



Home of Ski Racing and Academic Excellence

Dedicated young people enter the doors of the National Ski Academy and with our support and programs, these student athletes become accomplished ski racers, enlightened students, and tomorrow's leaders.

National Ski Academy

Family Handbook



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Welcome Message

Welcome to the National Ski Academy! Whether you are returning to the Academy, or are joining us for the first time, welcome to the 2019-2020 academic year, the NSA's 33rd. I encourage you to sit down and review the policies that are contained within this document as there have been quite a few revisions and additions to the previous Family Handbook including sections on:

- Environmental Sustainability Practices
- Community Relations Policy
- Reporting a Maintenance and Facilities Issue
- Kitchen Duty Roles and Responsibilities
- Laundry Etiquette
- Location of First Aid Kits
- Moving out of your Residence Room in June

The academic programming components have been removed from this edition of the NSA Family Handbook. There is now a separate document called NSA School Course Calendar and Academic Program Information where parents and student athletes can find information on topics such as: *the Provincial Literacy Test (OSSLT), earning an Ontario Secondary School Diploma (OSSD), descriptions of courses offered at the NSA, information about the Community Involvement requirement, expectations around submission of assessments and evaluations, the NSA's plagiarism policy, and much more.* These changes help to ensure all members of our community can thrive in a safe, inclusive and respectful environment.

I am looking forward to my first full year as a member of the NSA community and I am excited for an even greater year of growth, skill development and goal-setting in both academic and athletic endeavours. I invite you to reach out at any time with any questions or concerns throughout this exciting time in your child's life.

Tobin Walsh
Head of School

Mission and Vision

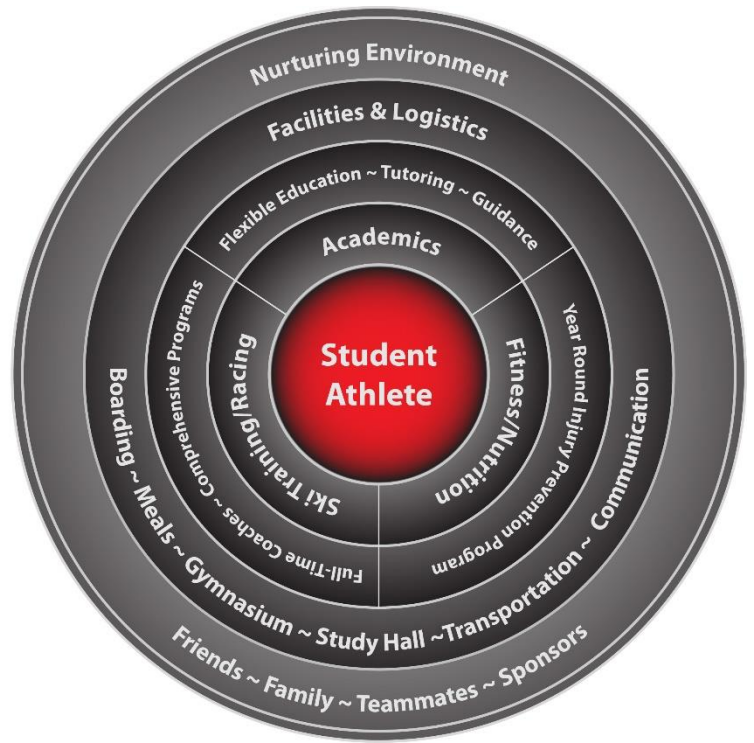
The National Ski Academy's mission is to "provide an environment for talented student athletes to maximize their individual potential through the pursuit of alpine ski racing excellence, academic achievement and personal growth."

Delivering on our vision is only possible through a holistic approach that caters to all the needs of young student athletes.

Our holistic approach builds outward from individual student needs to address three core development areas: Academics, Fitness and Ski Racing.

Our home in Collingwood and late summer /early fall home in Saas-Fee, Switzerland provide the full breadth of facilities and professional coaches, teachers and trainers needed for our young student athletes to prosper.

The NSA is the only high school credit granting ski academy in Canada that provides this holistic program for student athletes. It is our intention that the Academy's learning environment and curriculum will foster a positive self-image and help our student athletes to become productive, responsible and caring citizens.



THE NATIONAL SKI ACADEMY CODE OF CONDUCT

The National Ski Academy's mission is to provide an environment for student athletes to maximize their individual potential through the pursuit of alpine ski racing excellence, academic achievement and personal growth. The National Ski Academy community including students, teachers, staff, parents, board and volunteers must work harmoniously together to contribute to a positive school environment and commit to the highest level of cooperation in order to successfully fulfill this vision.

The standards of behavior outlined in the Code of Conduct and Family Handbook apply while under the care of the NSA at Collingwood or any offsite property/locale used by the NSA, as well as at school sanctioned events and activities.

GUIDING PRINCIPLES

Respect for Self and Others

All members of the NSA community are to be treated with respect and in turn are to treat fairly and respect the dignity, well-being and safety of others. Members of the NSA community have a responsibility to maintain an environment that is courteous and polite such that any differences or conflicts that may arise may be addressed in a respectful manner. Each person will take responsibility for all of his or her actions.

Honesty and Integrity

Honesty and integrity is at the heart of true sportsmanship and fair play and, as such, are also fundamental to all relationships in the NSA community, including academic endeavors. Deceit and untruthfulness are not acceptable in our community.

Responsible Citizenship

Demonstrating responsible citizenship when representing oneself anywhere is integral to an individual's character and positive self-image. In addition, it is the inherent responsibility of every member of the NSA community to conduct themselves in a manner that is respectful, recognizing the impact of their conduct or action(s) on the Academy's culture and reputation in the local community and beyond. All members shall respect our shared property and commit to following all rules governing the use of any NSA-related facilities, property or locale. Theft of, or intentional damage to school property or another's property is not considered to be in keeping with the values of our community; as such it will be treated as a serious offense.

Alcohol, Drugs, Vaping and Tobacco Products

Tobacco, or vaping products, alcohol and drugs, including inappropriate use of prescription drugs, pose a health and safety risk to the individual user and to others in the community as well as to the well-being of the Academy community as a whole. The possession, distribution, use of, or being under the influence of any of the aforementioned is strictly prohibited; as such it will be treated as a serious offense.

Safety

All members of the community should promote safety of and for the school community. Violence, possession, use or threatened use of a weapon or object to injure another person, bullying, physical fighting and or intimidation have no place in the life of the NSA and will not be tolerated.

COMMUNITY STANDARDS AND EXPECTATIONS: ROLES AND RESPONSIBILITIES

The National Ski Academy (NSA) commits to establishing and communicating clear expectations and standards for personal responsibility and citizenship in the school community. It also commits to ensuring that members of the NSA community are held accountable for their behavior and actions, which may include applying a gradation of disciplinary responses and/or action as appropriate. In turn this will provide an environment for student athletes to maximize their individual potential through the pursuit of academic achievement, alpine ski racing excellence, and personal growth.

STAFF

All individuals employed by the NSA are expected to adhere to the National Ski Academy's Code of Conduct, as well as all other policies outlined in the NSA Staff Handbook. Staff are expected to hold and display the high standards and values of the organization. As role models, NSA staff uphold these high standards when they:

- Lead by example in a professional and honest manner;
- Demonstrate respect for other staff, student athletes, parents, board members and the ski community;
- Maintain consistent standards of behavior for all student athletes;
- Work directly with student athletes to support and guide them to be the best they can be as they strive to realize their full potential.

