



2019 Summer Camp & Coach Manual



Your Summer Checklist

This sheet is designed to assist you in getting everything ready for your camp's arrival. Please remember that providing this information to us in the time frame allotted is essential.

PRE-CAMP CHECKLIST:

- Register & request your hill space.
- Obtain your liability insurance and make sure a copy is forwarded to us no later than 30 days prior to arrival. (see appendix D)
- Pay your lane deposit.
- We recommend coordinating with the Camp Administrator at least one day prior to your first day on the hill to do the following:
 1. Provide us with a current camp roster.
 2. Provide us with your local phone number and address.
 3. Provide us with your first session's 1Risk medical releases & 1Risk Timberline liability release forms.
 4. Leave ample time to go over the coach manual with Camp Administrator.
 5. Pre-pay your session's estimated charges. Failure to do so will result in a "hold" on your tickets.
 6. Confirm meals & lodging information.
 7. Make arrangements for any special on hill requests.
 8. Confirm type of training scheduled for each day (Slalom, Giant Slalom, etc).

If you do not meet with us prior to your first day on the hill, expect to be delayed.
If you do not have the required paperwork you will not be afforded hill privileges.

The day before EACH NEW CAMP SESSION you will be prepared to do the following:

1. Provide us with an updated camp roster.
2. Provide us with your digital 1Risk signed release and indemnity forms.
3. Provide us with your digital 1Risk medical releases for all minors.
4. Inform us of any changes of address, phone, etc.
5. Make certain you are pre-paid for your session.

Welcome To Timberline Summer Ski 2019!

Please take the time to thoroughly read this manual as it contains **new information**; which you are responsible to disseminate to your staff and participants.

Registration

This year registration will be online. Please refer to the website at:

www.timberlinelodge.com/summersnow

If you have any questions please contact Gretchen Kelly at (971) 322-8287 or by email at gkelly@timberlinelodge.com and we will be happy to help you.

Pre-arrival Requirements

- Register your camp and reserve your hill space online at www.timberlinelodge.com/summersnow
- A deposit of **\$1,000.00** is required to confirm your reservation. Deposit funds will be applied to regular camp expenses.
- Obtain your liability insurance and make sure a copy is forwarded to us no later than 30 days prior to your arrival. The insurance must name **R. L. K. & Company, operators of Timberline Lodge & Ski Area, and the US Government** as additionally insured (see "Insurance Requirements" for more details). Without a COI on file - your camp will not be allowed to train.
- All attendees, including coaches, on hill staff members and camp participants **MUST** sign an digital 1Risk Timberline Agreement of Release & Indemnity Form for each session. This form will release and indemnify R. L. K. & Company, Timberline Lodge and their Directors, Owners, Agents, Landowners, Affiliated Companies, and Employees from any and all claims and liabilities (including costs and attorney's fees) arising out of or in connection with participation in this program and the use of any facilities at Timberline.
- Digital 1 Risk medical releases are required for all staff and participants ages 18 and under. This will help you in the event of an injury or emergency, in that we can print it for transport with your camper to a medical facility. Medical treatment cannot be considered without that release. These forms are supplied by Timberline and **MUST** be updated with **each session**.
- Coordinating with the Camp Administrator at least one day prior to your first day of training to fill out paperwork, coordinate special requests, etc. is highly recommended. If you must check in on the first day of training, we will try to meet your needs. Please be patient, and expect to get a late start on the hill.

- All registration forms, deposits, insurance certificates and releases must be received prior to release of any tickets.

Registration Details

- After submitting your registration, we require a copy of your insurance (details above) to be faxed to Guest Services at (503) 272-3138 or email to summercamps@timberlinelodge.com or mailed to:
 SUMMER CAMPS 2019 – ATTN: GUEST SERVICES
 TIMBERLINE LODGE
 TIMBERLINE, OR 97028
- Cancellations must be made at least thirty (30) days prior to your arrival date. Cancellations made less than 30 days out may result in forfeiture of the deposit.
- Please keep us informed of any changes to your camp schedule. This includes dates of arrival/departure, change in numbers, or address/phone changes. Failure to do so may result in loss of hill space.

CAMP PAYMENT PROTOCOL:

- Pay your pre-camp deposit of \$1,000 to confirm your camp registration.
- At the beginning of each camp session a down payment must be paid that is equal to approximately 75%-90% of estimated session charges, including tickets, passes, salt, grooming, meals, etc.
 - Our Guest Services staff will be happy to assist in estimating each session's costs or provide worksheets upon request.
- At the end of each session the remaining invoice balance must be paid in full before the start of the next session.
- Your final bill MUST be reconciled on or before your last day on the hill.
 - Late fees will be applied if your account becomes delinquent. Late fees include a charge of \$10.00 per day plus interest on the unpaid balance at 12% per annum until paid in full.

Each officially registered camp must follow the protocols outlined in this document. It is important that payments be made on time at the beginning and end of each camp session.

