



SKY TAVERN & STJSP GENERAL PROCEDURES 2024

This entire manual is to be used as a guide only. Ultimate decisions of running the Program fall into the hands of the Executive Director, GM, Staff and the Members of Sky Tavern themselves.

Our Mission:

To provide outdoor education, recreation, sports training, and competitions accessible to all.

“First, your return to shore was not part of our negotiations nor our agreement so I must do nothing. And secondly, you must be a pirate for the pirate's code to apply and you're not. And thirdly, the code is more what you'd call "guidelines" than actual rules.”

Captain Barbossa

General Philosophy of Sky Tavern and the Jr Ski Program

Sky Tavern and STJSP is a special place for kids and families. All behavior will reflect a high degree of moral character. We are training the next generation of athletes, leaders and those that will shape the future in many ways. All adults need to keep in mind they are examples to the kids. Not only do onto others as you would have them do onto yourself but treat other kids as you would have yours treated. Further, kids need to act with respect towards other kids and to the adults that are giving up time, effort and funds to ensure Sky Tavern is there for them. Play nice, play fair and have fun. Keep Sky Tavern safe.

Sky Tavern and particularly the Junior Ski Program, has been rooted in the practice of volunteering. We have been called a CO-OP and a community barn raising for generations. Sky Tavern is a Nevada Tradition and the current members are focused on it being around for their kids and all the kids that come after.

The obligation of all adult members of STJSP is to help make the program work for the kids by pitching in for a planned two hours each day they participate. Some adults are support members that make the ski area go, some are instructing the kids or other adults. All matter and have huge value to what Sky Tavern is. The term “If you don’t do it, it might not get done” was never truer than at Sky Tavern. Standing on the sidelines or making things other people’s problems is not acceptable. We are all in this together.

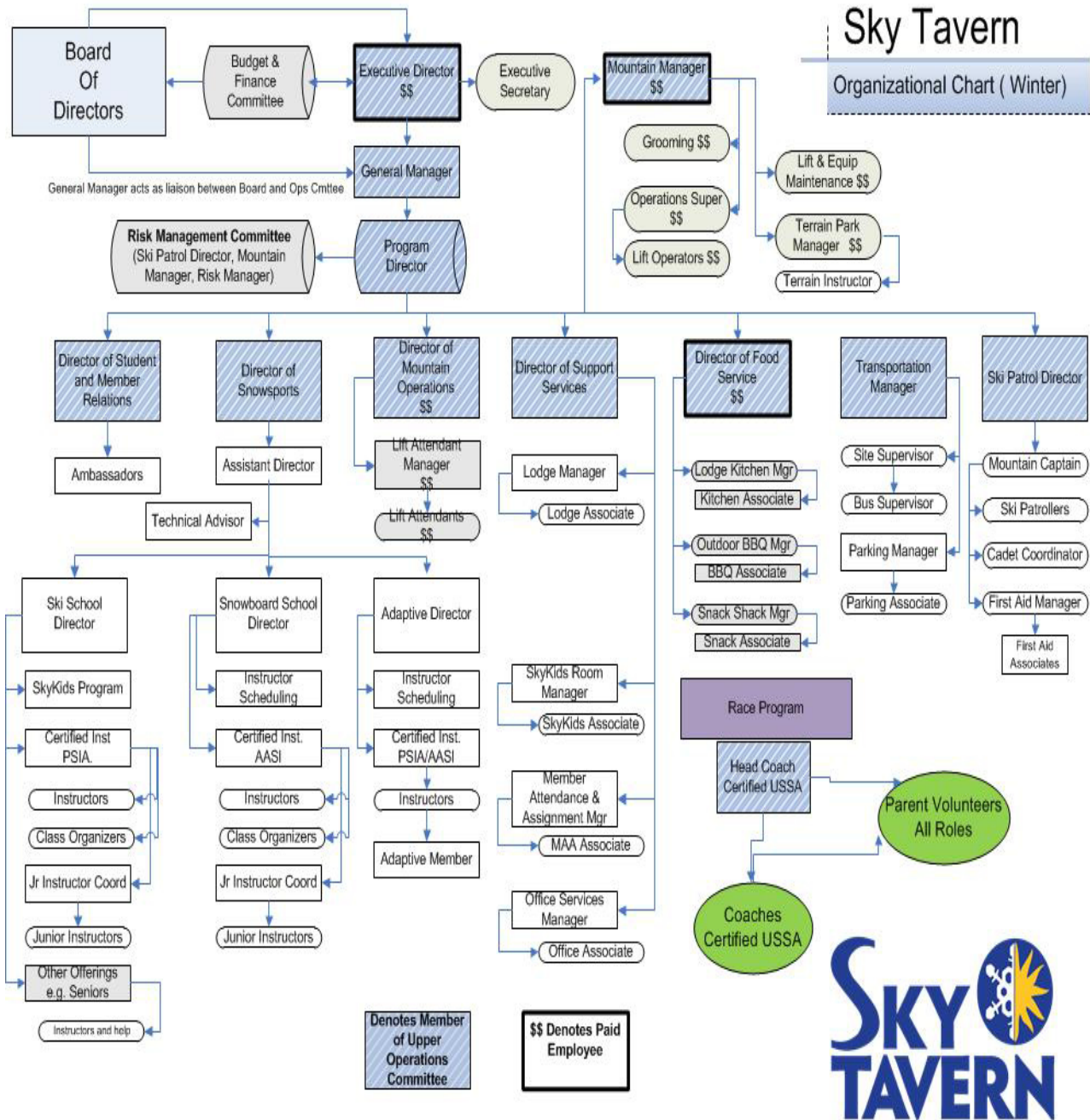
Sky Tavern is not purchased, it is created by its members. Involvement is essential!

Sky Tavern Junior Ski Program is abbreviated as STJSP. Certified instructors are CSIs and are members in good standing with PSIA/AASI. NSP is the National Ski Patrol. All members of Sky Tavern Patrol are NSP members.

Sky Tavern and STJSP have three main management groups. All have different roles and responsibilities to the area and the members:

- The Board of Directors. The Board's Role is to set the mission, ensure required resources (\$) are available, to provide oversight of the organization and enhance its standing in the community.***
- Staff. The Executive Director, General Manager, office and ski area staff. These positions are year-round and generally paid positions.***
- The Operations Group. These are the members that are department heads. This is who make the programs happen. During the winter season there are a minimum of 24 separate departments run by volunteer members and/or staff.***

Example of organizational chart subject to change and additions.



Guidelines for How Sky Tavern Operates. Winter Programing focusing on STJSP

Fundraising

Fundraising is a vital part of Sky Tavern. Registration fees pay under 50% of operational expenses. All members are expected to participate in fundraising efforts.

The Board of Directors, the development director, executive director, other staff and volunteers will oversee all fundraising, including but not limited to:

- ✓ Grants
- ✓ Events
- ✓ Outreach
- ✓ Solicitations
- ✓ Individual and corporate donors

Methods should be reviewed often for effectiveness, creativity and community responsibility.

REGISTRATION DEADLINES

BUS STUDENTS:

Bus students may continue to register even after the program has started if space allows, however, there is NO pro-rated fee and all students must pay full registration fee even if initial week(s) are missed.

MEMBERS (Volunteers):

Member applications will be processed on an “as needed” basis or until all positions have been filled. Some positions may reach capacity and members may be asked to change member type. Bus Supervisors may be asked to change location if needed at another site. Member applications may be denied, regardless of date received, based on past performance.

REGISTRATION AND LATE FEES:

Set by staff per year

Scholarships

Offering scholarships is a core value of STJSP. Every effort should be made to ensure no child is left out of the program for financial reasons. Fundraising for scholarships must be a priority and ongoing. Scholarship programs for special programing is also encouraged such as Sky Tavern University which is focused on instructor training. Removing barriers to snowsports is the goal.

PRE-SEASON MEETINGS AND TRAINING

ORIENTATION MEETINGS AND ON-HILL TRAINING DAYS TAKE THE STIGMA OUT OF HOW SKY TAVERN WORKS. HOLDING THESE SESSIONS IS CRITICAL.

SUPPORT MEMBERS:

Should include one evening orientation meeting and one half-day training session at Sky Tavern. While the tasks are not complicated, there may be some specialized knowledge that must be passed to members. Class Organizers do more than just wrangle kids, and the kitchen members have to become a close unit for it to work. Getting the adult members to work as a team to run a ski area is the desired outcome.

BUS SUPERVISORS:

Should include one orientation meeting.

INSTRUCTORS :

Include a minimum of one evening orientation meeting and 1 full-day training session at Sky Tavern for new instructors. In-season training will continue with clinics.

Certified Snowsports Instructor:

Will include one or more evening meetings, multiple full days of training sessions at Sky Tavern, and may include pre-season training at another resort on weekends as arranged by Director of Snow Sports. All CISs need to be in current good standing with PSIA or AASI.

DRY LAND CLINIC

Ski School and Snowboard School instructing techniques are covered in other documents and videos available to instructors from the snowsport department.

Before the program is scheduled to begin, generally the last Saturday in December/ first Saturday of the new year, the Dry Land Clinic is held. It may be an open day at Sky Tavern or in town.

The primary purpose of the Dry Land Clinic is to give the beginning students an opportunity to familiarize themselves with their equipment in a class setting on dry land. Also, it gives our beginning instructors their first experience with class handling before the program begins. ALL instructors (both new and veteran) are requested to attend.

Level 1 skill is taught and most students who attend the Dry Land Clinic are able to start in Level 2 on the first day of the program.

Ski Patrol members give a safety orientation to each class and review the Responsibility Code and Sky Tavern policies.

CSIs attend to organize classes, assign instructors, answer questions from instructors and parents and punch student badges for Level 2.

Ski Patrol

Pre-season meetings and training to be determined by Ski Patrol Director.

Risk Management:

Safety training should be a part of all sessions. Online video/written may be available as a alternative. Risk management is ongoing. Risk issues are everyone's problem and need to be pointed out to staff, the Risk department or Patrol. See the Sky Tavern Safety manual for more.

Snowsport and simply being at Sky Tavern involves risk. By joining Sky Tavern everyone accepts that statement. There is no way to mitigate all risk and frankly that is why skiing and riding and being in the snow or mountains is fun. There are obstacles and surfaces that may be a challenge. Sliding is exhilarating, but being aware and following the safety guidelines and policies is important for you and everyone at Sky Tavern.

Topics that will be presented to members either at orientations, or electronically each season.

NSAA My Responsibility Code

Evacuation from job location.

How to report unsafe conditions using SPARS and SCARS forms.

Specific safety procedures pertaining to the job

Safety Manual & MSDS: Location and Use.

Locations and use of First Aid Stations.

Machine guards and Tool guards.