PARENTS

Parents play an essential role in the education and development of their children. Parents have a responsibility to support the NSA in maintaining a safe, respectful and supportive environment for learning, racing and personal growth for all student athletes. Parents fulfill this responsibility when they:

- Support their children's full participation and engagement in school and community life, including academics, athletics and NSA community responsibilities;
- Commit to knowing and reinforcing NSA expectations, standards and Code of Conduct;
- Model the core principles/standards of the NSA and support both their children and the school in the application of consequences for disciplinary issues and/or breach of standards;
- Contact the NSA if they have a concern about their children's experience, recognizing that the *first contact* should be *direct communication between the individuals' involved* (e.g. student athlete & coach)
- We ask that all parents provide a working email address to the school and check it regularly in order to facilitate communications from teachers coaches and other NSA staff

NATIONAL SKI ACADEMY'S COMMITMENT TO STUDENT ATHLETES

To the best of its ability, The National Ski Academy is committed to maintain an environment that recognizes and fosters the following student athletes' rights:

1. Student athletes have the right to a learning environment of the highest quality, in all of the following areas: academic, athletic, coaching, and residential, both in Collingwood and on Academy organized trips.
2. Student athletes have the right to be treated with the utmost respect by all members of the NSA community.
3. Student athletes have the right to live, train and study in an environment that is safe and secure.
4. Student athletes have the right to be provided with the best possible opportunities to reach the peak of their competitive potential, within the resources of the NSA.
5. Student athletes have the right to a fair and equal opportunity environment, in their pursuit of excellence.
6. Student athletes have the right to expect an environment that is inclusive and positive.

STUDENT ATHLETES' RESPONSIBILITIES

1. Student athletes shall strive for excellence in all aspects of their careers, including academic achievement, ski racing performance, and personal management. Student athletes shall:
 - a) Pursue and maintain academic excellence to the best of their abilities.
 - b) Follow the training and competition program as outlined by the NSA.
 - c) Be responsible for exemplifying the attitude, work ethic, and dry-land fitness requirements expected by the NSA coaches. (attendance and effort)
 - d) Comply with all the requirements as outlined by the NSA and its coaches, with respect to attendance and participation in any activity.
2. Student athletes shall conduct themselves in a manner that contributes positively to the academic, athletic and social aspects of the NSA program, to the best of their ability.
3. Student athletes shall behave in a manner that demonstrates respect for the Academy and its goals.
4. Student athletes shall demonstrate the utmost respect for self, staff, fellow students, directors and alumni.
5. All athletes will be required to uphold the standard, procedures and guidelines as set out in the WADA (World Anti Doping Code – 2003)¹ and as may be amended from time-to-time or standards that may be applied by the National Ski Academy.

¹ See www.wada-ama.org and www.cces.ca

6. All student athletes are expected to be courteous to all ski community participants, recreational skiers, and volunteers.
7. All student athletes are expected to dress in an appropriate manner at all times. Care and attention should be given to personal hygiene and apparel in order to reflect a positive image of oneself and the Academy.
8. Uniforms will be worn at all competitions. Only the official uniform of the National Ski Academy is to be worn at all podium and medal ceremonies.
9. Student athletes recognize that the National Ski Academy is “their home” and shall show respect for the physical environment by assisting to maintain a clean and tidy environment at the Academy and any other locale where they are participating in an NSA program or activity.
10. When under the care and direct supervision of an NSA coach, or NSA employee, student athletes must respect the obligations and rules as set out for them by the NSA. They must communicate their whereabouts to the person or persons responsible for them and ensure that they stay within the rules that have been agreed upon by the managing authority.
11. If, for any reason a student athlete should wish to leave in the middle of, or at the end of a trip away from the NSA, arrangements and consent will be made with the coach in charge or Head of School prior to departure from the NSA. The exception being: injury, family emergency, or other extenuating circumstances requiring coach’s acknowledgement and consent.
12. All student athletes enrolled as members of The National Ski Academy are expected to adhere to The National Ski Academy Code of Conduct regardless of age, at all times.

While in the care of The National Ski Academy, student athletes agree that failure to uphold the values contained in this Code will seriously jeopardize the NSA’s community and reputation. Student Athletes violating these rules are subject to disciplinary action determined by the Head of School, and/or NSA Leadership Team.

Inherent in the Code of Conduct is a philosophy of common sense, respect and responsibility. The staff of the NSA will work together, under the supervision of the Head of School, to assist all individuals to fulfill their commitments, as outlined above.

DISCIPLINE

DISCIPLINARY RESPONSE

The NSA guiding principles are designed to promote a safe, positive and respectful environment for all community members, and allow the NSA and its programs to run smoothly. Every member of the NSA community is to be valued. Common sense is at the foundation of the Academy’s behavior expectations and student athletes are expected to take responsibility for their actions and decisions. Undesirable student behavior will typically be followed with a progressive-step response continuum with a primary goal for disciplinary action to foster positive behavior in a manner that is both corrective and supportive. Student athletes will always be treated fairly.

Depending on the severity of the student athlete infraction, any disciplinary step or steps *may be combined or skipped* in order to reach an appropriate level of disciplinary response. These steps serve as guidelines only and do not limit the ability of the NSA to apply, according to each individual case and circumstance, whatever disciplinary sanctions it deems appropriate.

DISCIPLINARY STEPS

Disciplinary Status Steps: each status will outline specific expectations for a student's conduct and length of status.

Supportive Discussion: typically minor infractions

Conduct Advisory: violation of school policy or breached community expectations

Conduct Concern: could include a variety of infractions against standards and expectations of behavior and responsibility

Conduct Probation: significant or serious breach of community standards, guiding principles

Suspension (in-school or out-of-school): duration dependent on circumstances of infraction; timeout to think about and determine whether student athlete is ready to recommit to community standards and guiding principles.

Expulsion: significantly egregious infraction – immediate, regardless of time in the school year.

Minor Infractions

These will normally be addressed by staff through a supportive discussion and may involve some duties and restrictions. Examples of behaviour that might be considered a minor infraction are listed below. It should be noted, however, that this list is not all-inclusive:

- Unreasonable noise
- Behaviour disruptive to others
- Lack of consideration of others
- Failure to complete assigned house duties

Major Infractions

Major infractions will normally be addressed with a disciplinary response intervention that will provide guidance to the student athlete and respect others and the well-being of the community.

Examples of behaviour that might be considered a major infraction are listed below. It should be noted, however, that this list is not all-inclusive:

- The possession, distribution, use of or being under the influence of Drugs, Alcohol, Vaping or Tobacco products and inappropriate use of prescription drugs.
- Sexual activity between athletes, athletes and staff while under the supervision of the NSA.
- Theft, vandalism or any other criminal like activity.
- Bullying or participation in any kind of hazing or initiation rites.
- Discrimination.
- Public behaviour that may discredit the National Ski Academy.
- Willful disregard of NSA policy, where the safety of any member of the Academy is compromised

PROCEDURE FOR ADDRESSING BEHAVIOUR INFRACTIONS

The NSA will respond swiftly to behavior infractions and apply timely, consistent and appropriate disciplinary step(s). NSA Staff, through a supportive discussion or counselling with the student-athlete involved, will normally address minor infractions.

The Head of School and/or Disciplinary Committee will oversee the management of infractions that are repetitive or deemed major and more serious. In these circumstances, student athletes may expect to be immediately suspended from all activities including training, academics and events pending investigation. Once the investigation is completed after reviewing the relevant information, a determination of student responsibility will be made and appropriate disciplinary response step(s) will be applied. The Head of School makes the final disciplinary decisions, after consulting with staff and the NSA board if needed. Decisions may be appealed to the Head of School, in writing, within 5 days of the decision being rendered.

As outlined in the NSA guiding principles, it is expected that all student athletes will be forthcoming in the details they provide during the investigation of an infraction. Misrepresentation of the facts and/or with respect to his or her actions in the event being investigated will incur a disciplinary response.

