

PROGRAM EMPLOYEE HANDBOOK





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WELCOME

At PA Freestyle Ski Association (PFSA / PA Freestyle), we know that communication is a key to success, and this handbook is the beginning of that communication. It sets forth, for informational purposes only, PA Freestyle's policies, and procedures currently in effect. The Handbook, and the policies and procedures described herein, are not to be construed as creating a contract of employment. Employment with PA Freestyle is at-will. This means that you may voluntarily leave employment at any time for any reason or no reason at all. Any oral or written promises to the contrary are expressly disavowed and should not be relied upon by any prospective or current employee.

From time to time, we deem it necessary to update or revise policies, or to add new policies. We reserve the right to amend, modify, terminate, or add policies, including any and all benefits described herein, at any time, with or without notice. No modification shall change the at-will nature of your employment with PA Freestyle. If you have any questions about any particular policy, please speak with the Board of Directors.

The violation of any policy, procedure, rule, regulation or code may result in disciplinary action, up to and including termination.



COMPANY OVERVIEW

PA Freestyle Ski Association (PFSA / PA Freestyle) is a 501c3 entity focused on the development of competitive freestyle skiers and snowboarders.

PA Freestyle is a premier program team dedicated to the training of freestyle & freeride athletes in Snowsport competitive teams to build strong athletic skills, support competition, foster fun, build friendships and provide the highest standards of instruction, mentoring and coaching.

OPEN DOOR POLICY

PA Freestyle encourages the Program Director(s), herein both identified as "PD", Coaches, and other employees to bring their suggestions, concerns or suggestions to the Board of Directors (BOD) so that they can be discussed and addressed in a timely manner and on an individual basis to ensure that all employees, members and their families are treated fairly and honestly.

If you have a suggestion or concern please use the following procedures:

The best way to clarify a misunderstanding, solve a problem, or resolve a difference of opinion is to discuss the problem directly with staff and / or BOD. Although the PD position has a high degree of autonomy, the BOD is usually in the best position to provide assistance since they know and understand the PD position and its related duties and generally will provide feedback and direction as to the most effective way to deal with the situation.

If your concern(s) involves the BOD, or if you are uncomfortable discussing the matter with the BOD, or if you feel that a satisfactory resolution has not been reached, you may make arrangements to



discuss the matter directly with the President of Board, or an individual Board Member.

Under no circumstances shall any employee use the membership, athletes, or the resort(s) as a forum to voice personal concerns, challenges, or differences of opinion concerning the PSFA policies or management practices. This "open door policy" is the appropriate way to have your concerns addressed.

EQUAL EMPLOYMENT / AFFIRMATIVE ACTION POLICY

PA Freestyle Ski Association is an equal opportunity employer. This means that PA Freestyle does not discriminate against employees or job applicants on the basis of an individual's protected classification, such as age, color, pregnancy, national origin, race, religion, sex, sexual orientation, gender identity, disability, genetic information, status as a protected veteran or any other status protected by federal, state or local law. This Policy applies to all terms and conditions of employment, including but not limited to recruitment, hiring, training, compensation, benefits, hours, promotion, discipline and termination.

If you have a disability that requires an accommodation, please notify the BOD. PA Freestyle reserves the right to require medical certification of your disability and its impact on the performance of your duties. PA Freestyle will make every effort to reasonably accommodate any restrictions in your job duties that are necessitated by a bona fide disability.

Harassment based on a protected classification is a form of discrimination prohibited by this Policy and is described in further detail in our No Harassment Policy. Any employee who is aggrieved by, or becomes aware of, any instance of harassment or discrimination in violation of this Policy must immediately report the incident as



outlined in the No Harassment Policy so that prompt and effective corrective action may be taken.

NO HARASSMENT POLICY

Harassment in the workplace is a form of employment discrimination. It is the policy of PA Freestyle that intimidation, coercion or harassment of employees or applicants for employment is strictly prohibited and will not be tolerated. All employees, and the BOD are responsible for conducting themselves in a professional manner that evidences respect for others. This Policy applies to all business and related interactions between employees, supervisors, managers, members and their families, vendors, and visitors. This Policy further applies to harassment based upon any classification protected by law, including race, religion, color, sex, age, national origin, ancestry or disability.

PA Freestyle requires its employees to conform to a higher standard of behavior than the minimum required by law. Inappropriate, unprofessional or offensive conduct that may not necessarily violate the law may nevertheless violate this Policy. Examples of behaviors that would violate this Policy include offensive jokes, slurs, stories or comments concerning a person's protected classification or circulating offensive written or graphic material concerning a protected classification. Any employee who is aggrieved by, or becomes aware of, any instance of harassment in violation of this Policy must immediately report the incident as outlined below so that prompt and effective corrective action may be taken.