Proper use of Personal Protective Equipment

Proper Lifting/Moving Handling Techniques

Awareness of Machines. i.e. lifts and medical rescue equipment

All NSAA safety rules apply. See <http://www.kidsonlifts.org/>

- Lifts may only be used by those with a current Sky Tavern pass/ticket.
- Surface lifts may be used by any level member.
- Any level child may ride any lift during free skiing times with an instructor or member adult. That adult is responsible for the safety of the child not only up but down the mountain as well. It is encouraged that Level 3P is attained before going to the top even with an adult.
- Always "Back to Back, Bottom to Bottom"
- SkyKids/Grommets ride with adults
- Height restrictions apply at each chairlift
- Special Team members may be asked to ride only two to a chair.
- Follow all staff instructions and signage.
- Any "horsing around" may result in loss of lift privileges.

YOUR RESPONSIBILITY CODE

- 1** Always stay in control. You must be able to stop or avoid people or objects.
- 2** People ahead or downhill of you have the right-of-way. You must avoid them.
- 3** Stop only where you are visible from above and do not restrict traffic.
- 4** Look uphill and avoid others before starting downhill or entering a trail.
- 5** You must prevent runaway equipment.
- 6** Read and obey all signs, warnings and hazard markings.
- 7** Keep off closed trails and out of closed areas.
- 8** You must know how and be able to load, ride and unload lifts safely. If you need assistance, ask the lift attendant.
- 9** Do not use lifts or terrain when impaired by alcohol or drugs.
- 10** If you are involved in a collision or incident, share your contact information with each other and a ski area employee.

**Know and Obey the Code.
It's Your Responsibility.**

If you need help understanding the Code, please ask an employee.

GENERAL INFORMATION

GO/NO-GO MESSAGE

At approximately 6:30am on each morning of the program, the decision of “GO” or “NO-GO” is made for that day by the ED, Mountain Manager, Ski Patrol and/or the General Manager. The decision is based on the weather, road and hill/snow conditions AT THAT TIME.

They then notifies program members prior to 6:30 AM of the GO or NO-GO status. The decision maker changes the message at the Sky Tavern phone (323-5125) to report the daily GO/NO-GO message. Other media is sent to members.(Emails. Facebook, website banner ect.)

Members

Sky Tavern Jr Ski Program is founded on the idea of a member staff program. It is the best practice to train as many members preseason as possible. Both in-town and on-the-hill sessions should be scheduled to give all members a chance to familiarize themselves with the workings of Sky Tavern. This can be done by department or in mass.

All member assignments are subject to availability and change to meet the needs of the program.

Departments of STJSP Operations. Departments may vary from season to season.

Staff

Mountain Management	Office
Equipment Management	Programming
[Finance	Business Management
Events	Food Service
Development	Marketing
Grooming Rental Equipment	

Snowsports

Ski Schools	Snowboard School
Grommets	SkyKids
SkyBridge	Adult Training
PSIA Training	AASI Training
Race Team	Freestyle
Adaptive	Instructors Accountability

Support Members

Parking	Bus/Transportation	Food Service	Ambassadors
Risk Management	Front Desk	Rental Equipment	Cashiers
Class Organizers	Scanners	Ski Patrol	Lodge Monitors
Specialty Sales	Lift checkers	Member Accountability	Events

INSTRUCTORS:

Snowsports is under the direction of the Snowsports Director, the Ski and Snowboard Directors, the SkyKids management, Grommets management, SkyBridge management, the Race and Freestyle Coaches and others as needed.

Passing from level to level is determined by the Snowsports Director using PSIA/AASI guidelines. Snowsport instructors are divided into two major groups by sport, Certified and volunteer. Certified instructors (CSIs) have achieved a minimum of Level 1 certification through PSIA or AASI. Volunteer instructors are all others that are teaching including SkyKid/Grommet parents as an example.

Instructors are assigned to teach a specific class each week based on:

- Instructor qualifications accomplished through clinics or by CSI observation and approval.
- Program needs for each class level

Instructors must attend pre-season and afternoon clinics and/or be authorized by a CSI to teach a “X” level class. All instructors start by teaching Level 1-2.

The Director of Snowsports or helper maintains the Instructor Assignment Board or an electronic version of that board for each day which includes the following information:

- Instructor Name
- Class Assignment
- Instructor Qualification Level
- Attendance for each week (teaching and clinic attendance)

Example Job Description for Instructors.

The primary responsibility for the Instructors is to teach students how to ski or snowboard by first and foremost creating fun.

All that follows is subject to change. Example only: (An electronic version of the instructor’s board/yellow card is being developed with the help of a third party contractor. This will change the way we organize and assign instructors when completed and tested)

Upon arriving, instructors should check the Instructor Board in the Volunteer Room (located in back and to the right of the kitchen area.) The Instructor Board will list what skill level each instructor is certified to teach and what class level the instructor is assigned to teach the current week. (Note, this can change depending on class needs)

Check-In for Instructors is at the individual Level signs posted in the class assignment area on the hill. Instructors should have their equipment on and be ready to go at the Level signs by no later than 8:45 am. Instructors will be given classes on a first arrival, first out basis for each skill level. Class assignments will be made by the CSIs.

Once a class has been assigned, please move the class from the staging area. Take some time for introductions and move to the appropriate lift or teaching area. You will be given a yellow card with the names of your students. Make sure your name is added to the card in the Instructor area. If you have a Junior Instructor with you, please add their name to the card.

Level 1 and Level 2 classes are taught in the area serviced by the carpet lifts. Level 3P classes may ride the Sky Ridge chair lift. Class 3 should include chair lift riding instruction. Level 4 and above should focus on chairlift served terrain.

Classes run for a minimum of two hours.

Before dismissing the class, make note on the yellow card who has passed to the next level, and go to the Class Check-in Area with those students so they can get their badges punched for that level. You will turn in the yellow cards to the class organizers. (this will change as technology replaces yellow cards)

Instructors will pass the students from Level 1 to Level 2, from Level 2 to Level 3 and from Level 3 to Level 3P and so on. Basically, instructors pass to P classes and CSIs pass out of P classes. This is a backup in procedure of instructing process.

The kids move up in the program and we need the instructors to move up as well. Clinics are held every afternoon and other times as scheduled.

Individual groups/special programs may create additional manuals or guidelines as those department heads deem appropriate. All will be reviewed by the Director of Snowsports and the executive director before distribution.

All snowsports departments will have additional information and guidelines available each season. Instructors must take clinics to stay up to date on teaching.

TRANSPORTATION/BUS SUPERVISORS:

Bus drivers are employees hired through Washoe County School District to drive WCSD buses. Bus Supervisors are assigned to a specific pick-up site. For the most part, Bus Supervisors may have the site requested at the time of registration. However, if there is an insufficient number of Supervisors at a site, the Transportation Manager may have to re-assign Supervisors.

BUS SUPERVISOR PROCEDURES

7:00 am : Arrive at your assigned pick-up site

Obtain bus roster and clip board from Bus Driver (check roster for current date/correct location)

Assist in loading equipment as directed by Bus Driver. Buses load equipment from the back or the side of the bus. If a student did not bring equipment in a bag, remind the student they MUST have a bag for equipment the following week and make a note next to their name on the roster, to be followed up on by the office. Large plastic bags are OK.

After loading equipment, direct the students to the front of the bus to check in and be seated on the bus.

A bus supervisor with the roster should be stationed at the entry to the bus. The supervisor checks each badge to verify photo and student are the same, confirms that it is the correct day (Saturday or Sunday), and checks their name off on the bus roster. The student then enters the bus and is seated. **STUDENTS NOT ON THE ROSTER LOAD LAST AND MUST CHECK IN AT THE FRONT DESK AT SKY TAVERN.**

If a student does not have a badge **BUT THEIR NAME APPEARS ON THE ROSTER**, they can get on the bus and purchase a temporary badge at Sky Tavern when they arrive.

DO NOT ALLOW ENTRY ONTO THE BUS UNTIL THE STUDENT'S NAME IS CHECKED OR ADDED TO THE ROSTER.

Bus driver will determine seating capacity .

Depart from pick-up site for Sky Tavern. Before departure call Transportation Manager with approximate ETA.

During the ride to Sky Tavern, Bus Supervisor is to keep order on the bus so that the driver can concentrate on driving, not disciplinary matters. That being said, the Bus Driver is the final authority on the bus and may intervene if a disciplinary problem arises that interferes with his/her ability to safely operate the bus. A student's refusal to comply with directions from the Bus Supervisor may result in the revocation of their badge and/or their removal from the program. At no time should the Bus Supervisor lay hands on any student. The Bus Supervisor is to report all incidents to the Transportation Manager.

8:00-8:30 am – Arrive at Sky Tavern (may vary depending on weather and road conditions)

Students are to remain seated until Transportation Manager boards the bus and addresses students. After greeting the students and Bus Supervisors, the Transportation Manager will retrieve the bus roster and continue to the next bus.

After Transportation Manager exits, Bus Supervisor will instruct students to disembark the bus and wait to the side and behind the bus while waiting for their gear. **STUDENTS SHOULD BE INSTRUCTED TO RETRIEVE THEIR EQUIPMENT AND THEN CLEAR THE AREA.**

Bus Supervisors should assist with the unloading prior to retrieving their own personal equipment.

After the gear is unloaded, go to the front desk in the lodge and sign the check-in sheet. If roster has not been retrieved by the Transportation Manager, leave the roster at the front desk at this time.

2:30 pm – Prepare to load bus for return trip

Pick up roster from front desk in the lodge and proceed to bus to load equipment and check-in students for the return trip. You should return to the same bus you rode on in the morning.

As in the morning, assist the bus driver loading the bags on the bus.

No student may load the bus until a bus supervisor is at the door to check them in.

Before a student loads the bus, check their name off the roster for the return trip. **STUDENTS MAY NOT LEAVE THE BUS** once they have been checked in. Check for permission slips stating that a student has left with parent

or guardian, or that a student is returning down the mountain that wasn't on the bus in the morning. (see STUDENT TRANSPORTATION POLICY)

After all students have boarded the bus, check the roster for any missing students. Report their names to the Transportation Manager. The names will be announced over the loud speaker, and parents are called to confirm if a child was picked up. If there is no response to the announcement and the student hasn't reported to the bus, a search may be initiated by ski patrol. THE BUS DOES NOT LEAVE SKY TAVERN UNTIL THE TRANSPORTATION MANAGER GIVES CLEARANCE TO LEAVE. Depart from Sky Tavern as directed by Transportation Manager

Arrive at pick-up site

Remind students to check the bus for all personal belongings

Assist in unloading the equipment from the bus, helping the students double check to ensure they have the right bag.

After the bus is empty, it will leave. Retain the roster until all children have been picked up. Bus Supervisors must wait at the pick-up site until all the children have been picked up. UNDER NO CIRCUMSTANCES IS A CHILD (OR CHILDREN) TO BE LEFT UNATTENDED AT THE PICK-UP SITE. If a child is still waiting at 4:30, call Sky Tavern front desk or Transportation Manager for instructions. (cells phones have made this position much easier)

SUPPORT MEMBERS:

Support members run the day to day operations of a ski area except for the paid staff positions such as grooming. Support members may sign up for a specific duty and shift during the pre-season. Support members may be asked to do a different duty if the program is short-handed in a specific area. See the member accountability lead at the front desk to see if a position can be swapped out. Members need to be happy and useful.

