

NENSA Bill Koch League Mini-Fest



2021 Hosting Manual

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1. Introduction

The goal of the BKL Festival is for our young skiers to enjoy a fun, safe, and inclusive capstone to their winter season, and we believe this can be best achieved in 2021 through a new model of regional Mini-Festivals. We realize each state and club is under different regulations and we want to meet you where you are at.

This Manual is an edited and updated version of the full Festival Hosting Manual. While we hope this Manual will help guide your planning, this is a very uncertain time and we must all be flexible and adaptable. All we can do is our best and make the most of the circumstances we find ourselves in with health and safety being at the forefront of every decision we make. Most of this Manual covers information pertaining to an in-person state or district-wide event and incorporates information from our [COVID-19 XC Ski Event Host Guide](#). We expect all attendees and venues to follow state and local guidelines: [MA](#) | [ME](#) | [NH](#) | [NY](#) | [VT](#) as well as [NENSA's Cross Country Promise](#) and we also strongly encourage all hosts to create an event format that does not necessitate or encourage overnight travel.

Events will take place the weekend of March 6-7, 2021.

2. Format Overview

Our hope is for every BKL skier to have a safe way to celebrate the culmination of the winter season whether that's at a state, district (multi-club), single club, or virtual/household Mini-Fest. Please communicate with Kait (kait@nensa.net) about what will work best for you. This manual largely covers information relevant to a state-wide or district-wide (multi-club) event and you can see the breakdown of host and NENSA responsibilities in Appendix A (page 12). NENSA will collect a head tax for these events, but not for single club or virtual/household Mini-Fests. We are still more than happy to offer guidance and supplemental materials (such as a state themed scavenger hunt), as well as facilitate club purchases of the [2021 Mini-Fest Skida Tours](#) (buffs) for single club or virtual/household Mini-Fests.

3. Theme and Parade

This year's Mini-Fest theme came from Caroline Mathes of Quarry Road Trails and is *State By State, United We Ski*. You can [view the logo here](#). While we cannot all gather at one festival, we can still celebrate skiing at home in our own state. We can focus on what makes our own state unique while celebrating our shared love of skiing that knows no border. Given the need to physically distance, NENSA strongly discourages a parade. We do, however, encourage Mini-Fest Participants to dress up in fun costumes that represent their state!

4. COVID-specific Considerations

General considerations: Assess current levels of COVID-19 within your community (and communities where participants are traveling from). In the event of high levels of community spread (defined as more than 25 new reported cases per day per a population of 100,000 over a seven day rolling average), it is recommended to not hold the event or travel outside of your community. You can refer to [this resource](#) to make the above determination and refer to local county public health departments for further local information.

Gathering Size and Distancing Considerations:

- Limit competition size and format to maintain proper physical distancing and to meet gathering size limitation requirements in your state.
- Limit any nonessential visitors, volunteers, and activities. Media activity should be limited and conducted in a manner to allow for physical distancing.
- Consider spacing out of age categories and/or genders during the competition day to limit competitive field sizes at the venue.
- Prohibit close contact between all participants, particularly participants from different clubs and organizations.
- All event attendees must maintain a physical distance of 6 feet (10 feet while exercising).

Screening: All event attendees must complete a pre-event health screen ([example here](#)) three days prior to the event, which will be vetted ahead of time, as well as a day-of health screen ([CDC Facilities Screen](#)) that they will show proof of completion and clearance upon arrival. In collaboration with the host's COVID coordinator (see Mini-Fest Roles on page 5), NENSA will manage pre-event screening and all communications with regard to day-of screening. All event attendees must complete these screens including athletes, parents, staff, volunteers, photographers, and timers. Attendees who do not complete the health screens (or fail either of the screens) will be turned away from the event (and reimbursed according to our refund policy on page 7).

Facility Use: Do not provide indoor space for attendees. Have event attendees and their families base out of their vehicles. Consider providing outdoor fire pits and an indoor warming space in the event of an emergency.

Symptom Development and Positive Case Protocol: See Page 8 of the [NENSA XC Ski Event Host Guide](#) for how to address symptoms development at the event and/or a positive test following the event.

5. Mini-Fest Roles

Please note that some of these roles can be combined depending on the scale and size of the Mini-Fest.

Mini-Fest Chair: This person will oversee all aspects of the Mini-Fest and communicate with all of the other Coordinators/Chiefs to make sure things are on track. This person also communicates with NENSA.