Guest Services staff will set up an account for your camp when they receive your deposit. This account will reflect all charges and credits for your camp during your visit. All billing and reconciling is done through the Guest Services office. You may request a copy of your bill at any time during your stay. All payments must be made in US funds. New this year – we are now accepting AMERICAN EXPRESS!

Tickets will not be released if your account is delinquent.

Sponsor Charges

This affects those camps that have sponsorship agreements that stipulate a commercial presence on the hill, i.e. banners, flags etc. The charges will be as follows: \$500.00 per title sponsor, and \$250.00 per sub sponsor. These charges may be posted to your account at any time during the summer season, but will only be charged once. **Your account will be charged accordingly, and a list will be provided to the hill crew for verification.**

Film Shoots

The USFS requires permits on all commercial film shoots within the Mt Hood National Forest. This includes the areas within the Timberline Ski Area. If you wish to use any photos for commercial purposes, or other advertising a permit is required. Drone use is strictly prohibited. Please contact Miles Bland (mbland@timberlinelodge.com) for information and compliance with these regulations.

Meals - Camp Catering and Food Services

Timberline Lodge strives to provide the most nutritious meals at a reasonable price. Our Wy'East Cafe, located in the Wy'East Day Lodge, provides a large menu to order from. Breakfasts and lunches can be set up for your camp through our Wy'East Day Lodge Kitchen Manager, Wally Inouye.

Tom "Wally" Inouye
Wy'East Day Lodge Kitchen Manager
winouye@timberlinelodge.com
(503) 272-3397

	Time	Cost/Person
Breakfast	6:30am-7:30am	\$9.00
Lunch	10:30am-12:00pm	\$10.00

Cancellations for meal arrangements must be made 24 hours out or meal charges will be billed to your account.

Accounting, Billing, and Payments

Prior to your first scheduled day of training you will be required to pay your camp's expected charges for the upcoming session, including lift tickets, season passes, meals, and hill supplies. Each session or week that follows, you will be responsible for pre-paying the upcoming dates, sessions, etc. Your final bill MUST be reconciled on or before your last day on the hill. Late fees will be applied if your account becomes delinquent. Late fees include a charge of \$10.00 per day plus interest on the unpaid balance at 12% per annum until paid in full.

Tickets will not be released if your account is delinquent.

Guest Services will set up an account for your camp when they receive your deposit. This account will reflect all charges and credits for your camp during your visit. All billing and reconciling is done through the Guest Services office. You may request a copy of your bill at any time during your stay. All payments must be made in US funds. *We cannot accept third party checks, checks written by parents without the parent present, or checks without 2 forms of ID.*

Insurance Requirements

In addition to the required individual releases (see appendix D) each camp will be required to carry commercial general liability insurance for not less than \$1,000,000 naming **R. L. K. & Company, dba Timberline Lodge & Ski Area, and the US Government** as additional insured parties on a primary and non-contributory basis. The insurance company issuing the policy must have a minimum Best's Rating of "A." The insurance certificate and the related insurance policy endorsement must provide at least 30 days advance written notice to R. L. K. prior to any material change to the insurance or prior to any cancellation in coverage. THIS INSURANCE CERTIFICATE AND A COPY OF THE INSURANCE POLICY ENDORSEMENT NAMING R. L. K. & COMPANY-OPERATORS OR TIMBERLINE LODGE & SKI AREA, AND THE US GOVERNMENT AS ADDITIONAL INSURED, MUST BE SUBMITTED TO THE R. L. K. GUEST SERVICES DEPARTMENT NO LESS THAN 30 DAYS PRIOR TO YOUR ARRIVAL. A sample insurance certificate is available upon request. See Appendix D for insurance requirements to send to your insurance company.

Submission of insurance certificate may be made by mail to:

SUMMER CAMPS 2019 – ATTN: GUEST SERVICES
TIMBERLINE LODGE
TIMBERLINE, OR 97028
Or via email at: summercamps@timberlinelodge.com

Spring, Summer Lift Schedule

Our scheduled hours of operation (subject to change) for Spring/Summer 2019 are as follows:

Now - June 4 9am-4pm
June 4 – Sept 2 7am-2pm

Pricing:

Daily Lift Tickets:

May 28 – September 2, 2019: \$73.00 flat rate all ages

Summer Season Pass: \$899

Pro Park Daily Ticket: \$100

Pro Park Season Access Pass (in addition to Summer Pass): \$475

Daily Lift Tickets

The Guest Services and Season Pass desks open daily 30 minutes before lifts open. Lift tickets may be picked up at the Guest Services desk after 1pm on the day prior to use. Your camp representative will receive an envelope with the camp name, number of tickets issued, and the date of use. **Any unused tickets need to be returned to the Ticket Office before 11:00am if you expect to receive ticket for the next day before you leave. Please DO NOT slip your ticket envelope under the door/gate at Guest Services prior to it being open.** Please fill out the lower section of the envelope with a signature, number of tickets required for the next day, and the number of tickets being returned that day. Please order the number of tickets you will need. If tickets are repeatedly over ordered and then returned, the camp will be billed a service fee.