PARKING LOT

NEVER DIRECT OR TRY TO STOP TRAFFIC ON THE MOUNT ROSE HIGHWAY!
PRESENTATION OF A CURRENT PROGRAM BADGE MAY BE REQUIRED TO PARK. ALL PARKING LOT SUPPORT MEMBERS NEED TO BE VERY AWARE OF CARS, CONDITIONS TO BE SAFE. THE EXCITEMENT OF ARRIVING AT SKY TAVERN CAN BE A HAZARD IN ITSELF. BE VISABLE. WEAR A SAFETY VEST.

The first shift of parking starts at 7:00 AM.

Parking Associate is responsible for:

- Safety of all people in and around the parking lot areas
- Flow and direction of all vehicles within the lot

The first two shifts are primarily responsible for:

- Flow of traffic
- Orderly parking of the vehicles

The remaining shifts provide:

- Orderly exiting
- Security of the vehicles
- Supervision of the children in and around the parking lot area

The upper parking lot is reserved parking and users must have a parking pass. When full, all parking will be in the lower lot.

The last shift is to:

- Return all orange traffic vests to the office
- Report all problems to the Parking Manager (lights left on, irate people who refuse to follow instructions, insubordinate participants, etc.).

EXCEPTIONS TO THE PARKING REQUIREMENTS:

- Emergency Vehicles
- People who live behind Sky Tavern
- City of Reno or other official vehicles
- Authorized Program Personnel
- Handicapped vehicle passes

STUDENT & MEMBER RELATIONS & ACCOUNTIBILITY **AMBASSADORS**

- Serves as primary contact point for Customer Service issues
- Serves as resource for customer inquiries and issues
- Assists in resolving first line customer issues
- Appropriately directs problem resolution to the Director, Student and Member Relations as needed if not resolved at first line
- Serves a public relations function by promoting friendly, customer focused delivery of information on day-to-day activities
- Proactively focuses on promoting the program
- Assists visitors with proper registration procedures, publicizing the program and recruiting new members as appropriate
- Assists with unloading bus students upon arrival of buses in the morning and loading bus students in the afternoon
- Serves as high profile “go to” person on the hill

Front Desk

This is the “office” department while STJSP is running. Paperwork and procedures matter here. Major tasks include:

VISITOR PROCEDURES

ALL VISITORS TO THE SKY TAVERN JUNIOR SKI PROGRAM MUST REGISTER WITH THE FRONT DESK AT THE LODGE. VISITORS MAY BE ALLOWED TO SKI OR SNOWBOARD AT SKY TAVERN AT THE DISCRETION OF MANAGEMENT. THE COMMON PROCEDURE IS AFTER TWO VISITS THE INDIVIDUAL IS ASKED TO BUY A SEASON PASS AND BE PART OF THE PROGRAM. THIS ASSURES PARITY FOR ALL PARTICIPANTS.

When an individual comes to the Lodge to register as a visitor a front desk worker will perform the following activities:

1. Request identification from the individual(s) requesting a visitor badge.
2. Enter their name on the Visitor Badge or produce a ticket.
3. If skiing or riding a release must be signed
4. Payment is management's discretion.

BUS STUDENT RELEASE

There are occasions when a parent will drop-off their child in the morning or visit Sky Tavern and wish to drive their child (Regular Bus Student) home with them. When this occurs the following procedure **MUST BE** followed.

Have the Parent complete the "Release of Liability for Bus Student" form. Upon completion of the form, an Office Associate will verify the information by checking the identification of the parent completing the form. After the verification has been completed, the form is cut in two parts.

Part One (Bus Clipboard Copy) will be placed on the appropriate Bus Supervisor's Clipboard as official notification that this bus student either has arrived at Sky Tavern not on the bus in the morning or will not be returning on the bus that afternoon.

Part Two (Front Desk Copy) will be placed in the appropriate folder to be returned to the Sky Tavern Junior Ski Program office.

Lost Badges, temporary badges, lost parents, announcements, cashiers all fall under the front desk organization.

SPECIALTY SALES

Each season the Sky Tavern Junior Ski Program offers specialty sales items for sale to members and their kids. These items are listed on the Daily Sales Report along with the pricing structure.

Each day the Specialty Sales area will obtain a Special Sales Daily Sales Report form from the Front Desk at the beginning of the day.

Cash or credit card sales to be recorded in daily totals.

LOST AND FOUND

Keep the lost gear organized and available for return to the owner.

Rental Equipment

Ski, boots, poles and snowboards

A staff member leads this department. Special training is part of keeping the rental fleet and members' equipment in shape. Using hand tools and machines is required. Classes in binding tech are given preseason and during the program. Preseason help fitting rental gear is helpful. Kids smiles carrying out skis are worth the effort.

CLASS ORGANIZATION

Pick up class sign from lodge and takes it to designated area at the edge of the parking lot and at appropriate time takes to the designated class meeting area (SEE Class Organizer Map).

The primary responsibility for the Class Organizers is to assign the students to classes. And once classes are over the Class Organizers are to be available to check students back in and punch the badges for those who have passed their classes.

The Class Organizers should be standing down by the Level signs and ready to go by 8:30. As long as the buses are not late, you should be done with the first part of the shift by 9:30. Go ski or ride and enjoy until 11:00 when we need to start checking the classes in. Class organizers may be the level punchers!

Since classes will typically return at 11:00, the Class Organizers will need to be available until 12:00. A schedule will be set up for two half hour shifts, 11:00 – 11:30 and 11:30-12:00. As the season goes on, we will decide how many will need to be there for each shift. The Class Organizer Supervisor will determine this schedule.

There will be individual Level signs for Ski and Snowboard. (Note: The class organizers are responsible for putting out the signs and also for removing them each day). Each week it will vary how many organizers will need to be at each level. The Class Organizer Supervisor will determine how many are needed at each Level.

Scanning as the system is designed if in place. New for 2024

Lift Operations

Most lift operators are part-time staff and a trained pre-season. Members may receive the same training and operate chairlifts. Surface lifts require less training and can be run by members after being trained.

Lift Operations follow B77 as the standard in the industry.

LIFT TICKET CHECKER

- Everyone must have a current Sky Tavern identification badge in addition to an appropriate current Lift Badge/ticket in order to use any of the lifts.
 - Helmets are required to ski or board.
 - Make sure all participants follow proper lift line etiquette, best practices and learn to ride correctly.
 - Check student badges to make sure they are using the appropriate lift
 - Do not assist lift operator without his/her permission
 - Be aware of your position relative to moving equipment.
 - Mountain staff have the “last word”.
 - Should another hill be shut down, you may be instructed to let higher classes load on a lower lift.
- (Adults may use any lift)

Those allowed in the “Authorized Personnel” line:

- CSIs Ski Patrol Lift Crew
- Any clinics Adaptive students Race Group Maintenance
- Staff Race and Special Teams during their events

ITEMS OF IMPORTANCE:

- Make sure students' boots are buckled, poles are free from the wrists, gloves are on and there is no loose clothing that could get caught in the lift. All skiers/riders must have devices to help prevent runaway equipment.
- YOU MUST CHECK EACH STUDENT BADGE TO MAKE SURE HE/SHE IS USING THE CORRECT LIFT.
- Instructors taking a passing class up on a new hill must identify each student to you since lift badges will not have been punched correctly. The Instructors should follow the students up the hill. Many times there is confusion in the lift line and students and Instructor are separated. The most common problems are with the 3P students going to 4 and 5P going to 6. Use your best judgment to determine if a student is with an Instructor or just trying to sneak onto the lift.
- The 1:00pm to 3:00pm shift should be aware of the announcement to close the lift lines to bus students at 2:30. The students are to exit the line and head for the buses.

Keep the lift lines fun and riding lifts safe. Lift accidents are mostly avoidable.

Food Service

This has preseason classes in running a cafeteria for STJSP. Shifts start at 7am with the breakfast crew and end after lunch with clean-up. Because of the nature of the task a kitchen manager is hired each season to oversee food production and make certain health guidelines are followed. 2 hour shifts.

7-9 Breakfast

9-11 Lunch prep

11-1 Lunch Served

1-3 Clean-up

Ski Patrol and Risk Management

These departments have their own membership requirements. See the Ski Patrol Director for info.

NSP website is nsp.org

See Sky Tavern safety manual for more on safety.

EVENTS

MEMBER APPRECIATION DAY

If there is sufficient snow coverage and the lift crew is still available, the Ops Committee has approved one more SATURDAY or SUNDAY to be designated as MEMBER APPRECIATION DAY.

This day is set aside for all members and their children who are registered on the program to thank them for their hard work during the year.

In the event that there is not sufficient snow, a MEMBER APPRECIATION DAY can still be scheduled at Sky Tavern with a BBQ and awards ceremony, but no skiing.

Other ski days TBD. In the past a Bring a Friend Day was hosted on President Day. This allowed the members to showcase Sky Tavern.

Sky Tavern shall hold fundraising and outreach events each year. All require efforts from members.

An example of a fundraising event and its operation:

ANNUAL SKI SWAP

The Annual Ski Swap is held in the fall of each year. General outline follows:
Every year is different and should be left to the discretion of the event chair and staff.

Ski Swap staffed example with members as follows:

SET UP CREW

Clean and set up for sales in whatever location has been secured.

SHOPS/VENDORS

Vendors should arrive with all items tagged, inventory sheets completed and claim checks detached in numerical order. Vendors may provide their own sales personnel during the swap.

Duties: Friday – check for secured tags and help carry equipment to appropriate areas
Saturday – assist vendors in collecting unsold merchandise and totaling up sales

EQUIPMENT REGISTRATION

Equipment is brought in by the general public for sale at the swap. The seller completes a 3-part tag for each item. A detailed description of the item along with the seller's name and the price is filled out on all three parts of the numbered tag. This tag, along with the item, is checked in by a member who securely fastens the tag to the item and removes the bottom portion of the tag which becomes the seller's receipt and claim check. The item must also be listed on an inventory sheet. The member must check for an accurate description of the item on the tag and inventory sheet.

of Members needed: At least 20 per shift

EQUIPMENT

Duties: Take the tagged equipment and place it in the appropriate area, sort boots and skis by size, place other items (gloves, bags, goggles, etc.) on tables with similar merchandise.

Retrieve unsold equipment and return it to seller upon presentation of the claim check.

SALES

Duties: Assist customers with information on equipment in various departments such as size and fit of boots, ski pole size, etc.

SECURITY

CHECKERS

Duties: Compare customers' purchases with item tag descriptions
Cut off the bottom portion of the tag

Total all tags on a calculator tape
Give tape to the customer for payment at the Sales table
Place bottom portion of tag in index box (These tags are periodically alphabetized throughout the day and placed in designated boxes).

Any item without a tag CANNOT BE SOLD unless the seller and price can be verified. These items will be held for seller to claim at the end if not verified.