Parents and student athletes are reminded of the tuition refund policy (“Schedule C” Tuition and Financial Matters of the NSA Enrolment Agreement) in the event of a dismissal, injury or withdrawal from the school.

NATIONAL SKI ACADEMY HARASSMENT POLICY

NOTE: For convenience, this policy uses the term “complainant” to refer to the person who experiences harassment, even though not all persons who experience harassment will make a formal complaint. The term “respondent” refers to the person whom a complaint is made.

NSA - stands for National Ski Academy of Collingwood, ON. “Member” relates to student athletes, coaches, parents, employees, board members or anyone related to the National Ski Academy and its daily activities.

POLICY STATEMENT:

1. The National Ski Academy is fully committed to providing an environment in which all individuals are treated with respect and dignity. Each individual has the right to discriminatory redress.
 - Harassment is a form of discrimination. Harassment is prohibited by the Canadian Charter of Rights and Freedoms and by human rights legislation in every province and territory in Canada.
 - Harassment is offensive, degrading and threatening. In its most extreme forms, harassment can be an offence under Canada’s Criminal Code.
 - Whether the harasser is a director, supervisor, employee, coach, official, volunteer, parent, or student athlete, harassment is an attempt by one person to assert abusive, unwarranted power over another.

- NSA is committed to providing an environment free of harassment on the basis of race, national or ethnic origin, color, religion, age, gender, sexual orientation, marital status, family status, disability, or pardoned conviction. *(A special provision in criminal law permits a pardon. An individual must apply for a pardon. A criminal who has served her or his sentence is not considered “pardoned”.)*
2. This policy applies to all student athletes, NSA employees, parents as well as to all directors, officers, volunteers, officials, and other members of NSA. The NSA encourages the reporting of all incidents of harassment, regardless of who the offender may be.
 3. This policy applies to harassment that may occur during the course of all NSA activities, events and work related matters. It also applies to harassment between individuals associated with NSA but outside of NSA activities, events and work related matters when such harassment adversely affects relationships within the NSA and its community.
 4. For the purposes of this policy, retaliation against an individual
 - For having filed a complaint under this policy, or
 - For having participated in any procedure under this policy; or
 - For having been associated with a person who filed a complaint or participated in any procedure under this policy, will be treated as harassment, and will not be tolerated.

DEFINITIONS:

Harassment takes many forms but can generally be defined as comment, conduct, or gesture directed toward an individual or group of individuals, which is insulting, intimidating, humiliating, malicious, degrading or offensive.

Types of behavior which constitute harassment include but are not limited to:

- Written or verbal abuse of threats;
- The display of visual material which is offensive or which one ought to know is offensive;
- Unwelcome remarks, jokes, comments, innuendo, or taunting about a person’s looks, body attire, age, race, ancestry, religion, disability, gender or sexual orientation;
- Leering or other suggestive or obscene gestures;
- Condescending, paternalistic or patronizing behaviour which undermines self-esteem, diminishes performance or adversely affects the learning or working environment;
- Practical jokes which cause awkwardness or embarrassment, endanger a person’s safety or negatively affect performance;
- Unwanted physical contact including touching, petting, pinching or kissing;
- Unwelcome sexual flirtations, advances, requests or invitations or;
- Physical or sexual assault.

For the purposes of this policy, **sexual harassment** is defined as unwelcome sexual advances, requests for sexual favours, or other verbal or physical conduct of a sexual nature when:

- Submitting to or rejecting this conduct is used as a basis for making decisions which affect the individual; or
- Such conduct has the purpose or effect of interfering with an individual’s performance; or

- Such conduct creates an intimidating, hostile, or offensive environment

Bullying is defined as the repeated conduct intended by an individual or individuals to have the effect of, or whom ought to know their conduct would likely have the effect of negatively impacting a person's dignity, self-worth and self-esteem. For the purposes of this policy, bullying includes the use of verbal, electronic, written, physical or other means.

Types of behaviour which constitute bullying include, but are not limited to:

- intimidation or ridicule;
- verbal taunts and name-calling;
- threatened violence;
- actions causing fear or distress, including psychological, social or academic harm or harm to an individual's property or;
- intentional exclusion from peer or social groups

Bullying in any form interferes with healthy relationships and is not conducive to a safe learning or working environment. Bullies rely on a perceived imbalance of power between themselves and the individual target(s). This may be based on, but not limited to, factors such as size, age, perceived strength, economic power, social status and accomplishments.

For the purpose of this policy, defining bullying or harassment by electronic means (**cyber-bullying or cyber-harassment**) includes, but is not limited to:

- Inappropriate use of the NSA or other networks as per the NSA's *Appropriate Use of Technology Policy*;
- Impersonating or assuming the identity of another person as the author of content that is posted on the internet, social media platform or other method of electronic communication.

Note: "Off-site" cyber-bullying and cyber-harassment targeting an individual or group of individuals can directly impact relationships and/or adversely affect the community or school climate of the NSA. Incidents of this nature will be investigated and the NSA will take appropriate disciplinary action.

SUPPORT

Every NSA student athlete and employee should know that he or she is supported by the NSA, and that his or her dignity, well-being and safety are of the highest importance. An individual who feels they have experienced any form of harassment is encouraged to seek immediate assistance from a teacher, coach, or administrator.

Notwithstanding this policy, every person who experiences harassment continues to have the right to seek assistance from their provincial or territorial human rights commission, even when steps are being taken under this policy. This could include an external mediation - arbitration mechanism set up by the NSA.

RESPONSIBILITY

The NSA Leadership Team is responsible for the implementation of this policy as follows:

- Discouraging and preventing harassment with NSA;
- Investigating formal complaints of harassment in a sensitive, responsible, and timely manner;

- Imposing appropriate disciplinary or corrective measures when a complaint of harassment has been substantiated, regardless of the position or authority of the offender;
- Providing advice to persons who experience harassment;
- Doing all in their power to support and assist any employee or member of NSA who experiences harassment by someone who is not an employee or member of the NSA;
- Making all members and employees of the NSA aware of the problem of harassment, and in particular, sexual harassment, and of the procedures contained in this policy;
- Informing both complainants and respondents of the procedures contained in this policy and of their rights under the law;
- Regularly reviewing the terms of this policy to ensure that they adequately meet the organization's legal obligations and public policy objectives; and
- Appointing unbiased case review panels and appeal bodies and providing the resources and support they need to fulfill their responsibilities under this policy.

Every NSA member has a responsibility to play a part in ensuring that the NSA environment is free from harassment. This means not engaging in, allowing, condoning, or ignoring behavior contrary to this policy. In addition, any member of NSA who believes that a fellow member has experienced or is experiencing harassment is encouraged to notify a member of the NSA Leadership Team.

The role of the NSA Leadership Team is to serve in a neutral, unbiased capacity and to receive complaints, assist in informal resolution of complaints and investigate formal written complaints. In carrying out their duties under this policy, designated members of the NSA Leadership Team shall be directly responsible to the Board of Directors of the NSA.

In the event that any NSA Leadership Team member is involved in a complaint, which is made under this policy, the Chair of the Board shall appoint a suitable alternate for the purposes of dealing with the complaint.

DISCIPLINARY ACTION

NSA takes the view that intimate sexual relationships between coaches/NSA employees and adult student athletes, while not against the law, can have harmful effects on the individual athlete involved, on the other student athletes and coaches and on NSA's public image. NSA therefore takes the position that such relationships are unacceptable for coaches; should a sexual relationship between *any* student athlete and an NSA employee develop, the NSA will investigate and take action, which will result in an immediate request for resignation or dismissal from employment.

