



COME SKI WITH US.

EMPLOYEE HANDBOOK

Updated Fall 2025

IMPORTANT THINGS TO KEEP IN MIND AS YOU READ THIS HANDBOOK

This Handbook is designed to provide employees with information regarding Bridger Ski Foundation's (BSF) policies, procedures, expectations, values, and mission. It contains only general information and guidelines in addition to those terms and conditions provided in your employment agreement, if any. It is not intended to be comprehensive or to address all scenarios and the possible applications of, or exceptions to, the policies and procedures described herein. This Handbook is not a contract. Neither this Handbook nor any other standalone company policy or procedure confers any express or implied contractual right for you to remain employed by BSF. Nor does the Handbook or other company policy or procedure guarantee any fixed term or condition of your employment.

The procedures, practices, policies, and benefits described herein supersede all prior policies and procedures—except those provided in your employment contract, if any—and BSF reserves the right to revise, modify, delete, or add to any and all of its policies, procedures, work rules, or benefits, whether or not stated in this Handbook or in any other personnel document. BSF's policies, procedures, and benefits are subject to change by BSF at any time without notice. No oral statements or representations can in any way alter the provisions of this Handbook. No one other than the Executive Director or authorized BSF personnel has the authority to enter into an agreement for employment for a specified period of time or to make any agreement contrary to this Handbook. Any such agreement must be in writing and signed.

If there are any federal, state, or local laws and/or regulations that conflict with this Handbook, the federal, state, or local laws and/or regulations will apply. No policy, practice, or procedure contained in this Handbook is intended to restrict employee Section 7 rights under the National Labor Relations Act.

Some of the subjects described in this Handbook may be covered in detail in separate benefit plan documents and other company policy documents. You should refer to those documents for specific information, since this Handbook only briefly summarizes those benefits and other information. Please note that the terms of the written insurance policies are controlling.

As an employee of BSF, you should familiarize yourself with the information in this Handbook. It is the employee's responsibility to familiarize oneself with the policies and procedures described in this Handbook and any supplemental or amended policies that BSF may issue from time to time. If you have any questions concerning the applicability of any policy, procedure, or practice, you should address your specific questions to the Executive Director.

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Bridger Ski Foundation

MISSION

Fostering personal growth, athletic development, and community wellness through accessible skiing and winter trail stewardship.

“Inspiring a lifelong love of skiing”

VALUES

ACCESSIBILITY - We provide opportunities for our community to ski by lowering barriers to entry while striving for greater diversity, equity, and inclusion in skiing.

WINTER CULTURE - We steward the traditions of skiing and community in the Gallatin Valley, cultivating a fun and welcoming culture.

LEARNING - We foster a lifelong love of learning.

EXCELLENCE & GROWTH - We create high-caliber programs with a holistic approach that enables each individual to develop their full personal and athletic potential.

COLLABORATION - We're better together through teamwork, inter-discipline collaboration, volunteering, and community partnerships.

LEADERSHIP - We lead by prioritizing athletic integrity, forward-thinking curriculum, and mental health & wellness.

FUN - We believe fun and a passion for skiing are fundamental to the success of BSF.

PROGRAMS

- **Alpine**
- **Freestyle, Freeskiing, Freeride, Snowboarding**
- **Nordic**
- **Skimo**
- **Community Nordic Trails**

STAFF:

Evan Weiss (Executive Director) evan.weiss@bridgerskifoundation.org
Laura Huggins (Deputy Director) laura.huggins@bridgerskifoundation.org
Jenny White (Marketing Director) jenny.white@bridgerskifoundation.org
Gabby Hennes (Operations and Development Manager) gabby.hennes@bridgerskifoundation.org
Finance Team (Bridger Ops) finance@bridgerskifoundation.org

PROGRAM DIRECTORS:

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Board of Directors

Natalie Flowers (Board President-Athlete Safety) Started: 2021
Director of Digital Marketing, Black Diamond Equipment
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Jordan Helvie (Vice President-Athlete Safety) Started: 2021
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Eric Goldwarg (Secretary-Athlete Safety) Started: 2022
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Caroline Roy (Treasurer) Started: 2023
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Erin Gaasch Started: 2022
Real Estate Agent at Century 21
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Spencer Lawley Started: 2021

AIM Intelligent Machines

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Erik Renna Started: 2023

Engineer at Central Plumbing, Heating, and Excavation

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Dr. Kat Belenduik Started: 2024

Strategy Leader, Genentech

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Kara Gallinger Started: 2024

CFO at Pathlabs

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Peter Belschwender Started: 2024

Retired, Former President & CEO On Site Management

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Julie Bennett Started: 2024

Retired, Former Vice President, Finance & Operations at First West Insurance, Inc

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Ashley McCullough Started: 2025