SEXUAL HARASSMENT

Sexual harassment in the workplace is form of employment discrimination and is strictly prohibited by this Policy. Under this



Policy, all employees share responsibility for assuring that the workplace is free from all forms of sexual harassment.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors or attention, and other unwelcome verbal or physical conduct based on an individual's sex where:

Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment; or

Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or

Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Examples of behaviors that would violate this Policy include any threat or suggestion, whether implicit or explicit, that an employee or job applicant's refusal to submit to sexual advances in any form will adversely affect that person's employment, wages, compensation, advancement, assigned duties, or any other term or condition of employment. In addition, offering, promising or granting favored treatment to any employee or applicant for employment as a result of that person's engaging in or agreeing to engage in sexual conduct or, conversely, seeking in any way to treat an employee or applicant adversely because of that person's sex or the refusal of that person to submit to sexual advances are behaviors strictly prohibited by this Policy.

Additional examples of sexually harassing conduct prohibited by this Policy include the following: physical assaults of a sexual nature; other unwanted and unnecessary physical contact with another employee; unwelcome propositions or sexual flirtations; direct or subtle pressure or requests for dates or sexual activities; verbal abuse



of a sexual nature, including but not limited to inappropriate verbal comments about an individual's body, appearance or sexual activities; the inappropriate use of sexually explicit or offensive language in discussions with or to describe an individual; sexually explicit or offensive jokes, teasing, comments or innuendo; and the display or distribution in the workplace of sexually suggestive objects, pictures or e-mails. Prohibited conduct includes actions by members of the same sex.

Reporting Violations of the Equal Employment Opportunity Policy and the No Harassment Policy

If you believe that you, or others, are being harassed or discriminated against in violation of the Equal Employment Opportunity Policy and/or the No Harassment Policy by any manager, supervisor, co-worker, vendor, PFSA member or any other person in connection with your employment, you must report the incident immediately to the President of the Board, or any individual member of the BOD. If your complaint involves a member of the BOD, or if you are uncomfortable for any reason with discussing such matters with report the incident directly to the President of the Board of Directors, or an individual member of the BOD.

PA Freestyle will investigate all allegations of discrimination and/or harassment in as prompt and confidential a manner as possible and will take appropriate corrective action when warranted. Any employee or member who is found, as a result of such investigation, to have engaged in harassment or discrimination in violation of these policies will be subject to appropriate disciplinary action, up to and including termination of employment, or removal from office.



RETALIATION PROHIBITED

Retaliation in any form against an employee, applicant, or member who exercises his or her right to make a complaint under this Policy or who cooperates in the investigation of any such complaint is strictly prohibited and will itself be cause for appropriate disciplinary action. Any employee, member, or officer of the organization who becomes aware of any instance of retaliation in violation of this Policy must immediately report the incident as outlined above so that prompt and effective corrective action may be take.

WORKPLACE THREATS AND VIOLENCE

Purpose

This policy underscores PA Freestyle's position with regard to the prevention of violence in the workplace and is intended to provide guidelines and procedures by means of which any occurrence or threat of violence may be effectively handled.

Simply stated, it is PA Freestyle's policy that physical threats or acts of violence by any employee, athlete, family member, or officer of the organization will not be tolerated. It is the responsibility of all employees, members or officers of the organization to immediately report any threats or acts of violence to their supervisors, managers and/or BODs. Violation of this policy may lead to disciplinary action up to and including termination.

Introduction

PA Freestyle cannot ignore the threat of workplace violence. As an employer in a sometimes-violent world, we are not immune. Neither, however, can we afford to over-react to media reports, self-proclaimed "violence experts" and paranoia that often accompany this subject.



Our intention is to open a rational dialogue, address threats of violence in our workplace and continue to work together to prevent violence from occurring and harming our people or our business.

PA Freestyle is committed to providing and maintaining a safe and productive workplace for all employees. All workplace violence prevention and intervention efforts are aimed at reducing the risk of harm to our employees and our members. Our primary focus is on prevention. If we focus on maintaining a safe workplace and a healthy and productive workforce, we will reduce the opportunity for violence. But, no matter how comprehensive a prevention program we employ, we cannot guarantee a violence-free workplace. Too many factors are outside of our control, and too much "prevention" can create an environment which is so restrictive as to unreasonably limit individual freedom.

Definitions and Terms

- *"Harassment": The act of creating a hostile work environment through unwelcome words, actions or physical contact.*
- *"Threat": An expression of an intent to cause physical harm.*
- *"Weapon": An instrument or device of any kind that could be used to threaten, injure or kill.*
- *"Workplace Violence": Any physical assault, threatening behavior, harassment or verbal abuse occurring in the workplace.*

Prohibited Conduct

This policy prohibits threats or acts of violence by any employee, athlete, family member, or officer of the organization of PA Freestyle. Examples of conduct that may be considered "threats or acts of



violence" prohibited under this policy include, but are not limited to, the following:

- *The hitting, shoving or physical menacing of an individual.*
- *Threatening to harm an individual or his/her family, friends, associates, or their property.*
- *The intentional destruction or threat of destruction of property owned, operated, or controlled by PFSA, or any employee or member of PFSA.*
- *Making harassing or threatening telephone calls, sending harassing or threatening letters, or other forms of written or electronic communication.*
- *Intimidating or attempting to coerce an employee to do wrongful acts, as defined by applicable law, administrative rule, policy, or work rule, that would affect the business interests of PFSA.*
- *The willful, malicious and repeated following of another person, also known as "stalking," and making a credible threat which is believed to place the other person in reasonable fear for his/her safety.*
- *Possession, exhibition or use of weapons on Seven Springs property(s), or other resorts / venues where PFSA is conducting business.*
- *Violation of Employer's Rules of Conduct with regard to behavior in the workplace that creates a hostile or offensive work environment.*

Violations of this policy may lead to disciplinary action up to and including termination.