One authorized coach or staff member should pick up the tickets for the entire group. **That coach or staff member shall not pick up tickets before the window is open and/or enter the Guest Services office.**

Complimentary tickets are determined daily, based on the number of tickets used that day on a ratio of 1 comp ticket per 10 paid tickets (ex. Pay for 10 tickets, get the 11th free).

If you anticipate any late arrivals, please make arrangements with the Guest Services desk for their tickets to be picked up.

PRO PARK TICKETS/PASSES & RULES

It is also understood that participants must observe all rules of conduct in the Pro Park. Violation of these policies will require the individual's privileges to be revoked. A valid daily Pro Park Ticket or Pro Park Pass must be clearly displayed to be granted access. At any time, Terrain Park Crew has the authority to limit access to participants based on rider ability, poor riding etiquette, or disruptive behavior.

Timberline Lift Ticket Attachment Policy

Coaches and campers are responsible for properly attaching lift ticket to acceptable areas. If a lift ticket is improperly attached, the camper or coach will be asked to return to the ticket office and exchange their ticket for a new one. If the ticket is improperly attached and the ticket is lost, the camp/camper is responsible to replace the ticket at full price. To avoid this inconvenience, please be sure to have all coaches and campers apply their lift tickets to the following specifications:

HOW TO PROPERLY ATTACH A LIFT TICKET

- Feed a wicket through the hole in your zipper pull. (Be sure to attach it to a garment that you will be wearing all day.)
- With the protective paper still on the ticket, fold the ticket in half width-wise to crease it.
- Take the protective paper off the ticket.
- Fold the ticket over the wicket, covering as much of the wicket as possible, but leaving enough room to allow the wicket to move freely. Secure the ticket by gently pressing the adhesive backs together over the wicket.

WARNING

- **DO NOT** attach tickets to anything that allows it to be removed without destroying the ticket. Such as key rings, retractable elastic pulls, goggle straps, backpacks, gloves, etc.
- **DO NOT** attach a new ticket over the top of other tickets. New ticket, new wicket. Old ticket must also be removed so current ticket is clearly visible.
- Tickets that are removed when not in the presence of a Timberline employee are automatically void.
- Tickets are non-transferable and non-refundable.
- Timberline is not responsible for lost tickets.
- Timberline reserves the right to rescind any ticket that is questionably attached or appears to have been tampered with.
- PLEASE DISPOSE OF TICKET BACKING(S) IN THE APPROPRIATE WASTE RECEPTACLE.

Tickets must be attached properly, and to a new wicket daily, failure to do so will result in the skier being sent back for a new ticket. Please remove all old tickets. They must be attached to an article of clothing and in such a way as to make it non-transferable.

REMEMBER tickets will be scanned and checked throughout the day. As it may be an inconvenience at times, it allows us to pass on savings to you and your camp by insuring every person using our area has a valid ticket or pass.

Line Cutting Privileges

Line cutting privileges will be offered again this year, details will be discussed upon check in. One coach line cutting passes may be purchased per every 10 athletes.

Line cutting passes are \$200 and are valid during your training session only. \$50 is refundable if line cutting passes are returned at the end of your camp.

In order to receive line-cutting privileges, the following must be observed:

1. Follow the directions of the lift attendant.
2. Pass must be worn and visible at all times when loading lift.
3. No singles on the chair.
4. Do not take a non-coach out of the lift line.
5. ANY MISUSE OR ABUSE OF PRIVILEGES WILL RESULT IN FORFEITURE WITH NO REFUND.
6. Athletes are NOT eligible for line cut passes, and will not be allowed to use the coaches' line.
7. Line cutting pass must be used with a coaches' ticket or pass.
8. Line cutting passes will not be transferred between coaches. Please consider this before purchasing LC passes for short term coaching staff.

On Hill Coaches Procedures

Lane Assignments

The hill coordinator will list the lane assignments daily at the top of Palmer. Teams with smaller numbers will not receive a lane, and may have to share with other groups. The minimum number of participants is 20 to receive 1 full lane.

To rent gates contact Bob Olsen:

Mt. Hood Alpine Racing Center

www.mthoodarc.com

1-541-399-2382 (call or text)

Special Grooming Request Procedures

Special grooming requests must be submitted to the grooming manager 3 days prior to the date the grooming needs to be done. To do so follow the procedures listed below.

- Speak directly to the Hill Coordinator about your grooming needs.

- Once approved the Hill Coordinator will assist you in filling out a three part grooming request form.
- \$225 per hour for grooming and \$300 for pipe cutting (1 hour minimum per request)

Buying Salt

40lb. bags are \$10 per bag plus deposit

50lb. bags are \$11 per bag plus deposit

*\$5.00 deposit per bag is required and is refundable upon return of empty salt bag.

Salt Handling, Purchase and Return Policy

Timberline is responsible for tracking every ounce of salt used during the summer months. To do this, the ski area employees are charged with monitoring daily salt distribution, application and stream runoff. It is paramount that salt is used in accordance to Timberline Guidelines to ensure that Summer Skiing remains a viable option for years to come.

