

TETON VALLEY SKI EDUCATION FOUNDATION

EMPLOYEE HANDBOOK



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Revised October 2020

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Mission, Vision and Values Statements

Mission:

To provide affordable ski and snowboard programs for young athletes to meet their individual potential for excellence through education and opportunity for competition.

Vision: Setting the Course for Success on the Slopes, on the Trails, and in Life

Values:

Maximize Athlete Potential: We provide programs that assist each participant in reaching his/her potential.

Quality Programs: We provide quality programs, training and venues that support and develop athletic excellence and personal growth. We strive to maintain an environment that is fun and enriching.

High Caliber Coaching and Staff: We attract, retain and develop directors, coaches, and staff of the highest caliber, both personally and professionally. We provide ongoing training and learning opportunities for all staff.

Affordability: We are committed to affordable and accessible learn-to-ski/ride programs and seek community support and scholarships to help athletes as they move up the pipeline.

Academics: We build relationships with the school system and work with participants so they can excel in their sport and school.

Safe Sport: We apply best practices to maximize the safety of our participants.

Volunteers: We cultivate and grow positive relationships with TVSEF volunteers.

Community Relations: We promote positive, productive relationships with the local community, community partners, and supporters of TVSEF.

Culture & Sportsmanship: We expect all athletes, parents, coaches, volunteers, and employees to exhibit exceptional sportsmanship and contribute to the TVSEF culture and the broader community.

History:

TVSEF was founded in 1978 by local ski racing legends Deb and Dana Mackenzie and Brad (Squeak) and Mark Melehes. They introduced the wonder of ski racing to the youth of our Valley. Their mission still stands today to encourage discipline, respect, physical fitness and healthy competition in the children of Teton Valley. The team has contributed to the development of regionally and nationally ranked athletes and ski professionals including our most recognizable alums on today's ski scene, Sage Cattabriga-Alosa and 2018 Olympian Jaelin Kauf.

TVSEF currently serves 150 athletes with 30 coaches across four disciplines. We have

development and competition team programs in Alpine, Cross Country, Freeride and Snowboard.

We are comprised of children, coaches, and parents who together form a skiing & snowboarding community. Athletes are trained, prepared, and supported for the level of competitive advancement that they seek. TVSEF follows the United States Ski and Snowboard Association (USSA) guidelines on athlete development.

Board Officers, Directors and Key Staff Contact Information

Teton Valley Ski Education Foundation Board Members may serve up to two consecutive three year terms at which time they must rotate off for at least one year before returning to serve again on the board if they are invited to do so.

Board of Directors

Abbi Nyberg Sarthou
TVSEF Board Chair, Executive and Personnel
Committee Chair
Email: abbi@tvsef.org

Liz Moseley
TVSEF Board Vice Chair, Fund Development
Committee Chair
Email: liz@tvsef.org

Alex Suckling
TVSEF Board Treasurer, Finance Committee
Chair
Email: alex@tvsef.org

Jeff Archibald
TVSEF Board Member
Email: jeff@tvsef.org

Deb Barracato
TVSEF Board Member, Marketing Committee
Chair
Email: deb@tvsef.org

Denise Bertsch
TVSEF Board Member
Email: denise@tvsef.org

Joselin Matkins
TVSEF Board Member, Governance Committee
Chair
Email: joselin@tvsef.org

Tiger Shaw
TVSEF Board Member

Erin Sours
TVSEF Board Member
Email: erin@tvsef.org

Abby Warner
TVSEF Board Member
Email: abby@tvsef.org

Peter Wells
TVSEF Board Member, Scholarship Committee
Chair
Email: peter@tvsef.org

TVSEF Staff

Bridget Misch
TVSEF Executive Director
Email: bridget@tvsef.org

Fletcher White
TVSEF Alpine Race Head Coach
Email: fwtetons@gmail.com

Lauren Hugo
TVSEF Alpine Devo Head Coach & Mountain
Bike Head Coach
Email: lauren@tvsef.org

Lindsey Love
TVSEF Cross Country Co-Comp & Prep Head
Coach
Email: lindsey@tvsef.org

Victoria Hollingsworth
TVSEF Cross Country Co-Comp & Prep Head
Coach
Email: victoria@tvsef.org

Celeste Young
TVSEF Cross Country Devo & Rec Head
Coach
Email: celeste@tvsef.org

Gary Mackenzie
TVSEF Freeride Head Coach
Email: gary@tvsef.org

Josh Johnson
TVSEF Snowboard Head Coach
Email: tetonrider1984@hotmail.com

Non-Discrimination Policy

Teton Valley Ski Education Foundation, its directors, officers, agents, and employees shall not discriminate against any director, officer, agent, employee, or member or any other individual on the basis of color, religion, race, nationality, ethnic origin, age, sexual orientation, gender, class or disability.

Teton Valley Ski Education Foundation, its members, if any, directors, officers, volunteers, and employees shall not discriminate against any member, director, officer, customer, visitor, applicant for scholarship or other Teton Valley Ski Education Foundation programs and services, guest, employee or any other individual on the basis of color, religion, race, nationality, ethnicity, age, sexual orientation, gender, class or disability in accordance with all federal and state laws that may apply. This policy applies to all aspects of Teton Valley Ski Education Foundation. Teton Valley Ski Education Foundation is an equal opportunity organization in all regards.

Upon notification of violation of this policy, Teton Valley Ski Education Foundation will take action immediately, and disciplinary action will be taken, up to and including termination of employment, dismissal from the board of directors, or termination of involvement with the program.

Teton Valley Ski Education Foundation also seeks, through its scholarship, fundraising, and outreach programs, to make Teton Valley Ski Education Foundation as affordable and

accessible as possible to all customers and individuals who wish to participate in Teton Valley Ski Education Foundation programs, activities, and events.

Safe Sport Guidelines

Consistent with the governing bodies of our sport-US SKI & SNOWBOARD and U.S. Olympic Committee (USOC), providing a safe environment to protect the health and well-being of our athletes is a high priority for TVSEF and at the center of all our programs. SafeSport is a valuable partnership between the US SKI & SNOWBOARD and the USOC with a variety of SafeSport Guidance Resources.

