



Orleans Teen Ski Club



Dear Volunteer:

November 14th, 2002

Thank you for volunteering to help with the Orleans Teen Ski Club. On behalf of the Board of Directors, I would like to extend a warm welcome to both the new volunteers and those returning again from last year. Conditions permitting, our first trip will be on January 4th, 2003.

Following are some guidelines on the role of "Supervisors", as we call parent volunteers in our Club. The objective of the supervisor is to make sure that everyone conducts themselves properly on the buses and at the ski resort. They also provide assistance to the members in case of emergencies. For example, you should call a ski patrol and a Board member in case an accident happens to one of our members, or you can provide assistance with any other problems that may arise with Club members.

All Supervisors should be at the Orleans Complex, 1490 Youville Drive, Orléans by 2:15 p.m. (except for out of town trips which will be specified prior to each trip). Each week you will be called when your services are required.

A registration book is prepared for each bus, for every trip. You should consult the schedule in those books to find out when and where you are assigned for the ski trips. These books will be available on each trip, upon arrival at the Complex. As indicated in the registration book, there is one bus Captain and two Supervisors per bus.

While the Captain is checking off the member cards and entering the names of guests, one Supervisor collects guest fees and the other Supervisor unloads the bus. The Captain is responsible to make sure that the envelope for passes is completely filled in and that the money and number of people on board the bus are balanced. He then signs and dates the envelope that will be picked up by the Treasurer before departure from the Complex.

When the buses arrive at the ski resort, members and guests must remain seated and are not permitted to leave the bus until it is fully unloaded and a final count has been done. A supervisor will remain on the bus and lift tickets will be distributed before getting off the bus. Members and guests must attach lift tickets to their ski apparel as required by the ski resort, prior to leaving the bus.

We encourage the members and guests to load their skis onto the buses themselves in the assigned area. The Supervisor oversees their efforts. It is also his duty to check around the buses and parking lot to ensure that no equipment has been left behind. The Supervisors will sit in the back, the center and the front on the buses in order to be able to maintain good conduct throughout the bus, ensuring the trips are pleasant for everyone.

Upon arrival at the hill, for safety reasons, Supervisors unload the skis, while the teens are kept on the buses. Once all the ski equipment is unloaded, the teens are then let out of the buses to pick up their equipment. Supervisors are to check on the schedule in the registration book for assigned chalet duties. Again, the role of Supervisors is to ensure proper conduct of everyone in the chalet. On the return trips, the loading procedure involves checking off all names and making sure all the same members and guests return on the same bus.

On the ski hill, the role of the Supervisors remains the same, in addition to provide assistance to Club members in case of accidents or other problematic situations.

Please note that the success of the Orleans Teen Ski Club depends on Volunteers and their consistent support. If, for some reason, you are unable to fulfill your Supervisor role, please contact Lynn Lafrance, at (824-9661) in order to arrange for a replacement. I would appreciate at least three days notice if possible, so that I may consult the available spare Volunteer list. We have voice mail, so please feel free to call me at your convenience.

**Wishing you a wonderful
2002-2003 ski season!!!!!!**

Lynn Lafrance
Director of Volunteers
(613) 824-9661