Please refer to your **Salt Application Guidelines, Appendix C**, for the proper times to use salt and the most effective manner for spreading it. If you have any questions regarding this subject please do not hesitate to contact any Hill Crew personnel.

Procedures:

1. No salt bags full or empty will be left unattended on the hill.
2. Alpine camps will pick-up salt at the top of Palmer daily. Freestyle/Snowboard camps will purchase a locking salt container, which salt will be delivered to daily. This container will be maintained by the camp crew on a level and snowcat-accessible site.
3. Deliveries and credits for bag deposits will need to be signed for each day by a camp representative.
4. All unused salt and/or empty salt bags will be returned to the salt shack at the top of Palmer in one delivery.

LEAVING SALT BAGS UNATTENDED IS STRICTLY PROHIBITED! Unattended bags will be taken by the Hill Crew without refund.

Safety

You are responsible for every bag of salt you acquire from the Hill Crew, and at no time should salt bags be out of your possession, unattended or staged along your course. It is your responsibility to ensure that all of your staff involved in salting be trained in the proper way to transport and spread salt, and also physically capable to carry a 40 or 50 pound bag of salt on skis or a board.

Failure to follow this policy will result in the loss of salt privileges.

Hill Crew personnel will be at the top of Palmer daily to take orders and account for salt and salt bag deposits. They also will be on-the-hill-contacts for your camp's needs.

As a coach, it is your responsibility to make sure your team is aware of the safety issues and general knowledge of Timberline Ski Area's Mountain Operations.

Safe Sports Act

The camp agrees to fully comply with all aspects of the Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act (“Safe Sport Act”), and will indemnify and hold harmless Ski Area, its Board of Directors, employees, volunteers, and agents from any and all claims, however structured, including lawsuits, litigation, damages, jury awards, attorney’s fees, and all legal defense costs incurred by Ski Area and its related entities, that arise out of any failure or non-compliance with any aspect of the Safe Sport Act. Ski Area shall be listed as additional insured on the Team’s insurance policy, and updated every year the policy is in force, and the camp’s general liability insurance coverage shall be primary (compared to the Ski Area’s insurance coverage) in any claim or litigation related in any way involving the Safe Sport Act.

Race Training

All training will be conducted in the safest manner possible, with FIS and USSA guidelines in effect when applicable. Helmets are required for all downhill and Super G and GS training. Training shall only take place in designated lanes assigned by the Hill Coordinator. **Training or conducting drills in Public Ski Lanes is strictly prohibited.**

Lifts

For the bulk of the Summer Ski Season loading will begin on the Magic Mile chairlift at 7:00am daily. Coaches may load the lift no earlier than 6:30am. Ski Patrol and Hill Crew will ALWAYS load the lift before coaches. Please do not attempt to load the lift any earlier. When transporting gates on the chairlifts they must be secured at both ends. The Palmer chairlift loads every other chair from the bottom terminal.

Boundary Policy

Timberline is bordered on either side by Federal Wilderness Areas. Ski camps are prohibited from conducting any activities within designated wilderness areas. Do not take unpermitted groups or individuals past the Ski Area Boundary. Individuals must have a Wilderness Permit in order to access areas outside the boundary anywhere on Palmer. **Groups of no more than 12 are allowed into the wilderness with a permit.**

Litter

YOU ARE RESPONSIBLE FOR THE CLEANLINESS OF YOUR TRAINING AREA AND THE WY'EAST DAY LODGE. **We will impose a \$100.00 daily "clean-up" fee** to any camp that leaves litter on the hill, in the Daylodge, in our parking lots, or anywhere inside the Timberline permit area.

Parking

You may not park in the chute or upper hotel lot. No drop off in the upper hotel lot without prior authorization. Busses are to be parked along the bottom wall of the parking lot. The crescent is for pick-up and drop-off only. Please do not stage vehicles in this area for more than 10mins. Follow all directions of the parking lot attendants.

Timberline Historic Lodge

Ski camps are not to use the hotel or its’ front steps for morning prep, bag storage, team meetings, etc. If you visit the historic lodge on an individual basis, please remember to remove your ski boots before leaving the ground floor.

Personal Belongings/Lost And Found

Timberline Ski Area is not responsible for items left on our property. We make every effort to turn "found" items into the Hotel Front Desk or the Guest Services desk. Skis, snowboards and poles are turned into the Rental Shop. Other items turned into the Guest Services desk are taken to the Hotel for storage on a nightly basis.

Please do not store your skis/snowboards/backpacks at the top of the Magic Mile or underneath the lift terminal. Leaving your gear unattended is never advised and this area can impede access to critical working areas.

Racer and Coach Responsibilities

As a ski or snowboard camper/athlete, you are in a high-profile environment. We encourage and expect you to exhibit exemplary courtesy and proper skiing/snowboarding etiquette at all times, whether on the slopes or in the lodges at our ski area.