Real estate investor, personal finance coach

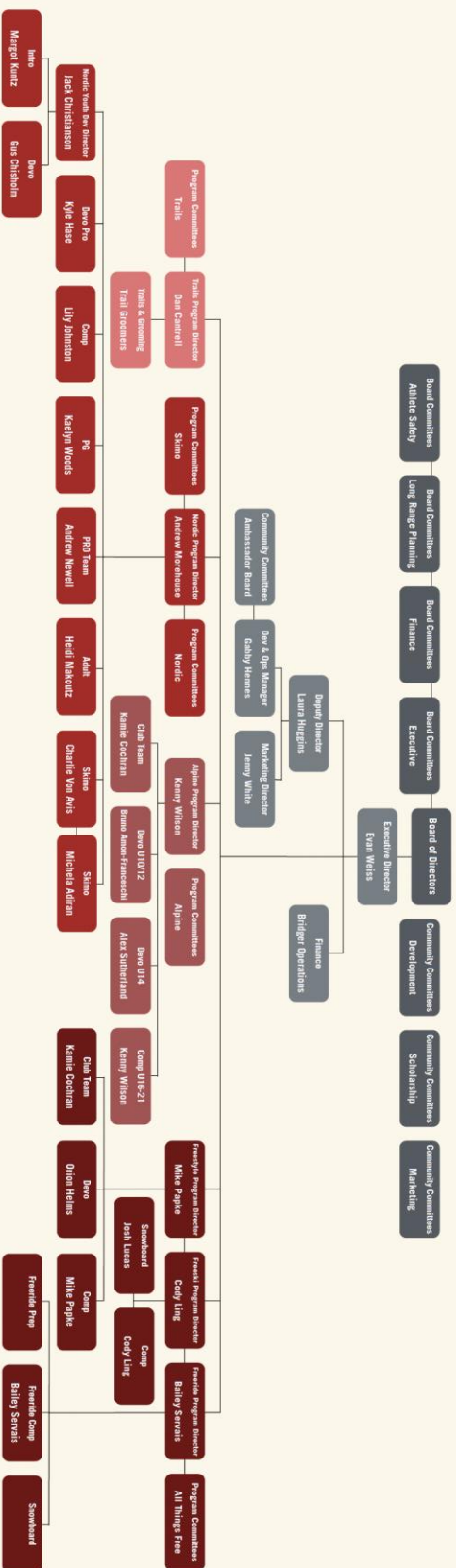
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Elizabeth Holt Started: 2025

Current homeschool teacher, formerly served as VP and European stock trader at Dodge & Cox

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Bridger Ski Foundation Authority Matrix						
	Head Coaches	Event Chairs	Program Director	Executive Director	Personnel Committee	Board or ExCom
Personnel - hiring, firing, compensation, reimbursements						
<u>Budgeted</u>						
Coaches			X			
Program Directors				X	X	
Admin Staff				X		
ED					X	X
Expense Reports - always next level management i.e. PD approves coaches, ED approves PD, Finance Committee approves ED						
<u>Unbudgeted</u>				X		X
Program Expenses						
Budgeted <3K			X			
Budgeted >3K				X		
Unbudgeted <1K			X			
Unbudgeted <5K				X		
Unbudgeted >5K						X
Administrative Expenses						
Budgeted<10K				X		
Budgeted >10K						X
Unbudgeted <3K				X		
Unbudgeted >3K						X
Insurance and W/C				X		
Travel/Camp Expenses						
Preauthorization				X		
Execution per preauthorization	X		X			
<i>Note: normal and reasonable overages considered part of preauthorization.</i>						

Capital Expenses						
Budgeted			X			
Unbudgeted <2K				X		
Unbudgeted >2K						X
Fundraising						
Planned Initiatives			X			
Unplanned Initiatives <\$5K				X		
Unplanned Initiatives >\$5K						X
Fundraising Event Expenses						
<2K in line with budget or prior year		X				
>2K				X		
<i>Note: All contracts need to be reviewed and approved by Executive Director.</i>						

Equal Opportunity and Anti-Discrimination/Harassment Policy

Equal Employment Opportunity and Non-Discrimination

BSF provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, service in the military, or any other characteristic protected under the law. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

Bridger Ski Foundation, its members, directors, officers, volunteers, and employees shall not discriminate against any member, director, officer, customer, visitor, applicant for scholarship or other Bridger Ski Foundation programs and services, guest, employee or any other individual on the basis of color, religion, race, nationality, ethnicity, age, sexual orientation, gender, class or disability in accordance all federal and state laws that may apply. This policy applies to all aspects of Bridger Ski Foundation. Bridger Ski Foundation is an equal opportunity organization in all regards.

BSF expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is absolutely not tolerated. Any reported violations of this policy will be promptly investigated and may result in discipline, up to and including termination.

BSF will endeavor to accommodate an employee's religious observances or practices, and to accommodate otherwise qualified individuals with disabilities to the extent required under the law.

Harassment and Complaint Procedure

Sexual and other unlawful harassment is a violation of Title VII of the Civil Rights Act of 1964 (Title VII), as amended, as well as many state laws. Harassment based on a characteristic protected by law, such as race, color, ancestry, national origin, gender, sex, sexual orientation, gender identity, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law, is prohibited.

It is BSF's policy to provide a work environment free of sexual and other harassment. To that end, harassment of employees by management, supervisors, coworkers, or nonemployees who are in the workplace is absolutely prohibited. Any retaliation against an individual who has complained in good faith about sexual or other harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated.

