



# Information for Teachers 2011-2012

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## INTRODUCTION

To assist you in preparing for your field trip to Sunridge, we've prepared this guide that we ask you take the time to review. The guide has **five sections**: **Information for Teachers** (2 pages), **field trip forms** to be completed and faxed back to Sunridge (2 pages), **rental forms** (2 pages), **Information for Parent Supervisors** (2 pages), and **Information for Students** (3 pages). We encourage you to give each student a copy of their 3-page information package in preparation for the field trip.

Please complete the **Booking Confirmation Form** and **FAX it back to Sunridge at 780-467-5477**. While we have booked your school already for the dates requested, we ask that you reconfirm with us by completing this form and returning it to us as soon as possible.

Also, please complete the **Student Information Form**. This form tells us how many students are skiers, how many are snowboarding, how many require rentals, and the ability levels of the students. **We require this form to be FAXED back to us at least ONE WEEK IN ADVANCE of your booking.**

Some items to keep in mind for the field trip:

- Parent/teacher supervisors may ski and rent ski equipment for free (up to 1 supervisor per 10 students). However, we request your support in the rental shop assisting students with boots and skis, as well as assisting the rental staff in the return of equipment at the end of the day. We also ask that the supervisors participate with on-hill activities, particularly with students on the Bunny Hill.
- If there are any changes in the booking, especially the number of students, please contact us as soon as possible. For example, if you have booked 100 students but only 60 have registered, please call us so that we can adjust our requirements.
- If the temperature is colder than  $-25^{\circ}C$ , we recommend that the field trip be postponed and rescheduled for a later date. Your school can cancel due to weather at your discretion. Please notify us the day prior so that we can adjust our staffing requirements.
- FREE in-school seminars are offered by our instructors and are available on request to schools in the Edmonton area. They are informative and generally take less than half-an-hour. The instructors will require a DVD player with TV and will explain the Skier's Responsibility Code and rules of conduct for Sunridge. **If you would like a seminar at your school, please call us at 780-449-6555 to book your seminar.**
- Please have the students remember their **weight** (kg or lbs) and **boot sizes**, as well as which level (Discover, Green, Blue or Black) they are in. This will assist us in organizing the lessons. Our staff will organize your students into groups upon arrival. Beginners (Discover and Green) will be assigned their instructor and will begin their class immediately upon receiving their equipment in the rental shop. The more experienced students (Blue and Black) generally have their lesson following the beginners.



# Information for Teachers 2011-2012

## SUNRIDGE ARRIVAL PROCEDURE

At Sunridge, we want to make your field trip as easy, educational and fun as possible. That is why we've designed our arrival procedure to be fast and efficient. Here's what to expect when you arrive:

1. As soon as your bus arrives, bring your students to the front entrance of the chalet.
2. We'll meet you and your students at the door, where the students will be directed inside where we hand out lift tickets to each student.
3. The students will then be directed to a common area in the chalet where they can place their backpacks and belongings, and get ready for skiing.
4. We will give another brief talk on safety and which hills the students are permitted to use. Beginner students will get a "B" written on their ticket, which means they must ski on the Bunny Hill unless their instructor changes the "B" to a "T". A "T" means that the student may use the TBar and the chairlift
5. We will organize the students into groups by ability, with ability being: *Discover*) Never ever skied before; *Green*) Skied less than four times; *Blue*) Intermediate skier/boarder; *Black*) Advanced skier/boarder. Discover and Green (beginner) level students will get their lesson immediately, while Blue and Black (intermediate/expert) level students will get a lesson later in the day.
6. Each group will be called in turn into the rental shop to be fitted for their equipment. In the line-up to the rental shop, the beginners will be assigned an instructor, the others will have their lesson time will be written on their ticket.
7. Teachers and volunteers should be available in the rental shop to record the ski or snowboard inventory number beside each students name as they leave the rental area and head outside. Younger students can have this information recorded on their lift ticket, to simplify finding misplaced equipment

Now that the students are on the hill, you may get your own equipment to ski with the students or supervise from our upper lounge area. And at the end of the day, we ask that you assist in the rental shop in recording returned equipment as the students bring their skis or boards back to the rental shop.