Any member of the NSA against whom a complaint of harassment is substantiated may be severely disciplined up to and including expulsion, employment dismissal or termination of membership in cases where the harassment takes the form of assault, sexual assault or a related sexual offence.

CONFIDENTIALITY

NSA understands that it can be extremely difficult to come forward with a complaint of harassment and that it can be devastating to be wrongly convicted of harassment. NSA recognizes the interests of both the complainant and the respondent in keeping the matter confidential.

NSA shall not disclose to outside parties the name of the complainant, the circumstances giving rise to a complaint, or the name of the respondent unless a disciplinary or other remedial process requires such disclosure.

APPROPRIATE USE OF TECHNOLOGY POLICY

The Academy's Code of Conduct embodies the guiding principles for all conduct at the NSA including electronic devices (e.g. laptops, smartphones, tablets) and electronic communication technology (e.g. email, snapchat, text message) usage. There are practices and policies concerning the use of these devices and electronic communication, which NSA student athletes must both understand and follow which are consistent with the NSA values of respect, integrity and honesty. This applies to any usage or behavior, whether conducted on or off NSA related property that impacts the NSA community. Student athletes have a responsibility to maintain the NSA's guiding principles and Code of Conduct and to use all communication tools and electronic devices, including the Internet and social media platforms, in a responsible, respectful and positive manner.

Electronic Device User Policy (including but not limited to laptops, smartphones, tablets)

Internet Usage:

Note: The NSA network is defined as NSA computers, devices and network connection, including connections to the network through private computers, electronic devices or remote connection.

The NSA network exists primarily to support academic learning. Access to the NSA network made available to student athletes is a privilege and is provided for constructive, academic, legal and personal usage. The student athlete accepts responsibility for appropriate behavior. Academic use will take priority over personal use if there is limited network access.

The NSA network will be shut down every night from 10pm – 7am.

Content and Transmission Restrictions:

Each student athlete is responsible for the content on any of his/her personal electronic devices, and all of the content in any transmission, communication, or images that they access or send whether or not they initiated with the student athlete. It is important to note that policy applies to group messages as well. It is each student athlete's responsibility to monitor the tone of an email or group text and cease communications if the tone, implied or otherwise, violates the Code of Conduct.

Student athletes may not have installed on, nor will they share or distribute files from their electronic devices that offend community standards, are disruptive to others, break the law, violate academic policies, compromise the NSA community or the guiding principles and Code of Conduct of the NSA.

Electronic Gaming: - Gaming includes computer games, smartphone games, play stations or any other form of electronic gaming. Gaming is not permitted during academic hours, designated training time, race days, study time or after lights out.

Ethical and Appropriate Use:

Examples of what is prohibited for use of the NSA network include, but are not limited to:

- Sending/receiving defamatory, abusive, harassing, obscene, profane, sexually oriented, sexually explicit, threatening or racially offensive messages;
- Publishing text documents, digital images, video or audio recordings of, or belonging to, other people or on any social network or website without their permission;
- Using the network in connection with any infringement of another person's intellectual property rights (copyright) or violation of any patent, trademark, or trade name;
- Interfering with the normal operation of the network;
- Accessing, downloading, carrying or storing any material that is deemed to be obscene, offensive, defamatory, discriminatory, racist, harassing, sexually explicit or derogatory;
- Using the network to conduct or for commercial or personal business purposes;
- Tampering with or attempting to "hack"/gain access to computer or network security of any company or system, electronic devices or equipment, any other person's computer, or email; or
- Collecting or transmitting material in violation of federal or provincial law

Mobile Phone Use

Mobile phones, tablets and other electronic devices must never be used to photograph or videotape members of the NSA staff or other students unless permission is granted by the subject individual. Mobile phones may be used in classrooms at specific times when approved by the teacher as a tool for use in the lesson.

Mobile phone usage is not permitted during class, study hall and other NSA programming or activities as it can be a distraction to others and prevent effective use of class time.

We suggest that mobile phones, like other internet devices should not be used after 10:30pm as adequate sleep is needed.

CONSEQUENCES FOR INFRACTIONS

A student athlete will lose their access privileges if found to be compromising or in violation of the NSA network and acceptable use policy. Conditions for reinstatement will be determined and reviewed by the NSA Leadership Team or Head of School who will also determine the disciplinary sanctions for any violation, which may range from a verbal warning, up to and including immediate expulsion.

The NSA also reserves the right to advise appropriate legal officials and certifying bodies of any criminal violations.

NSA PROGRAM PARTICIPATION

All NSA student athletes are required to be in full attendance *from the beginning of their first athletic or academic morning commitment until the conclusion of their final commitment* (e.g. end of the academic, training or race day).

ATHLETICS

The NSA recognizes that the athletic component is not the only key to developing and retaining promising and committed student athletes. This is reflected in the Academy's initial mission statement and remains unchanged. By incorporating program elements that integrate and address the broader needs of the student athlete including academics, fitness, psychological training, and a home base that includes a gym and boarding, the Academy experience is designed to develop the whole person to maximize and realize on his or her potential and to sustain performance in a highly competitive and challenging environment.

Academic course delivery is integrated with the NSA's supervised fitness and injury prevention program, training and racing program. The specific year-round fitness programs are designed to develop the student athlete and address individual needs as well as to provide nutrition education. Even when out of town for races, arrangements are made for scheduled physical training. The program includes biomechanical assessments delivered through affiliate associations and sports psychology sessions on and off the hill.

DAILY ATHLETIC SCHEDULE:

Attendance at NSA conditioning sessions is **MANDATORY** for all NSA student athletes. It is the responsibility of each student athlete to participate in this program component to ensure optimal on-hill performance and injury prevention.

For NSA Boarders, the daily athletic schedule calls for a warmup activation every morning before breakfast.

Pre/Post Competition Seasons

All high school student athletes have 2x45 minute conditioning blocks scheduled Monday to Friday unless otherwise posted in advance.

Competition Season

Conditioning sessions will be determined and scheduled by respective team coaches.

MISSED PROGRAM PARTICIPATION

On time attendance is required at all times for any NSA program: class, training, race, or other activity required of NSA student athletes. It is inherent to a student athlete's performance, and to meet their obligations and requirements, that attendance is necessary to fulfill NSA commitments.

Parents are expected to support the school at all times through ensuring that their children attend all NSA classes and commitments. From time to time, there may arise acceptable reasons for absence, which may include illness, injury, religious holidays and appointments. If a student athlete will miss any NSA activity, it is the parent's responsibility to report this in a timely and proper fashion before the activity to:

- The Coach and conditioning coach (if athletic activity);
- The NSA office and Head of School about missed classes;
- The House Supervisor or Office Staff (during the day) for any other activity and if the Head of School is unavailable.

Family trips or holidays scheduled during academic periods (Semester 1A, B or 2B) are not considered an acceptable reason for absence.

Student athletes may not excuse their own absences.

In the case of NSA Boarders, the Coach, House Supervisor, or Head of School may excuse a student athlete - the absence must be reported to the NSA office each day it occurs.

For Day student athletes, only the parents or legal guardian may report the absence on the day it occurs.

GENERAL ACADEMY INFORMATION

VEHICLE POLICY

Students who board are not encouraged to have personal vehicles at the NSA. Concessions may be made should a car be needed for travel to and from home on weekends. NSA is not responsible for theft or damage to personal vehicles while on NSA property. Priority parking on campus is reserved for NSA employees and NSA vans/trailers.

If personal vehicle use becomes an issue, the student athlete will be required to leave their vehicle keys with the school office daily.

Personal use for boarders during the week may be allowed only when absolutely necessary and only with formal permission from the student athlete's parents to the Head of School or House Supervisor in writing.

