



SAFETY PROCEDURES

SNOW SCHOOL – LES SOMMETS

SEASON 2025-2026

(In the case where the English differs from the French, the French version will supersede the English)



SAFETY PROCEDURES – SNOW SCHOOL 2025-2026

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FUNCTIONNING RULES

SNOW SCHOOL

SEASON 2025-2026

RULES OF OPERATION

In order to offer our visitors an outstanding service and to offer our ski and snowboard instructors an enriching working environment while meeting the objective of profitability, efficiency and quality which are assigned by the Management, the Snow School has established the functioning rules allowing the achievement of these objectives.

The following elements are covered by the present rules:

- 1) OFFER OF SERVICES
- 2) TECHNICAL SESSIONS
- 3) SCHEDULE, ATTENDANCE AND ASSIGNATION OF LESSONS
- 4) WORK ETHICSL'ÉTHIQUE DE TRAVAIL

For the purpose of this contract, instructor indicate as much the feminine kind as the male kind.

THE OFFER OF SERVICES

The offer of services has to be completed by each instructor at the beginning of each season. The offer of services only serves as a tool in order to determine the number of instructors who are interested in teaching. We shall can plan the capacity of the Snow School to offer a service which meet the demands of its clientele. It is a question of attributing weekends group lessons or of anticipating the unexpected demands at any other given time, it is important that this offer of services reflects as much as possible the attendance which you anticipate for the season to come. This service also serves for determining the status of the instructor within the Snow School.

INSTRUCTOR'S STATUS AND ADVANTAGES

The status granted to a Snow School instructor can be modified at anytime if the service contract has not been honoured.

Full-time instructors:

Instructor who has made an offer of services for the equivalent of 5 days a week for a period accepted by the Snow School management and could be included between **January 5th, 2026, and March 27th, 2026**. This instructor is part of a limited number of instructors who assure the holding of all the activities of the Snow School during his period of affectation. The full-time instructor status constitutes at no time a guaranteed time of affectation or allocation of lesson. See the employee manual to learn the seasonal employee advantages.



Part time instructor :

Instructor who has made an offer of services including all Saturdays and Sundays or more than 22 days for the period including between **December 13th, 2025, and March 22nd, 2026**. See the employee manual to learn the part-time seasonal employee advantages.

Occasional instructor:

Instructor who makes and offer of services that do not include the two days of the weekend, and/or at least 22 days between **December 13th, 2025, and March 22nd, 2026**. Occasional employee advantages: the employee's pass will only be valid the days that he or she is working. You will not be able to benefit of the employee's pass during the days that you are not working. Coat and the cafeteria privileges apply only during days of lessons only.

TECHNICAL SESSIONS

The Snow School offers free of charge technical session training to its instructors. These technical sessions are given by highly qualified teachers and allow the instructors to improve their ski techniques. These sessions are optional and are not remunerated.

SCHEDULE, ATTENDANCE AND ATTRIBUTION OF LESSONS

The instructor has to respect the schedule established by the Snow School management, that is group lessons or individual which are attributed to him and for which he will be remunerated.

The instructor must notify his arrival and departure on the site by means of register or of any other system planned for this purpose at the Snow School office.

1. **If a lesson is assigned to you:** You are remunerated and are considered being at work from the beginning until the end of the ski lesson. The uniform is mandatory (Take note that the same policy is applied during training that are planned and supervised by the employer)
2. **If a lesson is assigned to you but cancelled upon your arrival:** You are considered being at work until the cancellation of the lesson is confirmed. From that moment you are free to attend to your personal activities and to prevail, if you wish, of your privileges.

You are not remunerated for that period.

- 3- **If no lesson is assigned to you:** Although you are present on site, you are not considered being at work. You have notified your presence, and no lesson was assigned to you.



You are free to attend to your personal activities and to prevail if you wish of your privileges. You are then not remunerated for that period.

In the eventuality where the initial service could not be respected, the status of the instructor can be revised, because the advantages are awarded according to his offer of services.

The instructor present on site and having notified his presence cannot refuse, otherwise than for an exceptional reason, to give a lesson which is attributed by the Snow School or its representatives responsible for the attributions of lessons. Furthermore, he cannot at any time notify his refusal in the presence of a client.

WORK ETHIC

The instructor has to respect and apply the standards of service of the company, the standards of operation and the security standards appropriate for the instructor's function.

The instructor has to respect all the rules and policies of the company.