1. Racing/Training will be held in designated areas only!
2. All coaches and racers are required to follow ski area rules and regulations at all times.
3. All coaches are responsible to review the attached safety message and slow skiing map located in Appendix A with all your staff members and participants.
4. All coaches and staff are to be trained in the transport of hill supplies on chairlifts and on the slopes.
5. Upon signing for your salt handling agreement, you agree that all salt will be in your control at all times. Leaving salt bags unattended anywhere on the hill is strictly prohibited.
6. All participants will abide by the Skier Responsibility Code.

Skier Responsibility Code

All skiers and snowboarders shall comply with the duties of skiers under Oregon Law, ORS 30.985 which include but are not limited to the following:

1. Skiers who ski in any area not designated for skiing within the permit area assume the inherent risk thereof.
2. Skiers shall be the sole judges of the limits of their skills and ability to meet and overcome the inherent risks of skiing and shall maintain reasonable control of speed and course.
3. Skiers shall abide by the directions and instructions of the ski area operator.
4. Skiers shall familiarize themselves with posted information on location and degree of difficulty of trails and slopes to the extent reasonably possible before skiing on any slope or trail.
5. Skiers shall not cross the uphill track of any surface lift except at points clearly designated by the ski area operator.
6. Skiers shall not overtake any other skier except in such a manner as to avoid contact and shall grant right of way to the overtaken skier.
7. Skiers shall yield to other skiers when entering a trail or starting downhill.
8. Skiers must wear retention straps or other devices to prevent runaway skis.
9. Skiers shall not board rope tows, wire rope tows, j-bars, t-bars, ski lifts, or other similar devices unless they have sufficient ability to use the devices, and skiers shall follow any written or verbal instructions that are given regarding the devices.
10. Skiers, when involved in skiing accidents, shall not depart from the ski area without leaving their names and addresses if reasonably possible.

11. A skier who is injured should, if reasonably possible, give notice of the injury to the ski area operator before leaving the ski area.
12. Skiers shall not embark or disembark a ski lift except at designated areas or by the authority of the ski area operator.

Training On Or Around Mount Hood

All training on National Forest lands need to be in compliance with the Forest Service Dryland Training Guidelines. Ski camps are prohibited from conducting any activities within designated wilderness areas. Do not take unpermitted groups or individuals past the Ski Area Boundary. Individuals must have a Wilderness Permit in order to access areas outside the boundary anywhere. **With a permit groups of no more than 12 are allowed into the wilderness.**

Training may be available at Welches Grade School; prior arrangements must be made before your arrival, through the Oregon Trail School District in Sandy. Please contact the school district at (503) 668-5541, 5 days in advance.

If you wish to do any dry land training at Wildwood Park, you must make reservations. You may make your reservations through the Salem office at (503) 375-5646. At this reservation number you will also be able to make arrangements to use the shelters.

Timberline Bike Park

The Timberline Bike Park serves local, regional and global riders of varied interests, ages and skill levels. The Timberline Bike Park includes a skills park, trail system, natural features, built features and jump lines. Scheduled for the Summer 2019 opening, are approximately 8 miles of green, blue, and black trails. The green flow trail will be lower grade and easy. The blue trail will be steeper and faster with some technical terrain jumps and rollers. The black trail will be steepest with larger jumps. Other facilities slated to open with the Timberline Bike Park include a full service bike shop offering repairs, rentals and sales, food and beverage concessions and a bike school. The Timberline Bike School will offer lessons and bike park orientation. Students will learn about safety and etiquette in a skills park area before hitting the trails with an experienced instructor.

Riders should respect all trails and existing vegetation to prevent erosion. For this reason, it is imperative that riders stay on the trails and do not make their own. The Timberline-to-Town-Trail is a US Forest Service Trail and not affiliated with the Timberline Bike Park. Timberline Road and West Leg Road are not appropriate for cyclists.

There will be ongoing Timberline Bike Park construction. We ask that guests and public stay out of construction areas for their own safety as well as the safety of the build crew.

All facilities at Timberline Lodge including the ski area, bike park and parking lots, are 100% located on the Mt. Hood National Forest. The use, transport and possession of marijuana is illegal on national forest and other federal lands. Alcohol consumption is not permitted while actively biking within the Timberline permit area including while riding lifts or in lift lines. Use of a lift or any bike trail when under the influence of drugs or alcohol is not permitted.

MOUNTAIN BIKER'S RESPONSIBILITY CODE

Mountain biking involves the risk of serious injury or crash. Your knowledge, decisions and actions contribute to your safety and that of others.

ALWAYS:

1. STAY IN CONTROL.

You are responsible for avoiding objects and people.

2. KNOW YOUR LIMITS.

Ride within your ability. Start small and work your way up.

3. PROTECT YOURSELF.

Use an appropriate bike, helmet and protective equipment.

4. INSPECT AND MAINTAIN YOUR EQUIPMENT.

Know your components and their operation prior to riding.

5. BE LIFT SMART.

Know how to load, ride and unload safely. Ask if you need help.

6. INSPECT THE TRAILS AND FEATURES.

Conditions change constantly;
plan and adjust your riding accordingly.

7. OBEY SIGNS AND WARNINGS.

Stay on marked trails only. Keep off closed trails and features.
Ride in the direction indicated.