Student athletes wishing to ride with anyone other than in an NSA vehicle, with a parent or relative, must have prior written permission from BOTH sets of parents to the House Supervisor or Head of School.

The use of a NSA employee (personal) vehicle to transport a student athlete is strongly discouraged. In the event of a *medical* emergency, EMS will be contacted or, if deemed necessary, an NSA licenced vehicle and driver (accompanied by 1 additional NSA employee) may be used.

For local personal transportation needs, given the NSA campus proximity to the shops, restaurants and businesses of Collingwood, student athletes may walk, ride a bike or hire a taxi.

TRAVEL

The privilege of travel carries with it the responsibility of pleasant, polite, respectful behaviour of student athletes towards restaurant, hotel, airline and ski area staff, hosts and the general public.

While travelling in an NSA vehicle each student athlete must wear a seat belt and obey all laws in the Highway Traffic Act. Please be respectful of those with whom you share a vehicle and promptly remove any garbage, recycling or personal effects at the conclusion of each trip.

VISITORS

Visitors are welcome at the NSA as long as they abide by the NSA rules and Code of Conduct and come at times that do not interfere with the athletic or academic life at the NSA. Anyone visiting the NSA must check-in with the House Supervisor or office staff and must meet in the "common rooms" as specified. Non-NSA students are not permitted in student athlete bedrooms.

At appropriate times and after signing out, a student may leave campus with visitors; however, if the visitor is not a parent or relative, student athletes cannot ride in a personal vehicle without prior written parental permission and the House Supervisor must be made aware of these arrangements.

DRESS

NSA students are expected to dress in a modest and appropriate manner at all times. Care and attention should be given to personal hygiene and apparel in order to reflect a positive image on oneself and the Academy.

- Appropriate and clean clothes will be worn in the dining room at meal times; no hats at meals
- Sweatpants, pyjama pants and torn shirts or pants, will not be allowed while travelling by air or on other excursions or activities so specified by the NSA Head of School or her designate
- NSA uniforms will be worn at all training sessions, competitions and medal presentations

ACADEMIC TOOLS

All student athletes are required to provide a personal electronic device (e.g. laptop computer or tablet) in good working order that will allow them to access, complete and print academic work.

It is the student athlete's responsibility to ensure they have appropriate software applications to support academic course work. We suggest Microsoft Office (or similar) software that includes, at a minimum, Word, Excel, Powerpoint, and Adobe.

Specific courses may have additional requirements (i.e. graphing or scientific calculator).

The NSA provides wireless internet service that provides connectivity to classroom areas and most bedrooms.

ACADEMIC and ATHLETIC SUPPLIED EQUIPMENT

These resources are the property of the suppliers or the NSA. This includes, but is not limited to: textbooks, lab equipment, Freelap timing equipment and gates, projectors, and cables & remotes for electronics. Students are responsible for careful maintenance of all equipment and it is mandatory for all NSA student athletes to use their supplied equipment for all NSA programs – in the classroom, at training sessions and competitions. Families will be charged for the replacement of supplied equipment that is lost or damaged while signed out to a student athlete.

ATHLETIC EQUIPMENT STORAGE

Skis, Ski boots, poles, hockey sticks, etc. are stored downstairs in the designated storage areas. Day student athletes will have an assigned locker in the basement for their equipment storage, and they will follow the same guidelines as the boarding student athlete.

BICYCLES/SKATEBOARDS/ROLLERBLADES/SCOOTERS

Student athletes bringing a bike can store and lock their bikes in the NSA bike shed. The shed is locked at all times and access can be gained from an NSA staff. All students must provide their own bike lock for additional security. When not in use, the bikes should be locked at all times.

Don't forget helmets! They are mandatory when participating in NSA organized rides. Wearing a helmet is best practice for all cyclists. A helmet can greatly reduce the risk of permanent injury or death should a cyclist fall or be involved in a collision. By law in Ontario every cyclist under the age of 18 must wear an approved helmet. For riders under 16 years old, a parent or guardian must make sure that their child wears a helmet. Students who ride bicycles must operate them in a safe manner, mindful that they are subject to the regulations of the Provincial highway Act.

Please refer to National Ski Academy Ski/Sport Safety Policy on page 33

ENVIRONMENTAL STEWARDSHIP

To continue to enjoy winter sports well into the future, it's important that each member of our school community take responsibility for being a steward of our planet. All NSA staff and students should cultivate ecological citizenship, and thereby inspire positive environmental change for sustainable living within our school community in Collingwood, as well as the other locations where we train and/or compete.

We all want to work toward reducing the school's eco-footprint. Therefore, all student-athletes are expected to respect the environment and demonstrate their commitment to environmental stewardship with the following behaviours and actions:

- to recycle responsibly and use recycling and garbage bins correctly
- to reduce food waste and use the compost/recycling centre in the Dining Hall correctly
- to help the NSA conserve energy by turning off lights and electronics when leaving the classrooms and bedrooms

- to turn off leaky taps and not run water for long periods of time
- to save paper by printing only when necessary
- to respect the environment and not litter anywhere on NSA property or in the community
- to make an effort to use only refillable water bottles

There are Simcoe County Sorting Guide for Recycling and Green Bin posters throughout the school that provide instructions for the use of the enhanced waste management processes at the NSA. Please don't hesitate to ask a member of the NSA staff if you have any questions about which bin to use for a particular item.

COMMUNITY RELATIONS POLICY

The National Ski Academy is a part of the larger community of Collingwood, the Town of the Blue Mountains and as guests at local ski clubs. Just as our student athletes have neighbours at home, they also have neighbours here in town, and neighbours in the communities where we race and train. The NSA has an expectation that students will respect the rights and property of its neighbours, while at 200 Oak Street, while training locally and away. Noise, litter, and disruptive or destructive behaviour have an impact on how neighbours view our school. Common sense and consideration are expected.

BOARDING INFORMATION & RULES

ITEMS TO BRING

For day-to-day in-house use, NSA Boarders need to provide:

- Sheets (for a single bed), pillow/pillow cases, blankets/comforter, towels and toiletries
- Approximately a dozen coat hangers, and only clothes and belongings that are absolutely necessary as space is limited. A bathrobe or dressing gown for trips to and from the bathroom. It is important to ensure that all clothes and belongings are well marked to avoid confusion
- A laundry bag for dirty clothes and a clothesbasket for transporting folded clothes from the basement facilities to rooms. (We provide guidance in the art of washer and dryer use!)
- A bathrobe – and a reminder that it should be worn upon exiting the shower/washroom area and walking back to your bedroom
- Power bar – minimum 10' long cord
- Desk lamp – overhead/room lighting may not be bright enough for working at your desk; task lighting will also help to be less disruptive to your room-mate if you are studying and s/he is going to bed earlier
- Fan – it tends to get warm in the building in August and the spring
- Closet organizer
- Shoe rack

DO NOT BRING (due to fire and safety regulations):

- electric appliances OR any cooking devices are prohibited in residence
- candles, lighters, incense burners or similar devices are prohibited in residence
- weapons or other restricted items of any kind
- extension cords are not permitted in the NSA due to fire regulations
-

PERSONAL BELONGINGS

Student athletes should label all possessions clearly and keep money and valuables in secure circumstances. All students are requested to have a lock box or other secure device for their personal valuables and prescription medication (as necessary). Do not leave cash in an open area.

HORSEPLAY/SPORTS IN RESIDENCE

There should not be any playing of sports of any type in classrooms, common areas, hallways or residence rooms. This includes any bouncing, kicking, or throwing of balls and horseplay. Fire sprinklers and heat sensors are very sensitive to any impact, even brushing them in the hallway or room may set them off. In addition, our building has many beautiful original heritage features that are easily damaged. Please limit sports equipment use to the gym or outdoors.