COVID Coordinator: This person is a member of the organizing committee and is in charge of monitoring COVID regulations leading up to the event, ensuring proper preparations are made and on-the-ground procedures and policies are followed. This person should have a medical background. Please see Appendix G (page 21) for full description of this role.

Volunteer Coordinator: This person will recruit and manage any volunteers. They will be responsible for scheduling shifts and communicating with all volunteers.

Facility Coordinator: This person is responsible for site logistics such as porta potties, trash, and other facility duties. They are also in charge of signage (including the CDC Day-of-Health Screen QR Code in Appendix F (page 20) that can be printed, laminated, and posted at the venue entrance).

Chief of Non-Competitive Events: This person is in charge of all no race related activities (i.e. mini marathon/scavenger hunt, terrain park, and/or ski jumping hill). Includes finding some raffle prizes.

Chief of Race: This person is responsible for seeing that all race officials have their respective tasks under control. Also responsible for course layout, grooming, marking, start, finish, and stadium. Must be aware of distance and terrain guidelines in Appendix B.

Race Secretary: Leading up to the Mini-Fest this person will work with the NENSA rep (Kait) to organize registration data and communicate with the timer to ensure a trouble free race day.

Timer: This person times the races. Does not have to be an official timing company especially if hosting a smaller event.

Awards: This person will be in charge of medals and ribbons (if applicable) and distributing 8th Grade Graduation Certificates. NENSA will provide certificates to each Mini-Fest host. See notes about awards ceremonies under Prizes & Awards on page 10.

Volunteers: Volunteers are the backbone of any event. Find out what people are good at and give them a job that they are interested in—that will help keep them engaged and you will be able to use their skills to your advantage!

6. Mini-Fest Website & Communication

This is where ALL the information will be stored. NENSA hosts the page and we will provide a hub of information for each Mini-Fest.

- Course Maps
- Time Schedules
- Sponsors
- Non-Competitive Events
- Online Registration
- Directions to the venue
- COVID Protocol including screening requirements.

NENSA can send emails through SkiReg to all registered participants. Providing updates or news items for the NENSA website is also a helpful way to distribute information. NENSA will send updates through the *Trails Tales* email list as well. The registration page will collect emails and phone numbers for each participant. Emails will be shared with District Chairs for communication purposes, and phone numbers should be used for emergencies. In the week before the event, it will be necessary to send a participant email (or Guidebook, if that is what you are producing) so that families have answers to FAQs.

7. Fundraising

Fundraising and sponsorship can still play a role even with a smaller event. It's important to think about what you are offering potential sponsors and how they can be involved in the event. You can develop a simple sponsorship document that you can use to approach businesses. This will outline what they receive for the amount that they donate. This will also distinguish between in-kind donations (goods) and cash.

Mini-Fest sponsors must not interfere with NENSA's sponsors. Kait will outline these specific restrictions. NENSA will communicate directly with their sponsors to see if they can provide anything additional for the Mini-Fests.

8. Registration and Refund Policy

Registration: Online registration is run through SkiReg and hosted by NENSA. NENSA will provide registration information to the organizing committee leading up to the event, and will send payment for registration fees the week after the Mini-Fest. Kids can register as a racer or as a non-competitive entrant. The fee is less for those not racing. There will be no day-of registration. This is due to health screening and requirements and the need to eliminate as many potential points of contact as possible. Once registration closes (three days in advance of the event), the race secretary will organize this data and send it to District Chairs. The District Chairs will then seed kids. They will return this information to the race secretary and they will work with the timer to create the start lists. Coaches and parents will be required to register as well (at no cost) for contact tracing purposes and to control for gathering size limits. We will have a waitlist if we must cap registration.

Refund Policy: If attendees do not pass the health screen, or we must cancel the event, full refunds will be issued (minus the small SkiReg fee). Attendees will also be refunded if they decide not to attend for personal reasons (up until a week before the event).

9. NENSA Membership

For 2021, NENSA will not be requiring NENSA memberships for skiers to attend BKL Mini-Fests. Instead, the registration fee for non-members will be \$10 more than for members in order to cover a day membership for event liability purposes.

10. Stadium Area Preparation

Waxing: Do not provide indoor waxing space. Waxing can happen outside under tents.

Start/Finish Areas: Expand these areas to allow for physical distancing.

Vendor Tents (if applicable): These are businesses that have sponsored the event and have been invited to be on site.

