

Peak Nordic Ski Club Policies – April 2026

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Policy 1: Team Snap

1. This electronic tool shares the team roster, contact information, a calendar/schedule, race/event information, and photos. It also enables coaches, managers, athletes, and families to send messages to each other.
2. Team Snap is only to be used for Peak Nordic activities, not personal messages. The information displayed/shared is not to be considered private.

Policy 2: Team Travel Events

1. In Team Snap, events will be identified as Team Travel events or Non-Team Travel events.
2. Peak Nordic organizes drivers, overnight chaperones, and lodging.
3. Only coaches, managers, drivers, overnight chaperones, and athletes may participate in Team Travel events.
4. Each participating coach, manager, driver, and overnight chaperone must have a Background Check completed in accordance with Policy 5.
5. In addition, each participating driver must have a Driver License Check, and Auto Insurance Check completed.

Policy 3: Non-Team Travel Events

1. In Team Snap, events will be identified as Team Travel events or Non-Team Travel events.
2. Athletes/families arrange their own transportation and lodging.
3. No Background Checks, Driver License Checks, or Auto Insurance Checks are provided by Peak Nordic for those participating.
4. Peak Nordic Ski Club's insurance does not cover Non-Team Travel events. Each athlete's family is solely responsible for providing a chaperone for their child(ren) if one is desired. Each family is also responsible for obtaining any medical care, ambulance/EMT services, and/or medical aid that may be required if their child(ren) is injured or becomes ill.

Policy 4: Volunteer Applications

1. All volunteers must complete and submit a [Volunteer Application](#) every 2 years.
2. An applicant with any disqualifying answer on the Volunteer Application cannot function as a volunteer for Peak Nordic.
3. Disqualifying answers on the Volunteer Application include but are not limited to:
 - a. Applicant indicates that his/her history includes a disqualifier.
 - b. Applicant provides inaccurate information.
 - c. References provide information that disqualifies the applicant.
 - d. Information gathered raises questions about the background and motives of the applicant.
 - e. The applicant does not complete the screening process.

Policy 5: Background Checks

1. Background Checks are conducted on an annual basis.
2. The following Volunteer Positions require a “Clear” status via a Background Check performed for Peak Nordic Ski Club Inc. by the National Center for Safety Initiatives (NCSI) powered by Sports Engine AND completion of Abuse Prevention Training powered by SportsEngine.
 - a. Coaches for Peak Nordic Kids, Middle School, and High School
 - b. Coaching Assistants for Peak Nordic Middle School
 - c. Managers for Peak Nordic Kids, Middle School, and High School
 - d. Drivers for High School Team Travel Events
 - e. Overnight Chaperones for High School Team Travel Events
 - f. All Peak Nordic Board Members
 - g. Background Check Committee Members
 - h. Peak Nordic Administrative Assistant
 - i. Peak Nordic Kids Coaching Assistants (Parent Animal Helpers/Shepherds)
3. The complete Background Check Procedure is posted on the Peak Nordic website at <https://peaknordic.com/background-check-policy-procedure/>.

Policy 6: Driver License & Auto Insurance

1. In order for a volunteer to drive for a Team Travel event s/he must provide Peak Nordic with a copy of her/his driver license validation from the WI Department of Transportation (<https://wisconsin.gov/Pages/online-srvcs/other-srvcs/status-check.aspx>) and a copy of her/his auto insurance card. Both documents must be current/not expired.
2. Each driver’s driver license validation and auto insurance card (matched to the car being driven) are checked by a manager prior to each Team Travel event.
3. No driver is allowed to drive unless s/he has provided the above information.

Policy 7: Retention

1. Those volunteers who have copies of and/or access to personal information will destroy and/or securely delete it at the end of each season OR after the deemed necessary retention time period.
2. Each affected volunteer is responsible to review and understand the retention periods for data and/or records they use in their volunteer role.
3. The Retention Time Table is posted on the Peak Nordic website at <https://peaknordic.com/retention-time-table/>.

Policy 8: *Reserved*

Policy 9: Code of Conduct

1. As members of the Wisconsin Nordic Ski League (WNSL), Peak Nordic coaches, athletes, and families agree to conduct themselves in a sportsmanlike manner and follow the guidelines set forth in the WNSL's Code of Conduct.
2. The Peak Nordic head coach shares the WNSL's Code of Conduct with all coaches, athletes, and families via email at the beginning of each season and it is posted on the Peak Nordic website at <https://peaknordic.com/wnsi-code-of-conduct/>.
3. In addition, High School and Middle School coaches hold a session to review the WNSL's Code of Conduct with the athletes.