TVSEF follows all relevant guidelines and protocols of the US SKI & SNOWBOARD Safe Sport program, found at <https://uskiandsnowboard.org/safesport-athlete-safety>, including, specifically:

- SafeSport Guideline
- Policy on Abuse, Molestation, and Sexual Harassment, [here](#)
- Athlete Supervision, Housing and Travel Best Practice Guidelines for U-18 athletes, [here](#)

On occasion due to limited numbers TVSEF may make a slight adaptation to travel guidelines. Our goal is to communicate with parents when making adaptations.

SafeSport & Athlete Safety

U.S. Ski & Snowboard works to provide a safe environment in which athletes can train and compete, free from abuse and inappropriate behavior. Please review U.S. Ski & Snowboard's Athlete Safety policies, the SafeSport Code and the Minor Athlete Abuse Prevention Policies information below and join us in sustaining a culture of safety.

If you are an athlete who has experienced inappropriate behavior or know of an athlete who has experienced inappropriate behavior, [CLICK HERE](#) to report the behavior. We all are part of promoting a culture of safety through education, listening and speaking up.

TVSEF Coaches' Code of Conduct

All TVSEF employees must agree to accept and abide by the rules of TVSEF. The following codes, rules, guidelines, and procedures shall apply in all activities within the TVSEF programs. While participating in TVSEF activities, TVSEF employees are responsible for knowledge of and adherence to TVSEF rules and procedures.

CODE OF CONDUCT

Each employee of TVSEF will conduct himself/herself in a manner that exemplifies the standards of good personal behavior and sportsmanship and does not bring discredit upon TVSEF. Sportsmanlike conduct is defined as but is not limited to: respect for competition officials, resort employees, fellow staff members, and the skiing and snowboarding public; respect for facilities, privileges, and operating procedures; the use of courtesy and good manners, acting responsibly and maturely, refraining from the use of profane or abusive language, and abstinence from illegal or immoderate use of alcohol and use of illegal or banned drugs.

While participating in TVSEF activities, including training and traveling with TVSEF, employees are expected to show respect for other coaches, race officials, volunteers, parents, chaperones, the general public, and all athletes and competitors. TVSEF employees shall maintain high standards of moral and ethical conduct, which includes self-control and responsible behavior, consideration for the physical and emotional well being of others, and courtesy and good manners. Verbal or physical abuse of anyone involved with TVSEF - staff, coaches, parents, teammates - will not be tolerated.

While participating in TVSEF training and athletic events, employees are expected to respect board and administrative decisions and are expected to participate fully in coach training activities and other meetings as requested.

While participating in TVSEF activities, including training and traveling with TVSEF, employees are expected to show respect for TVSEF property and all property involved with training and competition. Sharing of equipment, tools, etc., with other employees is not discouraged, but please ask permission first. If another employee does not wish to share his/her personal property, please respect that decision.

While participating in TVSEF activities, all employees are expected to adhere to all safety standards when on-snow including wearing a helmet for all downhill disciplines.

TVSEF is opposed to the use of prohibited and restricted substances. Due to the laws of the States of Idaho and Wyoming and the mandates of US SKI & SNOWBOARD, FIS, WADA, and USADA re prohibited substances, TVSEF prohibits the use of all illegal and restricted substances.

TVSEF employees agree to abide by the policies and procedures established by the U.S. Center for SafeSport.

All TVSEF employees shall obey the regulations of Grand Targhee Ski Resort, the Alta track, and the rules of all other venues used during training and competition.

DISCIPLINARY RULES WITHIN CODE OF CONDUCT

Failure to comply with any of the above provisions may lead to disciplinary action which may include suspension of season pass when not coaching for TVSEF, suspension from training and/or competition, or termination of employment.

1. Substance use and/or possession thereof, including alcohol, tobacco, illegal drugs, and banned substances governed by US SKI & SNOWBOARD, the Fédération Internationale de Ski (FIS), the United States Anti-Doping Agency (USADA), and World Anti-Doping Agency (WADA) is cause for immediate suspension and/or dismissal from the program or other disciplinary procedures.
2. Persistent irresponsibility and disrespectful behavior is cause for suspension and/or dismissal from TVSEF or other disciplinary procedures.
3. Unwelcome tampering with or destruction of TVSEF property or others' personal property is cause for suspension and/or dismissal from TVSEF or other disciplinary procedures.
4. Violation of state, federal, or international laws is cause for dismissal from TVSEF. Any violation of law resulting in an arrest or conviction by civil authorities, even if not related to team activities, may result in disciplinary procedures by the Executive Director and/or Board of Directors.
5. Typically, discipline will be initiated with a verbal warning, followed by possible suspension from TVSEF activities. Persistent failure will be cause for suspension and/or dismissal from the program for the remainder of the current season and could affect future employment.
6. Please note: If suspension or dismissal from the program or an event occurs while traveling, the employee may be sent home immediately at their own cost. No reimbursement of mileage, per diems, or other expenses will be made.
7. Adherence to these rules and guidelines as specified herein by TVSEF and observance of state and federal laws, are required for employment with TVSEF.

Employee Standards of Conduct

TVSEF employees are expected to conduct themselves to the highest professional standards. Those standards include, but are not limited to, the following:

- Standards outlined in an employee's Contract of Employment.

- Employees are held to the standards of [US Ski & Snowboard](#) and TVSEF Code of Conduct and all content in the TVSEF Handbook, including SafeSport, Travel, Concussion, Return from Injury policies, and the Athlete/Parent Grievance Procedure.
- Employees are expected to adhere to the Travel Pay Policies, Expense Policies, and Employee Grievance Procedures.
- While driving a TVSEF vehicle, employees are expected to follow the laws of the state in which they are driving.
- Employees are expected to adhere to the guidelines provided within the Employee Handbook.
- Employees are expected to inform the Head Coach 48 hours in advance if they will not be able to make it to a session, in order for TVSEF to find a substitute coach to cover.

TVSEF as an organization/employer also holds itself to the highest professional standards. We endeavor to provide an environment that allows you to be successful and support the mission and values, including, but not limited to:

- | | |
|---|--|
| ● Clear expectations | ● Respect and support for your position and responsibilities |
| ● Resources needed for you to do your job | ● Feedback practices |
| ● Timely payments and reimbursement | ● Due process |
| ● Market compensation and benefits | ● Fun!! |
| ● Reasonable accommodations for issues that arise (LOA, etc.) | |

TVSEF Termination of Employment Policy:

The terms of employment for all employees at TVSEF are governed by a written job description. Contract terms are explicit and vary depending on the type of employee (i.e., full time, part time, seasonal). When an employee and TVSEF signs the written job description, the following terms govern:

The parties expressly acknowledge and agree that (a) the Agreement constitutes a written contract of employment for a specific term within the meaning of (b) no promises or representations have been made concerning the renewal or extension of the Agreement; and (c) neither party has any right to continued employment beyond the term stated in the Agreement unless both parties mutually agree.