Information Tent: This is the place for families to go when they have questions. This is an option for where goodie bags and race bibs could be retrieved in a touchless manner.

Porta Potties: 1 for every 50 people.

Trash and Recycling: They should be located in convenient locations.

Spectator Areas: Physically distanced places where the parents can watch their kids and be out of the way. A map is a great way to show them where good places are to cheer. While NENSA is not allowing spectators at our other events this winter, we recognize that parents/guardians are essential at BKL events.

Things to Think About

- Ensuring car traffic and kid traffic don't collide
- Foot traffic avoids start area (not to destroy tracks)
- Wax tents (if applicable).
- Timing shed
- Spectator areas (identified and marked)

11. Race-Specific Considerations and Planning

Bibs: We strongly recommend paper bibs this year to minimize potential contact. Consider passing out bibs in a no contact manner such as through a serving window or place labeled packets on outdoor tables for individuals to pick up the morning-of. Consider group packets by club.

Timing: [Webscorer](#) is a useful timing app that can be loaded onto phones and tablets. If you are not using a professional timer, we recommend the designated timing crew get familiar ahead of time with the timing system they plan to use, even if that is a simple stopwatch. Phones and other electronics can die in the cold so we recommend attaching hand warmers to your devices to lengthen battery life.

Age Categories: Races happen in the following categories: Grade 1/2, Grade 3/4, Grade 5/6, and Grade 7/8. There is absolutely no racing up a grade level, and times are not published for Grade 1/2. You are also encouraged to not publish times for Grade 3/4 either.

Results: Distribute all official results electronically instead of posting on-site on results boards that encourage congregation. Consider unofficial results to be posted on live timing websites and/or publicly announced at the venue

Race Format: We recommend individual start races only during the pandemic. Since the Mini-Fests will only offer one race event, we recommend that race be a skate event.

Radios: Consider radios so you have communication between the critical people at the event.

Course Preparation by Chief of Course: It's important to think about spectator access and where the best places are for families to watch. This is a great thing to put on the map so that parents know where to go where they will be out of the way. Course marking should

be very clear and should use something other than colors to identify the courses (some kids are colorblind). Courses need to adhere to the Terrain & Distance Guidelines that are in Appendix B on page 13.

Team Captains / Pre-event Meetings: Consider virtual meetings and deliver all race documents electronically. Venues with no wifi or cell service will use alternative plans for distribution of race documents that adhere to physical distancing rules.

12. Parking

Provide parking as near the venue as possible so families can stay warm.

13. First Aid & Emergency Protocol

You will need to design an Emergency Plan. A template has been provided in Appendix E (page 17). It's also important to think about what services you will have on site and what services will be provided by a hospital. It's also critical to communicate the Emergency Plan to the volunteers, especially the course marshals, so that everyone knows the chain of communication if a skier is injured. You will need to plan how to evacuate a hurt skier who is on the trail and what the course of action will be to deal with the injuries.

14. Non-Competitive Events

The non-competitive events of any Festival are just as important as the racing! The Mini-Fest should be a place where kids of all abilities and interests can have fun, and the non-competitive events go a long way towards making the event a success. Sometimes a skier's favorite Festival memory will be the terrain park or ski jump! The sky's the limit in terms of designing activities that highlight the resources in your area. But, it is also important to remember that a few of these activities will go a long way. This year we strongly encourage activities that are physically distant and do not involve shared equipment.

Fairy Trail and/or Scavenger Hunt: A fun short loop trail for the littlest skiers, set up with some fun signage and elements like fairy houses or wild animal cutouts. For 2021 we have a set of state-themed images that can be laminated and placed along the trail for skiers to find and mark down on a card. All those who fill out their card can get entered into a raffle.

Ski Jumping: In the past, New England Ski Jumping Nordic Combined has come, built a mini ski jump and staffed it. NENSA can help put you in touch with them if you are interested.

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Mini-Marathon: It's critical to make sure that this is well marked so families don't get lost and it's also nice to have long and short options, if possible. You could also consider a feed station of separately packaged cookies or bars.

Terrain Park: Use your imagination here, but don't go overboard. A few bumps, rollers, and slalom gates set up in a loop can be a ton of fun for our young skiers!