## Invoicing

2011-2012 Field Trip Prices (per student)	Opening to Dec. 16	Dec. 19 to closing
Lift ticket, <b>ski</b> rentals and one-hour lesson	\$24	\$26
Lift ticket, <b>snowboard</b> rentals and one hour lesson	\$27	\$29
Lift ticket and one-hour lesson	\$19	\$21
Helmet	\$5	\$5

An invoice will be prepared during the day of the field trip based on the number of students and the equipment that is rented. **We request that students NOT pay individually for items, such as helmets as these items will be invoiced to the school.** The final invoice will be given to the organizing teacher during the day.



## 2011 – 2012 Field Trip Booking Confirmation

**Thank you for booking your school at Sunridge. To ensure that your booking is correct, please complete this booking confirmation and FAX it to us at 780-467-5477 as soon as possible.**

School name: \_\_\_\_\_

Organizing teachers name: \_\_\_\_\_

School phone number: \_\_\_\_\_

Date	Number of students by grade	Depart from school	Arrive at Sunridge	Leave from Sunridge
Jan. 12 example	80 Gr. 4 75 Gr. 5	9:00AM	9:15AM	2:30PM



## Sunridge Field Trip Student Information

Thank you for booking your school at Sunridge. To ensure that your field trip is a success, we need to know some information about the students that will be coming on the field trip.

**Please complete this form and FAX it to us at 780-467-5477  
at least ONE WEEK before your field trip.**

School name: \_\_\_\_\_

Organizing teachers name: \_\_\_\_\_

School phone number: \_\_\_\_\_

Field trip date: \_\_\_\_\_

<b>A) Lift Ticket Information</b>	
Number of students requiring a lift ticket	
Number of students with a Sunridge season pass	
<b>Total</b>	

<b>B) Ski and Snowboard Rental Information</b>	
Number of students requiring <b>ski</b> rentals	
Number of students requiring <b>snowboard</b> rentals	
Number of students with their <b>own</b> equipment	
<b>Total</b>	

<b>C) Helmet Rental Information</b>	
Number of students requiring <b>helmet</b> rentals	
Number of students with their <b>own</b> helmet or who will use school supplied helmets	
<b>Total</b>	

<b>D) Lesson Information</b>	
<b>Skiers</b> who have never skied before <b>(Discover Level)</b>	
<b>Skiers</b> who have skied four times or less <b>(Green Level)</b>	
<b>Skiers</b> who are have skied more than four times AND have used a Tbar or chairlift <b>(Blue Level)</b>	
<b>Skiers</b> who are comfortable and confident on all runs, and consider themselves advanced skiers <b>(Black Level)</b>	
<b>Snowboarders</b> who have never snowboarded before <b>(Discover Level)</b>	
<b>Snowboarders</b> who have snowboarded four times or less <b>(Green Level)</b>	
<b>Snowboarders</b> who are have snowboarded more than four times AND have used a Tbar or chairlift <b>(Blue Level)</b>	
<b>Snowboarders</b> who are comfortable and confident on all runs, and consider themselves advanced snowboarders <b>(Black Level)</b>	
<b>Total</b>	

The student totals for Sections A, B, C and D should of course be the same.



School: \_\_\_\_\_

Teacher: \_\_\_\_\_

Date: \_\_\_\_\_

**Snowboard Equipment Rental Form**

	Students Name	To be completed at Sunridge			
		Snowboard number	Returned	Helmet received	Returned
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

This form is provided if you wish to record the names of the students who are snowboarding in advance of the field trip. We also have these forms in the Sunridge Rental shop where they can also be completed as students receive their equipment.