Reporting Procedure

Employees are to report, as soon as safety permits, to the BOD (or officer thereof) any incident or condition that threatens safety in the workplace, or any physical attacks, or threats, directed at them or others.

If there is uncertainty about the need to report an incident or condition the report should be made and allow the BOD to evaluate and assist in addressing and resolving. When in doubt, the best decision is to report. This reporting requirement applies to any of the following situations:

- *You witness behavior that violates this policy.*
- *You experience violence yourself, either by threat or action.*
- *You see someone with a weapon at work or at a PFSA related venue.*
- *You feel uncertain about your own emotional condition and want help.*

All reports of threats or violence will be promptly investigated, confidentiality will be maintained to the extent possible, and remedial action will be taken where warranted.

SUBSTANCE ABUSE AND DRUG/ALCOHOL TESTING

PA Freestyle is confident that its employees, member and BOD are well aware of the obvious dangers to themselves, their coworkers, members, and others, both inside and outside the workplace, and to PFSA in general from employee use or abuse of drugs and alcohol. Therefore, PFSA is committed to establishing and maintaining an alcohol-free and drug-free workplace. In an effort to attain this goal,



the PFSA has adopted the following policy in connection with drugs and alcohol.

No employee shall illegally manufacture, sell, dispense, distribute, use or have in his or her possession any illegal drug or controlled substance while on or off duty. Possession or use of alcohol are also prohibited in the workplace.

No employee shall report to work, or coach while impaired or under the influence of a drug or alcohol.

Notwithstanding the above prohibitions, employees may take over-the-counter or prescribed medications under the direction of a physician. When doing so, however, employees are responsible for being aware of any effect such medication(s) may have on the performance of their job duties. If an employee is aware that he or she is taking a medication that might affect the employee's ability to perform his or her job safely and efficiently, the employee must promptly report to his or her supervisor that his or her ability to perform the job might be impaired due to medication. The use of medication will not be a mitigating factor in any disciplinary or remedial actions taken against an employee where the employee has failed to provide prior notice that his or her ability to perform the job safely and efficiently might be impaired.

Any employee having a reasonable basis to believe that another employee is in violation of this policy shall immediately report the relevant facts and circumstances to his or her supervisor, the PD(s), or the BODs.

PFSA expressly reserves the right to conduct searches of lockers, equipment, and personal property located in or on, or brought in or onto company property or work areas. PFSA also reserves the right to use other investigative methods, including drug and alcohol testing,



when reasonable suspicion exists to indicate possible drug and/or alcohol possession, use or impairment. Refusal to cooperate in a search or to submit to a drug and/or alcohol test will be considered a violation of this policy and will result in remedial action.

Employees are encouraged to voluntarily seek assistance for drug and alcohol-related problems before those problems affect their workplace performance. An employee's decision to voluntarily seek assistance for such problems will not be used as a basis for disciplinary action. However, the act of seeking assistance for such a problem will not lessen any disciplinary action for violations of PFSA policies or rules which are already under investigation at the time an employee seeks assistance.

Any employee who violates the terms of this policy will be subject to disciplinary action up to and including discharge for a first offense. Also, an employee's continued employment may be subject to random drug or alcohol testing.

Nothing contained in this policy shall be construed as a waiver of PFSA's right to take disciplinary action against an employee under existing policies, procedures or work rules for unsatisfactory performance or misconduct. The use of or treatment for the use or abuse of drugs or alcohol will not excuse poor work performance or misconduct.

Tobacco-Free Workplace

Smoking, chewing tobacco, snuff and other tobacco products are not permitted in view of athletes or in locker rooms, restrooms, meeting rooms and buildings or in restaurants. You are expected to refrain from tobacco use to promote the health and wellness of all persons in the workplace.



HIRING

The PD(s) will have the latitude to hire back at the start of each season those coaches, viewed as being in good standing and approved by the BOD prior to the start of the season.

Good standing will be based upon regular attendance, punctuality and overall support of the PFSA program, interaction(s) with fellow coaches, the athletes and their families, and at least one year of service.

The PD(s) are responsible for recruiting and retaining employees whose talents and work ethics match PAFS's organizational goals and objectives.

New coaches will require BOD review prior to the start of each season and will be hired based on skills, need and financial criteria.

All PFSA employment is seasonal in nature, spanning the period(s) associated with athlete training and completion. In the case of the PD this can span periods of time that include planning for and termination of the program for the season.

