQUENCES: Strike System**

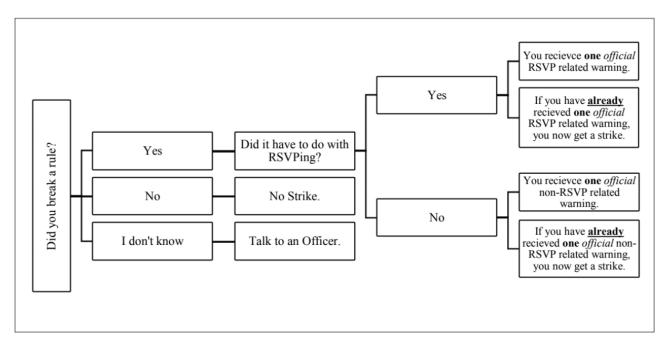


Figure 1: Hierarchy of Consequence

Basically you get two regular warnings before receiving a regular strike and two RSVP warnings before receiving a RSVP strike. One of each isn't a strike, but 2 of one adds up to 1 strike.

A strike is a strike (see below)

## Strike 1: Last Warning

Documentation of strike and explanation

# Strike 2: Privileges revoked

- Suspension for 1-3 next trips at the discretion of the executive board
- Potential loss of racing privileges
- THIN ICE (more strict warning system)

# Strike 3: Expulsion from team. (NO refund)

- Please don't make it come to this

What Counts a strike: Any action by a member or their damage of any sort may count as a strike. Any action don not to do may count as a warning. By signing this agreem captains may give you a strike for any unwarranted action inderstand that if one action is extreme enough you may be fund.	e by a member after a captain tells the member ent, you understand and agree that your team a you or your guest makes on a team trip, and
(prince CSULB Code of Conduct and the CSULB Ski and Snowlabove. I understand the consequences for not following the privileges/expulsion from the team with no refund. I underndividuals have the authority to enforce the above rules a responsibility for my actions and acknowledge the discretize accordingly.	ne rules and accept the possibility of lost erstand that all officers or officer appointed and/or consequences. I accept
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Print Name	
Signature	Date

# **Dues**

# All member dues are \$450

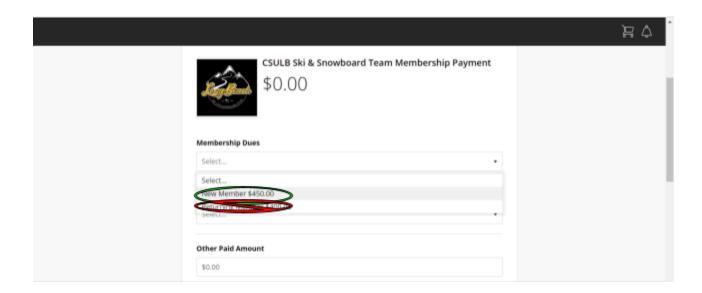
- 1. To pay dues:
  - a. Go to <a href="https://csulbsnowteam.weebly.com/forms.html">https://csulbsnowteam.weebly.com/forms.html</a>
    - i Click "CASHNET LINK"
    - ii. Select the appropriate dues amount

**IMPORTANT:** Right now the cash net link has not been updated, showing \$450 new member dues and \$400 returning member dues.

# DO NOT PAY THE \$400 DUE FEE.

You will just have to pay the additional \$50 fee separately before securing a spot, which will take longer to secure a spot decreasing your chance to join the team, and show us you didn't pay attention to the information meetings, information emails, or this message in the packet.

If you don't see a \$400 option, or the link doesn't then the link is updated, and you can disregard this message and look for an email with the new link and instruction.



- i. Fill out the rest of the form and pay.
- ii. After payment is complete:
  - 1. Screenshot your receipt and email it to csulbsnow@gmail.com

# 2. Payment Plan

a. <u>PLEASE fill out the payment plan you wish to use, pay the corresponding price point in the same CashNet link from the weebly and email it to us CSULBSnow@gmail.com no later than 10/08 @ 11:59 pm</u>

Task Completed.