School: \_\_\_\_\_

Teacher: \_\_\_\_\_

Date: \_\_\_\_\_

**Ski Equipment Rental Form**

	Students Name	To be completed at Sunridge			
		Ski number	Returned	Helmet received	Returned
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

This form is provided if you wish to record the names of the students who are skiing in advance of the field trip. We also have these forms in the Sunridge Rental shop where they can also be completed as students receive their equipment.



# Information for Parent Supervisors

## Welcome

We welcome all parent supervisors to a complimentary lift ticket (maximum one per ten students) and equipment rentals. In return, we ask for your assistance in the following areas. If you just want to free ski, we will extend the school group rate to you on the date of your school's visit.

## Rental Shop

Please assist the younger students in putting on their equipment. Each student should have one right and one left boot, which go on the appropriate foot (seems simple but it doesn't always happen). Snow pants should be outside the boot (please don't wear jeans as these can get stiff and cold during the day). Check that students have left their own footwear in a cubbyhole or on a shelf. Check that students have taken along mitts and toques.

## Lessons

The instructors will coordinate and teach the class. The instructors may be assisting in the rental shop prior to starting the class and the students may have to wait outside for the instructor. Please keep the students in a group waiting for the instructor. During the lesson, parents are welcome to participate but be aware that the class is geared to the kids level, not an adult level. The classes are group lessons. Parents can also be valuable as "bathroom runners" or providing assistance with clothing and/or equipment.

If students are not progressing at the same rate as the group, and are becoming frustrated or require special attention, please tell management so that we can make sure the

students have a positive experience prior to leaving.

## On-hill supervision

Although we have uniformed staff throughout the area, they cannot see all areas of the hill nor can they supervise every individual at all times. Parents can assist by making sure that students are not going down runs beyond their ability or proceeding in an unsafe manner. Students that are to be on the Bunny Hill will have their tickets marked with a **B**. Please do not overrule these guidelines. Those students wishing to progress to another run require instructor approval (i.e. another lesson). We would rather err on the side of safety.

## Leaving

We request your assistance in checking off returned equipment in the rental shop at the end of the day. It is important that students take their footwear, mitts and toques when leaving.



## Information for Parent Supervisors

### What to do if someone gets hurt

Although our goal is to help reduce injuries and promote safe skiing/riding, there is still a chance that an accident may occur. If it does, follow these steps:

1. **Recognizing the Situation** - Recognize that an accident has occurred. Acting quickly will help the victim.
2. **Personal Safety** - Prevent further injuries to yourself, the victim, and other skiers/riders. The international signal for a skiing accident is a pair of crossed skis approximately 10 metres uphill from the accident site. This tells oncoming skiers to avoid the area, as well as alerts the Ski Patrol that assistance is needed.
3. **Getting Help** - Advise area employees or the Ski Patrol as soon as possible. Always ask a fallen skier/rider if they require help, or make that decision yourself if they are unable to. Send someone for the Ski Patrol immediately, making sure that they know the exact location of the accident such as the run that you are on, distance from the top or bottom (i.e. halfway down on the right side).
4. **While Waiting** - Help by clearing the accident site and keeping it safe. Keep in mind that the Ski Patrol may take some time to arrive, as they will have to ride the lift and ski down to the accident scene. ! The victim should be kept warm and if it does not disturb the injury, an

extra jacket should be placed on the victim's shoulders or underneath for the victim to sit on. Replacing the victim's toque or glove may be appreciated if it does not cause any disturbance.

1. A victim should never be given anything to eat or drink, even if they ask for something. If people stop to see the accident, politely ask that they keep on going so that they will not create a hazard by blocking the hill.
2. Never remove a victim's skis or board, or unfasten their boots. However, other equipment that is not attached to the victim, such as ski poles or loose skis, should be set aside to avoid someone running into it. This also clears the area for the Ski Patrol.
3. If a major accident has occurred, ask around to see if there were any witnesses. Perhaps someone can provide details of how the accident happened. It may be necessary to obtain names and addresses of witnesses.
5. **The Ski Patrol Arrives** - Once the Ski Patrol arrives, they will be in charge. They may ask for assistance or details of the accident. Offer to help in any way possible. Spectators are not welcome at an accident scene, however, so if your assistance is not required, please leave the Ski Patrol to do their job.