ATTENDANCE AND PUNCTUALITY

Regular attendance and punctuality is important to PFSA, your fellow coaches, and the athletes and their families. Regardless of the job you may perform, your punctuality and attendance is essential to our operations. Unexcused absences and tardiness place additional burdens on your fellow employees and reduces the organization's ability to provide a quality experience for our membership and guests. If PD(s), or coaches, are to be absent or are unable to report to work on time they must notify the BOD and notify lead coaches to let them know, in advance of the start of the shift or venue. Leaving messages



with other employees or on voicemail is considered improper notification and is not acceptable. Two consecutive days of unexcused absences (no call/no show) may be constitute job abandonment, a voluntary separation of employment and will result in a no-rehire status.

Special attendance considerations can be considered if prior notice is provided, with valid justification(s), and reviewed and approved in advance by the President of the BOD, or designate of the BOD.

PRESENTATION/UNIFORMS

It is important that you show up for work prepared to provide our athletes quality coaching and preparation for the competitions. This includes ensuring our interactions with athletes and the general public appearance is professional and friendly. These are the basic presentation expectations. If you come to work violating the policy listed below, you may not be permitted to start your shift.

Hair - Hair should be clean, professional and kept back from the face.

Jewelry & Piercings - All jewelry must be professional in appearance.

Tattoos - Employees may have visible tattoos, except on the face and neck area, that are in good taste and not offensive. An employee may be asked to cover their tattoo with clothing while on duty and must comply if requested.

Clothing - Employees are expected to dress professionally.

Uniforms - Employees are to wear a currently approved, and in good condition, uniform while working. Employees are expected to wear uniforms in the appropriate manner. In addition, employees are expected to use appropriate equipment while on duty or in uniform and must keep their uniforms, helmets and equipment free of



inappropriate or offensive images, stickers or statements. Exceptions: Where there are health or safety concerns, or when requested / approved from the BOD.

SEASON PASS

Season Passes are provided as part of employment with PA Freestyle for all employees / coaches. Passes provided as part of employment are the property of PA Freestyle and are subject to terms of employment with PFSA. Should employment be terminated either by PFSA or the employee prior to end of the scheduled season, the pass must be returned to the BOD. PFSA reserves the right to hold any outstanding compensation until the employee season pass is returned.

Coaches are eligible to purchase immediate family passes at a discounted rate based on their tenure and position with PFSA, and are subject to the resort's current usage criteria.

	Family Pass	Cost per Pass
Program Director(s)	Up to 4	\$TBD*
Head Coach	Up to 4	\$TBD*
Associate Coach	New Hire 1 Spouse 1-3 years 2 Family 4+ years up to 4	\$TBD*
Junior Coach	N/A	N/A

* - To be determined by the resort prior to start of season.

Family passes are provided at a preferred rate at the discretion of Seven Springs Resort(s). Pricing and availability is subject to change.

PA Freestyle is not affiliated with Seven Springs Mountain Resort, or the affiliate mountains, and as such employees are not eligible for benefits provided to Seven Springs Employees.

COMPENSATION



Employees are compensated based on either actual time reported when working / coaching at PFSA home area (Seven Springs) or on a per diem when traveling as a coach / employee to a scheduled event.

Travel Rate

Coaches traveling to an event are paid a flat fee per day based on eight (8) hours. Coaches may submit for the travel rate for the following days on snow:

- *USSA Official Training Day (up to 1 day prior to event)*
- *USSA Event Day*
- *USASA Event Day*

USASA does not have training days as part of their schedule, therefore, any training done at a travel location by the PD would need to be approved by the BOD prior to the event.

Overnight Travel will be approved for events of 2 or more days at locations greater than 3hrs from Seven Springs, PA. Single day events over 3hrs from Seven Springs, PA can travel in the day prior to event. Training Days on the day prior must be approved in advance. Compensation will be provided at the regular club rates.

Timekeeping

It is PFSA policy and practice to compensate employees for all time worked in accordance with applicable laws and to take only authorized deductions from pay. It is a serious violation of PFSA policy for any employee to under- or over-report hours worked, to falsify a time record, to alter another employee's time record, to instruct another employee to incorrectly or falsely report hours worked, to work "off-the-clock", or to fail to report any such misconduct. Pay periods are two weeks long starting Monday morning at midnight and ending on



the second Sunday at 11:59 p.m. Paychecks are distributed Monthly on the Saturday of the week following the pay period end.

You should not work any hours that are not authorized. Do not start work early, finish work late, work during a meal break or perform any other extra or overtime work unless you are authorized to do so and record the time on your time record. Any employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action, up to and including termination.

It is a violation of PFSA policy for any employee to falsify a time record or to alter another employee's time record. It is also a serious violation of PFSA policy for any employee or manager to instruct another employee to incorrectly or falsely report hours worked or to alter another employee's time record to under- or over-report hours worked or to fail to report any such misconduct. If any person or persons instructs you to (1) incorrectly or falsely under- or over-report your hours worked, (2) alter another employee's time records to inaccurately or falsely report that employee's hours worked, or (3) conceal any falsification of time-records or to violate this policy, you should report it immediately to the Board of Directors.