The parties acknowledge and agree that an Employee’s employment hereunder is an employment at will. Notwithstanding any other provision contained in this Agreement, either Employee or Employer may terminate Employee’s employment hereunder at any time with or without Cause or for Good Reason at his or her election upon prior written notice (a “Termination Notice”) to the other. A Termination Notice shall be effective upon delivery to the other party and the termination shall be effective as of the date set forth in such Termination Notice (hereinafter, the “Termination Date”).

All contracts are year-to-year and are subject to renewal by the end of the TVSEF fiscal year (June 30) *based on an annual review of performance and continued need for the position.*

Employees are expected to conduct themselves according to the terms and standards of the contract. An employee may be dismissed at any time for cause if employee does not perform accordingly. In the event of termination for cause due process will be afforded the employee pursuant to Wyoming law.

Staff Compensation and Employment Guidelines

1. TVSEF has a goal of paying market wages to qualified employees, based on performance and tenure. The goal is to hire, retain, and advance high performing coaches. Good coaches are our single most valuable assets at TVSEF. Head Coaches that have hiring duties should check with the Executive Director for specific Compensation Guidelines.
2. The Executive Director in conjunction with the Head Coaches are responsible for determining coaches' pay rate. The Board and ED will provide guidelines for compensation and best practices in paying market wages.
3. The goal is to have high performing, motivated coaches whom Program Directors incentivize and retain by moving up the scale based on a calculation of:
 - a. Tenure: years as an Alpine, Nordic, Freeride or Snowboard coach, and years as a TVSEF coach
 - b. Performance: Head Coaches will articulate coaches' standards in a job description and measure a coach against them periodically and in a year-end review.
 - c. Responsibility: The level of responsibility a Head Coach delegates to coaches influences where the coach falls within a compensation range.
 - d. Certification: Head Coaches may pay more for a coach that makes the commitment to his/her own certification and professional development.

Hiring Tips*: If you are a coach with hiring duties, there are three general standards commonly used in the employment world to assess good fit for hire. Not everyone that is successful in a job has all three, but they must have at least two:

1. Passion: This is passion for the job, organization, and the mission. The person has to want to do it! This is culture fit.
2. Experience: This is past employment and other experiences.
3. Talent: This is being able to make appropriate independent decisions based on industry and organizational norms.

* If an employee has a high level of passion and a high level of talent, they don't necessarily need experience. Hiring someone just for experience does not always equal success.

Opportunities for a Raise:

There are certain assumed skills and areas of expertise that are factored into each coach's hourly rate. As such, not all coaches are eligible for all raises. When budget allows, TVSEF does offer raises for:

- CPR Certifications
- AED Certifications
- First Aid Certifications
- Avalanche 1 and 2 Certifications or other snow safety certifications
- Coaching certifications provided by any ski or snowboard governing body or similar organization

Professional Development:

TVSEF encourages all employees to continue their professional development and seek out opportunities. When the budget allows, TVSEF will cover 50% of any approved professional development classes, trainings, or programs. Employees may opt to receive TVSEF's half of any professional development costs either directly by check (as a reimbursement) or have TVSEF cover the entire cost initially and the employee cost would be deducted from the next paycheck.

Otherwise, if eligible for a raise once the certification has been obtained, TVSEF can indirectly cover half of the professional development costs by applying the raise amount to the employees hourly rate. If you opt to receive a raise, employees are responsible for 100% of the cost of the training. However, TVSEF can still pay for the training upfront as an advance to the employee, and those funds would be deducted from the next paycheck.

Health Insurance: An employee who works at least 50% FTE is eligible for a health care benefit. An employee taking the health care benefit must be on a 12-month contract. This does not mean an employee has to work every month of the year--they can take time off, but employee must be on contract 12 months out of the year. Currently, the executive director position is the only position eligible for this benefit.

Day and hourly rates: The rate of pay will be the same for a training camp, travel or race day. The expectation is a coach will bring the same level of experience, commitment, passion, and professionalism to whatever the day brings. There may be more responsibility on race day, but all days bring a high level of responsibility at TVSEF, and we see no distinction.

Hourly and day rate coaches who are paid for driving time (to and from training) will be paid the regular hourly or day coach rate (i.e., pay the same rate as for coaching time) --this is designed to simplify and standardize for all TVSEF coaches driving.

Tippling: Coaches may accept tips from families at the end of the season. Tips are not to be accepted in conjunction with events or competitions. If a coach is offered a tip during a competition they are required to politely decline. Tippling is not mandatory and is not expected.

Expense Guidelines & Reimbursement Policies

Athletes, employees, coaches, and volunteers of Teton Valley Ski Education Foundation occasionally incur expenses for programs and activities that are deemed to be costs of the organization. Teton Valley Ski Education Foundation needs to know of these expenses, and those incurring expenses, need to be reimbursed in a timely manner.

The following matrix of approval is required for reimbursement of all expenses:

1. An employee's supervisor or the Program Director of the activity or travel must approve all expenses for which reimbursement is being requested.
2. The Executive Director is required to review and approve these requests.
3. The Executive Director should reimburse approved expenses within 2 weeks or sooner of receiving the request.
4. Original receipts are expected for all expenses. Under certain circumstances and amount of expense, Executive Director may approve and accounting is authorized to reimburse with non-original receipts

when appropriate other backup is submitted. The TVSEF Finance Committee and the Executive Director will closely monitor the exceptions to original receipt backup.