Definition of Unlawful Harassment. “Unlawful harassment” is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual’s work performance; or otherwise adversely affects an individual’s employment opportunities because of the individual’s membership in a protected class. Unlawful harassment includes, but is not limited to, epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts based on race, color, ancestry, national origin, gender, sex, sexual orientation, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law.

Definition of Sexual Harassment. “Sexual harassment” is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual’s employment or as a basis for employment decisions; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work environment.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwanted sexual advances, whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one’s sex life, comments about an individual’s body, comments about an individual’s sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, or cartoons;
- Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments;
- Inquiries into one’s sexual experiences; and
- Discussion of one’s sexual activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained in good faith about sexual harassment and retaliation against individuals for cooperating with an investigation of sexual harassment complaint is unlawful and will not be tolerated.

Complaint Procedure. Any employee who believes he or she has been subject to or witnessed illegal discrimination, including sexual or other forms of unlawful harassment, is requested and encouraged to make a complaint. You may, but are not required to, complain first to the person you feel is discriminating against or harassing you. You may complain directly to the Executive Director, Board Member, or any other supervisory employee. Similarly, if you observe acts of discrimination toward or harassment of another employee, you are requested and encouraged to report this to one of the individuals listed above.

No reprisal, retaliation, or other adverse action will be taken against an employee for making a good faith complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

All complaints will be investigated. Confidentiality for individuals involved will be maintained to the extent possible. If the investigation confirms conduct contrary to this policy has occurred, BSF will take immediate, appropriate, corrective action, including discipline, up to and including immediate termination.

BSF Expense Reimbursement Guidelines and Policy

Athletes, employees, coaches, and volunteers of Bridger Ski Foundation occasionally incur expenses for programs and activities that are deemed to be costs of the organization. Bridger Ski Foundation needs to know of these expenses to allow reimbursement in a timely manner.

The following are required for reimbursement of expenses:

- 1) An employee's supervisor or the Program Director of the activity or travel must approve all expenses for which reimbursement is being requested.
- 2) The Executive Director is required to review and approve these requests.
- 3) Accounting should reimburse approved expenses within 2 weeks or sooner of receiving the request.
- 4) Original receipts are expected for all expenses. Under certain circumstance and amount of expense, the Executive Director may approve, and accounting is authorized to reimburse with non-original receipts when other appropriate documentation is submitted. Accounting and the Executive Director will monitor the exceptions to general requirement for original receipts.
- 5) The Treasurer or another Board Member must approve all reimbursements to the Executive Director and any reimbursements when the ED is not available for review and approval.
- 6) BSF recommends that individuals requesting reimbursement submit requests within one week of the expense. A reimbursement form must be submitted with receipts attached. These may be hard copy or electronic but should be signed by requestor.
- 7) BSF will not reimburse employees for expenses incurred outside scope of

- employment or as a result of a violations of law (e.g., tickets for traffic violations).
- 8) For all expenses charged on credit or account (e.g., fuel for vehicles, posters and other printing work, maintenance and repair of equipment, wax or other ski race supplies, hotels, entry fees, etc.) the person incurring the expense on behalf of BSF is required to get a receipt and submit it to Accounting within one week of the expense through BSF Expensify software.

BSF Travel and Credit Card Use Policies and Travel Pay Policies

Coach Per Diem Policies. When coaches travel to a camp/race/other BSF event, the following will apply:

- 1) No Per Diem will be paid for day trips (e.g., Big Sky or West Yellowstone travel).
- 2) For an overnight trip, coaches are entitled to \$75/day, including travel days when no meal plan is provided.
- 3) Coaches (or a Head Coach for all coaches) must fill out and submit to the BSF Accountant (in a timely manner after each trip) a BSF Per Diem form to claim Per Diem. Per Diem forms are available through Program Directors or BSF Accountant.
- 4) Receipts for meals are not required under Per Diem policy.

Mileage Reimbursement Policy. If a Coach, Program Director, BSF employee uses a personal vehicle to transport athletes, coaches or employees to a BSF event/camp/race or other approved travel, the below policies apply. If more than one coach/employee is traveling, they are required to carpool to the extent possible. If a vehicle has the capacity to transport employees and coaches but a coach/employee chooses to take a personal vehicle, they will not be reimbursed for mileage.

- 1) Mileage will be reimbursed at annual IRS mileage reimbursement. Gasoline/fuel receipts are not required.
- 2) Mileage will not be reimbursed for regular travel to Bridger Bowl. Mileage will be reimbursed to Big Sky under the following circumstances: The mileage fee will be reimbursed but must be accounted for in an event/travel budget to Big Sky and expense allocated to the athletes attending the day trip to Big Sky as a coaching expense.

Travel Days. Employees will be paid for travel time to and from BSF events at their hourly/day rate as determined by the amount of time expended for travel. Employees will not be paid for commuting time.

BSF Vehicles. Employees who drive BSF vehicles may use vehicles for BSF-related purpose only. BSF has the right to search any BSF vehicle at any time. Therefore, employees have no reasonable expectation of

privacy with respect to BSF vehicles. Only employees with an unrestricted, current Montana driver's license, and who are insurable under BSF policy without significantly increasing premiums, may operate BSF vehicles. Any employee operating a vehicle for BSF must do so in a safe manner and, may not do so while under the influence of drugs or alcohol. Violation of this policy will subject the violator to discipline and/or immediate termination.