## Field Trip Information for Students

### WELCOME TO SUNRIDGE

Skiing and snowboarding are two of the most popular winter sports for all ages. Whether you are just a beginner or an expert, a skier or a rider (snowboarder), a day on the slopes is very exciting. This handout will guide you as you get ready for your trip to Sunridge.

There are many things to remember when preparing for your school trip. While the day will be fun, there are also some rules that must be followed. The rules are in place for a reason; primarily **safety** of yourself and others. Our staff wants you to enjoy yourself, and also want you to be **safe**. Remember that **respect** is key at the ski area; **for the ski hill**, your teacher and fellow students, Sunridge staff and other skiers/riders.

### WHAT TO WEAR

Skiers/Riders must be prepared for all types of weather when on the slopes, from mild spring days to blustery, winter cold. When dressing for your ski trip, keep the following in mind:

- Cold weather clothing should keep the wearer dry and warm, not hot. In other words, keep the heat in, and the snow and wind out.
- Layering works best, either a few thick, warm layers, or many thin layers. The outside layer should always be water/wind proof.
- An example of suitable clothing would be a turtleneck, a wool/fleece sweater, and a conventional ski jacket. An alternative would be to add more inside layers and wear a lightweight shell as the outside layer. Suitable outside layers include breathable nylon jackets and pants, running suits, ski/ suits, and powder suits. These options cut the wind and allow snow to be easily brushed off.
- Jeans, sweat pants, cotton or wool worn as an outer layer will pick up snow and leave the skier/rider wet and cold, and are not recommended. However, sweat pants and long underwear can be layered under a water/wind proof outer layer.
- Headgear is a must, whether in the form of a woolen hat or helmet, as most body heat is lost through the head. Avoid anything with long tassels or pompoms that could get caught in the ski lift.
- Neck tubes are preferred over scarves as they are worn inside clothing therefore avoiding any chance of catching on the ski lift. **If a scarf is worn, it should always be tucked inside clothing.** Long hair or any other long strings or closures should also be tied back or tucked in.
- **A warm pair of gloves or mittens is essential.** In general, mittens keep hands warmer than gloves, however either one should always have a synthetic or leather outer shell for protection from snow and abrasions.
- Goggles or sunglasses protect the eyes from sun, wind, and blowing snow. Be aware of the weather conditions when choosing appropriate eyewear. Goggles are the best choice in blowing, winter conditions.
- Ski/snowboard boots should be worn with a single pair of good fitting, comfortable wool or synthetic socks that are not too thick. Too many socks stuffed into boots can cut the circulation and increase the chance of cold feet.



## Field Trip Information for Students

### WHAT KIND OF SKIER/ SNOWBOARDER ARE YOU?

Before coming to Sunridge, we need to know what kind of skier / snowboarder you are. There are four categories to choose from as follows:

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- Discover**..... *You have never ever skied or snowboarded before.*  
**Green**..... *Skied or snowboarded less than four times. You prefer to remain on the Bunny Hills and are not comfortable on the Tbar or chairlift runs.*  
**Blue**..... *Advanced beginner and intermediate skier/boarder. You have used the Tbar and the chairlift, and are comfortable on the steeper runs.*  
**Black**..... *Advanced to expert skier/boarder. You are confident on all lifts and runs, and have skied/snowboarded for many years.*
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If you are in the **Discover** or **Green** levels, you will receive a lesson as soon as you arrive at Sunridge. If you are in the **Blue** or **Black** levels, your lesson will be later in the day, and the time of your lesson will be written on your lift ticket.

### ARRIVAL AT THE SKI AREA

Sunridge staff will meet you at the door when you arrive and will also be available throughout the day to help you and to give direction. It is important that everyone listen carefully to the information the Sunridge staff provides and follows their directions.