15. Prizes & Awards

While BKL Festivals usually adhere to strict requirements around prizes and awards, we do not want this to be a roadblock this year and are also aware that some Mini-Fests might not include racing. Should you desire, you can have ribbons and medals made up with this year's logo, your host venue/club, and the year. Keep in mind that you should order extra medals and ribbons in case of ties. Do not conduct a gathered in-person awards ceremony. Consider announcing results over a loudspeaker or megaphone and then offering award pick up similar to bib pick-up (either through a serving window or picked up from a table).

Race Prize Distribution

- Medals 1-10, ribbons 11-20.
- Grades 1 & 2 **all** get awards (1-10 receive medals, everyone else gets a smaller medal or ribbon)

8th Grade Graduation: NENSA will provide the certificates for the 8th Grade Graduation. Typically the host site provides a little token for each graduating participant as well. In the past it has been some kind of gourmet lollipop to symbolize the transition from lollipopper to graduated 8th grader! It's important to think about how you want to recognize these skiers; they should feel special! As with awards, NENSA does not recommend an in-person ceremony unless it is quite small and adheres to physically distancing guidelines.

16. Goodie Bags

We suggest preparing these ahead of time since they may take longer to stuff than you expect. They can be handed out with bibs in a no contact manner. We will aim to get the [Skida Tours](#) to venues in advance of the event so they can be included in the bags. We suggested asking local businesses for some goodies and NENSA will approach our sponsors for items as well.

17. Food and Drinks at the Venue

If you offer food or drink, we recommend separately packaged items.

18. Announcer and Music

It is important to pick someone with some charisma who is used to doing kids events and knows skiing. Make sure you give the announcer a script with sponsor information, schedules, and other pertinent information. Many times the announcer will bring a music mix to play during the day; double check that they are providing this and that the music is age appropriate. If you need suggestions for an announcer, NENSA can put you in touch with several different people who have experience announcing for the Festival. Depending on the scale and size of your Mini-Fest, a sound system for your announcer might not be necessary.

19. Weather and Temperature

Make sure to take the weather into account when planning your stadium area and activities. Wind can turn an otherwise mild day into cold and difficult conditions! The BKL temperature guidelines are included in Appendix C (page 14) for reference.

20. Role of Bill Koch at the Festival

Bill is very happy to help at the Festival and in the past he has handed out awards, signed autographs, and shaken hands during the 8th grade graduation. Sadly Bill cannot be in multiple places at once (or do any of the above activities in light of the pandemic) and so NENSA's plan is to ask if he would be willing to speak in a welcome video that we can send to all participants. We could also have skiers send in some questions for Bill to answer in his video.

21. Photographer

It's fun to have a good photographer at your event. Since we are all celebrating in our own state this year and not together at one event, it will be especially nice to view photos from all the Mini-Fests. If video and photographs are available from any Mini-Fests, NENSA can create a visual recap for participants.

22. T-Shirt

Hosts are welcome to use the [Mini-Fest logo](#) to create t-shirts for participants with their event sponsors and NENSA sponsors on the back. Reach out to Kait (kait@nensa.net) if you would like a different version of the logo (i.e. inverted or a different color).

Appendix A: Host & NENSA Responsibilities

Host Responsibilities:

- Provide information for Mini-Fest website
- Coordinate with NENSA to publish to NENSA website, social channels, and press list
- Work with Kait to navigate event sponsorships that do not conflict with NENSA sponsors
- Hold virtual organizer meetings with Kait.
- Secure a timer (or create an in-house timing plan)
- Order/create awards
- Rent porta potties
- Purchase bibs
- Put together and hand out goody bags
- Post event:
 - Pay the Technical Delegate fee of \$100 per day, mileage, room and board (if you have a technical delegate at your event)

NENSA Responsibilities:

- Solicit support from NENSA sponsors for the event (this will hopefully include some goodie bag items as well as raffle prizes)
- Send 8th Grade Graduation certificates to event hosts or District Chairs
- Create a SkiReg page for registration (opening date TBD)
- Advertise event on NENSA website, social media, and *Trail Tales* newsletter
- Attend organizing committee meetings
- Work with Timer and Race Secretary leading up to and during event to create start lists and facilitate data management
- Provide Skida Tour sales information to organizers leading up to the event. View the 2021 Mini-Fest Skida Tour [here](#).
- Create a welcome video
- Provide State-themed Scavenger hunt images for each Mini-Fest
- Conduct health screening and vetting in collaboration with the COVID Coordinator
- Write a check of all registration fees collected on SkiReg to event hosts (minus NENSA's \$10 head tax per registrant)

Appendix B: Terrain & Distance Guidelines

Lollipop – This race should not be so short that it isn't worth the pre-race bedlam, but not so long that the kids can't get to the finish line. It is recommended a 0.5k maximum.

