

**CROSS-COUNTRY SKI DE FOND CANADA
STAFF AND VOLUNTEER CLOTHING AND
EQUIPMENT ENTITLEMENT**

Preamble

1. The businesses which are members of the CCC Supplier Pool provide ski clothing and equipment to CCC as a goods-in-kind form of sponsorship, either at no cost or at below retail cost. This materiel is intended primarily to equip the athletes and staff of the National Ski Teams (NST). Other CCC staff and volunteers have legitimate entitlements to items provided through the Supplier Pool, but these entitlements must be clearly defined in order to properly manage this valuable resource and avoid abuse.

Aim

2. The aim of this policy is to provide clear direction for the provision of Supplier Pool clothing and/or equipment to CCC staff and volunteers.

Principles

3. Supplier Pool materiel is valuable and finite in quantity. The demand for these items has grown dramatically in recent years, as NST teams have grown in size and number and as more teams are being deployed for international competitions. There are now many more athletes, coaches and support staff to be equipped. Entitlements within the NST program will be determined by the Director of High Performance (DHP), in consultation with the Director of Business Development (DBD), and will be approved by the CEO.

4. Beyond the NST, the CCC staff, CCC Board of Directors and Operational Committee volunteers are not a uniformed work force. However, these personnel have a valid requirement for access to Supplier Pool goods, based on:

- a. the job being performed (ie, working conditions may warrant it);
- b. the need for “branding” – related to image, identity and pride; and
- c. the utility of branded goods for recognizing the contribution of volunteers.

5. In order to promote transparency and fairness, as well as to facilitate planning, the entitlements of staff and volunteers must be clearly defined. In addition, there will be a conscious effort to distinguish between the clothing worn by the Senior World Cup Team and all other athletes and staff. This is to avoid infringing on the status of elite athletes and coaches, who have earned the privilege of wearing “National Team” clothing. To accomplish

this, CCC will attempt, to the extent possible, to provide staff and volunteers with clothing which identifies them with CCC and which has the same “look and feel” as the NST, but which is sufficiently different that the status of NST clothing is not diluted.

6. Access to Supplier Pool clothing will be based on need. Though it may be viewed as a job-related benefit, it will not be a substitute for pay.

Entitlements

7. For ease of management, entitlements are defined in four “packages”: Basic, Field, Event Support Staff, Event Support volunteers. .

8. **Basic Package.** This package is intended for all staff and the Board chair and the It should include the following items of indoor wear:

- a. a summer top (subject to availability);
- b. a winter top (and
- c. a vest (that can customize other clothing).

9. **Field Package.** This package is intended for staff with on-snow duties (ie, events and NST-related). The DHP, DBD, CEO, and ADHP-PN meet this criterion. The Field Package should include the following items, on a “wear-out” basis:

- a. parka;
- b. warm-up top and bottom;
- c. toque;
- d. gloves and mitts;
- e. racing suit (DHPonly);
- f. sunglasses; and
- g. opportunity items, which are not normally supplied on an individual athlete basis or are not available through the Pool. Such items would be provided as and when available. They include:
 - 1) skis/boots/poles,
 - 2) winter boots, and

10. **Event Support Staff Package.** This package is intended for staff who are involved in representational or marketing duties. The entitlement is for a branded sweater, a toque, buff and a fleece top. Warm-up jackets and parkas can be provided subject to availability.

11. **CCC Board of Directors and Operational Committee Volunteers Package.** A suitable article of clothing should be provided to all members of the Board, committee chairpersons and committee members (subject to availability) upon joining the organization as recognition of their efforts and role. The task of sourcing of this requirement is assigned to the DBD.

12. **Event Support Volunteers Package.** This package is intended for volunteers who are involved in representational or marketing duties. The entitlement is for a toque or a buff. Branded warm-up jackets and parkas can be signed-out and must be returned after the event.

13. In addition to the various packages as defined, there is frequently an opportunity to purchase clothing from Supplier Pool distributors at or near cost prices. This is a significant benefit, as it provides access to high quality sportswear with the CCC brand at much-reduced cost.

Procedures

14. Regrettably, the above entitlements are a “best case” scenario. The eventual allocation will be **on the basis of availability and/or affordability**. Priority will be given to outfitting athletes and teams before distribution of above-mentioned packages. The DBD will attempt to source sufficient materiel to provide for the entitlements defined in this policy, but the success of this effort cannot be predicted. The purchase of items to meet some of the defined requirements is dependent on the CCC budget.

15. The DBD will incorporate staff and volunteer entitlements into the annual order that is placed with suppliers, to the extent that contracts permit. These orders will be discussed with the CEO for approval.

16. When annual orders are made, and subject to the opportunities that suppliers may provide, the DBD will solicit interest from staff and volunteers for a “cost price” order.

Any extra branded clothing, once the athletes, staff and volunteers have been outfitted, can be used for auctions, fundraisers and draw prizes for registered clubs and divisions of CCC.