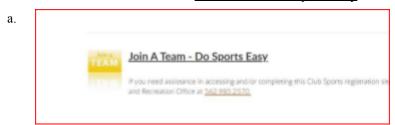
By signing this, I confirm that I have paid the appropriate dues amount and emailed my receipt paid and emailed <a href="mailto:csulbsnow@gmail.com">csulbsnow@gmail.com</a> my payment plan by 10/8.					
Name (Print):					
Signature:	Date:				

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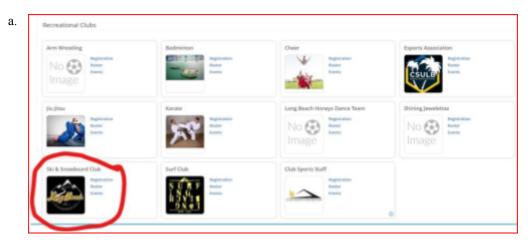
# **Do-Sports-Easy (DSE) Instructions**

YOU are REQUIRED to register on Do-Sports-Easy.

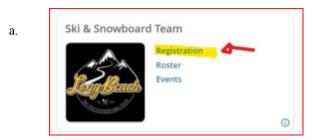
- 1. Go to <a href="https://www.csulb.edu/student-affairs/club-sports-recreation">https://www.csulb.edu/student-affairs/club-sports-recreation</a>
- 2. Scroll to the bottom and click "Join A Team Do Sports Easy"



3. Under the 'Recreational Clubs' list, find and locate "Ski & Snowboard Team."



4. Then, click the 'Registration' button.

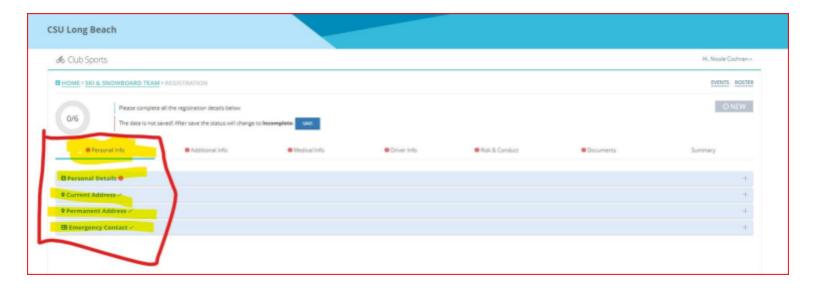


5. Click Log in with 'University SSO'



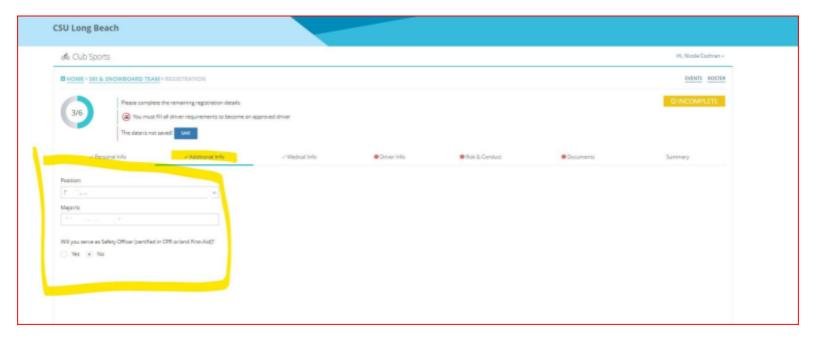
# 6. "Personal Info" section:

- a. Fill out **ALL sections and corresponding subsections:** 
  - i. Personal Details
  - ii. Current Address
  - iii. Permanent Address
  - iv. Emergency Contact



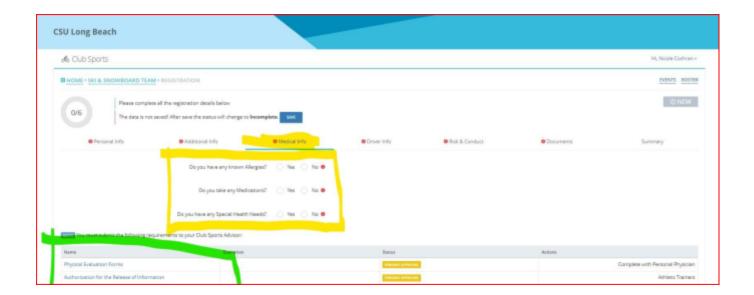
# 7. "Additional Info" section:

- a. Fill out **ALL sections listed:** 
  - i. Position
  - ii. Major/s:
- b. "Will you serve as Safety Officer (certified in CPR or/and First-Aid)?"
  - i. At this time, check No. Unless you have your own certification and documents to upload.