Any student found responsible for incidents of damage or abuse of School property or the property of others will be subject to payment of the cost of repairs and/or restitution. If the damage is determined to be wilful, the matter will be referred to the Head of School for disciplinary action.

BEDROOMS:

The following expectations apply to a student's residence room at the NSA:

- No writing on walls, ceilings, or furnishings
- By order of the Fire Department, flags or posters cannot be hung from the ceilings, including sloped ceilings
- Rooms must be kept tidy at all times. Each student is expected to make his/her bed and tidy his/her desk each morning. Room checks by the House Supervisor will be done daily
- On days when the cleaners are scheduled, please remove the garbage bag from your bin, tie it up and place it outside your door; personal belongings should not be on the floor in order for the cleaners to access your room for vacuuming
- TV sets and video game systems (PS3, X-box, Wii, etc.) are not permitted in individual rooms
- Do not enter the bedrooms of the opposite gender. (Your bedroom is your private place. Socializing is to be done in the Common Rooms)
- Do not enter the bedrooms of resident staff without permission from the House Supervisor
- **NO open food containers or food eaten in bedrooms or common areas as this may attract rodents**

Please note that damage to rooms will be charged to the student(s) occupying the room. Serious damage (beyond regular wear and tear) to common areas of the NSA building will be evenly divided among all boarders, unless it can be attributed to specific individuals.

WASHROOMS:

Remember that these facilities must be used by everyone. Please be sure to:

- leave room tidy – flush toilets, wipe counter area, clean up spilled water on the floor, use waste receptacles provided
- use only those designated according to their gender

COMMON ROOM USAGE

Student athletes will:

- Enjoy each other's company while not infringing on the rights of others to talk, watch TV etc.
- Keep common rooms, including outdoor spaces such as the veranda, clean and tidy
- Upon leaving common spaces, please promptly dispose of garbage and recycling, bring used dishes back to the kitchen and remove any personal belongings

LAUNDRY ETIQUETTE

In the basement, for your convenience, are washers and dryers. It is important that these be used in a manner which allows the greatest access for all NSA student athletes. If you put a load in a machine, please be aware of the time at which the cycle will end and clear the machine immediately after. Do not remove clothes before a cycle is complete or throw clothes on the floor. It is also unacceptable to leave your laundry in the laundry room for an extended period of time.

TELEVISIONS

TV watching and video game playing is not permitted in the main lounge area during NSA scheduled activities. Televisions and/or TV monitors are not allowed in bedrooms. Please ensure remote controls and cables are not removed from common rooms and classrooms.

PHONES AND COMPUTERS

Computers, tablets, smart/cell phones or similar internet devices are not be used after 10:30pm as adequate sleep is needed.

DINING ROOM GUIDELINES

Members of the kitchen and house staff are to be treated with courtesy and respect. If you have a concern about anything involving the Dining Hall, speak to Ms. Walsh or Chef Zak.

• Cutlery and dishes that are removed from the Dining Hall should be promptly returned; leaving dishes in bedrooms and common areas may result in an expectation that dishes are no longer able to be removed from the Dining Hall

- Everything taken to dining room tables must be removed, tables cleaned, chairs pushed in, plates scraped, and placed in the appropriate bins. Any mess caused by a student must be cleaned up.
- Cell phone usage while in the Dining Hall should be limited – sharing a meal with peers and staff is a wonderful way to build community
- Communicate with the Chef if they are absent for meals
- Follow the mandatory kitchen duty schedule or arrange for a replacement

DINING ROOM HOURS

There may be some variation to these hours for special events or to accommodate training/racing schedules

Breakfast	7:30am - 8:15am
Lunch	12 noon – 12:45pm (all student athletes eat together)
Dinner	6:00pm

SPECIAL DIETARY NEEDS: *(NSA is an “allergy –safe” environment as defined by Anaphylaxis Canada)*

Any special dietary requirements (e.g. anaphylactic allergies, celiac, lactose intolerant) for a student athlete should be discussed with the Head of School and the Chef. Every effort will be made in meal planning to accommodate these health related requirements; however, it may be necessary that a supplemental charge to the individual may be required to provide a balanced and health safe diet in these instances.

Every effort will be made in meal planning to accommodate student athletes who have made personal dietary choices (e.g. vegan, vegetarian, gluten free) however, it may be necessary that a supplemental charge to the individual may be required.

WEEKLY ROSTER OF STUDENT DUTIES

There is a dish duty schedule for all student athletes residing at the NSA.

If a student athlete will miss a dish duty, he/she must find a replacement on the check-out sheet and inform the Chef and House Supervisor prior to missing the duty.

STUDENT KITCHEN DUTIES (MONDAY TO THURSDAY)

Each night - JOB 1, 2 & 3 immediately after dinner

1. DISHES

- Rinse and load all dishes, cutlery, serving dishes and utensils through dishwasher
- Put away all of the above items in appropriate cupboards/shelves/bins
- Wipe down kitchen tables (plastic and wood counter)
- Wash (in dishwasher) any cutting boards, baking pots, pans that are stacked on the right side of the sink
- Put all used dish towels and cloths in laundry bin (kitchen basket)

2. FLOORS

- Sweep kitchen, pantry/stove area and dining room floors
- Mop kitchen (use mop bucket) and pantry/stove area floor
- Empty and rinse mop bucket – rinse mop and leave in bucket
- **Thursday night** – mop dining room floor as well

3. FOOD, COUNTERS, APPLIANCES, DINING ROOM GARBAGE

- Wrap any leftover food (food to be kept – ask Chef) with plastic wrap – store in stainless steel fridge
- Wipe (soapy wet cloth) *and rinse ALL* pantry counters
- Clean panini press grills (wet cloth), empty toaster of bread crumbs
- Clean (wet cloth) kettle, toaster and panini press
- Clean inside of microwave
- Take out Dining Room Garbage bag to dumpster; replace new garbage bag in bin

JOB 4 - 3 meals/day - 30 minutes after meal start time

4. DINING ROOM TABLES, CHAIRS and NAPKIN DISPENSERS

- Clear and put away all condiments into dining room fridge
- Clear any leftover used cutlery, dishes etc. to kitchen
- Pick up/dispose of any garbage (napkins, wrappers etc.)
- Wipe (soapy wet cloth) *and rinse ALL* 4 dining room tables
- Wipe off chairs and tuck into dining room tables
- Check and fill napkin dispensers as needed

MAINTENANCE AND FACILITIES

In a building that is celebrating her 125th anniversary in 2018, there are bound to be issues that arise from time to time. If you have a maintenance or facilities issue (i.e. clogged toilet, window that won't close, the bar in your closet falls down, issue with a washer/dryer), the new process for reporting the issue to Robert Pierce, our Maintenance and Facilities Manager is as follows:

There is a binder marked "Maintenance & Facilities" on the shelving unit with the First Aid kit behind the kitchen door on the main floor. As soon as there is an issue that requires Robert's attention, please fill out one of the forms inside this binder. Be sure to include your name, the date, and an explanation of the issue and/or what needs to be repaired. Robert is not at the Academy every day, however if the issue is an emergency that requires immediate attention, please speak directly to Ms. Walsh to have the situation resolved.

CURFEW AND LEAVES

(This section will be undergoing further revisions once the REACH Boarding App has been introduced)

Off Site Sign-out

Off-site refers to leaving the NSA to go downtown, on foot or on a bike, to run errands, have dinner, etc.; however, no classes, training or dorm time will be missed. If a student athlete wishes to leave the NSA for any reason, he/she needs to seek permission, sign out and inform the House Supervisor.