Bonus(es) may, be paid to the PD(s), coaches, and / or employees based upon performance or other defined rationale, at the descension and direction of the BOD.

TRAVEL POLICY

As an employee of PFSA, it may be required that you travel to and from competitive events. Please ensure that you have pre-authorization for any and all PFSA travel that you wish to be reimbursed for. Please refer to the Travel Policy Addendum for the current reimbursement rates and qualifying expenses.



Mileage:

PFSA does not offer mileage reimbursement.

Lodging:

PFSA offers reimbursement for work related travel to competitive events. PD / coaches are allotted \$150 per day for lodging, Food and Beverage. PFSA encourages booking lodging at least 2 weeks prior (when possible) in efforts to receive the best possible rate. The expectation is that you are booking the most affordable room available, not to exceed \$150. If the expense is more than \$150, please review for approval from the BOD prior to booking, where feasible.

Food and Meals:

While traveling for PFSA, expenses for meals is part of the lodging per diem. The per diem is not to exceed \$150 per night unless reviewed and approved in advance by the BOD, where feasible. PFSA will not reimburse for alcohol while traveling on behalf of the club. All food and beverage receipts must be itemized to be considered for reimbursement.

Submitting for Reimbursement:

Reimbursement form and accompanying receipts must be submitted within 30 days of your travel. This may be submitted in person or via e-mail directly to the BOD / Treasurer. Submitting expenses in a timely manner helps to eliminate confusion and allows for better record keeping. Failure to submit expenses in a timely manner may result in corrective action.



If total expenses exceed 10% of the per diem, PFSA BOD reserves the right to decline payment of excess expenses.

PERFORMANCE MANAGEMENT

PFSA is an at-will employer, meaning that, just as an employee may terminate his or her employment at any time, with or without cause, PFSA may terminate the employment relationship at any time, with or without cause or notice. If it becomes necessary to discipline an employee because of, but not limited to, unsatisfactory job performance, unexcused tardiness/absence, or violation of PFSA policies or rules, PFSA may elect to use progressive steps in the disciplinary process such as a verbal discussion and warning by the employee's immediate supervisor to correct the problem; formal written warning, with or without, short-term unpaid suspension; and termination of employment. However, such steps are not mandatory, and it is in PFSA's sole discretion whether to use such steps, the order in which to use them, and whether to proceed directly with termination. In addition, the action taken by BOD in an individual case should not be assumed to establish a precedent in other circumstances.

WORKPLACE SAFETY

Each employee is expected to use good judgment on the job and know his/her limitations in order to prevent unsafe conditions or unsafe acts from occurring.

REPORT YOUR INJURY TO YOUR SUPERVISOR IMMEDIATELY (WITHIN 24 HOURS) even if medical attention is not sought.



Mountain Safety

Safety is a core value PFSA. Whether or not you ski or ride, even as an off-duty guest on the mountain, you must be familiar with and understand the basics of the mountain safety program. Violation of “Your Responsibility Code” or slope safety expectations may result in disciplinary action up to and including termination and, in some cases, may be a violation of law, subject to criminal prosecution.

While skiing/riding is a sport with unavoidable risks, PASF is dedicated to making skiing/riding as safe and enjoyable as possible for our athletes and other coach’s. You play a vital role in PFSA’s efforts to promote slope safety and should always be aware of the example you are setting and of your on-hill conduct, whether while on duty or free skiing/riding.

All coaches are responsible for skiing and riding responsibly, complying with “Your Responsibility Code” and the additional responsibilities noted below, avoiding collisions with other skiers and riders and setting a positive example.

Your Responsibility Code

- *Always stay in control, and be able to stop or avoid other people or objects.*
- *People ahead of you have the right of way. It is your responsibility to avoid them.*
- *You must not stop where you obstruct a trail, or are not visible from above.*
- *Whenever starting downhill or merging into a trail, look uphill and yield to others.*



- *Always use devices to help prevent runaway equipment.*
- *Observe all posted signs and warnings. Keep off closed trails and out of closed areas.*
- *Prior to using any lift, you must have the knowledge and ability to load, ride and unload safely.*
- *Using a lift under the influence of drugs or alcohol is strictly prohibited.*

PROFESSIONALISM

PFSA employees and athletes are the program's public image and set the overall impression of the program. These impressions are important and lasting with actions and presentment of athletes and employees setting the tone of how PFSA is preserved. Therefore, the employees shall:

- Act professional and respectful at all times to athletes, member families, resort employees and the public in general, when in uniform, or in any actions that can be viewed as representing the program.
- Have in their possession and able to present any materials required to execute their specified duties (e.g.: uniform, season pass, lift ticket, etc.)
- Adhere to the USSA Code of Conduct that can be found at <http://my.ussa.org/alpine-programs/masters/rules/code-of-conduct>.

