

NORDIC GUIDELINES AND PROCEDURES

8N. PNSA TRAVELING TEAM COACH RESPONSIBILITIES

Trip Leader Responsibilities:

1. Coordinate with the PNSA office for wax, drills, radios, gates, and Medical Release forms needed on the trip. This is to be handled prior to departure.
2. Arrange daily team meetings.
3. Assign daily duties to the assistant coaches, including always having one coach who is on-site and on-call while athletes are at the lodging property.
4. Attend or assign a coach to attend the Team Captains Meeting.
5. Arrange and coordinate waxing sessions.
6. Establish a reasonable curfew and see that it is enforced.
7. Be in charge of any necessary discipline procedures.
8. Communicate with the PNSA office or the designated PNSA spokesperson during travels on a daily basis.
9. Submit a report to the PNSA office after the race which includes any disciplinary and/or organizational problems, etc.
10. Provide the front desk of any PNSA lodging provider with cell phone numbers of the PNSA coaching staff for contact in case of emergency, including designating the daily on-call coach
11. If an athlete is injured, make contact with the hospital/medical facility, the injured athlete's parents and the PNSA office as soon as possible.
12. Be responsible for the safekeeping and ready access of PNSA Traveling Team Athlete's Medical Releases and arrange a plan to have that information provided to a Health Care Provider in case of emergency.
13. Such other duties that may be assigned.

ALL COACHES SHALL:

1. Be a current member of US Ski and Snowboard, have a Cross Country Coach Membership (XCO) and have completed necessary background checks.
2. Be housed with the team during the course of the trip.
3. Be responsible for team members at the race venue. Chaperones will be responsible for the team members away from the race venue. When there are no chaperones assigned to the

team, the responsibility for the team members will be assumed by the coaches. If team members are granted permission to stay at a different lodging site, the coaches/chaperones are not responsible for the actions of those team members when they are away from the race venue.

4. Conduct daily inspections of athletes' rooms for cleanliness and upkeep; and final inspection after the athletes move out.
5. Be knowledgeable of and adhere to the [US Ski and Snowboard Code of Conduct](#) published in the US Ski and Snowboard Nordic Competition Guide.
6. Be committed to give 100% to ALL PNSA athletes at ALL times.