Dinner & Social Leaves

Each student athlete or parent may ask permission for a special dinner leave. This has to be arranged with the House Supervisor and Chef in advance. Student athletes must return for evening classes if scheduled. *A parent must give permission for their child requesting any type of social leave directly to the House Supervisor.*

Weekend Meal Requirements

Every Thursday by noon, each NSA Boarder must let Chef Zak know exactly what in-house meals he or she requires over the period of Friday dinner through Sunday dinner.

Weekend Leaves

Parents who wish to pick up their son/daughter for the weekend are asked to do so after the Academy school and dry land schedule is completed for the day. They should arrange to return by curfew time on Sunday (10:00 pm) or Monday before school or training. Please follow the CHECK-OUT POLICY below.

CHECKOUT POLICY

1. Students must fill out necessary paperwork asking for permission to check out for the weekend from the House Supervisor by Thursday, 6:00 p.m.
2. Students must state when they are leaving and returning, where they are staying, with whom they are driving and destinations.
3. Parents are required to call and speak with the House Supervisor directly to secure permission for ALL of the above. The permission must be made “personally” with the House Supervisor.
4. If students will be driving with, or the passenger of, anyone other than a parent or relative, he or she must have prior written permission from BOTH sets of parents to the House Supervisor or Head of School for each occasion.
5. If parents intend to pick up their child for the weekend, and the child has not previously signed out, parents must PERSONALLY notify the House Supervisor. If parents intend to take their son/daughter only to dinner, or another evening activity, students must be back in the dorm by 10:00 pm. If you will be later, please inform the House Supervisor.
6. If a student athlete signs out for the weekend and then plans change, he/she must contact the House Supervisor immediately. The parent of the student athlete and/or the parent host must confirm the change directly (via phone) with the House Supervisor.
7. If a student athlete signs out for the weekend and then decides to return to campus at any point over the weekend, he/she must contact the House Supervisor prior to returning to ensure that adult supervision is available on campus. He/she must remain on campus for the remainder of the weekend.
NOTE: The student athlete’s parent will be notified.

CURFEWS

IN-HOUSE School Night (Sunday to Thursday)

All student athletes are expected to be on their respective floor (boys’ or girls’) by 10 p.m.

Lights out at 10:30 p.m.

Be considerate of roommates who may have gone to bed earlier.

IN-HOUSE Weekend (Friday and Saturday)

Curfews for those staying in-house on weekends will be as indicated below. Students must check out and in with House Supervisor

GRADE 9-10: 11PM*

GRADE 11: MIDNIGHT (12 AM)*

GRADE 12: 12:30AM*

*CURFEW may be earlier if pre-race or training event – coach will determine.

ON-THE-ROAD (any day)

Coach will determine: - typically in assigned room by 9PM

NSA HEALTH AND SAFETY

HEALTH INSURANCE COVERAGE

All Ontario resident student athletes are required to have an Ontario Health Card. It is each parent's responsibility to ensure their child has sufficient medical coverage for areas not covered under the Ontario Health Insurance Plan (OHIP), in particular for all non-Ontario and out-of country travel*.

All Canadian, out-of-province residents should be covered by their provincial policies; however it is the parent's responsibility to confirm and secure any additional coverage that may be required in Ontario and for all out-of-country travel*.

All non-Canadian residents, who do not have a valid Ontario Health Card are required to provide proof of valid private health insurance with sufficient coverage for their child's NSA academic/athletic year (August 2017 to June 2018)*.

***ADDITIONAL INSURANCE REQUIREMENTS**

All FIS student athletes **must** purchase the **FIS International** which includes **Class 2 SAIP medical insurance**. This covers up to **30 days out of country per trip** for the year from July 1 – June 30 **PLUS** **additional weekly SAIP** coverage as required for the length of the Saas-Fee camp.

All U16 student athletes **must** purchase **SAIP Class 2 medical insurance**. This coverage includes up to **30 days out of country per trip** for the year from July 1 to June 30 **PLUS** **additional weekly SAIP** coverage as required for the length of the Saas-Fee camp.

All U14 student athletes **must** purchase **SAIP Class 2 medical insurance**. This coverage includes up to **30 days out of country per trip** for the year from July 1 to June 30

FLU SHOTS

We encourage everyone to receive a flu shot while living in such close quarters. A permission form will be sent home for those under 18 for parent signature. "Meningitis" has been an issue in past years with some parents, inoculation options should be discussed with your family doctor.

PRESCRIPTION MEDICATION

Prescription medications are for the sole use of the person for whom they are prescribed. Any student athlete required to take prescription medication during their time at the NSA is responsible for the security of the medication at all times. For boarders, this means prescription medications must be locked securely in one's room at all times. Day students shall lock their medication that is required during NSA program hours in their locker.

All prescription medication must be kept in its original pharmacy container, complete with patient's name and pharmacy medical label.

EpiPens are the exception to locked prescribed medication rules, as the anaphylactic student athlete should carry or have one EpiPen on their person at all times.

Note: please note the Code of Conduct rules with respect to use and unauthorized use of prescription medication.

FIRST AID KITS

There is a First Aid Kit located on the first floor on the shelving unit closest to the staircase to the basement. There is a second First Aid Kit in the Gym. First Aid Kits can also be found in each of the NSA vans. Please report any serious injuries immediately to the House Supervisor or Office Staff.

NSA ANAPHLAXIS POLICY and PROCEDURE

The National Ski Academy is committed to doing all it can to ensure and provide a healthy and safe environment for all community members. As legislated by the government of Ontario, the NSA complies with *Sabrina's Law* by establishing and maintaining an anaphylaxis policy.

Anaphylaxis is defined as a "serious allergic reaction that can be life threatening; it requires avoidance strategies and immediate response in the event of an emergency."

The NSA is an "allergy-safe" as defined by Anaphylaxis Canada and makes every attempt to avoid the use of, or presence of common allergen products such as peanuts, whether at the Collingwood campus or off-site residential locations used by the NSA. It must be noted that the NSA cannot assume responsibility of providing an allergen-free school. In an effort to provide an allergy-safe environment as possible, it is the responsibility of all NSA community members, in particular all families and student athletes, to respect the safety and rights of all NSA community members in not bringing known common allergen products to the Academy (Collingwood, Saas Fee or other NSA residential locales) and adhere to the policies and procedures identified below.

IDENTIFICATION OF STUDENTS' AT RISK

- It is the parent or guardian's responsibility to inform the NSA of their child's allergy.
- It is the parent or guardian's responsibility to notify the NSA immediately if there is a change to their child's allergy status.
- An individual Anaphylactic Care Plan will be established and filed in the school office by the start of each school year (August). For anaphylactic student athletes, the plan will be determined with the

advice and guidance of the individual's physician, in collaboration with the student, his/her parents, coach and the Head of School. The plan will provide consent for the administration of the EpiPen when needed, and also gives consent to share the information with NSA student athletes and employees.

- At the beginning of the school year, all NSA employees will be made aware of all members of the NSA community who are anaphylactic, and their respective allergens will be identified. A poster with individual photographs (head shots) and names of each anaphylactic person will be posted in the main office, the kitchen, dining area, classroom space, gym and on each of the residential floors. NOTE: For NSA employees, the anaphylactic individual must provide a written care plan for filing in the school office at the start of the school year.
- Every NSA community member with a severe life – threatening allergy or health condition is strongly advised to wear a medical alert bracelet that clearly indicates specific medical information.

EPIPEN REQUIREMENTS AND AVAILABILITY

Epinephrine is used as the treatment for an anaphylactic reaction. An EpiPen is a prefilled auto-injection device that will administer epinephrine in the event of a severe allergic reaction.

