



EMPLOYEE HANDBOOK

Revised August 2019

Welcome to Team Summit Colorado

This handbook contains the Club's employment policies and procedures that will help you make practical and informed decisions while an employee of Team Summit Colorado.

Team Summit Colorado (TSC) is designated as a 501(c)(3) non-profit organization by the IRS, and the Club is a corporation in good standing to do business in the State of Colorado. We organize and provide quality on-snow, dryland training and competitions for alpine, free ski, and snowboard athletes. We host races, competitions, and fundraising events; frequently participating in events that give back to the Summit County community and beyond.



Team Summit Colorado Mission

We are a youth development organization empowering our athletes to realize and celebrate their personal podiums through athletics, education, and life skills by participating in innovative programming at our world-class venues.

Core Values

Excellence

Elevating youth by delivering innovative programs at world class venues

Respect

Elevating youth by promoting values in a culture of teamwork and dedication

Integrity

Elevating youth by fostering character and honesty

Responsibility

Elevating youth by instilling self-confidence, wellness, and educational accountability

Fun

Elevating youth through an engaging interactive lifestyle

Family

Elevating youth by teaching life skills, embracing community, and honoring culture

Team Summit Colorado Vision

whole athlete | whole team | whole community

Team Summit Colorado Directors and Office Staff

C.B. Bechtel, Executive Director: CB@teamsummit.org

Chris Carson, Free Ski Program Director: chris@teamsummit.org

Aldo Radamus, Alpine Ability Director: aldo@teamsummit.org

Matty Voegtle, Snowboard Program Director: mattyv@teamsummit.org

Mike Wolfson, Alpine Development Director: mikew@teamsummit.org

Chris Hughes, Human Performance Director: chris.hughes@teamsummit.org

Abigail Tietjen, Office & Membership Manager: abigail@teamsummit.org

Rodney Robinson, Business Development Director: rodney@teamsummit.org

Joanna Snyder, Academy Coordinator: joanna@teamsummit.org

Phil Kubiske, Events Manager: phil@teamsummit.org



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Supplemental Documentation

In addition to the information outlined within this Employee Handbook, there are several other important policies / procedures which require your acknowledgement. The Employee Acknowledgement Form must be successfully completed as a condition of employment. The documents listed on the Employee Acknowledgement Form are available to you on the Team Summit website and in the administrative office.

Team Summit Colorado reserves the right to change programs, policies, and procedures at any time with or without notice

Employment Policy

Team Summit Colorado (TSC) is dedicated to equal employment opportunities. We provide equal employment opportunities to all individuals based on job-related qualifications and ability to perform a job without regard to age, gender, gender identity, sexual orientation, race, color, religion, national origin, disability, status as a US Veteran, or any other status protected by federal, state or local law. It is our policy to maintain a non-discriminatory environment free from intimidation, harassment, or bias based upon these grounds.

This handbook, or any other policies / procedures, does not contain any promise about the duration, continuation, and/or terms of your employment at TSC (including employee benefits). Nothing in this handbook, or any other communication or document from TSC, creates or implies an employment contract or binding terms of your employment upon which you can rely. Your



employment with TSC is “at will,” meaning that you may terminate your employment with TSC at any time with or without cause, and with or without notice, and TSC reserves the same rights to separate your employment. Although advance notice is not required, TSC requests a 14-day written notice of resignation from all employees in order to provide continuity and fairness to the athletes and TSC. Employees who do not give this notice may be ineligible for re-hire.

Workplace Conduct Expectations

TSC expects all employees to be conscientious, reliable, and honest in meeting the obligations and responsibilities of their job and to perform duties competently, responsibly and professionally. This includes complying with all of TSC’s policies, guidelines and procedures. In general, conduct that is unlawful, interferes with operations, brings discredit to TSC, or is otherwise offensive will be addressed with corrective action.

TSC seeks to resolve performance and conduct problems in the most positive and constructive manner possible. TSC believes employees are responsible individuals interested in working together toward common goals. When situations arise which warrant corrective action, TSC will work to treat all employees fairly and consistently.

Corrective actions include but are not be limited to, verbal or written warnings, suspension or separation, depending upon the facts of the particular case or the employment history of the employee involved.

Substance Abuse

TSC is committed to protecting the safety, health and well-being of all employees and members. We recognize that alcohol and drug use pose a significant threat to our goals. We have established a drug and alcohol policy that balances our respect with the need to maintain an alcohol and drug free environment. This organization encourages employees to voluntarily seek help with drug and alcohol problems.

The use, sale, possession or distribution of drugs, alcohol, and other controlled substances is prohibited in all TSC leased and owned vehicles, during all working hours, and whenever conducting business or representing the organization. Any violation of this provision may result in discipline up to and including separation of employment. Exceptions for the use of alcoholic beverages may be made, by Leadership Team only, for TSC social events.

Although individuals may use marijuana under state law, employees who test positive for marijuana related to, but not limited to reasonable suspicion testing and worker compensation testing, may face discipline up to and including separation of employment.