8. BE VISIBLE.

Do not stop where you obstruct
a trail, feature, landing or are not visible.

9. LOOK OUT FOR OTHERS.

Look both ways and yield when entering or crossing a road or trail. When overtaking, use caution and yield to those ahead.

10. COOPERATE.

If involved in or witness to an incident, identify yourself to staff.

Know and Follow the Code. It is Your Responsibility.

At Your Service

Summer Camps Staff
(503) 272-3158
summercamps@timberlinelodge.com

Gretchen Emmons-Kelly
Summer Ski Hill Coordinator
(971) 322-8287
gkelly@timberlinelodge.com

Miranda Kersey
Camp Administrator
(503) 272-3241
mkersey@timberlinelodge.com

Tom "Wally" Inouye
Wy'East Day Lodge Kitchen Manager
(503) 272-3397
winouye@timberlinelodge.com

Miles Bland
Guest Services Manager / Special Projects & Film Shoots
(503) 272-3708
mbland@timberlinelodge.com

APPENDIX A

Summer 2019

TO: All Camp Staff, Athletes and Owners
FROM: Steve Kruse, General Manager of Mountain Operations
RE: SAFETY

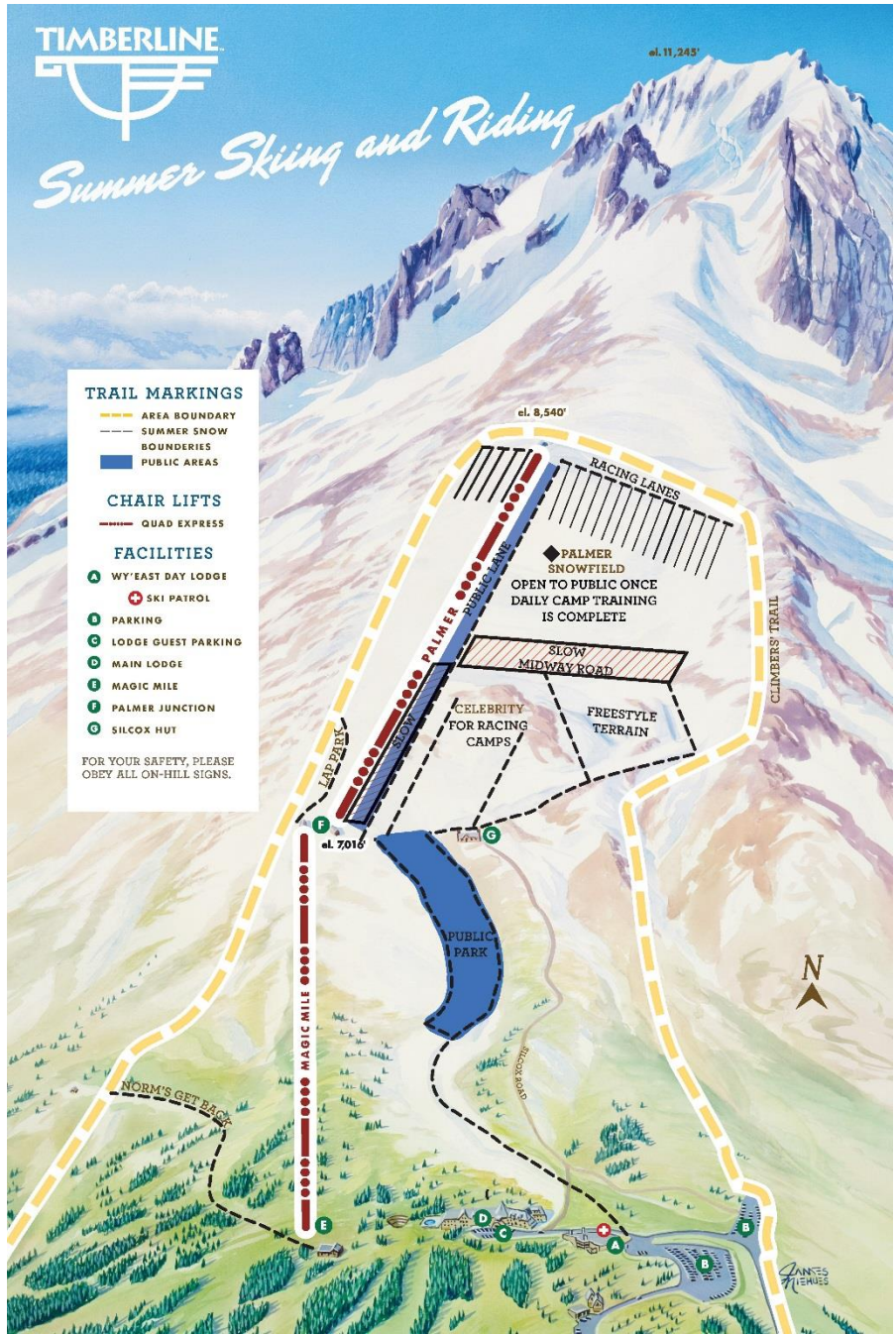
This letter and map are to remind you, your staff and all of your participants about the unique aspects of skiing and riding on Palmer in the summer. It is VERY important that you are communicating all of our rules and procedures from the 2019 Coaches Manual that you reviewed and signed off on at registration.