CASHIERS

Duties: Verify the amount of items on the tape matches the number of items the customer has
Collect the amount shown on the tape
Payment may be made by cash, check or credit card

PROGRAM INFORMATION

Duties: Answer questions about program
Sell raffle tickets or other merchandise

SELLER CHECK-OUT

Duties: Take claim checks
Total sold tickets
Disburse payment to the seller

May need to resolve issues such as missing items or payment discrepancy with assistance.

TAKE DOWN

Duties: Stack tables and chairs and cleanup.

Sky Tavern cash handling procedure to be followed.



& JUNIOR SKI PROGRAM POLICIES

2024 Season

Our Mission:

To provide outdoor education, recreation, sports training, and competitions accessible to all.

Overriding policy and philosophy of Sky Tavern at any time.

Sky Tavern and STJSP is a special place for kids and families. All behavior will reflect a high degree of moral character. We are training the next generation of athletes, leaders and those that will shape the future in many ways. All adults need to keep in mind they are examples to the kids. Not only do onto others as you would have them do onto yourself but treat other kids as you would have yours treated. Further, kids need to act with respect towards other kids and to the adults that are giving up time, effort and funds to ensure Sky Tavern is there for them. Play nice, play fair and have fun. Keep Sky Tavern safe.

Sky Tavern and particularly the Junior Ski Program, has been rooted in the practice of volunteering. We have been called a CO-OP and a community barn raising for generations. Sky Tavern is a Nevada Tradition and the current members are focused on it being around for their kids and all the kids that come after.

The obligation of all adult members of STJSP is to help make the program work for the kids by pitching in for a planned two hours each day they participate. Some adults are support members that make the ski area go, some are instructing the kids or other adults. All matter and have huge value to what Sky Tavern is. The term “If you don’t do it, it might not get done” was never truer than at Sky Tavern. Standing on the sidelines or making things other people’s problems is not acceptable. We are all in this together.

Sky Tavern is not purchased, it is created by its members. Involvement is essential!

Sky Tavern and STJSP have three main management groups. All have different roles and responsibilities to the area and the members:

- ***The Board of Directors. The Board's Role is to set the mission, ensure required resources (\$) are available, to provide oversight of the organization and enhance its standing in the community.***
- ***Staff. The Executive Director, General Manager, office and ski area staff. These positions are year-round and generally paid positions.***
- ***The Operations Group. These are the members that are department heads. This is who make the programs happen. During the winter season there are a minimum of 24 separate departments run by volunteer members and/or staff.***

**Sky Tavern Junior Ski Program is abbreviated as STJSP
Certified Instructors, PSIA/AASI members, are CSIs.**

General Safety Policies

Snowsport and simply being at Sky Tavern involves risk. By joining Sky Tavern everyone accepts that statement. There is no way to mitigate all risk and frankly that is why skiing and riding and being in the snow or mountains is fun. There are obstacles and surfaces that may be a challenge. Sliding is exhilarating, but being aware and following the safety guidelines and policies is important for you and everyone at Sky Tavern.

1. We all must adhere to the NSAA Your Responsibility Code when skiing or riding. This code is universally accepted as the standard. Learn it and teach it.

YOUR RESPONSIBILITY CODE

- 1** Always stay in control. You must be able to stop or avoid people or objects.
- 2** People ahead or downhill of you have the right-of-way. You must avoid them.
- 3** Stop only where you are visible from above and do not restrict traffic.
- 4** Look uphill and avoid others before starting downhill or entering a trail.
- 5** You must prevent runaway equipment.
- 6** Read and obey all signs, warnings and hazard markings.
- 7** Keep off closed trails and out of closed areas.
- 8** You must know how and be able to load, ride and unload lifts safely. If you need assistance, ask the lift attendant.
- 9** Do not use lifts or terrain when impaired by alcohol or drugs.
- 10** If you are involved in a collision or incident, share your contact information with each other and a ski area employee.

**Know and Obey the Code.
It's Your Responsibility.**

If you need help understanding the Code, please ask an employee.

2. Further topics that will be presented to members either at orientations, or electronically each season.

Evacuation from job location.

How to report unsafe conditions using SPARS and SCARS forms.

Specific safety procedures pertaining to the job

MSDS: Location and Use.

Locations and use of First Aid Stations.

Machine guards and Tool guards.

Proper use of Personal Protective Equipment

Proper Lifting/Moving Handling Techniques

Awareness of Machines. i.e. lifts and medical rescue equipment

- 2. Additional safety tips and guidelines are available at skytavern.org including Ski California's Mountain Safety Guide.**

Lifts

Lift policies:

- **All NSAA safety rules apply. See <http://www.kidsonlifts.org/>**
- **Lifts may only be used by those with a current Sky Tavern pass/ticket.**
- **Surface lifts may be used by any level member.**
- **Any level child may ride any lift during free skiing times with an instructor or member adult. That adult is responsible for the safety of the child not only up but down the mountain as well. It is encouraged that Level 3P is attained before going to the top even with an adult.**
- **Always "Back to Back, Bottom to Bottom"**
- **SkyKids/Grommets ride with adults**
- **Height restrictions apply at each chairlift**
- **Special Team members may be asked to ride only two to a chair.**
- **Follow all staff instructions and signage.**
- **Any "horsing around" may result in loss of lift privileges.**

Helmet Use

Helmets are **required** for all when alpine skiing or snowboarding during **Sky Tavern Junior Ski Program days and always in the terrain parks or racing.**

Helmets shall be of a type and model approved for snowsports by ASTM or another industry standard organization.

REFUNDS

Sky Tavern Junior Ski Program Refund Policy

Refunds: Refunds may be requested prior to January 1 of the current season. A 30% transaction fee is assessed to cover the costs involved. Refunds may be, at the participant's request, applied to the following Sky Tavern Program year. These participants will have the transaction fee waived, but can only be used as a credit for the next year of the Program and will not be given a cash refund. In the case of a season pass price increase/decrease, passes will be "like for like" and adjusted for age if need be. Sky Tavern season passes are **NOT REFUNDABLE** or **TRANSFERRED** to the following year after **DECEMBER 31st** for any reason except for a season ending medical condition or military relocation. In the case of a season ending medical condition or military relocation, a credit towards the following year may be requested after providing a doctor's note or Military orders. It will be pro-rated based on how many weeks of the Sky Tavern Program season remain. Only the party with the medical condition is eligible for the credit. In the case of Military relocation, all immediate family members may apply and the credit will continue until the family returns to the area. **ALL EXTENUATING CIRCUMSTANCES MAY BE REVIEWED BY A DESIGNATED COMMITTEE AND/OR THE SKY TAVERN BOARD OF DIRECTORS.** All badges must be surrendered to Sky Tavern before any refund/transfer will be processed. A Sky Tavern season pass **MAY NOT BE RESOLD**, no exceptions. Use of a pass by any person other than the named owner / pass holder shall void the pass and result in the immediate loss of all lift and skiing/snowboarding privileges without compensation. Checks will be mailed within 45 days of the approved request for refund.

SafeSport

As a club member of US Ski & Snowboarding, Sky Tavern will adhere to all rules and regulations set down by SafeSport and USSS. This includes background checks and education of those members and staff outlined in US Ski & Snowboard and SafeSport policies. Sky Tavern will further background check and question others as outlined in our lease with the City of Reno. Safesport training is to be phased into Sky Tavern membership as feasible. All members will adhere to their policies and instruction as outlined in their materials.

<https://usskiandsnowboard.org/safesport-athlete-safety>

<https://safesport.org/>

CASH HANDLING AND DEPOSITS

Monies that are collected at and by Sky Tavern must be handled only by designated members in charge of specific areas of the program. These persons are to be approved for these duties by the executive director, general manager, treasurer or other Board of Director.

All monies (cash/checks) collected must be placed in an envelope and correctly labeled with the source. Money envelopes are to be locked up in the safe during the day.

Money must be counted, and a deposit prepared by a minimum of two of the following*:

- Board Member
- Executive Director, Executive Secretary or Office Manager
- Program Department Director or Head

*The above may choose a designee to act on his/her behalf. If any two are interested parties as defined by common nonprofit rules, there shall be a third person present or be video recorded.

A handwritten tally of the monies and their department origin will be prepared and signed. All money and deposit slip(s), minus the cash bank, will be sealed in deposit bags and signed by the counting parties. Deposits will be made as soon as possible, or money placed in the safe at Sky Tavern.

The paper tally or form will be turned into the office for proper accounting and further verified by the board treasurer and/or designee. That person will have full access to all banking information.

This procedure will be followed for all program days and events.

Credit Card Deposits shall be included in appropriate reports and verified by the office staff and the treasurer and/or designee.

GENERAL POLICIES

Sky Tavern is a City of Reno Park and is subject to the same rules and regulations enforced at city parks in town. In addition, some other rules have been implemented to facilitate program operation and to set a good example for the children in the program.

Site behavior:

- Don't be late! Classes start the line up at 8:30-8:45.
- Tobacco product use is only allowed in the lower parking lot and only by those over 18 years of age.
- Alcohol, Illicit Drugs and Firearms are not allowed by anyone during program operations.
- Improper language will not be tolerated.
- Sledding and tubing are not allowed during program hours except as designated.
- Skiing and Snowboarding are allowed by authorized participants only.
- No cutting classes. Kids go to classes every day.
- No snowballs
- Equipment stays out of the lodge except for the tune room, adaptive and SkyKids.
- Refusal to follow the Responsibility Code will result in expulsion from the program with no refund.
- A Child Member will be allowed to use any lift for which they feel qualified **WITH A PARENT or Instructor** at any time after conclusion of scheduled classes.
- No illegal activity
- SafeSport policies regarding harassment, hazing, sexual misconduct etc. will be strictly adhered to.

Parking:

- Only members (identified by program badge) and buses are allowed to park in the Sky Tavern parking lot Program days with the exception of:
 - Emergency vehicles
 - Residents who live behind Sky Tavern
 - City of Reno official vehicles
- No Parking in the upper lot without a parking pass.

Parking lot personnel have the authority in all situations regarding parking. Follow their instructions! The lot is small, so cooperation is a necessity.

INJURIES

If an injury occurs while at Sky Tavern, the injury will be assessed by a member of the Sky Tavern Ski Patrol.

For more serious injuries, as determined by Sky Tavern Ski Patrol, the method of transportation will be determined by Sky Tavern Ski Patrol and/or the parent.

Member Participation

All participants of Sky Tavern Junior Ski Program are members. All are registered and all have a role. Kids learn snowsports and adults create an environment for that to happen. No one on the sidelines. Everyone participants. All adults help to make STJSP happen and move forward.

Kids join as students, such as child of a member, Junior Instructor, or on a team. Adults join as an instructor, support member, member only or special groups such as Ski Patrol, Certified Instructors or other specialties.