### Lift Tickets

As soon as you arrive at Sunridge, you will be given a lift ticket. All skiers/riders require a lift ticket prior to getting onto the ski lift. A lift ticket allows access to the ski area runs, however there is a responsibility, which comes with it. By wearing a lift ticket the skier/rider is agreeing to the restrictions of the ski area and takes on the responsibility of respecting the rights of all other skiers and riders.

The lift ticket is only issued for the day you are skiing/riding. The date will be printed on the front of the ticket.

After you receive your ticket, we will give you brief talk on safety and which hills you are permitted to use. Beginner skiers / snowboarders will get a "B" written on their ticket, which means they must ski on the Bunny Hill unless their instructor changes the "B" to a "T". If you have a "T" written on your lift ticket by Sunridge staff, this means that that you may also use the TBar and the chairlift.

### RENTAL EQUIPMENT

If you are renting skis or snowboards from us, there are a few things to keep in mind.

- **Please know your weight (kg or lbs) and your shoe size;** this will help us to fit you with skis and boots.
- Once you receive your equipment, remember the numbers on the skis or snowboard. The skis and snowboards may look alike but are all numbered differently. The equipment has been set for your weight and ability.
- During lunch or when you are taking a break, put your skis or snowboard on one of the ski racks outside. Remember where you put them so you do not take someone else's equipment when you return. Your equipment is adjusted just for you and anyone else's may not fit you. In case of a fall, another person's skis may not come off, resulting in injury. **Please do not leave your equipment lying in the snow.**
- At the end of the day, return your equipment to the rental shop using the outside rental



## Field Trip Information for Students

shop entrance only. Please do not bring your equipment through the chalet.

Take good care of the equipment. Do not ski or ride over trees, rocks or other obstacles as this can damage the equipment and even cause injury.

### LESSONS

After receiving your lift ticket and rentals, you may go outside to the ski area. Check your lift ticket!! If you are in the **Discover** or **Green** levels, your instructors name will be written on the ticket and you will receive a lesson as soon as you arrive at Sunridge. Go to the ski school meeting area and look for your instructor.

If you are in the **Blue** or **Black** levels, your lesson will be later in the day, and the time of your lesson will be written on your lift ticket. Meet at that time at the ski school meeting area.

### ONTO THE HILL

Once you are on the hill, always be aware of fellow skiers and riders in order to avoid collisions. Know your limits. All runs, as well as the terrain park, are marked with the level of expertise required. Don't give in to peer pressure and try a run or jump that is too difficult for you.. Make sure you know what level (beginner, intermediate, advanced) the run is marked for and only go into the areas that are within your ability.

A school field trip to Sunridge is exciting and fun, however, there are certain rules that must be followed. These rules are detailed in the **Alpine Responsibility Code**.

### LUNCH

Sunridge has a full-service cafeteria for hot food and beverage service. A special Kid's Meal is

offered for only \$7.00, which includes a hot dog, fries and a small drink. We also serve sandwiches, subs, pizzas, hamburgers, as well as hot chocolate, milk, pop and fruit drinks.

Please check the prices of all food items that we offer to make sure you have enough money for the items you order.

### ALPINE RESPONSIBILITY CODE

1. Always stay in control. You must be able to stop, or avoid other people or objects.
2. People ahead of you have the right-of-way. It is your responsibility to avoid them.
3. Do not stop where you obstruct a trail or are not visible from above.
4. Before starting downhill or merging onto a trail, look uphill and yield to others.
5. If you are involved in or witness a collision or accident, you must remain at the scene and identify yourself to the Ski Patrol.
6. Always use proper devices to help control runaway equipment.
7. Observe and obey all posted signs and warnings.
8. Keep off closed trails and closed areas.
9. You must have sufficient physical dexterity, ability, and knowledge to safely load, ride, and unload lifts. If in doubt, ask a lift attendant.

Tucking and jumping are the two activities that cause the most injuries. Speeding down a run in a tuck position or "catching air" in a jump can result in the skier/rider being out of control.

**Always ski or ride safely.**