Please ensure that all of your participants are aware of all of the slow skiing zones, which include the entire midway road, lower Palmer, Mile Canyon and the entrance to all lift terminals. These areas are posted as SLOW SKIING Zones and our staff is performing speed control periodically in these areas. Another important point to communicate to your athletes, particularly on the first day of all sessions is to familiarize themselves with the terrain prior to skiing or riding at speed, and to ALWAYS maintain control of their speed and course. Conditions change constantly, so caution is advised.

Thanks for ensuring that everyone has a safe and productive Summer ski season, and feel free to contact us if you have questions or input.

Steve Kruse

General Manager of Mountain Operations
(503) 272-3147



ATTENTION

This map defines the areas on the hill that are designated “SLOW SKIING AREAS” Please ensure that your STAFF and PARTICIPANTS are aware of these areas and observe them while on the hill. These areas are clearly marked and are enforced throughout the season. As conditions change, additional SLOW ZONES and HAZARD MARKING may become necessary, so please observe all hill markings every day.

PLEASE COMMUNICATE THIS INFORMATION TO YOUR STAFF AND PARTICIPANTS

APPENDIX B

Policy Statement and Indemnity Agreement For
2019 Summer Camp Programs
Regarding Inverted Aerials

WARNING: Because of the inherent and other risks associated with inverted aerials, such as broken necks and backs, serious head injuries, broken limbs, paralysis, and death, inverted aerials (flips or somersaults involving a full 360 degree rotation of the human body while air-borne) are not recommended at Timberline Ski Area.

PROHIBITED ACTIVITIES: This Policy applies to any recreational activity, including, but not limited to, snowboarding, skiing, roller-blading, skate boarding, and any other skiing, jumping, sailing, gliding, sliding, biking, drone use, or sporting activities. While Timberline does not recommend inverted aerials anywhere within the ski area boundaries, this policy does not prevent such activities at Summer Camps in private areas at Timberline assigned to such Summer Camps under appropriate supervision and training. Any such activities may only occur under the direct supervision of Summer Camp organizations, sponsors, and individuals who have signed this Agreement.

SUMMER CAMP COACHES AND INSTRUCTORS MUST ENFORCE: As a condition of participating in any Summer Camp Program or any other activity at Timberline, all Summer Camps, coaches, instructors and sponsors hereby agree to prohibit any inverted aerials at Timberline unless such activities take place under appropriate supervision and training within private areas assigned to Summer Camps.

INDEMNITY AGREEMENT: The undersigned hereby **agree to indemnify and hold harmless** R.L.K and Company and its officers, directors, employees, agents, successors and assigns from any and all claims and liabilities arising out of or related to any attempt to perform any inverted aerial maneuver by any person participating in or associated with any Summer Camp. This indemnity includes any costs and attorney's fees incurred by R.L.K and Company.

SUMMER CAMP: _____

Name: _____

Title: _____

Date: _____

COACHES AND INSTRUCTORS:

Name: _____ Title: _____ Date: _____

Name: _____ Title: _____ Date: _____

SPONSOR:

By: _____ Title: _____ Date: _____

APPENDIX C

Hand Salting Procedures

The use of salt to condition the snow on a daily basis is one of the reasons Timberline is able to offer consistent training on a year round basis. Salt use is also controversial with some people, but over two decades of monitoring the effects of salt in the watershed have shown that there are no negative effects on the environment. Salt is beneficial if used correctly, but one of the biggest misconceptions about salt is that the more used, the better the snow will become. This is not true at all. Some days the conditions are such that salting will have a negative effect on the snow surface and over salting will always produce poor conditions. Our goals are to both provide a great skiing surface and to only use as much snow conditioner as needed.

Free Moisture in the snow

In order for salt to work effectively, the snow must have a certain percentage of water in it. If the snow is too cold or dry the salt will turn it into no cohesive sugar snow. To test the water content in the snow the easiest way is to make a snowball. If you can't make a ball out of the snow then it's too dry and salt may not be effective. If you are not sure about the day's conditions and the effectiveness of salt, talk to one of our crew.

Current and Expected Weather Conditions

Salt works best if it is sunny and warm. This way the top layer of snow can freeze and still have enough moisture in it to be usable. On cloudy or high overcast days the snow can tend to be less than desirable. If it looks like the sun will come out then it may work to salt lightly, but if clouds are thickening the salt will probably not be effective. If it starts raining, salt works really well, so don't be quick to cancel a day of training when it gets a little wet.

Hill Crew

Your best resource for salt application if you are not sure about the days conditions is the Hill Crew. Any of our staff can assist you, and there may be days when we decide that salt is not beneficial and we will not have it available for purchase. We all have to watch the amount of salt we use.