5. The Treasurer or another Board Member must approve all reimbursements to the Executive Director and any reimbursements when the ED is not available for review and approval.
6. Individuals requesting reimbursement submit requests within one week of the expense. A reimbursement form must be submitted with receipts attached. These may be hard copy or electronic and must be signed by the requestor.
7. Teton Valley Ski Education Foundation will not pay any expenses submitted more than 30 days after the expense has been incurred. The Executive Director may make exceptions to this policy.
8. TVSEF will not reimburse employee speeding tickets.
9. For all expenses charged on a personal credit card or account (e.g., fuel for vehicles, posters and other printing work, maintenance and repair of equipment, wax or other ski race supplies, hotels, entry fees, etc.) the person incurring the expense on behalf of Teton Valley Ski Education Foundation is required to get a receipt and submit it to the Executive Director within one week of the expense. If a coach is unable to return receipts to the office in this timeframe due to extended travel, a photo of the receipt should be emailed to the Executive Director with a note explaining the expense purpose. The actual receipts can then be submitted upon return.
10. Head Coaches have the authority to approve budgeted expenses less than \$3,000 and unbudgeted expenses less than \$1,000 as is necessary.
11. Head Coaches are only allowed to execute travel and camp expenses after preauthorization.
12. Expense Reimbursement Form Link -
https://docs.google.com/spreadsheets/d/1xq_43M0YJZ7tmOHk4sGAVgs1IYB9Bkq0psSfLZwriNk/edit?usp=sharing

Travel, Per Diem, Mileage Reimbursement & Debit/Credit Card Use Policies

1. **Travel Policies:**
 - a. Coaches are not expected to transport athlete equipment. However, if a coach decides to do so, they are solely liable for any damage, loss, or otherwise. TVSEF will not be held responsible nor consider these activities as within the employment contract.
 - b. Coaches may not transport athletes in personal vehicles for any reason. Exceptions are made for coaches who are transporting their own children or if arrangements have been made in advance and approved by the child's parent.
 - c. Coaches of the same gender are required to share lodging accommodations, if possible. If a coach would prefer their own room when sharing a room is an option, that individual will need to pay for the room on their own.
2. **Coach Per Diem Policies:** When coaches travel to a camp/race/other TVSEF event, the following Per Diem policies apply:
 - a. For any trip, coaches are entitled to a per diem, including travel days, of \$35/day
 - b. Coaches (or a Head Coach for all coaches) must fill out and submit to the Executive Director (no more than one week after each trip) a TVSEF Per Diem form to claim Per Diem. Per Diem forms are available through the Executive Director, or can be found at the following link:
<https://docs.google.com/spreadsheets/d/1VaAxMdNIOBOETuX7M767l8Hbj2ebrJkOPh6U4AZd8Dw/edit?usp=sharing>

- c. Per diems may be requested in advance of a trip, but will be taken out as a pay advance in the event the competition is cancelled. If the competition takes place, the per diem amount will be added back on to the employees regularly scheduled paycheck as additional compensation.
 - d. Receipts for meals are not required under Per Diem policy.
3. **Mileage Reimbursement Policy:** If a Coach, Program Director, TVSEF employee uses a personal vehicle to transport coaches or employees to a TVSEF event/camp/race or other approved travel, the below policies apply. If more than one coach/employee is traveling, they are required to carpool. If a vehicle has the capacity to transport employees and coaches but a coach/employee chooses to take a personal vehicle, the mileage will be split between the number of vehicles. All mileage reimbursements should be submitted using the same process to submit coaching hours.
- a. Mileage will be reimbursed at annual IRS mileage reimbursement, currently \$0.575/mile. Gasoline receipts are not required.
 - b. Mileage will not be reimbursed for regular travel to Grand Targhee Ski Resort.
 - c. Mileage will be reimbursed to Jackson Hole Mountain Resort or Snow King Resort under the following circumstances: The mileage fee will be reimbursed, but must be accounted for in an event/travel budget to Jackson Hole Mountain Resort or Snow King Mountain Resort and expense allocated to the athletes attending the day trip to Jackson Hole Mountain Resort or Snow King Mountain Resort as a coaching expense.
4. **Wage and Labor Law policies for Travel Days:** To be in compliance with the federal Fair Labor Standards Act, the following policies apply to coaches for pay on travel days (this policy does not apply to salaried coaches):
- a. A travel day is defined as a half or whole day spent traveling in a vehicle to and from a TVSEF camp/race/event. Travel days do not include days when a coach/employee is also being paid for on-snow coaching time.
 - b. Travel days for coaches will be paid as follows:
 - Coaches will be paid their contracted hourly rate for time spent actually travelling to a destination e.g., in a car or on an airplane or a train .
 - c. Coaches will receive \$50 for each overnight stay related to a competition, not to exceed the total number of days of the competition.

Debit/Credit Card Use Policy:

- 1. TVSEF issued debit/credit cards are to be used only for approved TVSEF business purposes and not for an employee's personal expenditures.
- 2. A debit/credit card may be used only for expenditures related to TVSEF travel, such as hotels, gasoline for TVSEF vehicles (rented or owned), airplane tickets, and travel related emergencies. All other debit/credit card expenditures must first be accounted for in the TVSEF travel and general discipline budgets and approved by the Board.
- 3. Receipts for each debit/credit card expenditure must be submitted to the TVSEF Executive Director consistent with the TVSEF Expense Policy.
- 4. Please make all efforts to pre-approve expenditures with the TVSEF Executive Director before card use. All expenditures over \$500 must be preapproved by the Executive Director.

Emergency Action Plan - Downhill Disciplines

Step 1: Control the environment so that no further harm occurs

- Stop all participants
- Protect yourself if you suspect bleeding (put on gloves).
- Shelter the injured participant from the elements and from any traffic.

Step 2: Do a first assessment of the situation. If the participant:

- Is not breathing;
- Does not have a pulse;
- Is bleeding profusely;
- Has impaired consciousness;
- Has injured the back, neck, or head.

Immediately activate EMS!

If the participant does not show the signs above, proceed to step 3.

First,

If at Grand Targhee,

- Contact Ski Patrol via cell phone or communication with Grand Targhee Resort employee. When contacting someone concerning an injury, announce that you are a TVSEF coach, give a detailed description of your location, and the nature of the injury.
- Alternatively, you may also call the resort at 307.353.2300 to report the incident and have them contact ski patrol.

If at another resort,

- Call the resort to report the incident and initiate Ski Patrol. When contacting someone concerning an injury, announce that you are a TVSEF coach, give a detailed description of your location, and the nature of the injury.

Second, call the “In Charge” person and relay your location.