Grades 1&2 – This race is up to 1k. Remembering that this is a transition category from the Lollipop races to the Grades 3&4.

Grades 3&4 – This race is up to 2k with no more than 20-25 meters (65-85 feet) of total elevation gain and a maximum single climb of 10 meters (35 feet).

Grades 5&6 – This race is up to 3k with no more than 30-40 meters (100-135 feet) of total elevation gain and a maximum single climb of 10 meters (35 feet).

Grades 7&8 – This race is up to 4k with no more than 40-55 meters (135-180 feet) of total elevation gain and a maximum single climb of 15 meters (50 feet).

RELAY RACE - N/A for 2021

GENERAL RACE GUIDELINE PHILOSOPHY

As with every other guideline put forth by NENSA for the Bill Koch League, the objective here is to make racing fun for as many kids as possible. At this age the goal is to create converts to the sport of cross country skiing; at a later age is when we worry about creating superstars. As more challenge is desired, it is preferable to focus on courses with greater technical challenges, i.e. compression dips, turns, etc., rather than more climbing.

Conversely, if a club or district has a lot of skiers who have never raced before, a course could be laid out just for them, regardless of age, that might be only a kilometer long with no climbing.

Appendix C: Temperature Guidelines

Temperature	Racing	Training	Easy Skiing
Below 0° F	NO	NO	OK if several short efforts (10 - 15 min) with proper clothing.
0° - 5° F	Not Recommended	Steady, no intervals	OK but keep moving
6° - 10° F	OK (Consider Factors Below)	Intervals with caution	OK but keep moving
Above 10° F	OK	OK	OK

These are guidelines only, be sure to take the following into account!

Factors that make things worse:

- wind chill factors
- long distance from heated space
- lack of shelter from wind
- poorly dressed skiers
- younger and less experienced skiers
- longer race course

Factors that make things better:

- plentiful sunshine
- nearby heated space (i.e. a car for 2021)
- shelter from wind
- warmly dressed skiers
- older or more experienced skiers
- shorter race course

Appendix D: Timeline of Preparation/To-Do List

Pre-Event Preparation

Decide on a venue

Assign Mini-Fest Roles

Meet with “organizing committee”

Design sponsorship document

Send out email to all potential volunteers with a “save the date”

Secure a photographer

Find a timer

Draft budget

Go over NENSA sponsorship guidelines

Secure Technical Delegate (if applicable)

Make no snow, grooming, and snowmaking plans

Solicit sponsors

Sign up volunteers for specific duties

Order awards

Reserve porta potties

Fabricate signage and posting boards

Organize parking

Order radios (if applicable)

Emergency Plan

Plan non-competitive events

Design event schedule

Design race courses (that adhere to Distance & Terrain Guidelines in Appendix B)

Design stadium (tents, start, finish, etc.)

Order bibs (with NENSA’s help)

Create and publish course maps

Online registration open (date TBD)

Meet regularly with organizing committee

Promote event through NENSA

Week of Event *

Sunday Night:

- Close online registration and pull registrant data
- NENSA rep (Kait) works with Race Secretary to peruse data for mistakes before sending to Timer.

Monday:

- Send out INFO email.
- NENSA emails 8th grade graduate certificates to District Chairs.

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Wednesday:

- Stuff goodie bags
- Send out pre-event health screen

Thursday:

- Send finalized start lists to District Chairs along with participant contact info.
- Vet health screen responses.

Friday:

- Address any health screen stragglers
- Create list of cleared participants and send to organizer and timers
- Shut down health screen

Saturday:

- Races for grades 1/2 and 3/4 and Nordic Adventure for 5/6 and 7/8
OR
- Races for all

Sunday:

- Races for grades 5/6 and 7/8 and Nordic Adventure for 1/2 and 3/4
OR
- Nordic Adventure for all

* Can also just do a single day event on Saturday or Sunday if gathering size limits allow.