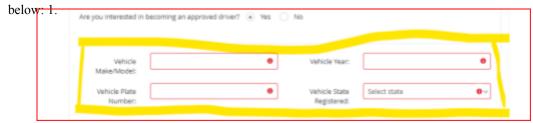


# 8. "Medical Info" section:

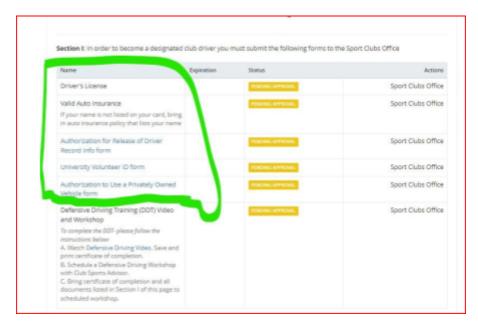
- a. Fill out **ALL sections listed/boxed in vellow**:
  - i. Do you have any known Allergies?
  - ii. Do you take any Medications?
  - iii. Do you have any Special Health Needs?
- b. Items in Green:
  - i. "Physical Evaluation Forms"
    - 1. THIS ITEM IS NOT DUE UNTIL 10/24/2022 and does not impact your member registration.
      - a. **HOWEVER**, if this document is turned in AFTER that date you will NOT be allowed to attend the first trip.
    - 2. THIS ITEM IS TO BE TURNED IN TO BRIAN CORAIRTY
      - a. SLIDE UNDER HIS DOOR KIN 15
      - b. HAND IT DIRECTLY TO HIM KIN 15
  - ii. "Authorization for the Release of Information"
    - 1. THIS ITEM IS NOT DUE UNTIL 10/24/2022 and does not impact your member registration.
      - a. <u>HOWEVER</u>, if this document is turned in AFTER that date you will NOT be allowed to attend the first trip.
    - 2. THIS ITEM IS TO BE TURNED IN TO BRIAN CORAIRTY
      - a. **SLIDE UNDER HIS DOOR KIN 15**
      - b. **HAND IT DIRECTLY TO HIM KIN 15**



- 9. "Driver Info" section:
  - a. If you will **never drive** this season OR have a non-California's Driver license e.g.: Alaska:
    - i. Check "No"
      - 1. Section completed.
  - b. If you are **CONSIDERING** driving **AND** have a California Driver's License:
    - i. check "YES" when asked if you are interested in becoming an approved driver.
    - ii. Fill out sections boxed in yellow



- i. Items boxed in green are to be
  - 1. Printed/filled out
  - 2. And TURNED IN TO BRIAN CORAIRTY by 10/8/2022
    - . SLIDE UNDER HIS DOOR KIN 15, or
    - b. HAND IT DIRECTLY TO HIM KIN 15
      - i. Your *Driver's License* and *Valid Auto Insurance* can be photocopied and turned in with the other three documents.
      - ii. The *Defensive Driver Training* will be completed with the team AFTER registration is over no need to worry about that.