Employees shall not report to work under the influence of any drug, alcoholic beverage, intoxicant, narcotic or other substance which may adversely affect their ability to work or jeopardize the safety of themselves or others. Any violation of this provision may result in discipline, up to and including separation of employment. For the purpose of this policy, any employee who does not pass the drug test or refuses to test pursuant to the procedures set forth in this policy will be considered in violation of the Substance Abuse Policy.



The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals. If the legal use of prescription medication could impair an employee's ability to perform any of his or her job duties safely, the employee must not attempt to perform those tasks while experiencing the effects of that medication.

Social Media

Social media is a powerful tool that reaches many people. Be aware that you are not only an employee of Team Summit Colorado, but also an ambassador of the team.

Parents and sponsors are watching! Inappropriate, negative, or controversial postings regarding athletes, parent, partner resorts, sponsors, etc., are not permissible. If you have a concern or want to be heard, please seek out your supervisor, Program Director and/or the Executive Director.

If you become aware of a possible inappropriate, negative, or controversial posting you are expected to report it to your supervisor, Program Director and/or the Executive Director.

Hiring of Relatives

A "relative" is defined, for the purposes of this section, as a spouse, domestic partner, parent, grandparent, child, brother, sister, in-law, aunt or uncle of an employee of TSC. The term also includes any other relationship between employees who are in a work relationship with each other that would result in an actual or potential conflict.

Immediate family members of employees may be considered for employment with the TSC as long as there is no direct reporting relationship or conflict of interest and they are not working for the same manager or in the same chain of command.

Conflicts with this section that occur because of a change in circumstances, such as a marriage or reorganization, will be handled on a case-by-case basis. Employees affected by such a change in circumstances must notify their Program Director or the Executive Director immediately. These issues are to be resolved as soon as practicable. The affected employees are expected to develop a plan of resolution with the assistance of the appropriate Program Director or Executive Director as appropriate. The plan must be approved by the Executive Director and in rare cases the Executive Committee. If the affected employees cannot agree on a plan, the Executive Director will make the final determination. Again, in rare cases the Executive Committee may make the final determination.



Timecards, Paychecks, and Paydays

Daily Wage Coaches/Staff are responsible for reporting and confirming hours for days worked for each pay period to their direct supervisors by the 14th and second to last day of each month.

Salaried Coaches/Staff are not required to keep timesheets. Salary accrual begins and ends per the guidelines stated in your offer of employment letter.

Substitute Coaches are responsible for reporting and confirming hours for days worked to their direct supervisors.

Bimonthly pay periods are the 1st through 15th and the 16th through the end of each month. Payroll is direct deposited into your account on the 5th and 20th of each month.

Work Schedule

It is expected employees will arrive ready for work, as scheduled. Please notify your supervisor 48 hours in advance, if you will be late or absent on any given day.

If you are not able to make it to work the day of work, please notify your supervisor as soon as possible. No contact is the same as “No Call, No Show” and may result in corrective action up to and including separation of employment.

Staff is expected to attend scheduled staff meetings unless you are at an away competition. Every effort will be made to schedule staff meetings at a time and place compatible with the schedules of the majority of the staff.

Taking time off on your regularly scheduled workdays is strongly discouraged. Our sport takes place during many of the major holidays, and the athletes count on these days away from school and family to get in the training and competitions that they want and need.

Time Off

Taking time off on a regularly scheduled workdays is strongly discouraged. Salaried employees may be required to work on a holiday. Whenever possible, salaried employees may be granted a compensatory a “day off” to make up for extra day(s) worked.

Our sport takes place during many of the major holidays, and the athletes count on these days away from school to get in the training and competitions.

We expect you to come to work 15 minutes prior to your scheduled meeting time. You must notify your supervisor 48 hours in advance, if you will be late or absent on any given day.

If you are sick, please notify your supervisor ASAP. No contact is the same as “No Call, No Show” and may result in corrective action up to and including separation of employment.



Dress Code and Uniforms

Appropriate dress is required. Team jackets provided by TSC must be worn while working at all competitions and on-hill training and are not to be worn during off hours or days unless attending a TSC event. Jackets are the responsibility of the employee and all clothing is to be clean and in good repair at all times. All TSC issued jackets/uniforms are to be returned to the administrative office for repairs as needed. They must also be returned at the conclusion of employment.

Passes

Coaches will receive passes appropriate for their role in order to perform their assigned duties.

Full time coaches will receive a Copper Mountain and Vail Resorts season pass at no charge.

Part-time and Substitute coaches will receive a Copper Mountain pass and/or Vail Resorts pass as required for the mountain(s) to which you are assigned at no charge.

Any misuse of your pass or disregard for the policies of the pass issuer may result in the loss of the pass.

If a pass is revoked and an employee cannot work as a result, the employee will not be paid for any lost time. It is the responsibility of the employee to know, understand and follow the policies, procedures, and expectations of the pass issuer.

If an employee is stopped by any representative of the pass issuer for any reason, the employee must inform their supervisor as soon as possible. Any report by a pass issuer of a TSC employee not reacting professionally to their representative will be investigated and may result in corrective action up to and including separation of employment.