PFSA strongly encourages that the USSA web site be reviewed due to it having valuable resources.



MANAGEMENT OF ATHLETES

- Employees are also expected to manage athletes to ensure their behavior reflects the programs ideals of courteous, respect and sportsmanship and be educated in and adhere to the following:
 - Respect for others: Behave in such a way that s/he does not endanger or prejudice others.
 - Control of speed and skiing or snowboarding: Move in control and adapt speed and manner of skiing or snowboarding to their personal ability and to the prevailing conditions of terrain, snow and weather as well as to the density of traffic.
 - Choice of route: S/he when coming from behind must choose a route in such a way that does not endanger skiers or snowboarders ahead.
 - Overtaking: When overtaking another skier or snowboarder above or below and to the right or to the left provided that s/he leaves enough space for the overtaken skier or snowboarder to make any voluntary or involuntary movement.
 - Entering, starting and moving upwards: When entering a marked run, starting again after stopping or moving upwards on the slopes s/he must look up and down the slopes to ensure that s/he can do so without endangering themselves or others.
 - Stopping on the piste (ski run): Unless absolutely necessary, avoid stopping on the piste in narrow places or where visibility is restricted.



After a fall in such a place, a skier or snowboarder must move clear of the piste as soon as possible.

- Climbing and descending on foot: When either climbing or descending on foot must keep to the side of the piste.
- Respect for signs and markings: Must respect all signs and markings.
- Assistance: Assist as necessary or requested at accidents or when using resort resources.

Additional Responsibilities

Chairlift Bar Use and Requirements. All employees who ride a lift must lower the chair bar (where available) at all times while on duty and/or in uniform.

Slow Zones. Certain areas are designated as SLOW ZONES. You must observe the posted slow areas by maintaining a speed no faster than the general flow of traffic.

Snowsport edict. Employees are to ensure that their behavior and the behavior of those they are working with, supervising, and / or coaching is consistent to the norms and morals of the program, USSA, and USASA. That they are respectful and inclusive of others while taking part in activities or representing PSFS to the public or membership.

Collisions. If you are involved in a collision while skiing or riding, whether on or off duty, you are required to fully cooperate with Ski Patrol in the event Ski Patrol is called. If Ski Patrol is not called, you must inform your supervisor that a collision occurred and explain the



circumstances of the collision. If the collision results in injury you must call Ski Patrol.

Freestyle Terrain Areas may contain jumps, hits, ramps, banks, fun boxes, jibs, rails, half pipes, quarter pipes, snowcross, bump terrain and other constructed or natural terrain features. Prior to using Freestyle Terrain, you are responsible for familiarizing yourself with Freestyle Terrain and obeying all instructions, warnings and signs. Freestyle skills require maintaining control on the ground, and in the air. Use of Freestyle Terrain exposes you to the risk of serious injury or death. Inverted / off axis aerials are prohibited during training or supervised competitions, unless a USASA Level 300 and / or USSA Level 200 coach, who is also validated and approved by the BOD, is present, approves that specific aerial for that particular run, and the athlete has been certified by USSA for that specific inverted / off axis aerial. Reference the Invert Policy for further clarification.

Look Before You Leap. Before getting into freestyle terrain, observe all signage and warnings. Scope around the jumps first, not over them. Use your first run as a warm up run and to familiarize yourself with the terrain. Be aware that the features change constantly due to weather, usage, grooming and time of day. Do not jump blindly and use a spotter when necessary.

Easy Style It. Know your limits and ski/ride within your ability level. Look for small progression parks or features to begin with and work your way up. Freestyle skills require maintaining control on the ground and in the air. Do not attempt any features unless you have sufficient ability and experience to do so safely.

Respect Gets Respect. Respect Freestyle Terrain and others. Only one person on a feature at a time. Wait your turn and call your start. Always clear the landing area quickly. Respect all signs and stay off closed terrain and features.



TRAINING / CERTIFICATIONS / ACCREDITATIONS EXPENSES

PFSA understands that in order to deliver exceptional coaching to our athletes that certain certifications and accreditations are required. The PD / coaches will be allocated training budgets for expenses related to training, certification or accreditation. All training and its associated cost must be approved in advance by the BOD in order to qualify for reimbursement.

Eligible Reimbursable Expenses	Ineligible Expenses
USSA Coach Annual Membership	PSIA / AASI Annual Membership
USASA Coach Annual Member	Unapproved travel expenses to participate in USASA or PSIA Clinic
USSA / USASA Coaching Clinic (1 every two years)	
PSIA / AASI Freestyle Accreditation Clinic	
Basic First Aid & CPR certification per USSA or USASA requirements for certification	
Specific expenses reviewed and approved by the PFSA BODs in advance.	

PD / coaches seeking Level 2, C200 or greater certifications must gain approval from the Board of Directors in order for expenses to be considered for reimbursed.

Approval is not meant to impede the coach's efforts to obtain advanced cortication. Advanced approval is needed to ensure that coaches are able to balance training with club responsibilities to ensure the best experience for PFSA member athletes.