# ii. Items shown here need to be checked: 1.

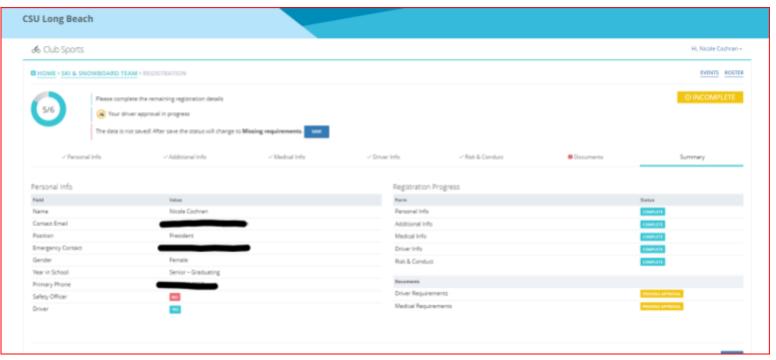
	I verify that the above vehicle being driven is adequate for the work to be performed, is equipped with seat belts and is in safe mechanical condition.	-
	I understand that by driving I am taking responsibility for those whom I am transporting while they are in my vehicle. I further understand that when driving, there is a risk of being involved in a motor vehicle accident and that as a result, one might sustain damage to their property, sustain bodily injury or even death.	•
Sec	tion VI: Driver Agreement/Declaration	
Plea	ase checkmark every statement	
	By checking the box- I affirm that I understand the information outlined in Sections I, II, III, III, IV, V.	
l ab	so certify the following:	
	I possess a valid California or other State driver's license.	1
	I have not been issued more than three moving violations or have been responsible for more than three accidents (or any combination of more than three) during the past 12 month period.	•
	Within the past 5 years, I have had no DUI convictions, reckless driving convictions or any conviction that has lead to a license suspension or revocation.	-
	I understand and agree to abide by all driver policies listed in Section II.	-
	I understand that I must immediately report any accident that I am involved in to the Trip Leader and submit a vehicle accident report.	
	I understand that I must immediately report any subsequent moving violations. DUI or reckless driving citations to the Trip Administrator.	,

# 10. "Risk and Conduct" section:

Compete everything in this section. b.



- 11. "Risk and Conduct" section:
  - a. Compete everything in this section.
- 12. "Documents" section:
  - a. You do not need to do anything here.
- 13. "Summary" section:
  - a. It should look like this if you've done everything correctly:



Task Completed.

By signing this,	I confirm that	I have complete	ed as much as	I can on Do S	boorts Easy
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Name (Print):	
Signature:	Date:

# **BeachSync Instructions**

YOU are REQUIRED to register on BeachSync.

1. Go to https://csulb.campuslabs.com/engage/organization/csulb-ski-snowboard-team

2.	Click blue "JOIN" button.
	• Ensure you are signed into your CSULB Student account.
3.	The button will turn gray and say, "MEMBERSHIP PENDING"
Task Co	ompleted.
	Intentionally left blank
	Incinorally by blank
By sign	ning this document, I confirm that I have completed a BeachSync Membership Request.
Name (	(Print):
Signatu	nre:Date:
<i>G</i>	

# **Personal Profile**

1. Fill out the "Official CSULB Ski and Snowboard Team Member Profile 22-23"

 $\underline{https://docs.google.com/forms/d/e/1FAIpQLSejopBxYcVOZYKb1mNSQmRD3B5JullcaHvo9QGMA2imVtiufg/viewform?usp=sf\_link}$ 

Task Completed.	
	Intentionally left blank
By signing this document, I confirm that I have co	ompleted a my personal profile.
Name (Print):	
Signature:	Date:



# 2022-2023 CSULB Ski and Snowboard Team Contract

I acknowledge that I have reviewed the CSULB Code of Conduct, the CSULB Ski and Snowboard Team Housing Agreement, and all other words expressed in writing in this packet. All stated policies in this packet and during an official team meeting are considered binding within the CSULB Ski and Snowboard Team. I agree to abide by all stated items and understand the consequences if I fail to do so. In addition, I recognize that if the situation arises, Snow Team officers reserve the right to enforce any house rules at any time for any reason, in the best interest of the team.

My failure to comply with any of the above stated items or any verbally expressed items will be grounds for my immediate expulsion from the team. I realize that in such an instance, my dues will not be refunded nor will I be entitled to any benefits the team provides for its members.

Upon failing to pay any debts owed to the CSULB Ski and Snowboard Team, these debts will be assigned to my CSULB account. Debts can include any fees acquired throughout the course of the season, as well dues that go unpaid past the specified deadline. I understand that the university will then take all necessary steps to collect the debt, including but not limited to placing hold(s) on my registration.

By signing this document, I agree to all stipulations outlined above, including the University Conduct Policies and the CSULB Ski and Snowboard Team's Policies.