STUDENT ELIGIBILITY

BUS STUDENTS

- Must be 9 years old
- Must have all appropriate equipment and clothing
- Must attend class each morning
- Must have bag for equipment
- Students are expected to ride both ways on the bus. If a student misses the bus in the morning, he may have a parent or legal guardian drive him to Sky Tavern and check him in at the office with an appropriate explanation. Student name will be added to the bus roster and student will return home on the bus.
- All students are expected to follow all Bus Supervisor and Bus Driver directions.
- Bus students must report to bus when called. The usual time is 2:30.
- But students may ride with a “Non-parental” member under certain conditions (see Student Transportation policy)

CHILD OF MEMBER

- Participating children of program members must be 6 years old
- Children must attend class each day.
- All program rules and regulations apply to the children of members

SKYKIDS PROGRAM

- Participating children must be 4 **or** 5 years old or approved by SkyKids Director.
- At least one parent of participating children must register serve their member duty as a SkyKids Parent
- Schedule of activities, including ski and/or snowboard lessons, will be coordinated by the SkyKids Manager. <https://www.skytavern.org/PDF/Sky-Kids-Handbook.pdf>
- Have Fun!

Grommets

Similar to SkyKids as snowboarders but may be up to 7 years old.

Other special teams or program may have their own requirements and policies.

VOLUNTEER MEMBER ELIGIBILITY

BUS SUPERVISORS

- Must be age 18.
- Must attend pre-season orientation.
- Their Children are registered as Child of Members. They ride the bus at no cost IF the parent is supervising.

SUPPORT MEMBERS

- Must be age 16. Must have parent/legal guardian signature on Registration Form if member is under 18.
- Must attend pre-season orientation.
- Two hours per day work requirement in needed. No one sitting on the sidelines.

SKI AND SNOWBOARD INSTRUCTOR

Sky Tavern is a teaching facility. As such our policy is to create great instructors even from those that have never taught anything before. Sky Tavern's commitment is to make instructing fulfilling and fun for both student and instructor.

- Must be age 18. Must have parent/legal guardian signature on Registration Form if member is under 18.
- Ski instructors should be able to ski a parallel turn but not necessary for lower level classes teaching

- Snowboard instructors should be an intermediate level but not necessary for lower level classes teaching.
- Must attend pre-season orientation and during season clinics.
- Must be ready to change a kid's life for the better!

JUNIOR SKI AND SNOWBOARD INSTRUCTOR

- Must have parent/legal guardian signature on Registration Form.
- Must attend pre-season Orientation and clinics; and is subject to approval of the Director of Snowsports or his designee.
- Must be ready to change a kid's life for the better!

MEMBERS

- A member is defined as ANY PARTICIPANT. Everyone is a member, is registered and has a role, even kids. Kids learn, adults create a place for that to happen.
- All members pick one day a weekend during registration as their "assigned day". This is for planning only and all members can participate any day STJSP is open. Restrictions may apply when other groups are using Sky Tavern lifts or terrain.
- All adult members are expected to work all the program days they attend. If you are here, you help.
- A Child of Member (CM) may ski, but must attend class, even on the "non-assigned" day. No showing up after class to just ski.
- All members are responsible for the safety of the students. Please set a good example. Stop and ask those who have fallen if they need help.
- Discipline problems should be brought to the office/front desk explaining the nature of the problem.
- Members are enrolled in the Sky Tavern Alumni Association.

STUDENT TRANSPORTATION

DROP OFF POLICY

It is the policy of the Sky Tavern Junior Ski Program that students may not be "dropped off" at the Sky Tavern Ski Area.

Exceptions:

- A student who misses the bus in the morning may be brought to Sky Tavern by a parent or legal guardian but must be checked in at the office so his/her name can be added to the appropriate bus roster for the return trip. Likewise, a PARENT OR LEGAL GUARDIAN may pick up his/her own child from Sky Tavern but must notify the office

so the name can be deleted from the appropriate bus roster AND PARENT MUST SIGN A LIABILITY RELEASE accepting responsibility for the child's transportation.

- Special team members.
- Others as assigned by management.

BUS STUDENTS:

Participants, who are registered as BUS STUDENTS (RBS), must be transported on Sky Tavern Junior Ski Program contracted buses to and from the designated pick-up point. A student who misses the bus in the morning may be brought to Sky Tavern by a parent or legal guardian but must be checked in at the office so his/her name can be added to the appropriate bus roster for the return trip. Likewise, a PARENT OR LEGAL GUARDIAN may pick up his/her own child from Sky Tavern but must notify the front desk so the name can be deleted from the appropriate bus roster AND PARENT MUST SIGN A LIABILITY RELEASE accepting responsibility for the child's transportation. Designated fees apply.

CAR POOLING STUDENTS

A Student may ride with an Adult Member other than his/her parent under the following conditions:

- Student cannot participate when the Adult Member is absent and cannot be "dropped off" at Sky Tavern by his/her parent. He parent can remain as a visitor so the child can participant.
- Adult Member assumes all responsibility for the student traveling to and from Sky Tavern as well as being the responsible party while they are at Sky Tavern
- Registration designation is Child of Member

CHILD OF MEMBER:

CHILD OF MEMBER (CM) is defined as children, sibling, grandchildren, nieces, nephews and may include foster children, step children or other relation showing legal guardianship of adult member.

Child of Member can also be defined as a neighbor with proper ride sharing releases signed.

THIS POLICY IS IN EFFECT AND ENFORCED FOR THE SAFETY AND PROTECTION OF ALL OUR PARTICIPANTS, ADULT AND CHILDREN ALIKE. ADHERENCE TO THIS POLICY IS NECESSARY TO MAINTAIN THE SECURITY OF THE SKY TAVERN FACILITY AND ASSIST THE PROGRAM ADMINISTRATION IN KEEPING TRACK OF THE CHILDREN ON EACH PROGRAM DAY.

VISITORS TO SKY TAVERN

SECURITY OF THE SKY TAVERN FACILITY IS OF UTMOST IMPORTANCE AND, THEREFORE, STRICT GUIDELINES ARE ENFORCED WITH REGARD TO VISITORS WHO ARE NOT REGISTERED PARTICIPANTS OF THE PROGRAM.

The parking lot is restricted to program participants due to a lack of space as well as security reasons. Program participants are required to show their program identification badges for entrance into the Sky Tavern parking lot.

Visitors are separated into two distinct categories: **OFFICIAL AND FAMILY**

Official Visitors are those who have some type of interaction or function with the administration of the Program and may include such people as ski patrol, clinicians, city officials, potential donors etc. These visitors may be given a temporary ski pass by the Front Desk Services Manager, General Manager or Executive Director/President if needed.

Family Visitors are those who come to Sky Tavern to watch their child ski or snowboard but are not members on the program. Temporary passes may be arranged for at the front desk or in advance with no guarantee of skiing or riding. A maximum of two per season per person then a membership will have to be purchased.

Any drop-in visits will be subject to the approval of the administration on the hill.

ALL VISITORS MUST IMMEDIATELY REPORT TO THE FRONT DESK.

STUDENT DISCIPLINE

Violation of Sky Tavern Junior Ski Program Policies or illegal activity, whether at the bus pick-up site, on the bus or at Sky Tavern or other resorts during STJSP events may result in disciplinary action and/or suspension from the program. If the problem persists, or if the violation is extremely serious, expulsion from the program may be warranted.

All students are to follow the directions given by bus drivers, bus supervisors, on-site members, instructors, ski patrol and other program personnel. If a problem arises, it should be brought to the attention of the General Manager or designee with a signed note of explanation. The student's ID badge, if taken, should accompany the note.

Any responsible adult may issue a verbal warning and escort the individual to the General Manager, Executive Director or designee for further action. Ski Patrol, CSIs and Program Management staff may clip badge corners. Any verbal warning given to an individual with a clipped badge corner automatically will be escorted to the General Manager or Executive Director or designee for further action.

Disciplinary matters should be handled in private by 2 or more Program Management staff. Discretion may be used by the General Manager, Risk Manager or Executive Director in establishing the appropriate action, but the following are the general guidelines that should be followed for kids:

First offense

- Verbal warning
- May also result in loss of skiing/boarding privileges for the day or a part of the day
- Kitchen duty

Second offense

- Loss of skiing/boarding privileges
- Badge may be taken and sent to the office to be picked up by parent. A parent will be contacted by the Executive Director and a meeting will be scheduled with parent(s) at the office to discuss the conditions under which the student may return.
- Kitchen duty

In extreme cases, parent(s) may be called to pick up student at Sky Tavern or at the juvenile detention facility, if juvenile authorities are required.

All disciplinary actions must have a written report completed by the Executive Director/Program Manager/President or designee and kept in the Sky Tavern Junior Ski Program office.

APPEAL PROCESS:

Parent(s) may request a meeting with the Executive Director/President and one or more Ops members to discuss re-instatement of student.

ADULT MEMBER DISCIPLINE

Members are expected to follow ALL Sky Tavern Junior Ski Program Policies.

If a member is found to be in violation of STJSP policy, the General Manager or Executive Director/President or other key program personnel will explain the policy to the member and ask for compliance. If the member continues to violate policy, he/she may be suspended from the program. All member disciplinary matters should be conducted in private by 2 or more key program personnel.

Member Discipline is also necessary when a member fails to perform his/her assigned duties. Minimum participation is all program days the member is at the hill remain eligible to participate the following year. Membership and lift access may be denied for those that do not help Sky Tavern.

APPEAL PROCESS:

Member may request a meeting with the Executive Director/President and one or more Board Members to discuss re-instatement.

SHARING A MEMBER DUTY

Two adult members (generally husband and wife) may share one (1) member position as long as the following conditions are met:

- **BOTH ADULTS** must register and pay the member registration fee
- **BOTH ADULTS** must attend the pre-season orientation

Employees

The Sky Tavern employees are members. Their immediate family's membership fees will be waived. Exceptions may be special teams or programs.

MEMBER ATTENDANCE ON "NON-ASSIGNED" DAY

Members and their family members may attend the program on their "non-assigned" day under the following guidelines:

- **ALL STUDENTS** must attend class as scheduled (they cannot come up after class or just "free-ski")
- All members must work in the capacity that they work on their assigned day (with the exception of Bus Supervisors) **if needed.**
- Child of Member cannot attend without a parent or register adult.

RACE TEAM

The Sky Tavern Race Team training includes instruction on proper skiing techniques, training on race courses and analysis. The Race Team is available to students on both Saturday and Sunday under the following guidelines:

- Students should be at least Level 6 ability and must be able to demonstrate that ability to their daily coach
- Students must be willing to participate in a full day of race training (7:00am until lift close)
- Parent approval must be given to participate
- Open to all students who meet the STJSP age requirements (see student eligibility policy)
- Students must be assessed by a coach before assigned to the race team
- Approved Helmets are required for all Race Team students
- All Race Team students must abide by Sky Tavern Policies and Procedures

No entry fees or transportation costs for these or any other races are included in the STJSP registration fee and must be paid separately. Extra registration fees will apply.

SCHOLARSHIP PROGRAM

A Scholarship Fund was established in recent years in memory of some of our members who have passed away. These individuals represent the spirit that has kept the Junior Ski Program thriving for 75 plus years. Their devotion to their community and particularly to children served as an example to all those who came in contact with them. Donations made in their memory and continued fund raising efforts give the Junior Ski Program the ability to provide scholarships for children who might not otherwise have the means to participate.