TRAINING PROGRAM

The PFSA employees shall focus on providing all athletes a mixed and balanced instruction / training regimen that includes, where applicable:



- *"Flat" terrain including all mountain and appropriate training ski gates.*
- *"Featured" terrain including aerial, feature, and moguled terrain.*

Training will emphasis inclusion of currently approved USSA training techniques, knowledge and practices.

TRAINING RATIOS

PFSA strives to deliver the highest quality of exceptional coaching services to our athletes by providing an adequate ratio of trained PDs / coaches and during each sanctioned scheduled training event and competitive venues where approved by the organization.

This includes the following:

Young guns:

- A 5+ to 1 ratio of athletes to coach / instructor;
- At least one adult coach / instructor assigned to and with the group during PFSA activities;
- At least a minimum of 2 coaches / instructors (adult and / or junior) with the group during PFSA activities;
- Where applicable, staffing can be supplemented by adult volunteers if those supporting parties are aware of the responsibilities. This includes organizational representatives, program parents, resort representatives and / or approved members from other like organizations.

Higher level groupings:

A 6+ to 1 ratio of athletes to coach / instructor (adult and / or junior) with the group during PFSA activities.



Where possible additional coach / instructors will be made available were practical. This includes organizational representative, junior coaches / instructors, program parents, resort representatives and / or approved members from other like organizations.

Scheduling athlete discipline events:

PD / coaches shall review USSA and USASA event pre-season to identify and target those events that add the most value to the programs athletes based on age, ability, and competitive opportunities.

The plan should be based upon planned progression throughout the season with an end state of USASA Nationals, EasternFreestyle State, East Coast Finals, USSA Junior Nationals, National, and Worlds invite(s).

Event schedule will be presented to BOD for review and approval based on financial and competitive criteria.

Only those venues previously approved by the BOD as a competitive venue will be included in the upcoming season's scheduling.

Exceptions are those venues that the BOD terminated at the end of last season, or those new venue(s) that are submitted to the BOD for review and approval, prior to the start of the current season.

The PDs and coaches are to notify and educate athletes and their families membership requirements in relation to competing in USASA and/or USSA competitions.

Athlete Tryouts

Athlete tryouts for all new members are to be held at the discretion of the PD. The PFSA program requires on the good judgment of the PD



to identify those athletes that fit the program's mission statement of being competitive in focus, based upon USSA developmental guidelines identified in the fast track program.

END OF SEASON

The PDs shall execute the following at the end of snow sport season, where applicable:

- Recovery of all PFSA owner materials, equipment, property from athlete(s), coach(es) / instructor(s), member family(s), resort(s), or any other entity that PFSA interacted with.
- Appropriately store for future use PFSA owned property, in a centralized location that is easily accessible by PFSA.
- Solicit feedback from athletes and member families as to the season's program execution. Setting goals per athlete, with coaching staff, reviewing with individual athletes and their parents/guardians at the start of the season, with check points during the season, and progression review at the end of the season.
- Execute with staff (coach(es) and instructor(s)) exit interviews to review and provide lessons learned based on defined expectations and outcomes throughout the season.
- Ensure that the issuing of termination of employment notification is done in a timely manner, that can be audited and reported on.
- Provide a recap / overview of feedback received from athlete(s), member family(s), and coach(es) / instructor(s) for the PDs and BODs to review and consider for the next season's planning.

MISCELLEOUS PROGRAM EXPENSES

PFSA understands that to deliver exceptional services to our athletes, coaches and member families certain expenses maybe be encountered



from time to time. Therefor the PD shall be allocated a budgeted amount of funds during the season for incidental expenses incurred to ensure that the organization runs efficiently and effectively.

All training and its associated cost must be reviewed and approved in advance by the BOD in order to qualify for reimbursement.

PRIVACY

Athlete, family and employee privacy is a top priority and is to be proactively protected at all times. Therefore, when dealing with athlete, family or employee personal information PFSA and its employees shall adhere to all current federal, state and local privacy laws and regulations.

PFSA shall not use the personal or private information in any way other than in the furtherance of PFSA objects and purposes that may include, but is not exclusive to:

- For the immediate reason for which the information was provided (e.g.: To enable request(s), payment(s), registration(s), etc.);
- To maintain contact with athletes, families, and employees about the PFSA program and related informative items; and
- Any other purpose directly related to PFSA, USSA and / or USASA for which consent was provided (and where reasonably required by law).

PFSA shall not:



- Rent, sell or exchange personal information, but may sometimes share non-personal, non-sensitive and de-identified information that further PFSA and its members mission.
- Only collect and use information provided directly from membership families, employees or organizations that support the athletes, and the PFSA mission (e.g.: program and event registration, employment, social media updates, etc.).
- Disclose personal membership or employment information without consent.