Appendix E: Emergency Plan Template

NENSA MEDICAL PLAN TEMPATE	Event Name	[REDACTED]	Date Prepared:	Date(s) of Event:
	Venue Name	[REDACTED]	[REDACTED]	[REDACTED]

MEDICAL AID STAFF & VOLUNTEERS					
Name & Role	Location During Event	Mobile Phone	Radio		Qualification (MD, WFR, WFA, EMT, Other)
			Yes	No	
<i>Chief of Medical:</i> [REDACTED]	[REDACTED]	[REDACTED]	Y		[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	[REDACTED]

MEDICAL TRANSPORT				
Ambulance				
Ambulance Provider	Phone Number	Response Time	Transport Time	Chief of Medical to make the call for an ambulance. If ambulance is called, announce via radio to medical and race staff
[REDACTED]	911	[REDACTED]	[REDACTED]	
Hospital / Clinic				
Hospital / Clinic Name	Phone Number	Hospital Physical Address		
[REDACTED]	[REDACTED]	[REDACTED]		
[REDACTED]	[REDACTED]	[REDACTED]		
[REDACTED]	[REDACTED]	[REDACTED]		
Communications				
Venue/Club Medical Staff who will remain in contact with Transport /Ambulance Service and Receiving Provider:	Name	Phone Number	Location at venue	
	[REDACTED]	[REDACTED]	[REDACTED]	

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MEDICAL AND FIRST AID EQUIPMENT ON SITE

Medical Headquarters Location: [REDACTED]			
Equipment	Operator(s)	Location(s)	Response Time
Snowmobile	[REDACTED]	[REDACTED]	[REDACTED]
Snowmobile with Rescue Sled	[REDACTED]	[REDACTED]	[REDACTED]
AED	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Basic First Responder Med Kit(s)	All Med. Staff	[REDACTED]	[REDACTED]

MEDICAL EMERGENCY PROCEDURES

1. Upon report of injury determine:
- Number of skiers injured
 - Exact location of the injured skier(s)
 - Nature of the injury/illness
 - Is the person conscious? Mobile?
 - Age and gender of those injured

Notes:

Notes:
SC

2a. IF THE INJURY IS ANTICIPATED AS SERIOUS OR THE INJURED PERSON IS IN A LOT OF PAIN

- Contact chief of medical immediately and advise ambulance call.
- Call for rescue sled and medical staff.

2b. IF THE INJURY IS ANTICIPATED AS LESS SERIOUS

- Call for rescue sled and medical staff.
- Wait for first-aid staff evaluation before deciding whether or not to advise Chief of Medical to call for an ambulance.
- Notify the Chief of Medical that there is an injured skier/medical emergency on the trail.

3. Once on scene designate one person in charge.

This person will handle radio/phone communications and documentation, but NOT treatment.

- 4. Determine if race needs to be suspended for safety and contact race officials if needed.**
5. Treat the patient(s) as your training allows. Use SOAP notes in first aid as a guide.
6. Note bib number of injured skier(s).

REMAIN IN CONTACT WITH KEY PERSONNEL AND REPORT/DOCUMENT PROGRESS REGULARLY

COMMUNICATIONS PLAN

Radios:	Frequency Info: [REDACTED]	Channel: [REDACTED]
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Communication Plan: [REDACTED]

Notes: [REDACTED]