Name (Print):		
Signature:	Date:	

Mama (Drint)



# **Purchase Approval Contract**

The Club Sports and Recreation department at CSULB states the purchasing rules and regulations as follows:

- 1. Any purchase made by the Club over \$200 must be approved and signed off on by all Club Officers registered on Beach Sync
- 2. Any purchase made by the Club over \$800 on anything other than team gear or travel accommodation must be approved and signed off on by all Club Officers and simple majority of members registered on DoSportsEasy.

By signing this contract, I approve all purchases made on behalf of the Team by my Club Officers. I trust that they will spend my team dues and any grants received by the school appropriately. Purchases may be made on items including, but not limited to, lodging, league fees, registration, supplies, merchandise, and apparel.

If at any point I feel that my Club Officers are not being responsible with team funds I can submit a formal complaint to the team email with my concerns. The captains will respond to my concerns with proof of proper spending. If the Club Captains fail to provide proper proof, I can then talk to the Club Sports advisors regarding my concerns.

I hereby acknowledge that I have read and agreed to the stipulations listed above and allow my Club Officers to handle any and all purchases made by/for the team.

Name (1 mit).		
Signature:	Date:	



# Ski and Snowboard Club Travel Policy and Agreement

This is a contract between	_(print	First	and L	ast Nai	me),	a
member of the CSULB Ski and Snowboard Club (Club) and California State	Universi	ity, Lor	ng Bead	h (herei	in afte	r
referred to as CSULB).						

I hereby understand the following rules are specific to the registered members of the CSULB Ski and Snowboard Club and by signing this document agree to all new terms and rules that may differ from the Travel Policies of other CSULB Club Sport Teams.

#### 1. Travel Rules

As a member of the Club, I have the option to voluntarily travel to Mammoth Mountain or other designated and approved ski locations. I understand that each approved Club trip will begin when I reach the approved destination. Any travel by personal vehicle will not be covered under the CSULB Club Sports Travel Policy. It is highly recommended that you travel in a fully insured and operable vehicle (CA Regulations) and maintain a valid CA Drivers License.

Each <u>member</u> traveling on a Club trip must be <u>an approved</u> member on DoSportsEasy (DSE). Any member not approved on DoSportsEasy (DSE) will not be allowed to attend the sponsored Club functions. The Club Sports and Recreation Department will be notified of all members attending the approved trips.

When participating on an approved Club trip, each member will at all times remain in compliance with the Standards For Student Conduct, Regulation XVI, as written in the CSULB Campus Rules & Regulations.

## 2. Member Classification

Due to the Club being both competitive and recreational, there are slightly different coverages and requirements for each. Listed below are these differentiations. Anything not specifically listed is assumed to be the same for all members.

### a. COMPETITIVE CLUB MEMBER:\*

- i. Required to submit a physical form completed and signed by a licensed physician. This must be submitted to the Club Sports and Recreation Department prior to traveling on behalf of the Club.
- ii. Required to submit Release of Medical Records form to allow communication of medical information between the various health facilities on campus.
- iii. Required to complete concussion testing before first competition.

\*The requirements as detailed above, allows the competitive member to access physical therapy and Certified Athletic Trainer services on campus. It also provides concussion management and recovery assistance. These services are provided in the event an injury or concussion occurs during a CSULB Ski and Snowboard Club sponsored event.

#### b. RECREATIONAL CLUB MEMBER:

- i. Required to submit a physical form completed and signed by a licensed physician. This must be submitted to the Club Sports and Recreation Department prior to traveling on behalf of the Club.
- ii. Required to submit Release of Medical Records form to allow communication of medical information between the various health facilities on campus
- iii. Not required to complete concussion testing.

It is highly recommended that members have their own personal medical insurance in case of athletic injuries.

This is not a final decision. If you want more information about competing but aren't positive that you'll want to, you can select Competitive Club Member and you'll get more information before officially deciding.

Please check which member classification you choose:	
Competitive Club Member	
Recreational Club Member	
By checking the following box, I understand and accept the differences between being a Competitive Competitive and Recreational Club Member.	lub
I understand	
By checking the following box, I agree to the terms and conditions listed under the Travel Rules.	
I understand	
I(print First and Last Name) have fully read and understand the Travel Policy a Agreement and agree to the modified rules and conditions provided by California State University, Long Beach the CSULB Ski and Snowboard Club.	
Signature Date	