Passes are a privilege. Any misuse of your pass or disregard for the policies of the ski area will result in the loss of your pass. It may also be grounds for corrective action up to and including separation of employment. If you lose your pass privileges and cannot work as a result, you will forfeit pay during any lost time. It is the responsibility of the employee to know, understand and follow the policies, procedures, and expectations of our partner resorts.



Confidential Information

You may have access to confidential personal information about your athletes, their parents, or your colleagues, including Personal Identifiable Information (PII), Personal Identifiable Financial Information (PIFI) and in some case Personal Identifiable Health Information (PIHI).

Personal Identifiable Information (PII)

An example of PII includes, but is not limited to, as information that directly identifies an individual (e.g., name, address, social security number or other identifying number or code, telephone number, email address, etc.).

Personal Identifiable Financial Information (PIFI)

PIFI is any information that a consumer provides to a financial institution that would not be available publicly. PIFI enables the unique searching, identification and validation of a person's financial information through a specialized database and/or system. PIFI may include information such as an individual's name, contact details, bank account number, credit card number, Social Security number, etc.

Personal Identifiable Health Information (PIHI)

PIHI is personally identifiable if it relates to a specifically identifiable individual; under 45 C.F.R. § 160.103, it generally includes the following, whether in electronic, paper, or oral format:

1. Health care claims or health care encounter information, such as documentation of doctor's visits and notes made by physicians and other provider staff;
2. Health care payment and remittance advice;
3. Coordination of health care benefits;
4. Health care claim status;
5. Enrollment and disenrollment in a health plan;
6. Eligibility for a health plan;
7. Health plan premium payments;
8. Referral certifications and authorization;
9. First report of injury;
10. Health claims attachments;
11. Health care electronic funds transfers (EFT) and remittance advice; and
12. Other transactions that HHS may prescribe in future regulations.

The HIPAA privacy rule states that all medical information must be kept confidential and not discussed unless it is required and relative to the employee or athletes' ability to ski and ride. It is your responsibility to safeguard the information, protecting it from being stolen or misused. PHI is not used for making employment or benefits decisions. In those cases where medical information may be used for marketing, or fundraising efforts, express written authorization and a release must be secured from the person whose PHI would be used in those cases.

Use of any type of PII, PIFI, and/or PIHI which is not for a bona fide business use is not allowed. TSC databases which contain PII and PIFI, including but not limited to email addresses, phone numbers and home addresses, are not be used for personal or other use. PII, PIFI and/or PIHI are



not to be copied, emailed or otherwise transferred to an external storage device, cloud service or outside email service provider unless otherwise approved by the Executive Director.

Intellectual Property

TSC has certain intellectual property it owns and/or has developed, created, and/or marketed. It is your responsibility to protect TSC's intellectual property from being stolen or misused. This property includes, but is not limited to, TSC's accounting and budgeting processes, training techniques, coaching materials, fundraising and marketing techniques and materials.

Employee Safety

The goal of TSC is to establish and maintain a proactive safety culture to minimize risk and to prevent work-related injuries. Each employee must use good judgment on the job and know his/her limitations in order to prevent injuries, unsafe conditions, or unsafe acts from occurring.

The health, safety and welfare of our employees depends upon their understanding of the environment that we work in and making safety an overall priority to our operations. To that end, attendance at TSC Safety Meetings is mandatory. ***TSC will strive to train each employee on the Company safety rules, philosophies and procedures.***

Club Assets

Other equipment issued, for example radios and video equipment, by TSC is to be properly maintained and returned to TSC in good working order. All TSC issued equipment and uniforms are the property of TSC and must be returned at the conclusion of employment.

Equipment Misuse

Use of TSC computers, software, on-line services contracted with TSC, databases and associated content, telephones, copiers, printers, etc., are intended for TSC business only and are not to be used for personal or other use.

Communicating with athletes, parents, and staff, managing individual programs, purchasing equipment, etc., are all acceptable uses of TSC office equipment and your work time.

Theft or deliberate misuse of any TSC equipment or property may be grounds for corrective action up to and including separation of employment.

Vehicle and Trailer Usage

Only authorized personnel, as recognized by the TSC Executive Director or Directors, are permitted to utilize TSC vehicles and trailers.

Volunteering

All fundraising events contribute to the financial stability of TSC and help keep program fees as low as possible for the athletes. Your voluntary participation in the set-up or teardown of events or assistance on the event day is deeply appreciated. Events include but are not limited to: Ski Swap, Golf Tournaments, Pancake Breakfast, Hosted Races, and Community Service to other organizations; other competitions and events sponsored by TSC. Participation in these events is not a requirement of your employment and will not be considered as time worked.



Parental Involvement

Athletes, parents, and coaches form an intertwined relationship. Each plays a different role, but all should operate with the primary goal of helping the athlete find both personal podiums and athletic achievement. TSC encourages its athletes to be self-reliant, independent, disciplined, self-confident, etc. As a coach, it is your responsibility to be open and honest, communicative, and professional with parents, by which mutual trust will develop with parents just as it will with the athletes.

Should a situation arise where parental involvement impedes your ability to coach or facilitate a safe and/or encouraging environment for your athlete(s) please consult with your supervisor or the TSC Program Director for guidance.