Third, the “In Charge” person will coordinate with the staff directions for the remaining group, and follow up with the injury. If coaching a very young group, call for another coach to come and help your athletes be absorbed into other training groups until the coach with injured athlete can return to the group. A Head Coach, assistant coach, or the ED can take over by attending the athlete at the Ski Patrol room and will contact parents from a land-line phone and have Patrol post messages on lift “whiteboards” if parents are skiing. Cell service can be sketchy at Grand Targhee Ski Resort.

Step 3: Assess the Injury

- Gather the facts surrounding the nature of the injury - mechanism and current condition-by asking the injured participant as well as anyone who witnessed the accident.
- If you are not sure of the severity of the injury, always call Grand Targhee Ski Patrol (or person in charge) for their assessment.
- Stay with the injured participant and try to calm him/her; your tone of voice and body language are critical.

- If possible, without causing further injury, have the participant move himself/herself to a more comfortable and out of traffic position. If there is any indication of a back or neck injury, do not move the athlete and allow patrol to assess.
- Keep the participant as warm and comfortable as possible.
- A parent or Coach must be onsite and stay with group before assisting EMT or Ski Patrol.
- If the assessor is sure the injury is minor, proceed to step 4.

Step 4: Control the return to activity

Allow a participant to return to activity after a minor injury only if there is no:

- Swelling;
- Deformity;
- Continued bleeding;
- Reduced range of motion; and/or
- Pain when using the injured part

If in doubt, take the child out!!!

Step 5: Any suspicion of a concussion shall follow the TVSEF concussion policy. The athlete must be removed from training/racing and be cleared by a physician before a return to activity.

Step 6: Record the injury/accident on a TVSEF accident report form and, when necessary, record injury/accident on a US Ski & Snowboard First Report of Accident form.

EMERGENCY CONTACT INFORMATION

Emergency Phone Number.....911 for all emergencies
 Grand Targhee Ski Resort.....307.353.2300
 Hospital: Teton Valley Health, 120 East Howard Ave., Driggs, ID 83422.....208.354.2383

In-Charge Person

Alpine Race Head Coach - Fletcher White.....305.509.0332
 Alpine Development Head Coach - Lauren Hugo.....802-310-4574
 Freeride Head Coach - Gary MacKenzie.....208-351-7908
 Snowboard Head Coach - Josh Johnson.....208-787-2021

In-Charge Person will:

- Coordinate with coach of injured participants.
- Arrange to get first aid assistance to injured participant or other assistance as needed.
- Access Emergency contact information and medical release to have available for emergency personnel as appropriate. Medical releases are in the Grand Targhee Resort ski patrol room.
- Call the emergency contact person listed on the injured person’s registration form as appropriate.
- Fill in accident report with coach (found at end of document).

Coaches will:

- If training is at Grand Targhee Ski Resort, ski patrol will determine the shortest/ safest route from the injury location to ski patrol and follow protocol determined by injury

- If training was not at Grand Targhee Ski Resort, coaching staff will determine the shortest/ safest route from the injury location to a safe location and wait for ambulance.
- Assign someone to clear any traffic from the entrance/ access road before ambulance arrives.
- Assign someone to wait by the entrance of the training venue to direct the ambulance when it arrives.
- Direct ambulance to the injured person when they arrive.

Emergency Action Plan – Cross Country

Step 1: Control the environment so that no further harm occurs

- Stop all participants.
- Protect yourself if you suspect bleeding (put on gloves).
- Shelter the injured participant from the elements and from any traffic.

Step 2: Do a first assessment of the situation. If the participant:

- Is not breathing;
- Does not have a pulse;
- Is bleeding profusely;
- Has impaired consciousness;
- Has injured the back, neck, or head.

Immediately Activate EMS!

If the participant does not show the signs above proceed to Step 3.

First call 911.

- Tell them the nature of the injury and the location: High School, Alta Track, Teton Canyon, etc.
- Tell them directions to your location on the trail

Second call the 'In Charge' person and relay your location.

Third, the 'In Charge' person will coordinate with the coaching staff to direct EMS to the location of the accident. Then proceed to Step 3.

Step 3: Assess the Injury

- Gather the facts surrounding the nature of the injury - mechanism and current condition - by asking the injured participant as well as anyone who witnessed the accident.
- If you are not sure of the severity of the injury, call the In-Charge person.
- Stay with the injured participant and try to calm him/her; your tone of voice and body language are critical!
- If possible, without causing further injury, have the participant move himself/herself to a more comfortable and out of traffic position. If there is any indication of a back or neck injury, do not move the athlete and allow EMS to assess.
- Keep the participant as warm and comfortable as possible.
- A parent or Coach must be onsite and stay with group before assisting EMT or Ski Patrol.
- If the assessor is sure the injury is minor proceed to Step 4.

Step 4: Control the return to activity

Allow a participant to return to activity after a minor injury only if there is no:

- Swelling;
- Deformity;
- Continued bleeding;
- Reduced range of motion; and/or
- Pain when using the injured part.

If in doubt take the child out!

Step 5: Any suspicion of a concussion shall follow the TVSEF concussion policy. The athlete must be removed from training/racing and be cleared by a physician before a return to activity.

Step 6: Record the injury/accident on a TVSEF accident report form and, when necessary, record injury/accident on a US Ski & Snowboard First Report of Accident form.

EMERGENCY CONTACT INFORMATION

Emergency Phone Number.....911 for all emergencies
Hospital: Teton Valley Health, 120 East Howard Ave., Driggs, ID 83422.....208.354.2383

In-Charge Person

Cross Country Co-Head Prep and Comp Coach - Lindsey Love.....505.577.4266
Cross Country Co-Head Prep and Comp Coach - Victoria Hollingsworth.....307.413.4783
Cross Country Development and Rec Head Coach - Celeste Young.....208.709.8564

In Charge Person will:

- Coordinate with coach of injured participants.
- Arrange to get first aid assistance to injured participant or other assistance as needed.
- Access emergency contact information and medical release to have available for emergency personnel as appropriate. Rosters with emergency contact information can be found with each Head Coach. Medical releases can be found by accessing an athletes account on Ski Club Pro using a mobile device.
- Call the emergency contact person listed on the injured person’s registration form as appropriate.
- Fill in accident report with coach.

