

AOAC SNOWSPORTS ACTIVITY MANAGEMENT STANDARD OPERATING PROCEDURES (SOP)

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2. Introduction

2.1 This Standard Operating Procedure (SOP) sets out the procedure for all snow-sport events within the Avon Outdoor Activities Club (AOAC). This document identifies the responsibilities of Event Organisers and participants to ensure that snow-sport events are safe and enjoyable for all.

This SOP applies to snow-sport events which are listed on the Club Calendar or Forum.

2.2 As defined in the Club's Activity Management Policy, unless otherwise stated, these events are not covered by AOAC insurance, and participants are responsible for arranging adequate cover before travelling.

3. Definitions

3.1 Event Organiser: The person who has taken on responsibility for organising a specific club activity.

3.2 Participant: Member of a group on the trip.

3.3 Club Activity (Events and Trips): Activities which are considered as being carried out as official

AOAC "Club Activity" as defined in the AOAC Health and Safety Policy and AOAC Activity Management Policy (i.e. only those which have been advertised on either the Calendar, or Forum, or both).

3.4 Environment Level: The expected or prevailing conditions.

3.5 Ski Resort: resort developed for skiing, snowboarding, and other winter sports.

3.6 Ski slope, or slope: a sloping surface which you can ski or snowboard down.

4. Choosing a resort

4.1 Be "snow sure", i.e. make sure the resort is above 1500 metres.

4.2 Avoid going to the same place several years running. Consider canvassing members to see where they would like to go.

4.3 Slopes should be available to suit all ability levels from beginner to advanced, with preferably at least 150km of pistes. Consider what the home runs back to the chalet are like, i.e. are they going to be suitable for beginners?

4.4 Transfer from airport should ideally be less than 2 hours.

4.5 Check out the accommodation on TripAdvisor or equivalent. Look for comments about excessive noise (e.g. if in late night bar area), poor food, logistical issues (e.g. long way from lifts) etc.

4.6 Get half board so you have breakfast and evening meal with wine. Many resorts offer complimentary tea and coffee with snacks for when you get in from skiing.

4.7 Rooms should ideally provide sleeping for 2 members, but no more than 3. En-suites are essential.

5. Schedule

5.1 Choose a date for the event and back-schedule from there. Events are typically held between late January and late March. Bear in mind that school holidays in France are at the end of February.

5.2 12 months before event: seek committee approval and start organising.

5.3 3 months before event: send reminder to participants requesting full payment within 2 months.

5.4 1 month before the club needs to pay the final balance: deadline for collecting full payment (including ski carriage).

5.5 1-2 weeks before event: Send out an email with:

- Flight details and departure details.
- Confirm fancy dress theme.
- What to take, including advice to take own insurance details and EHIC card.
- A link to the resort.
- Lists of ski ability.
- Link re E ticket itinerary.

6. Risk Management

6.1 Although not run by approved leaders like other activities within the club, the Event Organiser must take reasonable care to ensure that activities are carried out in a safe manner.

6.2 The Event Organiser has the right to cancel, suspend or modify an event or to decline or curtail a person's participation in an event if, in their opinion, that person has insufficient experience to participate in the event to an acceptable level, or for any other reason as defined in the AOAC Health and Safety Policy, or AOAC Club Rules, or if the aims of the event can no longer be achieved.

6.3 It is vital that the Event Organiser is aware of any relevant health and safety issues, or other restrictions for each Participant of an event. The Event Organiser has the discretion to refuse to allow that person to participate in the trip if they believe that safety will be compromised.

6.4 The Event Organiser should complete a list of the event participants for an event. This will be done automatically where an event is paid for through the website. For all other events the list of participants will be added to the Event Proposal form on the website or on the forum post for that event.

7. Financial

7.1 Deposits must cover the club deposit to the travel agent.

7.2 All participants, including the Event Organiser, must share costs equally. Where free places or other benefits are negotiated with the provider, the total cost must be divided by the total number of participants.

7.3 Participants must have adequate travel insurance, and are responsible for arranging and paying for this themselves.

7.4 All payments must be by BACS although the deposit can be through PayPal. Do not handle cash.

8. Publicising the trip

8.1 Advertise on the calendar.

8.2 Speak to the Communications Officer about advertising the trip in the newsletter.

8.3 Post on Facebook and the club website forum. Remember that not all members of the Facebook group are members, and will need reminding that they must be members to book and attend.

8.4 Arrange a social evening where members can find out more about the trip.

8.5 Consider publicising outside of the club, but remember that all participants must be members to book and attend.

9. Bookings

9.1 Set up a booking form in Google Drive/Google Docs and put it on the club website.

This should include:

- Name on passport (put an NB to the effect that this is what the ticket will have – if this is incorrect then you may be refused flight at the airport)
- Email address
- Address
- Telephone number
- DOB
- Emergency contact details (optional)
- Dietary needs
- Allergies
- Do they want ski carriage
- Agreement to ensure member will have travel insurance (required tick box) for £2 million personal liability including winter sports (preferably on and off-piste)
- Ski ability
- Room share person – (must be agreed with other participant beforehand)
- Deposit paid (amount)
- Ski carriage (amount)
- Balance payment (amount)
- Total left to pay (cost of trip minus deposit, ski carriage and balance payment)
- Insurance checked

9.2 Email a link to the participant's booking form when they book their place.

10. Insurance

10.1 All participants must have adequate travel insurance, and are responsible for arranging and paying for this themselves.

10.2 Insurance must include at least £2 million personal liability.

10.3 Winter sports cover must be included, preferably on and off-piste.

11. Hazard and Incident (Accident) Reporting

11.1 If an incident, accident or near miss occurs it should be reported using the AOAC Accident Report form. Where there has been a major incident, for example a fatality, the Leader will need to assist the Police; all other matters can be handled by the AOAC Communications Officer who should be contacted and will deal with any press communication. If the Communications Officer is not available another member of the Committee should be contacted.

12. Equipment

12.1 The Event Organiser is not responsible for arranging equipment hire, but should provide information to assist participants who wish to hire skis etc.

send out a guide as to where the nearest hire shop to the accommodation. near to the resort.