In addition:

- 1) Employees must conform to all driving and traffic laws and make allowance for adverse weather and traffic conditions.
- 2) Employees must always be courteous, respecting the rights of other drivers, bicyclists, and pedestrians.
- 3) Employees may not smoke in a BSF vehicle or permit others to do so. This includes use of e-cigarettes.
- 4) Employees must lock vehicles when unattended.
- 5) Employees must keep vehicles clean and serviced.
- 6) Employees must immediately report all accidents, however minor, traffic or parking citations, and vehicle-related incidents.
- 7) The possession or transportation of alcohol, marijuana, or illegal drugs in a vehicle is not permitted by anyone, including any passengers (this includes drug paraphernalia). The consumption of alcohol, marijuana, or illegal drugs in a vehicle by anyone, including passengers, is also prohibited.

BSF Credit Card Use Policy:

- 1) BSF issued credit cards are to be used only for approved BSF business purposes and not for an employee's personal expenditures.
- 2) A credit card may be used only for expenditures related to BSF travel, such as lodging, gasoline for BSF vehicles (rented or owned), airplane tickets, and travel related emergencies. All other debit card expenditures must first be accounted for in the BSF travel and general discipline budgets and approved by the Board.
- 3) Receipts for each credit card expenditure must be submitted to the BSF Accountant consistent with the BSF Expense and Reimbursement Policy.
- 4) Please make all efforts to seek preapproval for expenditures before credit card use.

BSF Staff Compensation and Employment Guidelines

- 1) BSF has a goal of paying market wages to qualified employees, based on performance and tenure. The goal is to hire, retain, and advance high performing coaches. Good coaches are our most valuable assets at BSF. Head Coaches that have hiring duties should check with their Program Director for specific

Compensation Guidelines. Generally, all hires by Head Coaches should have a strong combination of passion for the sport, talent, and experience.

- 2) Program Directors and potentially some Head Coaches will be responsible for deciding what to pay coaches. The Board and Executive Director will give guidelines for best practices in paying market wages.
- 3) The goal is to have high performing, motivated coaches whom Program Directors incentivize and retain by moving up the scale based on a number of factors, including, but not limited to:
 - a) Tenure and experience;
 - b) Performance – Meeting performance standards as set by the Program Directors;
 - c) Responsibility – The level of responsibility a Program Director delegates to coaches may influence where a coach falls within a compensation range; and
 - d) Certification – All BSF coaches are required to hold at least a Level 100. Program Directors may adjust compensation based on a coach's level of certification and professional development.
- 4) **Health Insurance:** Non-seasonal employees who works at least 0.5 FTE are eligible for a health care benefit. An employee taking the health care benefit must be on at least a 12-month contract. Please ask the Executive Director about the health benefits offered.
- 5) **Retirement:** All employees except Club & Intro Assistant Coaches are eligible & automatically enrolled in the BSF 401K. Any employee can opt out by reaching out to the Finance Team.
- 6) Hourly and day rate coaches who are paid for driving time (to and from training) will be paid the regular hourly or day coach rate (i.e., pay the same rate as for coaching time) – this is designed to simplify and standardize for all BSF coaches driving.
- 7) **Performance Reviews:** Each Program Director is responsible for evaluating the Head Coach annually. A Head Coach is responsible for conducting performance evaluations for assistant coaches. Evaluations forms are available for Head Coach and assistant coach evaluations. Self-performance evaluations may be a part of the evaluation process. More than one individual may be involved in the evaluation process.

Commitment to Safety and Safety Management

Safety is paramount. The baseline of an effective program starts with an attitude and firm commitment toward reinforcing safety values. Employee and athlete safety are paramount concerns at BSF. All employees have the responsibility to contribute to a safe work environment by using common sense rules and safe practices and by notifying supervisors when any health or safety issues are present. Employees are expected to use extreme care to ensure maximum safety for all persons, including athletes, program participants, co-workers, guests, and visitors. Failure to do so may result in discipline, up to and including termination.

Any injury, accident, or potentially dangerous condition should be reported immediately to either to a Head Coach, Program Director, or Executive Director. An incident report or other necessary documentation should also be completed. An employee injured on the job must report the injury to his or her Program Director or Executive Director. All accidents, regardless of the severity or nature, must first be reported. Employees will be responsible for contacting other appropriate agencies if the situation so warrants (i.e. fire department, police department, or appropriate business or agency).

An incident report or equivalent documents should be submitted for all accidents and injuries. This report should be filed within forty-eight (48) hours of the incident and should contain documentation of all details relating to the incident.

Policy against workplace violence. BSF is committed to providing a safe, violence-free workplace for employees. BSF discourages employees from engaging with a violent or potentially violent individual. Threats, threatening language, or any other acts of aggression or violence made toward or by any employee will not be tolerated. A threat may include any verbal or physical harassment or abuse, attempts to intimidate others, menacing gestures, stalking, or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation. This policy covers any violent or potentially violent behavior that occurs in the workplace or at work-related functions.