Application

When salting your course we ask that you do a large broadcast of salt over the entire lane. If needed, you can do an additional broadcast through your course. The result of not salting the entire lane will be a bumpy lane for you or the next guy skiing there tomorrow and it can make for inconsistent grooming results the next night. Every night we machine salt the entire hill, if this is creating adverse conditions for you we can have the salt cat skip your lane. Keep an open line of communication with the Hill Crew and you will find your training to be easier and more productive.

Safety

You are responsible for every bag of salt you acquire from the Hill Crew, and at no time should salt bags be out of your possession, unattended or staged along your course. There have been serious accidents in the past caused by unattended salt bags getting loose on the hill and striking people. Another aspect of salt safety is the ability to ski or ride with a bag of salt to either transport it or spread it. It is your responsibility to ensure that all of your staff involved in salting be trained in the proper way to transport and spread salt, and also physically capable to carry a 40 or 50 pound bag of salt on skis or a board.

SALT HANDLING, PURCHASE AND RETURN POLICY

For over 2 decades, Timberline has been monitoring the effects of salt use on the watersheds fed by the Palmer snowfield, in conjunction with the Oregon Department of Environmental Quality. The results of this monitoring show that the application of salt, a naturally occurring substance on Mt. Hood, is not detrimental to the watershed. Despite these results, it is essential that we only utilize the amount of salt that is effective, and try to minimize its use when not needed. We have implemented procedures to allow us to utilize this snow conditioner in a responsible manner, and we need your help in complying with our protocols. Please read and follow these procedures carefully. Please refer to your Salt Application Guidelines for the proper times to use salt and the most effective manner for spreading it. If you have any questions regarding this subject please do not hesitate to contact any Hill Crew personnel.

ALPINE SKI / FREESTYLE CAMP COSTS:	40lb BAG	\$10.00
	50lb BAG	\$11.00
	DEPOSIT	\$ 5.00

PROCEDURES:

1. NO SALT BAGS FULL OR EMPTY WILL BE LEFT UNATTENDED ON THE HILL.
2. ALPINE CAMPS WILL PICK-UP SALT AT THE TOP OF PALMER DAILY. FREESTYLE/SNOWBOARD CAMPS WILL PURCHASE A LOCKING SALT CONTAINER WHERE THE SALT WILL BE DELIVERED DAILY. THIS CONTAINER WILL BE MAINTAINED BY THE CAMP CREW ON A LEVEL AND SNOCAT-ACCESSIBLE SITE.
3. DELIVERIES AND CREDITS FOR BAG DEPOSITS WILL NEED TO BE SIGNED FOR EACH DAY BY A CAMP REPRESENTATIVE.
4. ALL UNUSED SALT AND/OR EMPTY SALT BAGS WILL BE RETURNED TO THE HILL CREW OFFICE AT THE TOP OF PALMER IN ONE DELIVERY.

SAFETY

You are responsible for every bag of salt you acquire from the Salt Crew, and at no time should salt bags be out of your possession, unattended or staged along your course. There have been serious accidents in the past caused by unattended salt bags getting loose on the hill and striking people. Another aspect of salt safety is the ability to ski or ride with a bag of salt to either transport it or spread it. It is your responsibility to ensure that all of your staff involved in salting be trained in the proper way to transport and spread salt and also physically capable to carry a 40 pound bag of salt on skis or a board.

HILL CREW PERSONNEL WILL BE AT THE TOP OF PALMER DAILY TO TAKE ORDERS AND ACCOUNT FOR SALT AND SALT BAG DEPOSITS. THEY ALSO WILL BE ON-THE-HILL-CONTACTS FOR YOUR CAMPS NEEDS.
FAILURE TO FOLLOW THIS POLICY WILL RESULT IN THE LOSS OF SALT PRIVILEGES.

Camp Name: _____

Coach Name: _____

Signature: _____ Date: _____

APPENDIX D

USDA Forest Service/Timberline Lodge Insurance Requirements

The following insurance guidelines are provided to show why insurance requirements are necessary and how the Certificate of Insurance needs to be prepared to meet the agency direction

Each camp is required to carry commercial general liability insurance for no less than \$1 million to indemnify the United States Government and Timberline Lodge/R.L.K. & Company against any liability for damage to life or property arising from the occupancy or use of National Forest System Lands.

A Certificate of Insurance must be presented to Timberline Lodge 30 prior to the start of any camp.

The following acceptable additional insured clause *shall be shown in verbatim* on the face of the Certificate of Insurance or Binder and, as a clause or an endorsement in the insurance policy:

'It is understood and agreed that the Timberline Lodge/RLK & Company, and the US Government is additional insured solely as respects liability arising from operations of the named insured.'

US Government, and Timberline Lodge/R.L.K. & Company shall be listed in the certificate holder box.

If these clauses are not on the Certificate of Insurance in verbatim, and are not in the insurance policy or on an endorsement as stated above, the camp will **not** be issued tickets or allowed to train.

The amount of insurance required will be for no less than \$1 million.

ADDRESS:

R.L.K. and Company, dba Timberline Lodge, Department of Agriculture-USFS, Timberline, OR 97028

Attn: Guest Services
Office: 503-272-3158
Fax: 503-272-3138