CONTACT WITH THE RESORT(S), SNOW SPORT ORGANIZATIONS, AND PFSA BOARD

PFSA understands that during both the “competitive” and non-competitive season(s) communications with the resort(s) are required to ensure the program runs smoothly and efficiently. Therefore, the PDs shall adhere to the following:

During the “Competitive Season”	During the “Non-Competitive Season”
Prior involvement, review and to a limited degree approval for issues that have major impact to the organization including the competitive season.	All communications require involvement, review and a degree of approval for issues that have any impact to the organization including the competitive season.
Ad hoc communications are to be communicated to the BOD after executed if the contact is relevant to the operation of the organization.	Ad Hoc communications are to be communicated to the BOD after executed if the contact is relevant to the operation of the organization.
Monitor and administrate access and content of social media in relation to PFSA. Ensuring public and private outlets are current and positive in terms of content and tone, and that private outlets are	Monitor and administrate access and content of social media in relation to PFSA. Ensuring public and private outlets are current and positive in terms of content and tone, and that private outlets are controlled to protect



controlled to protect the privacy of the athletes (e.g.: limit access exclusively to athletes and immediate family).	the privacy of the athletes (e.g.: limit access exclusively to athletes and immediate family).
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Workers' Compensation:

An PFSA employee injured at work may be entitled to wage loss and medical benefits. Once an employee reports an injury, their supervisor files an injury report and the agency will review the injury. This results in the filing of a claim. The claim is approved or denied by the commonwealth's claims administrator. Approved claims are managed jointly by the agency and the claims administrator. <https://www.wcais.pa.gov>

Workers' Compensation Coordinators manage the workers' compensation program in each agency. Coordinators are responsible for:

- Providing new employees with required program notifications.
- Ensuring claims are filed timely and through ESS when possible.
- Investigating new reports of a work related injury or accident.
- Working with the commonwealth's claims administrator, the agency, and the employee to expedite a return to work.

The checklist for injury leave is noted below to ensure appropriate notification and steps are taken for each claim.

Employees duties associated with a Workman's Compensation claim are as follows:

- Notify both your direct supervisor (Head Coach) and Program Director if an inquiry occurs during PFSA employment duties.
- Provide details associated with said injury including, but not restricted to, the following:
 - Employee Name
 - Time, location and other details associated with incident documenting type and method of injury
 - If occurred while on the job
 - Medical treatment and notifications, including Ski Patrol, medical facility and Doctor(s), where applicable.

PD duties associated with Workman's Compensation Information:



Upon employee notification of work place injury PFSA Program Director shall, within 24 hours (or as soon as logistically possible), contact the Claim Handler with the following information:

- Contact Claim Handler 570-963-4635
- Policy Number 05918300
- Employee Name
- Employee Date of Birth
- Employee Address
- Time of incident
- Location and other details as to type and method of injury
- If occurred while on the job
- Lost wages (employment records as to prior periods)
- Doctor Panel (where applicable)
- Notify PFSA Board of Directors of injury, employee's status with updates, and details relating to notification of Claim Handler.

Additional information relating to WC can be found

at <https://www.hrm.oa.pa.gov/workplace-support/workers-comp/Pages/forms-tools.aspx>

Addendum:

N/A at this time.



PROGRAM EMPLOYEE HANDBOOK

ACKNOWLEDGEMENT FORM

I hereby acknowledge receipt of the PA Freestyle Ski Association (PSFA / PA Freestyle) PD Employee Handbook. I understand that it is my continuing responsibility to read and know its contents. I also understand and agree that the PD Employee Handbook is not an employment contract for any specific period of employment or for continuing or long-term employment. Therefore, I acknowledge and understand that unless I have a written employment agreement with PA Freestyle that provides otherwise, I have the right to resign from my employment with PA Freestyle at any time with or without notice and with or without cause, and that PA Freestyle has the right to terminate my employment at any time with or without notice and with or without cause. Employment is considered seasonal and as such continued employment beyond the current season is not guaranteed unless a written employment agreement with PAFS Freestyle is in place.

The employee handbook describes important information about PA Freestyle, and I understand that I should consult the BOD regarding any questions not answered in the handbook.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that the revised information may supersede, modify, or eliminate existing policies. Only the president of the Board of Directors of PA Freestyle or an appointed member of the Executive Board has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

—

EMPLOYEE'S SIGNATURE

DATE

—

EMPLOYEE'S NAME



Seasonal Employment Notification

Attention All PFSA Employees

Dear Employee:

PAFS is consistently striving to deliver to our members an exceptional snowsport experience and we want to take a moment to thank-you for your dedication and time commitment to PA Freestyle during the snowsports season.

Upon the completion of the ski season at 7Springs Mountain Resort and the conclusion of the competitive ski season for USSA / /USASA, PFSA will be terminating our seasonal workforce and want to inform you that you will no longer considered an employee of the program at that point of time. We wish you the best of luck for the future and appreciate the time that you have spent on the team.

We encourage you to re-apply for employment for the upcoming season. Applications will be made available in September and can be found under documents at www.pafreestyle.org.

Sincerely,

PA Freestyle Board of Directors

EMPLOYEE'S SIGNATURE

DATE

EMPLOYEE'S NAME