All BSF employees bear the responsibility of keeping our work environment free from violence or potential violence. Any employee who witnesses or is the recipient of violent behavior should promptly report it to the Executive Director. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat in good faith.

Any individual engaging in violence against BSF, its athletes, employees, or property will be prosecuted to the full extent of the law. All such acts will be investigated and reported to the appropriate authority which may include local law enforcement, SafeSport, and any other governing bodies or other law enforcement. Any employee violating this policy is subject to discipline up to and including termination for the first offense.

Guidelines on Leaves of Absence and Time Off

Due to the nature of BSF and its operations, the hours and time required of employees can vary greatly. Employee time requirements are dependent on a variety of factors, including but not limited to, training schedules, seasonality, events, and travel. Most employees are seasonal and understand their time requirements may vary from day to day and week to week. For those employees employed year-round, their time requirements vary considerably season to season. As such, BSF does not have a standard leave of absence or time off policy.

BSF, however, recognizes the value of employees' time off from work for rest, recreation, attending to personal matters, and emergencies. BSF may provide time off to employees upon request and approval by an appropriate supervisor or the Executive Director, depending on the needs of BSF at the time of the request. BSF hopes (but cannot guarantee) to be able to provide employees' requested time off to the extent possible. For full-time, year-round employees (i.e. not seasonal), BSF hopes to be able to provide at least two (3) weeks off per year. Based on the demands of the organization's business, successfully coordinating your time off request is critical. The key in all cases is advance notice and effective communication with the appropriate supervisor so that schedules and responsibilities can be covered. For example, all the coaching staff cannot at the same time take the week of Christmas off because BSF has commitments to the individuals in our programs for training and camps.

Because vacation time or time off do not accrue and BSF does not guarantee any minimum vacation or time off in any given year, there is no pay out for time off or vacation time upon separation from employment.

BSF will also work with employees to reasonably accommodate any medically required leaves of absence to the extent required under the law.

If an employee has any questions or concerns about these guidelines and their application, they are encouraged to bring them to the Executive Director.

Bridger Ski Foundation Employee Grievance Procedure

If an employee has an issue/grievance/complaint regarding any aspect of the BSF program or the employee's employment, including termination from employment, the procedure for addressing the issue is as follows:

- 1) Approach your direct supervisor about the situation within 7 days of the incident or event. A Program Director or office staff's direct supervisor is the Executive Director.

A Head Coach's direct supervisor is the Program Director and assistant coaches' direct supervisor is the Head Coach for that particular program.

- a) If an employee has a grievance or complaint, please make an appointment to talk with the appropriate individual. Grievances and complaints cannot be given adequate attention without notice. Grievance may also be submitted in writing.
 - b) All grievances should be raised confidentially to the extent possible. Grievances should not be broadcast to the attention of any e-mail lists, to athletes, to parents, or to the general club membership.
 - c) BSF will make good faith efforts to fairly address all employee concerns and grievances. Employees should be aware, however, from time to time grievances cannot be resolved to the satisfaction of all the parties.
 - d) If the issue/grievance/complaint involves what an employee believes to be illegal behavior on the part of a supervisor, the employee should immediately bring the issue/grievance to the attention of the Executive Director or a member of the Board.
- 2) If resolution is not achieved at the first step, the issue may be brought to the attention of the next level of supervision. If resolution is not reached, this step is repeated until the grievance has reached the Executive Director.
 - 3) If satisfactory resolution is not obtained from the Executive Director, an employee may bring the issue to the BSF Personnel Committee. If not resolved there, it will be taken to the full Board at the next regularly scheduled meeting. Any resolution by the Board of Directors is final.

Bridger Ski Foundation Staff Evaluation Process

BSF has an annual evaluation process to review staff performance against individual job descriptions and goals. The Board of Directors through the Compensation Committee reviews the Executive Director. The Executive Director performs reviews of the Program Directors and office staff. A member of the Compensation Committee attends the Program Director reviews with the Executive Director. Program Directors review Head Coaches and Head Coaches review assistant coaches. Parent feedback may be collected and shared as part of the review process.

Each employee should submit a statement of desired outcomes to their supervisor at the beginning of the season or year and then a self-evaluation of those goals at the end of the season or year.

Below are guidelines for the Evaluation Process:

Step 1: Use the evaluation form developed for each position.

Step 2: A supervisor should fill out an evaluation for each employee. A review of the employee's Job Description is the basis for evaluation.

In order to do a thorough evaluation of performance the duties, expectations, scope and scale of the position must first be clearly defined. These can be found in an employee's existing job description.

Step 3: Supervisor should have employee fill out self-evaluation, including a statement of desired outcomes.

The statement of desired outcomes outlines the employee's professional, programmatic, organizational and personal goals for the coming year or season. This helps encourage more professional engagement in the process and develops a culture of accountability and general professionalism.

Step 4: Supervisors meet with their employees to discuss and compare self-evaluation and supervisor evaluation. An effective review must include a face-to-face evaluation. Some key elements to discuss include:

Do the performance reviews and stated goals and outcomes from the employee and supervisor align? Are the stated goals and outcomes in line with the organization's and/or program's current strategies and priorities?