Policy 10: Health Conditions & Medication

1. Peak Nordic coaches, managers, and volunteers do not monitor any health conditions for athletes at practices, Team Travel events, and/or competitions.
2. Peak Nordic coaches, managers, and volunteers do not carry, monitor, and/or administer prescription and/or over-the-counter medications for athletes at practices, Team Travel events, and/or competitions.

Policy 11: Injured Athlete

1. When an athlete is injured during a Peak Nordic practice, Team Travel event, or competition, his/her parent(s) or guardians(s) are immediately called and, if necessary, the athlete is transported to the nearest medical facility.
2. In an emergency, 911 is called and the athlete is attended to until an ambulance arrives.
3. When any injury requires a doctor or hospital visit, the injured athlete must provide the head coach a written clearance from his/her doctor in order to return to participation in Peak Nordic practices, Team Travel events, and/or competitions.

Policy 12: Weather Cancellation for Peak Nordic Kids

1. Peak Nordic Kids sessions are weather dependent.
2. The following criteria are applied to the Delafield hourly weather forecast (from www.noaa.gov) by 12:00pm, at the latest, the day of the session: The prediction for 7:00pm must be +5 degrees Fahrenheit or above and the winds less than 20mph to hold the session. Coaches can also use their discretion.
3. A session may also be canceled due to rain.
4. When a session is canceled, families are notified via a Team Snap email. The cancellation is also noted under "Ski Trail Conditions" on the Friends of Lapham Peak website at: <https://www.laphampeakfriends.org/ViewSkireportsExpanded.php>.
5. No refunds are given for canceled sessions.
6. Makeup sessions are possible, but not guaranteed.

Policy 13: Duty to Report Abuse and Neglect

1. Any person subject to a background check under Peak Nordic policy #5 who has reasonable cause to suspect that a child seen by the person in the course of Peak Nordic duties has been abused or neglected or who has reason to believe that a child seen by the person in the course of Peak Nordic duties has been threatened with abuse or neglect and that abuse or neglect of the child will occur shall immediately inform the following entities, by telephone or personally, of the facts and circumstances contributing to a suspicion of child abuse or neglect or to a belief that abuse or neglect will occur:
 - a. The Waukesha County office of the Wisconsin Department of Children and Families, the Waukesha County Sheriff, or the appropriate city, village, or town police department; and
 - b. The Peak Nordic Ski Club President
2. For the purposes of this duty to report abuse and neglect, the terms “abuse” and “neglect” are defined in the Wisconsin Statutes, Sections 48.02(1) and 48.02(12g), respectively. These definitions may be accessed at <https://docs.legis.wisconsin.gov/statutes/statutes/48/i/02>.

Policy 14: Uniforms

1. Each athlete who competes for Peak Nordic will be provided with a Peak Nordic racing uniform and jacket.
2. The uniform and jacket are to be laundered and returned to the Uniform Manager after the final race of the season.
3. The final deadline for returning the uniform and jacket is the evening of the end-of-season banquet.
4. The uniform and jacket must be returned on or before the final deadline to remain in good standing with Peak Nordic.
5. An unreturned uniform and/or jacket will result in a charge of up to \$350.

Policy 15: Expenditures

1. Typical purchases that exceed the typical amount by more than 10% must be approved by the treasurer in advance.
2. Non-typical expenses are expenses which have not occurred in the last three years.
3. All new non-typical expenses up to \$150 must be approved in advance by the treasurer.
4. All new non-typical expenses between \$150 and \$500 must be approved in advance by the treasurer and president.
5. When the new non-typical expense is greater than \$500, the treasurer will forward the funding recommendations to the Board for approval. The Board will vote on the recommendation.

Policy 16: Coaches' Training

1. Peak Nordic coaches, with at least one year of experience coaching with Peak Nordic, will be recommended by Head MS or Head HS coach for approval. Head coaches will bring to the attention of the treasurer for final approval subject to Policy #15.
2. Peak Nordic Ski Club will support up to 3 coaches a year, unless otherwise approved by the Board.
3. Eligible coaches must enroll and complete Level 100 Ski and Snowboard training in order to receive reimbursement.
4. Head coach confirmation of completion will result in reimbursement.

Policy 17: Review of Policies

1. Policies are reviewed by the Board at the spring Board meeting during even years.