Full or partial scholarships are available. If the family has the ability to pay a portion of the registration fee, it is strongly encouraged so that we can help as many students as possible.

Scholarship Application:

A Scholarship Application must be completed in full.

Each Scholarship Application must be reviewed and approved by either the Scholarship Committee, Executive Director or a Current Board Member or their designee.

Each Operations Group department head and Board of Director member can scholarship a family (4) into the STJSP at will.

Special scholarship programs will exist and have their own policies i.e., Reno Housing.

ANNUAL MEMBER HOURS OBLIGATION

The Sky Tavern Junior Ski Program, while a winter sports program, is a year around operation and our success is the result of the donation of funds, time and effort by its members. In addition to the program operations conducted at the Sky Tavern Ski Area, the program also conducts fundraising events, general ski area maintenance activities (Work Days) and other events required to prepare for each season on the mountain. Without the donation by members of time and effort the Sky Tavern Junior Ski Program cannot properly function and thrive.

Member paying their annual registration fee shall be obligated to donate a minimum of 20 hours to the Sky Tavern Junior Ski Program over the course of twelve (12) months. While the majority of these hours can be credited through normal program operations, they can also be accrued through support of numerous other authorized Sky Tavern Junior Ski Program activities.

Examples of Member Obligation Hours Activities:

- Program Operations during the Season
- Sky Tavern Ski Swap
- Sky Tavern Workdays at Sky Tavern Ski Area

- Special Activities
- Member Orientations
- Instructor Clinic
- Any other activity as determined by the Executive Director/President

Members may donate time outside the regular Sky Tavern Junior Ski Program season, to accumulate their required hours, on a need's basis for each specific activity for example, a Sky Tavern Work Day or in the office.

Whenever possible, ample time will be provided through email or mail notification to members of upcoming events requiring member assistance to allow for scheduling. At a minimum the Sky Tavern Junior Ski Program shall conduct sufficient activities through Program Operations, Ski Swap, Work Days and Special Events to provide all members ample opportunities to donate the required number of hours annually.

Any conflict resolution shall be overseen by the Executive Committee of the Board of Directors.

Members that shun their work obligation may be refused future enrollment.

Departments STJSP **General Manager & Executive Director**

Snowsports

Ski Schools

Snowboard School

SkyKids

SkyJuniors

Adult Training

PSIA Training

AASI Training

Race Team

Freestyle

Adaptive

Instructors

Swag Sales

Parking

Risk Management

Class Organizers

Ski Patrol

Food Service

Lift Operations

Fundraising

Office

Member Accountability

Mountain Management

Equipment Management

Lodge

Transportation

Front Desk

Scanners

Ambassadors

Rental

Grooming

Events

Finance

Some members or staff may hold multiple positions.

To be posted on skytavern.org. The dates of all updates need to be recorded.

Terms of Service and Refund Policy updated 9/22/2022

TERMS OF SERVICE AND REFUND POLICY Sky Tavern Liability Release And Express Assumption Of The Risk PLEASE READ THE ENTIRE CONTENTS OF THIS RELEASE BEFORE ACCEPTING, AS IT HAS A SIGNIFICANT EFFECT ON YOUR LEGAL RIGHTS. THIS RELEASE IS INTENDED TO PROTECT THE RELEASED PARTIES FROM ALL LIABILITY RELATED TO YOUR PARTICIPATION IN RECREATIONAL ACTIVITIES OR PROGRAMS OFFERED BY SKY TAVERN. In consideration of Sky Tavern, Project Discovery, City of Reno, Washoe County, Washoe County School District, others partners of Sky Tavern and their respective employees, officers, owners, directors, and affiliates (hereafter “Sky Agencies”) allowing Participant to engage in recreational activities, including but not limited to biking, hiking, running, challenge and adventure course, skiing, snowboarding, terrain park activities, racing and sliding and to utilize equipment and facilities incidental to these activities, it is agreed on behalf of Participant and/or his or her child(ren), heirs, assigns and representatives (hereafter collectively “Participant”) that: 1. Notification of Risks: Participant agrees and understands that traveling to and from the Sky Tavern facility and participation in recreational activities, including but not limited to the above, is a HAZARDOUS ACTIVITY (hereinafter “Activity”) that can result in serious injury or death. Further, Participant recognizes that there are risks including, but not limited to, variations in terrain and surface conditions, falls, loss of control, collisions with others or with natural and manmade objects, and aerial maneuvers. I recognize that injuries are a common and ordinary occurrence of the Activity. I hereby agree to freely and expressly assume and accept any and all risks of property damage, injury or death to Participant while engaged in the Activity. Further, Participant voluntarily elects to participate in the Activity. 2. Assumption of the Risk and Hold Harmless: Participant assumes all risks which may be associated with and/or result from involvement of Participant in the Activity, and agrees to hold harmless, release, defend and indemnify Sky Agencies of and from any liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage or injury, including death, that may be sustained by Participant while

engaged in the Activity, including, but not limited to, those injuries and damages caused by the negligence and/or breach of warranty, express or implied on the part of Sky Agencies. 3.

Unconditional Release and Covenant Not to Sue: Participant agrees to forever discharge and release from any legal liability and agrees not to sue Sky Agencies for such injuries or property damage caused by or resulting from the Activity. 4. Medical Authorization: Participant

authorizes Sky Agencies and/or its authorized personnel to call for medical care for Participant and/or to transport Participant to a medical facility or hospital, if, in the opinion of such personnel, medical attention is necessary. Participant agrees that, upon such transport to any medical facility or hospital, the Sky Agencies shall not have any further responsibility. Further, Participant agrees to pay all costs associated with such medical care and related transportation and indemnify and hold harmless the Sky Agencies from these costs. 5. Forum Selection:

Participant agrees that any and all disputes between Participant and Sky Agencies arising from engagement in the Activity, including any claims for personal injury or death, will be governed by the laws of the State of Nevada, and exclusive jurisdiction thereof will be in the State Court of the County of Washoe, State of Nevada. 6. Severability and Enforceability: In the event that any section of this Release is found to be unenforceable, the remaining terms and conditions shall be fully enforceable, and this Release shall be binding to the fullest extent permitted by law. 7.

Convicted of a Crime: As a joining adult member I certify that I have not been convicted of a crime involving abuse of children or been adjudicated in any civil proceedings to have abused children. 8. Assumption of the Risk and Waiver of Liability relating to Coronavirus/COVID -19:

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state and local governments and federal and state health organizations recommend social distancing and have, in many locations, prohibited or limited the congregation of groups of people. Sky Tavern has created new protocols and put in place preventative measures to reduce the spread of COVID-19; however, Sky Tavern cannot guarantee you or your child(ren) will not become infected with COVID-19, Further, attending any program may increase your child(ren)s risk of contracting COVID-19. I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my child(ren) and I may be exposed, or infected by COVID-19 by attending a Sky Tavern program, and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand

that the risk of becoming exposed to or infected by COVID-19 at a Sky Tavern program may result from the actions, omissions, or negligence of myself and others, including, but not limited to, Sky Tavern employees, volunteers, and program participants and their families. I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to my child(ren) or myself including, but not limited to, personal injury, disability, and death, illness, damage, loss, claim, liability, or expense of any kind that I or my child(ren) may experience or incur in connection with my child(ren)'s attendance at a Sky Tavern program. On my behalf, and on behalf of my child(ren)s, I hereby release, covenant not to sue, discharge, and hold harmless Sky Tavern, its employees, agents, and representatives, of and from the claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any claims based on the actions, omissions, or negligence of Sky Tavern, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in any Sky Tavern program. IT IS THE INTENTION OF THIS DOCUMENT TO EXEMPT AND RELEASE THE RELEASED PARTIES FROM ALL LIABILITY OR RESPONSIBILITY WHATSOEVER FOR PERSONAL INJURY, PROPERTY DAMAGE OR WRONGFUL DEATH HOWEVER CAUSED, INCLUDING BUT NOT LIMITED TO, THE NEGLIGENCE OF THE RELEASED PARTIES, WHETHER PASSIVE OR ACTIVE. I HAVE FULLY INFORMED MYSELF OF THE CONTENTS OF THIS LIABILITY RELEASE AND ASSUMPTION OF THE RISK BY READING IT BEFORE I APPROVE IT ON BEHALF OF ALL PARTICIPANTS REGISTERING IN THIS ACCOUNT BY CHECKING THE BOX PROVIDED IN THE REGISTRATION PROCESS. All adult participants must approve and parent or guardian must approve for each child under 18. Sky Tavern Junior Ski Program Refund Policy Refunds: ALL EXTENUATING CIRCUMSTANCES WILL BE REVIEWED BY A DESIGNATED COMMITTEE AND/OR THE SKY TAVERN BOARD OF DIRECTORS INCLUDING ANY FORCED CLOSINGS DUE TO COVID-19 OR OTHER GOVERNMENT ACTION RESULTING IN CLOSURE. Refunds may be requested prior to January 1 of the current season minus a variable transaction fee depending on services rendered to that point. Refunds may be, at the participant's request, be applied to the following Sky Tavern Program year. These participants will have the transaction fee waived but can only be used as a credit for the next year of the Program and will not be given a cash refund later. In the case of a season pass price

increase/decrease, passes will be “like for like” and adjusted for age if need be. Sky Tavern season passes are NOT REFUNDABLE or TRANSFERRED to the following year after January 1st except for a season ending medical condition, military relocation or by Sky Tavern Board authorization. In the case of a season ending medical condition or military relocation, a credit towards the following year may be requested after providing a doctor’s note or Military orders. It will be pro-rated based on how many weeks of the Sky Tavern Program season remain. Only the party with the medical condition is eligible for the credit. In the case of Military relocation, all immediate family members may apply, and the credit will continue until the family returns to the area. A military family credit may be transferred to a fellow military family. ALL EXTENUATING CIRCUMSTANCES WILL BE REVIEWED BY A DESIGNATED COMMITTEE AND/OR THE SKY TAVERN BOARD OF DIRECTORS. All badges and Sky Tavern owned rented equipment must be surrendered to Sky Tavern for any refund/transfer to be processed. A Sky Tavern season pass MAY NOT BE RESOLD. Use of a pass by any person other than the named owner / pass holder shall void the pass and result in the immediate loss of all lift and skiing/snowboarding privileges without compensation. Checks will be mailed within 45 days of the approved request for refund or credit cards refunded. Privacy Policy What information do we collect? • We collect information from you when you register on the site, place an order, enter a contest or sweepstakes, respond to a survey or communication such as e-mail, or participate in another site feature. • When ordering or registering, we may ask you for your name, e-mail address, mailing address, phone number, credit card information or other information. You may, however, visit our site anonymously. • We also collect information about gift recipients so that we can fulfill the gift purchase. The information we collect about gift recipients is not used for marketing purposes. • Like many websites, we use "cookies" to enhance your experience and gather information about visitors and visits to our websites. Please refer to the "Do we use 'cookies'?" section below for information about cookies and how we use them. How do we use your information? We may use the information we collect from you when you register, purchase products, enter a contest or promotion, respond to a survey or marketing communication, surf the website, or use certain other site features in the following ways: • To personalize your site experience and to allow us to deliver the type of content and product offerings in which you are most interested. • To allow us to better service you in responding to your customer service requests. • To quickly process your transactions. • To administer a