Are the relative priorities of the position being appropriately balanced? Are there concerns with the position description or expectations from either perspective? Are the position, performance and outcomes coordinated appropriately with other employees, program and organizational structures and priorities, and an atmosphere of teamwork? Are tools, resources and structures in place to ensure productivity and performance?

Step 5: Amend, Finalize and File. There should be an opportunity for the supervisor to make any necessary clarifications and revisions to the final evaluation such that it is well understood and reflects what was discussed. It should then be finalized, signed and filed in the employee's personnel file.

Employee Standards of Conduct

BSF employees are expected to conduct themselves to the highest professional standards. Those standards include, but are not limited to, the following:

- 1) Standards outlined in an employee's Contract of Employment.
- 2) Employees are held to the standards of the US Ski and Snowboard, IFSA, USAS and BSF Code of Conduct and all content in the BSF Handbook,

including SafeSport, Minor Athlete Abuse Policy, Travel, Concussion, Return from Injury Policies, and the Athlete/Parent Grievance Procedure.

- 3) Employees are expected to adhere to Travel Pay and Expense Policies.
- 4) Employees are expected to adhere to the Employee Grievance Procedures.
- 5) Employees are expected to follow all state and federal laws and regulations.
- 6) Employees are expected to adhere to guidance within the Staff Manual.
- 7) Employees are expected to follow and comply with all other work-related expectations communicated to them by BSF.

Termination of Employment

The terms of employment for employees at BSF are typically governed by a written contract. Contract terms are explicit and vary depending on the type of employee (i.e., full time, part time, seasonal). When an employee and BSF signs the written contract, the following apply:

The parties expressly acknowledge and agree that (a) this Agreement constitutes a written contract of employment for a specific term within the meaning of Section 39-2-912, MCA; (b) no promises or representations have been made concerning the renewal or extension of this Agreement and Employee has no expectation of continued employment beyond the term of this Agreement; and (c) neither party has any right to continued employment beyond the term stated herein unless both parties mutually agree.

Employment may be terminated for any reasonable job-related grounds including, but not limited to, failure to satisfactorily perform job duties, disruption of BSF operations, material or repeated violation of a written policies or any other legitimate business reason. Other legitimate business reasons include, but are not limited to, business or operational justifications such as Employer's filing for bankruptcy, insolvency, funding issues, natural disaster, pandemic, other force majeure circumstances, and/or termination of the specific program in which an employee works.

In addition to BSF's right to terminate for any lawful reason or as otherwise provided herein, BSF may take any and all other personnel actions deemed necessary or prudent by BSF including, but not limited to, furlough, reduction in force, temporary layoff, suspension of operations, and/or paid or unpaid employee suspension or leave. BSF may take such actions for any lawful reasons including, but not limited to disciplinary measures; investigations; or in response to a natural disaster, pandemic, act of God, or any other force majeure circumstances. All contracts are year-to-year and a decision on making an offer or not will typically be made by the end of the BSF FY (May 31) based on an annual review of performance and specific needs for the position.

Employees are expected to conduct themselves according to the terms and standards of the contract. An employee may be dismissed at any time for cause if employee does not perform accordingly.

Upon separation from employment, an employee is required to return all BSF property, equipment, and all other items, including copies of electronically stored BSF documents and information. This includes not only physical property and equipment but also all BSF proprietary business information, including business partner and member contact information, program information, and all other electronically stored information obtained through employment with BSF.

BSF Critical Incident Communications Plan

In the event there is a “critical incident” (as defined below) at Bridger Ski Foundation, the following communication procedures will be followed:

- 1) A critical incident is defined as:
 - a) A serious vehicle accident involving BSF coaches and/or athletes.
 - b) An injury to a BSF athlete or staff member involving serious bodily injury or death.
 - c) An act (alleged or confirmed) of abuse by a BSF personnel against a BSF athlete or staff member.
 - d) A natural or unnatural disaster (i.e., avalanche, fire, earthquake, lighting, terrorist attack, other serious events) that occurs during a BSF event that may involve or have an impact on BSF athletes, volunteers, or staff.
 - e) Any other serious event the Executive Director or Board of Directors deems to be an incident so serious that the Critical Incident Communication Plan should be utilized.
- 2) All Internal primary contacts (includes Executive Committee of Board and Program Directors) will be contacted by the Executive Director or the President of the Board by email/phone and informed of the Critical Incident.
- 3) Internal primary contacts will assess critical incident and determine content and extent of communication plan.
- 4) Based on assessment, a communication plan will be distributed by the Executive Director or President of Board to some or all of the following contacts: current parents of BSF athletes, full BSF Board of Directors, Program Directors, Head Coaches, Assistant Coaches, the public.
- 5) There will be one spokesperson designated by the Executive Director or President of Board for all external media communications, and all other personnel need to defer to that person.

Other non-critical, but important, communications will be handled as follows:

- 1) If there is a breach of the Code of Conduct by an athlete resulting in disciplinary action, the Program Director of the athlete involved will send a confidential email or communication to the Executive Director and all Program Directors explaining the

incident.

- 2) If there is a major infraction of the Code of Conduct resulting in a disciplinary action, the Executive Director will inform the Board of Directors.

BSF Emergency Action Plan

Step 1: Control the environment so that no further harm occurs.