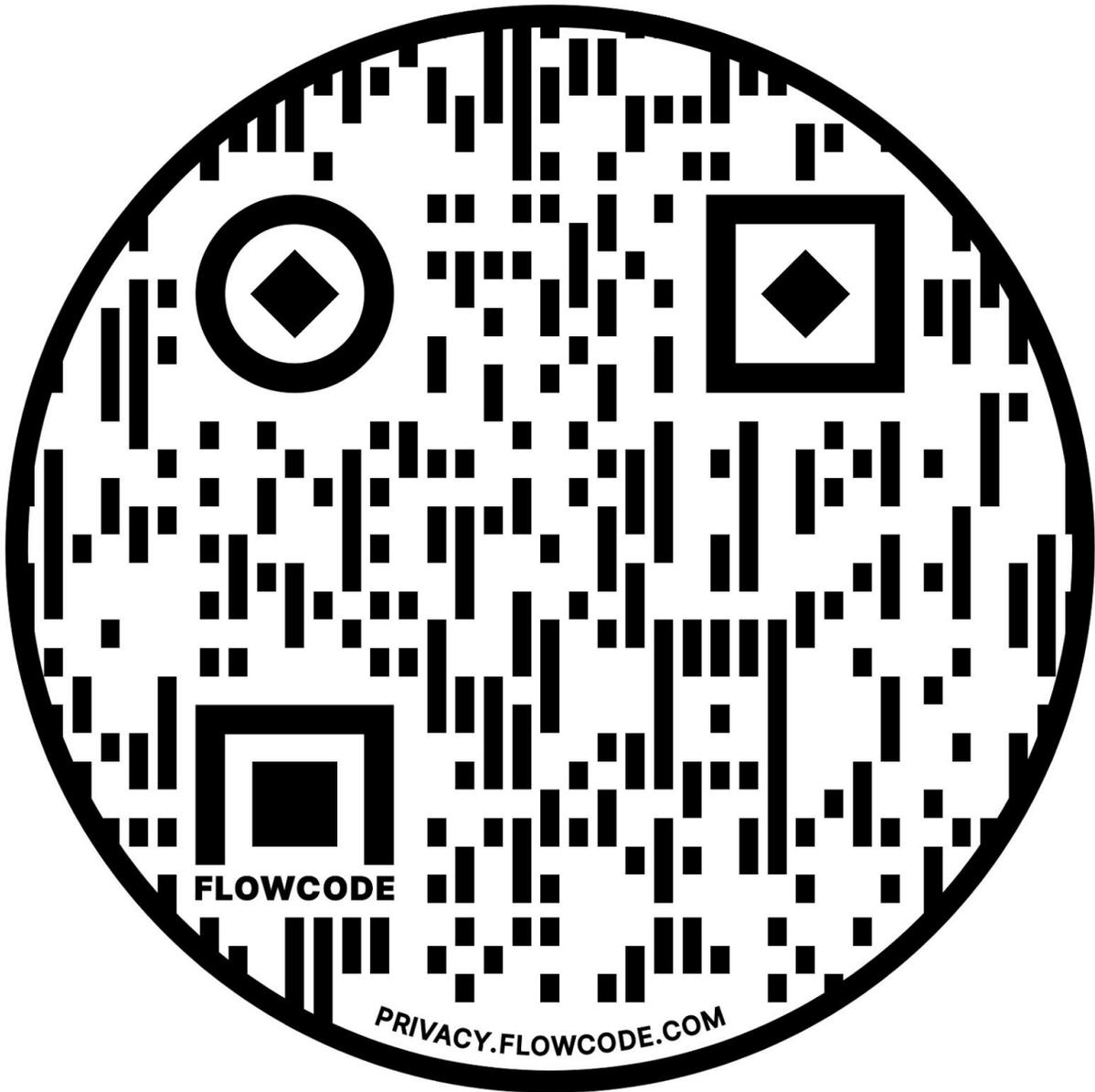
Point of contact for family of injured party:	Name	Mobile Phone	Location
	[REDACTED]	[REDACTED]	[REDACTED]

Chief of Competition:	Name	Mobile Phone	Location
	[REDACTED]	[REDACTED]	[REDACTED]

MEDICAL PLAN REVIEW

Medical Plan Prepared by: Name: [REDACTED] Date: [REDACTED]	Reviewed by: Name: [REDACTED] Date: [REDACTED]	Reviewed by TD: <input type="checkbox"/>
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Appendix F: CDC Day-of-Health Screen QR Code



Appendix G: COVID Coordinator Role

Duties can include, but are not limited to:

- Works with local health authority on specific rules and regulations around COVID-19, including but not limited to gathering limits, out-of-state quarantine rules (if applicable), and emergency protocols.
- Works with venue host to create specific COVID-19 policies and procedures (including emergency protocols).
- Acts as the central contact point for all COVID-19 questions and concerns.
- Collaborates with local health authority and ski area management, in conjunction with the OC, to determine appropriate field size for the event.
- Works with the OC to recommend older individuals and/or people of any age with underlying health conditions, or those living with or that have consistent contact with those populations, consider limiting their participation or not participating.
- In collaboration with NENSA, verifies that all participants complete the pre-event health screen ([example here](#)).
- In collaboration with NENSA, vetts and turns away potential participants who do not pass the pre-event health screen.
- In collaboration with NENSA, compiles a list of cleared individuals and not cleared individuals (who need to be turned away if they arrive at the venue).
- Checks day-of screens as participants arrive. We recommend using the [CDC Facilities Screen](#). See screen QR code in Appendix F (page 20). This can be printed, laminated, and posted at venue entry point.
- In collaboration with NENSA, maintains a record of contact information for all participants in attendance at the competition for notification and health authority [contact tracing](#) purposes.
- Communicates, in collaboration with the relevant club, if a participant becomes symptomatic during, or within 48 hours after, the event.