Coaches will:

- Coaching staff will determine the shortest/ safest route from the injury location to a safe location and wait for ambulance.
- Assign someone to clear any traffic from the entrance/ access road before ambulance arrives.
- Assign someone to wait by the entrance of the training venue to direct the ambulance when it arrives.
- Direct EMS/AMR to the injured person when they arrive.

TVSEF Concussion and Return from Injury Policies

Concussion Policy:

Pursuant to US SKI & SNOWBOARD concussion policies, any Teton Valley Ski Education Foundation (TVSEF) athlete suspected of having sustained a concussion/ traumatic brain injury must be removed immediately from participation in any TVSEF sporting event (e.g. sanctioned training, practice, camps, competitions or tryouts), by any TVSEF agent or coach overseeing such sporting event.

Upon removal of an athlete from participation for a suspected injury, the TVSEF agent or coach making the removal will also inform the athlete's parent or guardian. The TVSEF agent or coach making the removal will also inform US SKI & SNOWBOARD Competition Services in accordance with the US SKI & SNOWBOARD Concussion Policy for US SKI & SNOWBOARD members.

Please refer to the TVSEF website for additional information on concussions, including concussion baseline testing made available by TVSEF.

Return from Injury Policy:

If an athlete does not seek medical attention from a professional medical care provider, the athlete's parent and TVSEF coach will evaluate return to sport.

If an athlete seeks medical attention, the athlete will not be able to return to further participation until evaluated and cleared in writing to resume participation in TVSEF sporting events. The clearance should be issued by a qualified health care provider trained in the evaluation and management of concussive head injuries. The health care professional must certify to TVSEF in the clearance letter (the "Clearance Letter") that he/she has successfully completed a continuing education course in the evaluation and management of concussive head injuries within three years of the day on which the written statement is made. Athletes must provide the executive director and the head coach with any recommendations provided by the medical professional.

In addition to providing a Clearance Letter to TVSEF, athletes who have subsequently been medically cleared to resume participation must also provide the Clearance Letter to US SKI & SNOWBOARD Competition Services in order to be permitted to participate in US SKI & SNOWBOARD sporting events.

Critical Incident Communication Plan

In the event there is a "critical incident" (as defined below) at Teton Valley Ski Education Foundation, the following communication procedures will be followed:

1. A critical incident is defined as:
 - a. A serious vehicle accident involving TVSEF coaches and/or athletes.
 - b. An injury to a TVSEF athlete or staff member involving serious bodily injury or death.
 - c. An act (alleged or confirmed) of abuse by TVSEF personnel against a TVSEF athlete or staff member.

- d. A natural or unnatural disaster (i.e., avalanche, fire, earthquake, lightning, terrorist attack, pandemic, other serious events) that occurs during a TVSEF event that may involve or have an impact on TVSEF athletes, volunteers, staff.
2. All Internal primary contacts (includes Executive Committee of Board and Head Coaches) will be contacted by the Executive Director or the President of the Board by email/phone and informed of the Critical Incident.
3. Internal primary contacts will assess critical incident and determine content and extent of communication plan.
4. Based on assessment, communication plan will be distributed by the Executive Director or President of Board to some or all of the following contacts: current parents of TVSEF athletes, full TVSEF Board of Directors, Program Directors, Head Coaches, Assistant Coaches, the public.
5. There will be one spokesperson designated by the Executive Director or President of Board for all external media communications, and all other personnel need to defer to that person.

Other non-critical, but important, communications will be handled as follows:

- If there is a breach of the Code of Conduct by an athlete resulting in disciplinary action, the Head Coach of the athlete involved will send a confidential email or communication to the Executive Director, Head Coaches, and Personnel Committee of the Board.
- If there is a major infraction of the Code of Conduct resulting in a disciplinary action, the Executive Director will inform the Board of Directors.

Employee Grievance Procedure

If an employee has an issue/grievance/complaint regarding any aspect of the TVSEF program or the employee's employment, the procedure for addressing the issue will be:

1. Approach your direct supervisor about the situation in a timely manner. A Head Coach's direct supervisor is the Executive Director. An assistant coach's direct supervisor is the Head Coach of the program they are in.
2. If a resolution is not achieved, the issue may be brought to the attention of the next level of supervision until the issue is resolved.
3. If resolution cannot be obtained within the staff structure, an employee may bring the issue to the TVSEF Personnel Committee. If it is not resolved there, it will be taken to the full Board at the next regularly scheduled meeting.
4. If the issue/grievance/complaint involves illegal behavior on the part of your supervisor, bring it to the attention of the Executive Director or the Personnel Committee of the Board.
5. If an employee has a grievance or complaint, please make an appointment to talk with the appropriate individual. Grievances and complaints cannot be given adequate attention without notice.
6. No issue shall be universally broadcast to the attention of any email lists, to the TVSEF staff at large, to athletes, to parents, or to the general club membership.
7. TVSEF will make every effort to address and take seriously all employee concerns and grievances. From time to time grievances simply cannot be resolved to the satisfaction of all the parties. Any resolution by the Board of Directors is final.

Workers' Compensation and Safety Management

If you could save TVSEF money, improve productivity and increase employee morale - would you? According to the Occupational Safety and Health Administration (OSHA), studies indicate that for every \$1 spent on a safety program, coupled with a managed workers' compensation program, \$4-\$6 may be saved as illnesses, injuries and fatalities decline.

Safety Program: The baseline of an effective program starts with an attitude and commitment; more importantly, management's attitude toward reinforcing safety values in their employees. There are three reasons why TVSEF must have a safety program, which include: moral, legal and financial.

It is estimated that 80-90% of all workplace injuries are caused by unsafe acts (behavior) on the part of employees. Even though OSHA has an established code of regulations that govern safety in the workplace, employees are still injured. Why does this happen? Communicating and correcting unsafe acts (behavior) is a tool that can be used to reduce injuries where OSHA regulations fail or are not applicable. The other part of an effective safety program is ensuring management is aware of the direct and indirect cost of injuries that occur in their department. Management must be aware of their role and responsibilities in the company safety program and be provided with the tools to make it successful.

Workers' Compensation and Safety Management: TVSEF's safety program is meant to reduce workplace injuries, but what happens when an injury does occur? A managed early return to work program has many benefits for employers and employees. These benefits include:

1. Reduced financial impact (workers compensation premium increase, lost productivity, retraining, etc.)
2. Reduce potential fraud claims
3. Decrease attorney involvement, and,
4. Reduce medical costs and recovery time

Other intangible benefits include: improve moral (company and employee level); promote mutual respect and communication between company and employee and increase in self-esteem and aid in recovery for the employee.