- Stop all participants and control the scene. Move participants to a safe position.
- Protect yourself if you suspect bleeding or from other bodily fluids
- Shelter the injured participant from the elements and from any traffic.

Step 2: Do a first assessment of the situation. If the participant:

- Is not breathing;
- Does not have a pulse;
- Is bleeding profusely;
- Has impaired consciousness; or
- Has injured the back, neck, or head; or
- Other serious injury, then

Immediately activate ski patrol or EMS!

If the participant does not show the signs above, proceed to Step 3.

Step 3: Assess the injury.

- Gather the facts surrounding the nature of the injury – Mechanism and the current condition – by asking the injured participant as well as anyone who witnessed the accident.
- If you are not sure of the severity of the injury, call the In-Charge person.
- Stay with the injured participant and try to calm him/her, your tone of voice and body language is critical!
- If possible, without causing further injury, have the participant move himself/herself to a more comfortable and out of traffic position.
- Keep the participants as warm and as comfortable as possible.
- If the assessor is sure the injury is minor proceed to Step 4.
- A parent or Coach must be onsite and stay with group before assisting EMT or Ski Patrol.

Step 4: Control and return to activity.

Allow a participant to return to activity after a minor injury only if there is no:

- Swelling;

- Deformity;
- Continued bleeding;
- Reduced range of motion; and/or
- Pain when using the injured part.
- Signs of concussion
 - Any suspicion of a concussion shall follow the [BSF concussion policy](#). The athlete must be removed from training/racing and be cleared by a physician before a return to activity.

If in doubt, take the child out!!!

Step 5: Record the injury/accident on a BSF or Ski Patrol accident report form and inform parents. Contact the appropriate agency if needed (Fire department, Bridger Bowl, USFS, Race director, etc).

Step 6: Follow up with the athlete with a phone call or in person meeting if appropriate.

Bridger Bowl Medical Plan for BSF Sanctioned Events

Stop the Bleed Kit are located at the start in the start pack and with head coaches

First Response: Bridger Bowl Ski Patrol

PHQ (Patrol Headquarters): Top Terminal, Bridger Lift

- BSF Radios can contact patrol(cp200d) Channel 16
- Dispatch: (406) 587-2111 ext. 4651

On-Site Facility: Bridger Bowl Aid Room

- First Aid Room (406) 587-2111 ext. 4650
- Dispatch Direct Phone: (406) 556-5651
- Emergency Line: (406) 556-5678

Transport: American Medical Response

911 – Gallatin County Dispatch

Level 3 Trauma: Bozeman Deaconess Hospital

Emergency Department (406)585-1000

20 miles

Requests for aid are responded to by Bridger Bowl Ski Patrol. The Patrol is stationed at Patrol Headquarters (PHQ), Top of Bridger Lift, with rescue toboggan and equipment to provide basic outdoor emergency care. Designated Bridger Ski Foundation personnel can summon the Bridger Bowl Ski Patrol by switching to the Patrol radio frequency and requesting aid. Other race personnel can summon aid by skiing to any lift terminal or calling Bridger Bowl Aid Room or Dispatch.

The responding patroller will attend to the injured skier. If the injured skier requires transportation off the mountain, a patroller will transport the injured skier by toboggan to the Aid Room located at the Base Area.

Transportation to advanced treatment, if required is provided by American Medical Response.

Billings Clinic Med Flight will transport to Bozeman Deaconess or Billings Clinic base on injury

Ski Patrol Director: Pete Maleski (406) 587-2111 ext. 5650

BSF EMERGENCY CONTACT INFORMATION

Emergency Phone Number		911 for all emergencies
Bridger Bowl		406-587-2111
AMR Ambulance		406-586-0037
Bozeman Health Deaconess Hospital		406-585-5000
931 Highland Blvd		
Bozeman, MT 59715		

In-Charge Person

Evan Weiss –Executive Director, 206-909-7504

Andrew Morehouse – Nordic Director, 518-926-9030

Kenny Wilson – Alpine Director, 808-345-9804

Mike Papke – Freestyle Director, 406-581-8598

Cody Ling – Free Skiing Head Coach, 612-418-2631

Bailey Servais—Freeride Director 612-220-3726

Jack Christionson—Nordic Devo and Intro Coordinator 651-503-0968

In-Charge Person Will:

- Coordinate with coach of injured participants.
- Arrange to get first aid assistance to injured participant or other assistance as needed.
- Access Emergency contact information and medical release to have available for emergency personnel as appropriate.
- Call the emergency contact person listed on the injured person's registration form as appropriate.
- Fill in accident report with coach.
 - Accidents or injuries at Bridger Bowl or on USFS property need to be reported to the appropriate manager
- Follow up with injured athlete

Coaches Will:

- If training is at Bridger Bowl ski patrol will determine the shortest/ safest route from the injury location to ski patrol and follow protocol determined by injury.