contest, promotion, survey or other site feature. • If you have opted-in to receive our e-mail newsletter, we may send you periodic e-mails. If you would no longer like to receive promotional e-mail from us, please refer to the "How can you opt-out, remove or modify information you have provided to us?" section below. If you have not opted-in to receive email newsletters, you will not receive these e-mails. Visitors who register or participate in other site features such as marketing programs and 'members-only' content will be given a choice whether they would like to be on our e-mail list and receive e-mail communications from us. How do we protect visitor information? We implement a variety of security measures to maintain the safety of your personal information. Your personal information is contained behind secured networks and is only accessible by a limited number of persons who have special access rights to such systems, and are required to keep the information confidential. When you place orders or access your personal information, we offer the use of a secure server. All sensitive/credit information you supply is transmitted via Secure Socket Layer (SSL) technology and then encrypted into our databases to be only accessed as stated above. Do we use "cookies"? Yes. Cookies are small files that a site or its service provider transfers to your computer's hard drive through your Web browser (if you allow) that enables the site's or service provider's systems to recognize your browser and capture and remember certain information. For instance, we use cookies to help us remember and process the items in your shopping cart. They are also used to help us understand your preferences based on previous or current site activity, which enables us to provide you with improved services. We also use cookies to help us compile aggregate data about site traffic and site interaction so that we can offer better site experiences and tools in the future. We may contract with third-party service providers to assist us in better understanding our site visitors. These service providers are not permitted to use the information collected on our behalf except to help us conduct and improve our business. You can choose to have your computer warn you each time a cookie is being sent, or you can choose to turn off all cookies. You do this through your browser settings. Each browser is a little different, so look at your browser Help menu to learn the correct way to modify your cookies. If you turn cookies off, you won't have access to many features that make your site experience more efficient and some of our services will not function properly. However, you can still place orders over the telephone by contacting customer service. Do we disclose the information we collect to outside parties? We do not sell, trade, or otherwise transfer to outside parties your personally identifiable information unless we provide

you with advance notice, except as described below. The term "outside parties" does not include The Gourmet Rooster. It also does not include website hosting partners and other parties who assist us in operating our website, conducting our business, or servicing you, so long as those parties agree to keep this information confidential. We may also release your information when we believe release is appropriate to comply with the law, enforce our site policies, or protect ours or others' rights, property, or safety. However, non-personally identifiable visitor information may be provided to other parties for marketing, advertising, or other uses. How can you opt-out, remove or modify information you have provided to us? To modify your e-mail subscriptions, please let us know by modifying your preferences in the "My Account" section. Please note that due to email production schedules you may receive any emails already in production. To delete all of your online account information from our database, sign into the "My Account" section of our site and remove your shipping addresses, billing addresses & payment information. Please note that we may maintain information about an individual sales transaction in order to service that transaction and for record keeping. Third party links In an attempt to provide you with increased value, we may include third party links on our site. These linked sites have separate and independent privacy policies. We therefore have no responsibility or liability for the content and activities of these linked sites. Nonetheless, we seek to protect the integrity of our site and welcome any feedback about these linked sites (including if a specific link does not work). Photographs Photos of participant's activity may be used on or for the website, social media, marketing or promotional effort. Changes to our policy If we decide to change our privacy policy, we will post those changes on this page. Policy changes will apply only to information collected after the date of the change. This policy was last modified on June 10, 2020. Questions and feedback We welcome your questions, comments, and concerns about privacy. Please send us any and all feedback pertaining to privacy, or any other issue. Online Policy Only This online privacy policy applies only to information collected through our website and not to information collected offline. Your consent By using our site, you consent to our privacy policy

SKY TAVERN
DOCUMENT RETENTION POLICY
(January 2023 rev 1.0)

I. Purpose

This policy addresses the destruction of records and documents and turns intentional document destruction into a process that must be carefully monitored. Nevada Revised Statutes Chapter 82 governs non-profits with sections 181-188 covering Corporate records shall supersede this policy in any conflict (ref. NRS 82.181-188). It is important for all personnel to know the length of time records should be retained to be in compliance. This information is intended as a guideline for the retention of records, and should not be considered an all-encompassing list of the types of records Sky Tavern may have. In addition, some individual records within a given category will have more significance than others, depending on the circumstances, and may warrant retention beyond the time period indicated below. In each case, records should be retained for the longer of the periods specified in the “Legal Purposes” and the “Business Purposes” columns. Sky Tavern should also use the Sarbanes-Oxley Act of 2002 as guidance for documents not covered herein.

Sky Tavern should scan documents and retain electronic with backup rather than paper copies for all documents, excluding I-9 payroll reports. The Finance Committee shall review all documents annually prior to destruction to provide oversight and ensure compliance with the policy.

II. Legal Holds

From time to time the Chair may issue a notice, known as a “Legal Hold,” suspending the destruction of records due to pending, threatened, or otherwise reasonably foreseeable litigation, audits, government investigations, or similar proceedings. No records specified in any Legal Hold may be destroyed, even if the scheduled destruction date has passed until the Legal Hold is withdrawn in writing by the Chair. Sky Tavern takes very seriously its obligations to preserve information relating to litigation, audits, and investigations. It is a federal offense to destroy, alter or mutilate any record under federal investigation. The consequences of failing to retain items subject to a Legal Hold can be serious, including possible criminal and civil sanctions against Sky Tavern and its employees, and possible disciplinary action against responsible individuals (up to and including termination of employment). Each employee is obligated to contact the Executive Director and the Chair immediately if the employee obtains knowledge of any potential or actual litigation, external audit, investigation, or similar proceeding involving Sky Tavern. Questions about Legal Holds should be addressed to the Chair.

Category	Item	Retention Period (Legal Purposes)	Retention Period (Sky Tavern)
Corporate Records	Articles of Incorporation	Permanent	Permanent
	Bylaws	Permanent	Permanent
	Board meeting agendas & materials	7 years	7 years
	Board and committee meeting minutes	Permanent	Permanent
	Board of Trustees Conflict of Interest disclosure forms	7 years	7 years
Finance & Administration	Accounts payable ledger	7 years	7 years
	Accounts receivable ledger	7 years	7 years
	Auditor management letters	Permanent	Permanent
	Bank deposits & statements	4 years	7 years
	Chart of accounts	7 years	7 years
	Check register & checks	7 years	7 years
	Contracts & agreements	7 years after all obligations end	Permanent
	Correspondence – general	7 years	7 years
	Equipment files & maintenance records	7 years after disposition	7 years
	Expense reports	7 years	7 years
	Financial statements (audited)	Permanent	Permanent
	IRS Form I-9 (store separate from personnel file)	Greater of 1 year after end of service, or 3 years	Greater of 1 year after end of service, or 3 years
	General ledgers	Permanent	Permanent
	Journals (includes bank reconciliations, fund accounting by month, payouts allocation, securities lending, single fund allocation, trust statements)	7 years	7 years

Category	Item	Retention Period (Legal Purposes)	Retention Period (Sky Tavern)
Insurance files	Policies – occurrence type	Permanent	Permanent
	Policies – claims-made	7 years	Permanent
	Accident reports	7 years	7 years
	Fire inspection reports	7 years	7 years
	Group disability records	7 years after end of benefits	7 years
	Safety (OSHA) reports (if applicable)	Permanent	Permanent
	Claims (after settlement)	7 years	7 years
	Investment performance reports	7 years	7 years
	Investment manager correspondence	7 years	7 years
	Investment manager contracts	7 years after all obligations end	7 years after all obligations end
	Investment consultant reports	7 years	7 years
	Journal entries	7 years	7 years
	Payroll records	3 years	Permanent
Real Estate	Real estate Deeds	Permanent	Permanent
	Leases (expired)	7 years after all obligations end	7 years after all obligations end
	Mortgages, security agreements	7 years after all obligations end	7 years after all obligations end
	Purchase agreements	7 years after disposition of property	7 years after disposition of property

Category	Item	Retention Period (Legal Purposes)	Retention Period (Sky Tavern)
Taxes	Tax Correspondence with legal counsel or accountants, not otherwise listed	7 years after return is filed	7 years after return is filed
	IRS exemption determination & related correspondence	Permanent	Permanent
	Tax audit closing letters	Permanent	Permanent
	Tax returns	Permanent	Permanent
	Timecards	3 years	3 years
	Withholding tax statements	7 years	7 years
Development	Fund agreements (signed)	Permanent	Permanent
	Fund correspondence relating to terms of the fund	Permanent	Permanent
	Gift acknowledgments	7 years	7 years
	Gift solicitations	7 years after final distribution of funds received in response to solicitation	7 years after final distribution of funds received in response to solicitation
	Trust agreements	7 years after termination of trust	Permanent
	Trust correspondence	7 years after termination of trust	Permanent
Communications	Annual reports	7 years	Permanent (5 copies)
	Other publications	7 years	Permanent (2 copies)
	Photos	7 years	Permanent
	Press clippings	n/a	Permanent
	Press releases	7 years	Permanent
	Research reports/surveys	n/a	5 years
	Year-end reports	n/a	10 years

Category	Item	Retention Period (Legal Purposes)	Retention Period (Sky Tavern)
Program / Grantmaking	Approved grants– all documentation supporting grant payment, including: Application, recommendation, due diligence, grant agreement letters, and grant transmittal letters.	7 years after completion of funded program, or date of grant if general operating support	7 years after completion of funded program, or date of grant if general operating support
	Approved grants – post grant reporting information, outcome analysis.	Permanent	Permanent
	Records from advisory committee, including minutes, if any and lists of grants recommended for approval	7 years	7 years
	Scholarship grant records, including applications	7 years	7 years
	Declined/withdrawn grant applications	3 years	3 years
	funding requests (denied)	3 years	3 years
	funding requests, correspondence and reports (funding received)	7 years after completion of program	7 years after completion of program
Human Resources	Contracts with employees	7 years after all obligations end	7 years after all obligations end
	Disability & sick-benefit records	7 years after claim date	Permanent
	Employment applications	3 years	3 years
	Employee handbooks	Permanent	Permanent
	Employee orientation & training materials	7 years after use ends	7 years after use ends
	Employee personnel files	Permanent	Permanent
	Resumes	3 years	3 years
	Workers comp claims (after settlement)	7 years	7 years
Technology	Software licenses & support agreements	7 years after all obligations end	7 years after all obligations end

III. Periodic Destruction

Documents from the preceding list will periodically be destroyed after the time requirement has been met. In each case records should be retained for the longest of the periods specified. The Executive Director and Chair are responsible for this schedule. Financial documents shall be reviewed by the Treasurer and Finance Committee for for destruction. Files should be reviewed at least once each fiscal year.