It is mandatory for, and the responsibility of, an anaphylactic student athlete to carry at least one EpiPen with them (preferably on their person) at all times while on-site at the Collingwood campus.

It is mandatory for, and the responsibility of, an anaphylactic student athlete to carry at two EpiPens with them for all off-site NSA locales and related activities.

Anaphylactic student athletes are expected to know how to, and be prepared to, self-administer an EpiPen if accidental exposure occurs or symptoms appear.

NSA LOCATION OF EPIPENS

The NSA will make available an EpiPen for emergency use in each of the locations as follows:

- NSA kitchen/dining area
- Gym/Fitness area
- 2nd floor residence (near main stairwell)
- 3rd floor residence (near main stairwell)
- designated coach's first aid kit / carried with designated coach on hill

For each location, the EpiPen will be placed in a clear plastic container and clearly labeled.

RESPONSIBILITIES OF ALL NSA STUDENT ATHLETES AND EMPLOYEES

- Follow NSA protocol with respect to keeping allergens out of the NSA and to wash one's hands whenever the possibility of contact with a known allergen occurs.
- Avoid sharing food, especially with individuals with a known risk of anaphylaxis.

GUIDELINES and EXPECTATIONS FOR NSA ANAPHYLACTIC STUDENTS

- Take personal responsibility for avoiding allergens to the best of their ability (e.g. read food packages and labels clearly; ask chef, cook or food server to verify what is contained in food product).
- Do not share food, utensils or containers.
- Put any food stuffs on a plate or napkin, rather than have direct contact with a table or desk.
- Wash hands with soap and water before and after eating.
- Learn and recognize the symptoms of an anaphylactic reaction.
- Inform an adult as soon as accidental exposure occurs or symptoms appear.

SIGNS AND SYMPTOMS OF AN ANAPHYLACTIC REACTION CAN INCLUDE

- Throat tightness or closing
- Shortness of breath, trouble swallowing, wheezing, hoarse voice
- Nausea, vomiting diarrhea
- Panic or sense of doom
- Fainting or loss of consciousness

ANAPHYLACTIC REACTION EMERGENCY RESPONSE PROTOCOL

Administer Epinephrine (EpiPen) at the first sign of an anaphylactic reaction **ONLY** to those who have a known severe life-threatening allergy

- Remove the EpiPen from the carrier tube
- *Follow the next 2 simple steps:*
 - Hold firmly with orange tip pointing downward
- Remember this saying: **Blue to the sky, Orange to the thigh.**
 - Remove Blue safety cap
- Jab the orange tip firmly into the mid- outer thigh until you hear a "click".
- Hold the EpiPen in the thigh for at least **3 seconds (max 10)**

- Call 911 – specify that it is an anaphylactic reaction then give them name, address and location of the NSA
- Place the person in a comfortable recovery position
- If the reaction continues or the symptoms return before EMS arrives, use another EpiPen until the symptoms stop.
- Stay with person until EMS arrives

- An adult must accompany a student in the ambulance to the hospital and remain until either parent /guardian arrives or patient is discharged.
- A designated NSA employee will contact parent/guardian immediately after EMS has arrived.

FIRE SAFETY

It is a serious crime/penalty to pull the fire alarm without cause. Offenders will be dealt with by the Fire Marshall and proper authorities, and may face dismissal from the Academy.

All student athletes are required to follow and respect the NSA fire and safety standards and regulations. The health and safety of all NSA members, in particular the residence community, is at risk when these regulations are not adhered.

The use of cooking appliances or any similar devices such as an electric hotplate is prohibited unless it is made available from the chef for use in the kitchen area only.

Fire of any kind, which includes from product one smokes, is considered a hazard. Open flame usage from any source (e.g. candles, lanterns, incense burners, smoking, or lighters) is prohibited in the NSA residence. Violation of this regulation will be treated as a serious offense and will be subject to immediate suspension or expulsion from the NSA.

BASIC FIRE PROCEDURE

IF YOU DISCOVER FIRE OR SMOKE:

1. SHOUT – FIRE, FIRE, FIRE
2. Sound alarm – if not already activated

ON HEARING THE FIRE ALARM

1. Confine fire (close doors and windows) if possible
2. Turn off lights
3. Evacuate the building and proceed to the designated big rock in the front of the NSA building
4. Report to the supervisor for attendance
5. Stay with supervisor
6. Do not re-enter the building until the “all clear” is sounded

NOTE: If a door you are exiting is closed, feel the door to see if it is hot (using back of hand).
If it is hot to touch – DO NOT OPEN IT. SEEK AN ALTERNATE ROUTE.
If it is not hot, open door slowly until you find out the extent of the fire.

REMEMBER:

1. A closed door will help confine a fire and slow the spread of smoke and toxic gases
2. If you smell smoke, sound the alarm at once, then investigate the source, if possible
3. If the fire alarm sounds, consider it to be real and EXIT THE BUILDING

4. Do not hesitate to sound the alarm
5. Smoke “KILLS” – Do not let it spread.

DO NOT RE-ENTER THE BUILDING UNTIL THE “ALL CLEAR” IS SOUNDED

SKI and SPORT SAFETY POLICY

We, the staff and Board of Directors, believe this policy is in the best interest of our student athletes. The coaches have discussed this sensitive issue with all of the student athletes.

- 1) **All athletes must wear a helmet, back protector and protective gear when training, free skiing, inspecting courses and racing all events; downhill, super-g, giant slalom and slalom.**
- 2) All athletes must wear a bike helmet and protective gear when they go for any biking, in-line skating, or skateboarding activity with the NSA. These activities are forbidden after dusk when in NSA residence.
- 3) All athletes must wear a helmet, shin guards and mouth guards when playing ice hockey with the Academy.
- 4) Athletes do not train alone in the gym.

NOTE: Student athletes are expected to follow the “Safety Policy” while enrolled in the NSA program. Student athletes not following the “Safety Policy” will not be permitted to participate in the above mentioned activities.

The NSA coaches can help with recommendations regarding what products are available and suitable for the student athletes.

POLICY AND PROCEDURE RELATING TO INJURED AND NON-QUALIFYING ATHLETES

These policies define responsibilities for coaches, student athletes and parents.

INJURED ATHLETES (an athlete is unable to ski due to injury)

Procedure:

1. The coach and the Director of Athletics must meet with the injured athlete and discuss a program for the entire duration of rehabilitation.
2. In order to arrive at an appropriate program, the coach must discuss a proposed agenda with the athlete’s doctor and/or physiotherapist or the NSA injury rehabilitation specialist. Ideally, a proposed time frame for returning to skiing should be identified in the program.

3. This program should be documented and communicated in writing. One copy should be filed at the NSA, another copy to the athlete and a final copy to the athlete's parents.
4. Coaches must follow-up by phone, fax or email on a regular basis to monitor the athlete's progress.
5. In-house residents not participating in scheduled morning dry-land training sessions are welcome to attend non-impact training sessions as convened by the House Supervisor.

NON-QUALIFYING ATHLETES (an athlete that does not qualify for an out-of-province race such as National Championships yet his/her coach is attending the races)

Procedure:

1. The coach, in collaboration with the student athlete's health care professional must first identify the duration that the athlete will be separated from their core group and formulate a plan for that time period. This plan will clearly identify the coach or coaches that are responsible for implementing the athlete's skiing and dryland program.
2. The objective of the program/plan must be to provide a training environment that is equivalent to the athlete's core team program. The plan should also identify local races that the athlete may attend.
3. This program should be documented and communicated in writing. One copy should be filed at the NSA, another copy to the athlete and a final copy to the athlete's parents.
4. Coaches must follow-up by phone, fax or email on a regular basis to monitor the athlete's progress.