Learning Objectives:

Understand the concepts of an early return to work program and how it can be beneficial to both the employee and employer. Review the steps of an early return to work program and how management /employee is involved in the program from claim inception to closure.

Discussion Points:

1. Management must use various techniques and approaches to convey a "safe work environment" to the employees while keeping in mind the moral, legal and financial aspects of the overall safety program.
2. Managing workers' compensation claims involves understanding the basic process of how a claim is handled from inception to closure. Often times, personnel from inside and outside the company are involved in the process.
3. An early return to work program has many benefits for both the employee and employer. Understanding the benefits and working with the injured employee makes for a successful program.
4. Serious Event Reporting Online Form

Leaves of Absence and Time Off

Due to the nature of the organization, the hours vary intensely, and are dependent on training schedules, seasonality, events, and travel. Additionally, most employees are part time or full time seasonal. For those that are year-round, the time requirements can vary considerably based on the seasons. As such, a standard Leave of Absence (LOA) and time off policy is not applicable.

TVSEF does believe in providing LOA's for emergencies or personal events (weddings, etc.) as well as well-earned time off after a heavy period of activity. The key to implementing this LOA practice is communication with your supervisor, so that schedules and responsibilities can be covered. For example, after traveling with athletes for 10 straight days of racing or camps, you should be able to take some time away (just like the athletes). For example, all the coaching staff cannot at the same time take the week of Christmas off, as TVSEF has made commitments to the individuals in our programs for training and camps. You are encouraged to talk to and make arrangements with your supervisor, who can make the call as to whether the commitments and responsibilities can be covered.

For full time, year-round staff, we encourage a minimum of two weeks off a year. It could be more depending on the seasonality of the job. Again, communication is key; the principle is reasonable accommodation and balance.

TVSEF Authority Matrix

	Head Coaches	Event Chairs	Executive Director	Personnel Committee	Board or Exec. Comm.
Decision					
Personnel - hiring, firing, compensation, reimbursements					
<i>Budgeted</i>					
Coaches	X				
Program Directors			X	X	
Admin Staff			X		
Executive Director				X	X
<i>Unbudgeted</i>			X		X
Expense Reports- always next level management (i.e. HC approves coaches, ED approves HC, Finance Committee approves ED)					
Program Expenses					
Budgeted <3K	X				
Budgeted >3K			X		
Unbudgeted <1K	X				
Unbudgeted <5K			X		X
Unbudgeted >5K					X

Administrative Expenses					
Budgeted <10K			X		
Budgeted >10K					X
Unbudgeted <3K			X		
Unbudgeted >3K					X
Insurance and Workman's' Comp			X		
Travel/Camp Expenses					
Preauthorization			X		
Execution per preauthorization	X				
Note: normal and reasonable overages considered part of preauthorization					
Capital Expenses					
Budgeted					X
Unbudgeted <2K			X		
Unbudgeted >2K					X
Fundraising					
Planned Initiatives		X	X		X
Unplanned Initiatives <1K		X	X		
Unplanned Initiatives >1k			X		X
Fundraising Event Expenses					
<2K in line with budget or prior year		X			
>2k			X		
Note: All contracts need to be reviewed and approved by Executive Director					

Staff Evaluation Process

TVSEF has an annual evaluation process to review staff performance against individual job descriptions and goals. The Board of Directors through the Personnel Committee reviews the Executive Director (ED). ED reviews Head Coaches (HCs). A member of the Personnel Committee attends the HC reviews with the ED. Head Coaches review assistant coaches. Parent feedback is collected and shared as part of the review process. A written annual performance review is conducted at the end of the season. Supervisors will use the TVSEF Performance Review form. Reviews are conducted in person with signatures collected and the review is filed in the employee's record.

Each employee should submit a statement of desired outcomes to their supervisor at the beginning of the season or year and then a self-evaluation of those goals at the end of the season or year.

Annual Reviews:

1. Each year, the Program Director will evaluate the Head Coach.

2. The Head Coach is responsible for conducting an annual performance evaluation with each assistant coach.
3. Evaluation forms will be provided by the Executive Director. A *general* outline is provided below.
4. Measure coaches to these standards.
5. Have each coach do a self-evaluation first; then the Head Coach will conduct their evaluation.
6. It is often better to have two people participate in an evaluation of higher-level coaches.
7. Once the evaluation is complete, give a copy to the Coach and keep a copy for employment files.

Below are guidelines for the Evaluation Process:

Step 1: Use the evaluation form developed for each position.

Step 2: A supervisor should fill out an evaluation on an employee. A review of an employee’s Job Description is the basis for evaluation. In order to do a thorough evaluation of performance the duties, expectations, scope and scale of the position must first be clearly defined. These can be found in an employee’s existing job description.

Step 3: Supervisor should have employee fill out self-evaluation, including a statement of desired outcomes.

The statement of desired outcomes outlines the employee’s professional, programmatic, organizational and personal goals for the coming year or season. This helps encourage more professional engagement in the process, and develops a culture of accountability and general professionalism.

Step 4: Meet to discuss and compare self-evaluation and supervisor evaluation

An effective review must include a face-to-face evaluation. Some key elements to discuss include:

- Do the performance reviews and stated goals and outcomes from the employee and supervisor align?
- Are the stated goals and outcomes in line with the organization’s and/or program’s current strategies and priorities?
- Are the relative priorities of the position being appropriately balanced?
- Are there concerns with the position description or expectations from either perspective?
- Are the position, performance and outcomes coordinated appropriately with other employees, program and organizational structures and priorities, and an atmosphere of teamwork?
- Are tools, resources and structures in place to ensure productivity and performance?

Step 5: Amend, Finalize and File

There should be an opportunity for the employee and supervisor to make any necessary clarifications and revisions to the final evaluation (typically from the supervisor) such that it is well understood and agreeable to both parties. It should then be finalized, signed and filed in the employee's personnel file. This is then the platform for future evaluations – especially a review of the stated goals and outcomes moving forward.

Rating Scale:

(5) Greatly exceeds expectations - Employee’s performance is far above the defined expectations. The employee consistently does outstanding work, regularly going far beyond what is expected.