Other documents that will be destroyed due to their confidential nature include, but are not limited to; budget drafts, drafts of fund agreements, internal reports (gift history, donor history, contribution history, etc...), donor lists, anything listing account numbers or donor names/addresses and other confidential information.

Sky Tavern Whistleblower Protection Policy

Sky Tavern and its governing Board of Directors (BOD) are committed to high standards of transparency, accountability, ethics and integrity. This policy is intended to inform management, staff, volunteers, consultants, suppliers, donors and other third parties (hereinafter, all “Stakeholders”) of this commitment, to encourage reporting of possible violations at the earliest opportunity, to lay out procedures for the reporting and investigation of any reports or complaints, and to clarify the protections afforded to whistleblowers.

Sky Tavern has zero tolerance toward fraud, corruption, bribery, and any malpractice or wrongdoing. As employees and representatives of Sky Tavern, we must practice honesty and integrity in fulfilling our roles and responsibilities and comply with all applicable laws and regulations. All Stakeholders are encouraged to follow the procedures outlined for reporting any concerns or complaints surrounding improper behavior. Those who raise concerns in good faith can do so without fear of reprisal or disciplinary action.

Definition

Whistleblowing is defined as the deliberate, voluntary disclosure of any suspected misconduct within or associated with Sky Tavern. A whistleblower is any person that comes forward with a concern or complaint and makes an oral or written report, whether anonymously made or not, relating to an instance of any of the following:

- A breach of, a failure to implement, or a failure to comply with, Sky Tavern’s governing rules, procedures, policies, or established standards of practice (*e.g. accounting; procurement; grants making; human resources*); or
- Any illegal or unlawful conduct (*e.g. fraud, corruption*); or
- Any behavior that is unethical or inconsistent with the standards the organization subscribes to under our Ethics Policy as delineated in our Bylaws; or
- Any circumstance that could waste SKY TAVERN resources or pose a risk to the organization’s reputation and integrity; or
- Any dangerous practices or actions likely to cause physical harm or damage to a person or to property; or
- Any potential abuse of power or authority for any unauthorized or ulterior purpose; or
- Any situation in which the potential for a conflict of interest exists; or
- Any personal harassment, whether sexual, racial or otherwise that is significant or persistent; or
- Any attempt to cover up any of the above.

Reporting Responsibility

All employees have a responsibility to report serious concerns internally so that Sky Tavern can address and correct inappropriate conduct and actions. All other Stakeholders are encouraged to report legitimate concerns about violations of Sky Tavern's code of ethics, rules of governance, and suspected violations of law or regulations that govern Sky Tavern's operations.

No Retaliation

It is contrary to the values of Sky Tavern for anyone to retaliate against any individual who in good faith makes a whistleblower report. Any board member, manager or employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment or dismissal from the Board (as applicable). Sky Tavern will disassociate themselves from any other stakeholders who are determined to have engaged in unacceptable conduct or actions, their membership (if applicable) will be terminated, and they will no longer be welcome to use Sky Tavern's facilities.

If a whistleblower has any personal interest in the matter he/she must make this clear at the time the alleged misconduct is reported. The act of whistle-blowing will not shield whistleblowers from the reasonable consequences flowing from any involvement in misconduct.

Reporting Procedure

Sky Tavern has an open-door policy and encourages employees to share their questions, concerns, suggestions, or complaints with their immediate supervisor.

If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you should speak with the Executive Director.

If for any reason, you are not comfortable speaking with the Executive Director, you may either contact any board member or file a written report. In any case where an individual wishes to remain anonymous, they should file a report by sending an email to transparency@skytavern.org.

Supervisors and managers are required to report, or forward any complaints or concerns reported by their employees, to Sky Tavern's Executive Director. If such allegations include concerns of any kind around the Executive Director, then the report should be made to the Vice Chairman or Board Treasurer.

Employees with concerns or complaints are encouraged, but not required, to submit their concerns in writing before approaching a Board member.

Whistleblowers may report their concerns with Full Disclosure, (their name disclosed in the report); Partially Anonymous, (their name known but not disclosed, without their consent (with all possible diligence, or unless required by law); Anonymously, they choose not to identify themselves to anyone at any time. Although anonymous reports are welcome and will be investigated, Whistleblowers are encouraged to identify themselves to assist with the investigation.. Should they choose to remain anonymous, it essential to provide as much information and evidence as possible.

Whistleblowers may choose to use the form in Appendix A. This report may be submitted in person, via email to transparency@skytavern.com, or by mail to 21130 Mt Rose Hwy Reno, NV 89511. Should a report need to be addressed to the board of directors, they may use the email address first-name.last-name@skytavern.com of the appropriate board member.

The Executive Director, Vice Chairman or Board Treasurer (as applicable) will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation.

Whistleblower Report Investigation

Investigations will be conducted following a systematic and diligent approach, resulting in a report to the Board. The Executive Director is responsible for ensuring that all whistleblower complaints are investigated and resolved. The Executive Director will advise the Board of Directors' executive committee of all complaints and their resolution and will report at least annually to the Board Treasurer on compliance activity.

Should the Executive Director be the target of the complaint, the Board's Executive committee will appoint a board member to perform the complaint investigation and response. Where appropriate, the Executive Director (or Vice Chairman or Board Treasurer, as applicable) may determine that a third party such as an attorney may need to be retained to assist with the investigation, and in situations where there is potential criminal conduct, it may also be appropriate to notify local, state or Federal law enforcement officials.

The resulting report will contain sufficient detail including statements and evidence in order to determine whether wrongdoing occurred including the names of any individuals engaging in unacceptable behavior.. All efforts shall be made to complete the investigation within 30 days.

The Board Executive committee will take action, in coordination with the Executive Director, to resolve the matter. All reports will be held for a term of five years.

Accounting and Auditing Matters

The Executive Director shall immediately notify the Board Treasurer of any concerns or complaints regarding corporate accounting practices, internal controls, or auditing and work with the finance committee until the matter is resolved.

Acting in Good Faith

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that are not substantiated and which prove to have been made maliciously or knowingly to be false, will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Policy approved by the Board of Directors on **January 18, 2023**.

WHISTLEBLOWER REPORT FORM

INSTRUCTIONS: Sky Tavern has zero tolerance toward fraud, corruption, bribery, and any malpractice or wrongdoing. Witnesses are encouraged to report such violation

Sky Tavern Whistleblower policy is found posted at Sky Tavern and on our website. Reports may be made anonymously or with identification, in person, via email to transparency@skytavern.com, or by mail to 21130 Mt Rose Hwy Reno, NV 8951.

Because we do not undertake investigations without adequate cause, we need as much evidence as possible to corroborate the allegation(s) such as documents, witnesses, and other specific and relevant information.

Investigating improper governmental activities is more difficult if complaints are filed anonymously because of the difficulty of obtaining evidence to corroborate the alleged improper activity before we begin an investigation. If you choose to file your complaint anonymously, be sure to provide specific and relevant information including the first and last names of any individuals mentioned, their contact information, and the location address at which the improper activity occurred.

When describing the improper activity, please provide as much of the following information for *each* of your allegations and number each allegation, if there is more than one. Use additional pages if necessary.

Who? Who is involved? If outside businesses or contractors are involved, what are the names of the businesses, who owns them, and where are they located? Who else knows about the improper activities? Who can and would confirm that they occurred? How can we reach these witnesses?

What? What specifically did the suspect do? What is wrong with it? Are there laws or regulations that govern what the suspect did? What kinds of documents, if any, would provide evidence of the improper activities? Where are the documents located? Who controls them?

Where? In which division, unit, or campus location did the improper activity happen?

When? When did the improper activity occur, please if possible, specify date(s) and time(s)? Is it ongoing? How frequently has it occurred?

Why? What are the suspect(s) motives if it is possible to discern them? For example, how does the suspect benefit? If others benefit from the activities, who are they and how do they benefit?

How? How did the wrongdoing occur? Was there a lack of controls, circumvention of controls, or collusion with other individuals?

Please email this form to transparency@skytavern.com or you can mail it (marked “confidential”) to:

Sky Tavern Executive Director
Whistleblower Report
21130 Mt Rose Hwy
Reno, NV 89511

If you have additional questions, please contact info@skytavern.com

REPORTER’S CONTACT INFORMATION (Not Required)

NAME/ POSITION	WORK LOCATION/ADDRESS	WORK PHONE
HOME OR EMAIL ADDRESS		HOME PHONE
BEST TIME/PLACE TO REACH YOU:		

SUSPECT(S) INFORMATION

NAME/ POSITION	DEPT	WORK LOCATION/COMPANY NAME
HOME OR EMAIL ADDRESS (IF KNOWN)		WORK PHONE
HOME ADDRESS/HOME PHONE (IF NON-EMPLOYEE AND KNOWN)		

WITNESS(ES) Please provide witnesses that can confirm your allegation

NAME	TITLE	WORK PHONE
DEPARTMENT / COMPANY	ALLEGATION NUMBER(S)	HOME PHONE

COMPLAINT:

Briefly describe the improper activity and how you know about it. *Specify what, who, when, where, and how.* If there is more than one allegation, number each allegation, and use as many pages as necessary.

EVIDENCE:

Please describe how a Sky Tavern investigator could locate supporting documentation or attach a copy of evidence that you have already in your possession. You should NOT ATTEMPT TO OBTAIN evidence for which you do not have a right of access, as such, whistleblowers are “reporting parties” not investigators.

ALLEGATIONS:

NUMBER	SUSPECT(s) NAME	DATE/TIME	LOCATION(s)	DESCRIPTION



Policy and Procedure

Race Department Credit/ Procurement card (P Card)

The need is for the race department head to have a high limit P card to pay for race camp expenses. This would include but not be limited to:

- Travel
- Lodging/food
- Tickets
- Hill Lane Rental
- Equipment Rental

This card is to only be used for those expenses associated with off-site camps. Other restrictions may be excessive meals, or travel expenses. No alcohol may be purchased with this card.

Card Eligibility

The Procurement card (P Card) is only authorized for use by staff after approval by the executive director or gm. Each user has both a transaction limit and overall credit limit for the card.

Monthly Process

The bank statement's end date is the last day of the month or as the card company dictates. Payment is withdrawn each month under the vendor's name, and codes to a clearing account. Each P-Card user also receives their individual Cardholder Activity monthly statement. All users have until the 15th of the following month to prepare a reconciliation of their monthly statement and send it to the office with the required supporting documentation (receipts, invoices, etc.) for each purchase made. Exceptions are electronic receipts deemed adequate by the office/treasurer as documentation. Communication between the office and user is key. Failure to do so will result in loss of P card.

Policy for Unallowable Purchases/Unsubstantiated Expenses

Sky Tavern, Inc. (the club) maintains a policy where if an unallowable purchase or unsubstantiated expense is made, that employee must reimburse the club. The club is liable and must pay immediately the balance of the bank statement.

Race Department P card user

Signature

Print

date