

2009/2010 SEASON

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Please find enclosed a staff application form for this season. We would like to ask you, if you could, return your application as quickly as possible. I am sure you have heard this before but it is true, waitlisted students will not and cannot be placed until all staff applications have been returned. Even returning students can be left out if we do not have enough volunteers. So please...allow us one more time to ask you to help us out by signing up as soon as possible. We are making a request to have all applications returned to the office by October 30th, 2009 so that we can avoid disappointing the students who are returning or who may be added to the program. The quickest and easiest way to activate your membership for this year is to apply on-line at www.track3.org, emailing us at inquiry.track3@bellnet.ca saying that you wish to return or filling out the enclosed application and returning it to us by mail or fax. Although most of you each year fill out the online application we are hoping that if we still send you a copy that you may know of someone else that is interested in maybe joining us and you can get them to fill out the application or also go online. You will always remain at the same location as last year, if a change of location has to be made please contact us directly at the Track 3 office at 416-233-3872 or email inquiry.track3@bellnet.ca. Keeping in mind that not all locations are in need of volunteers we will do our best to accommodate your request for a transfer. This year we will not have a program at Pine Ridge due to the facility being closed this year. If you are a staff member at Pine Ridge you should have received a letter explaining what we will be doing this year. We also ask in our application process, for an email address to contact you with....this is the quickest and most effective way to keep you in the loop of happenings that you may wish to be involved in. Unfortunately our system does not allow us to pick and choose who should get what piece of information so if you are not interested in what we have sent please just delete the emails you do not want or simply do not provide the email address to us. You can simply check, at your convenience, the website, which has a whole new look, for dates of Events and Staff information. But the one thing about checking the website is that we all tend to get busy and may forget and miss out on something being offered that can be really exciting. Another very important thing to remember is that we do provide bus transportation to our Craigeith, Advance Saturday, Beaver Valley programs on Saturday and Sunday. Please make sure you check the appropriate box on your application form so there will be a spot available for you if you are considering taking the bus.

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VOLUNTEER TRAINING AND UPGRADE INFORMATION

TRAINING and RECERTIFICATION REQUIRED FOR RETURNING STAFF

- **Area Orientation and recertification** is mandatory for all returning staff. You must be recertified every year. The date is on the same day as your orientation for your specific location.

UPGRADING FOR RETURNING STAFF

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- **Instructor & Assistants for Skiing**– instructing students to ski, on hill, usually two people per student
- **Instructor & Assistants for Snowboarding** – instructing students to snowboard, on hill, usually two people per student
- **Support Staff** – assist on buses; assist students during breaks & lunches; transport students with snowmobile; control, monitor & distribute medication, keeping facilities clean
- **Bus Captains** – to assist with students and staff on buses, ensure that all children who are taking the bus get on and off safely, arrange breakfast pick up at breakfast stop, medications collected and given to program directors
- **Program Directors** – organize weekly program and scheduling with the students and staff, record keeping, and co-ordinate staff training
- **Board of Directors** – the Board of Directors is the governing body of the organization and is responsible to adhere to the organization’s charter of rights. They meet approximately once a month and are asked to assist in fundraising and event initiatives. Responsible for the long range plans and goals that Track 3 would like to achieve
- **Administration** – assist with administrative needs at the hill, at the office and during events. From time to time we need assistance in the office to do mailings, stuff envelopes, phone call blitzes, solicit products and items for silent or live auctions
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*****Please note*** This **HELMET** policy will be amended shortly as we have received word that most of the ski hills where our programs are, have made helmets mandatory for our students and instructors.**

In support of Track 3’s motto – safety, fun and learning, the helmet policy is as follows:

Helmets are required to be used by students for on–hill and snowmobile transportation activities. Exemptions will be made based upon a doctor’s certificate and a waiver signed by the parent/Guardian. Instructors are strongly recommended to wear helmets as **they are now mandatory at most ski hills.**

Snowmobile drivers are required to wear helmets

If you have any questions or concerns please do not hesitate to call or email the office, we would be more than glad to help you.

Phone: 416-233-3872 Fax: 416-233-7862 Toll Free 1-877-308-7225 Email: track3@track3.org



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Ski Hawkes	Various	Various	TBA

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