(4) Exceeds expectations - Employee’s performance meets the defined job expectations and in many instances, exceeds job expectations. The employee generally is doing a very good job.

(3) Meets expectation - The employee’s performance meets the defined job expectations.

(2) Partially satisfies expectations - The employee's performance meets some of the job expectations, but improvement is needed to fully meet expectations.

(1) Does not meet expectations - The employee's performance generally fails to meet the expectations as defined. The employee frequently requires close supervision or the employee is not doing the job at the level expected for employees in this position.

TVSEF Coach Evaluation Guidelines

Coaching Duties:

- Encouraged a positive culture and coaching standards for assistant coaches
- Recruited, retained and developed assistant coaching staff
- Supported and encouraged professional education and advancement within the staff
- Facilitated annual education and clinic opportunities for assistant coaches
- Assisted in organizing and supporting TVSEF hosted competitions
- Demonstrated the ability to coordinate and cooperate with coaches and athletes of other disciplines
- Worked as a professional, effective, and proactive team player
- Attended training regularly or communicated any absences ahead of time
- Assisted Head Coach with execution of programs
- Assisted Head Coach with equipment maintenance and during competitions as needed
- Assisted in organizing and supporting TVSEF hosted competitions

Athlete Development and Management:

- Effectively communicated coaching concepts and ideas to athletes
- Conducted training appropriate for each athlete's skill, age, and development level
- Encouraged and demonstrated general safety habits, excellent decision-making and risk assessment skills to ensure athlete safety
- Planned, organized, and implemented an athlete training program
- Developed baseline testing and periodic testing and tracking for age class of athlete
- Matched each athletes' training plan and competition plans with their goals
- Maintained and fostered strong communication with athletes' parents regarding athlete training program, competition plan, pre-season training, seasonal program options and goal setting.
- Maintained and encouraged a positive culture and standards for athletes and coaches
- Implemented athlete training program consistent with Head Coach directions

TVSEF Communication:

- Communication with families, other staff, executive director, board of directors, any other invested parties
- Effectively communicated with athletes and parents
- Created and published in a timely manner: Training schedules, Competition schedules with budget estimates, Travel info, General information
- Collaborated with office staff to ensure that publications and website included stated content
- Communicated with governing bodies (USSA, USASA, IFSA, etc.) in a timely manner to facilitate athlete advancement
- Worked with Team Parent to organize race entries, transportation, and coaching of athletes at competitive events
- Demonstrated ability to manage and share pertinent information when needed

- Demonstrated effective, respectful and professional verbal and written communication with athletes, parents, coaches, executive director, and board of directors at all times
- Responded to head coach, executive director and board of directors requests in a timely manner
- Demonstrated interpersonal and relationship-building skills
- Demonstrated necessary computer literacy skills to complete tasks required

Facilities and Partner Relations - TVSEF, Mountain, Venues:

- Maintained overall appearance of team rooms, common areas, athletic venues and team equipment at Grand Targhee Ski Resort, Nordic trails, TVSEF office and vans
- Developed and maintained a strong working relationship with Venue manager, when appropriate Grand Targhee Ski Resort, Nordic trails, fitness partners, etc.
- Communicated needs and changes to training schedules, competition schedules and all other operation details in a timely manner
- Followed and enforced all facility directives among athletes and coaching staff
- Ensured that athletes and coaching staff were informed of and adhered to host facility's rules and regulations

General Work Performance:

Demonstrated the ability to:

- plan, prioritize, coordinate and manage own work
- lead multiple long and short-term projects simultaneously
- work unsupervised and meet all related deadlines
- make decisions and solve problems independently, effectively and creatively
- take constructive criticism and comments when offered by head coaches, the executive director, and board members and make pertinent changes
- be organized and detail-oriented in your approach to work
- present, inform and motivate coaches and athletes

TVSEF Values and Policies:

- Demonstrated a commitment to youth sports and the mission of TVSEF
- Demonstrated strong knowledge of principles, ethics and practices of TVSEF
- Enforced TVSEF and USSA Code of Conduct among the coaching staff and athletes

Managing Goals and Goal Setting for the coming Year:

- What creative contributions (new ideas, procedures, etc.) has the employee made to the program in the past year?
- What new skills has the employee learned or shown improvement upon this year?
- What is the employee's greatest strength or area of contribution to the program this year?
- Where could there be improvement in the employee over the next year? What specific training should be considered?
- What changes would the employee like to see in the program next year?
- How can TVSEF support the coaches' experience?
- Other general comments and impressions:
- Areas and opportunities for growth:

Three Goals for Next Season - List below specific performance objectives of goals for the employee for the next review period.

TVSEF ACCIDENT REPORT FORM

Date of injury: _____ Time of injury: _____

Name of injured person: _____ Age: _____

Address: _____

City: _____ State: _____ Zip: _____

Name of Parent/Guardian: _____ Phone: _____

Location: _____ Weather: _____

Snow Conditions: _____ Ability level of injured person: _____

What is the nature of the injury? _____

Did you see the accident? YES or NO

If YES, briefly describe how the accident occurred. _____

If NO, how did you learn about the accident? _____

Briefly describe what action you took to handle the situation after the accident.

Was there further action taken?

WITNESSES: List the complete names of the participants in your group who saw the accident: _____ List names
and accurate phone numbers of any other witnesses:

Form has been completed by:

Name: _____ Signature: _____

Phone: _____ Address: _____

Acknowledgment of Receipt of the Employee Handbook

I have read and understood the contents of this handbook and will act in accordance with these policies and procedures as a condition of my employment with Teton Valley Ski Education Foundation (TVSEF).

I understand that if I have questions or concerns at any time about the handbook or the Standards of Conduct, I will consult my immediate supervisor, the Executive Director, or a member of the board of directors for clarification.

I also acknowledge that the handbook contains an employment-at-will provision that states either TVSEF or I can terminate my employment relationship at any time, with or without cause, and with or without notice.

Finally, I understand that the contents of this employee handbook are simply policies and guidelines, not a contract or implied contract with employees. The contents of the employee handbook may change at any time.

Please read this Handbook and the Coaches' Code of Conduct carefully to understand these conditions of employment before you sign this document.

Employee Signature

Date

Employee Name (Please Print)

TVSEF Representative Signature

Date

TVSEF Representative Name (Please Print)