- If training was not at Bridger Bowl, Coaching staff will determine the shortest/ safest route from the injury location to a safe location and wait for EMS/Patrol.
- Stay with injured athlete until parent/guardian arrives
- Fill in accident report with coach.
 - Accidents or injuries at Bridger Bowl or on USFS property need to be reported to the appropriate manager
- Follow up with injured athlete

Safe Sport Guidelines and Minor Athlete Abuse Policy (MAAP)

Consistent with the governing bodies of our sport-US SKI & SNOWBOARD and U.S. Olympic Committee (USOC), providing a safe environment to protect the health and well-being of our athletes is a high priority for BSF and at the center of all our programs. SafeSport and MAAP are a valuable partnership between the US SKI & SNOWBOARD and the USOC with a variety of Guidance Resources.

BSF follows all relevant guidelines and protocols of the US SKI & SNOWBOARD and MAAP, found at: <https://usskiandsnowboard.org/safesport-athlete-safety> and <https://www.usskiandsnowboard.org/safesport-athlete-safety/minor-athlete-abuse-prevention-policies>. Employees are required to familiarize themselves with the guidelines and codes listed above.

Accident Report Form

Date of injury: _____ Time of injury: _____

Name of injured person: _____ Age: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Name of Parent/Guardian: _____ Phone: _____

Location: _____ Weather: _____ Snow Conditions: _____

Ability level of injured person: _____

What is the nature of the injury?

Did you see the accident? YES or NO

If YES, briefly describe how the accident occurred.

If NO, how did you learn about the accident?

Briefly describe what action you took to handle the situation after the accident.

Was there further action taken?

Witnesses: List the names of the participants in your group who saw the accident:

List names and phone numbers of any other witnesses:

Form has been completed by:

Coaches Name: _____ Signature _____

Phone: _____ Address: _____

Coaching Inverted Tricks – BSF Certification Policy

To ensure athlete safety and uphold professional coaching standards, this policy outlines the requirements for coaching inverted aerial maneuvers within our programs.

Only coaches who hold a valid and current certification in aerial/inverted coaching (e.g., USSA Freestyle Aerials Certification or equivalent) are permitted to coach inverted tricks. This includes any maneuver where an athlete's feet go above their head (e.g., backflips, front flips, d-spin or variations with 180-360 degrees in rotation, etc.).

Policy Guidelines:

1. Certification Requirement:

- All coaches instructing inverted maneuvers must hold an approved certification from a recognized national governing body, such as U.S. Ski & Snowboard
- Certification must be specific to aerial/inverted skills and include both technical instruction and safety components (e.g., spotting, trampoline, water ramp, and air awareness training).
- Proof of certification must be submitted to the Program Director before coaching any inverted tricks or proof of completion of from the education department at US Ski and Snowboard
- Athletes earning a passing grade for an invert should be logged in the USSS nationals registry.

2. Prohibited Coaching:

- Coaches who do not hold an appropriate certification are strictly prohibited from coaching, assisting, or spotting inverted tricks in any setting unless supervised by a program director of freeskiing or freestyle, including trampoline, water ramp, dryland, and on-snow sessions.

3. Supervision and Mentorship:

- Coaches actively working toward aerial/inverted certification may observe and participate in sessions under the direct supervision of a certified coach.
- All mentorship of uncertified coaches must be approved and overseen by an appropriately certified coach.

4. How to Become Certified:

- Coaches must complete the relevant aerial/inverted training offered by an approved organization, such as U.S. Ski & Snowboard's Freestyle or Freeski Coaching Pathway.
- Certification and course schedules are available at usskiandsnowboard.org.
- Coaches should contact the Program Director for help registering for the next available certification opportunity or for guidance on meeting prerequisites.

5. Compliance and Enforcement:

- Any coach found coaching inverted maneuvers without proper certification or outside of an approved mentorship program will be subject to disciplinary action, up to and including removal from the coaching staff.
- This policy exists to ensure a safe and professional training environment for athletes and coaches alike.

BSF Inverted Tricks – Athlete Rules

Safety First!

Inverted tricks on snow are awesome, but they must be done safely and with the right training.

The Rules:

1. Only Qualified Athletes Can Do Inverts on Snow
 - You must go through BSF's qualification process and be signed off by a BSF coach certified for inverted tricks.
2. How to Get Qualified
 - Train on trampoline, water ramps.
 - Show full control, safety, and technique with varying speed.
 - Train with a level 200 or higher coach with certification for aerial invert tricks.
 - Doubles require a level 300 aerial certification for USSS
 - Get official coach approval and have it recorded in BSF invert records athlete file.
3. No Qualification = No Inverts
 - If you're not qualified, no inverted tricks on snow—period.
 - Doing an invert without qualification may mean being pulled from training for the day.

Why?

To keep you safe, make sure you progress the right way, and help you nail tricks with confidence.

Bridger Bowl Ridge and Schlasman's Policy

- Coaches required to have radio with access to ski patrol
- Coaches must check travel plan with Head Coach
 - All coaches and athletes are required to have **beacon, probe, and shovel**
 - Choose familiar terrain and conditions that are appropriate for abilities
 - No groups larger than 6 to 1, avoid merging groups
 - Tail gunners required for U14 and younger groups, no groups larger than 6 to 2
 - Discuss avalanche conditions, objective hazards, fall zones, meeting places
- BSF provides avalanche training to staff and participants through US Ski and Snowboard, GNFAAC in house clinics, and financially supports higher level avalanche certifications