REQUEST FOR THE MODIFICATION OF THE OFFER OF SERVICES (ODS) SEASON 2025-2026

IMPORTANT:

- Respect the ODS that was handed in at the beginning of the season;
- All requests for modification of your ODS (addition or cancellation) must be done in writing
- Any late arrival or unforeseen absence must be communicated to the Snow School by phone at 450-227-4671 at the extension of your Snow School;
- Please be aware that any removal of days from the ODS may affect the status of your employment which will result in an immediate change of your benefits, in reference the ODS 2025-2026

You can communicate with the Snow School at any time.



OUR MISSION AND VALUES

Our mission: To offer our exciting products and services with passion and to continuously work on improving them.

Our values:

- Passion: Dedicated energy and passion.
- Perseverance: Patiently overcome obstacles so as to obtain objectives.
- Determination: Be determined and focuses to obtain specific objectives
- Honesty: Be franc, equitable and show integrity towards everyone
- Respect: Treat people, the environment and activities of the company with respect.

PRINCIPLES OF CUSTOMER SERVICE

You never have a second chance to make a good first impression!

It is important to be:

1. Hospitable
2. Ready to listen
3. Able to find solutions
4. Enjoy your work.

1-Being hospitable is

- Wearing a smile
- Wearing a uniform and keep is clean
- Wearing your name tag
- Saying hi and asking people how may I help you?

2-Being ready to listen is:

- Every client is important! Being ready to listen is a priority.

Their primary needs are:

- Being respected
- Being served and acknowledged quickly-a quick nod or a hand gesture can make them feel welcomed.
- Receiving a quality service: such as being directed to the proper areas.

3-Finding solutions is:

- Finding solutions when faced with difficult situations.
- Referring the client to Customer Service
- Communicating with your supervisor.

4-Enjoying your work is:

- Being in good spirits and staying upbeat.



It is not always possible to meet the demands of every client.

However, if you stay positive and upbeat the clients will appreciate it, and this is what they will notice!!!

RISK MANAGEMENT PROCEDURES:

1. Procedures for safety and group management
2. Procedure for the choice of trails
3. Procedure in case of incident
4. Course Tracking procedures
5. Mechanical lift Procedures
6. Meeting point procedures
7. Snowpark teaching procedures

1. PROCEDURE FOR SAFETY AND GROUP MANAGEMENT

- **Things to consider before and during a lesson**
 - Evaluation of dangers
 1. Trail selection
 2. Artificial snow making (snow guns)
 3. Closed trails
 4. Steepness of trails
 - Weather
 1. Snow conditions
 2. Visibility
 3. Temperature+
- **Group lessons (To stop a class):**
 - Use a predetermined signal
 1. Hold up your hand
 2. Verbal signal
 3. Hold up a ski pole
 4. Etc.

Always stop in a safe area with low traffic on the side of the trail, while remaining visible to other skiers,

- Try using the same areas when you stop. Use visual reference points.
Ex:
 - The green shack,
 - The slow signal



- Before the pitch of ski trail X

2. PROCEDURE FOR THE CHOICE OF TRAILS

- **Private lessons:** The instructor and personnel proceed to evaluate the abilities of the client by asking simple questions such as:
 - Did you ever ski or is this your first time?
 - If you have already skied, in which trails did you ski? Etc.

According to the client's answers, you will then be able to use the spreadsheet below to determine the appropriate zone to ski.

- **Group lessons:** The instructor must take the same approach as with the private lessons unless it's a renewed registration. In this case, the supervisor will indicate to the instructor the client's abilities based on his evaluation.

Once the evaluation is established, you will then be able to use the spreadsheet below to determine the appropriate zone to ski with your group.

- **Initiation phase**
 - Beginner
 1. 3 - 5 YRS OLD: beginner's hill
 2. 6 - 12 YRS OLD: lower end of the trail
 3. 13 YRS OLD and OLDER: magic carpet

Level 0 – Exploration 1 or Penguin/Panda/Girafe

Are individuals that can snowplow and start consecutive turns with ease and speed control.

- Beginner / Novice

Individuals are more comfortable with slope of terrain, speed, snowplow turns and the skis can sometimes be parallel at the end of the turn or in the fall line.

- **Initiation / acquisition phase (novice terrain)**
 - Novice / Intermediate
 1. 3 - 5 YRS. OLD: green trails and easier blue trails
 2. 6 - 12 YRS. OLD: GREEN trails and easier blue trails
 3. 13 YRS OLD & OLDER: green trails and easier blue trails

Individuals who demonstrate more balance and mobility, but are still unstable

- **Consolidation phase / intermediate**

The skier is better at adapting themselves to the terrain, and is able to control their speed on a blue trail (can start skiing well groomed black trails)



- **Perfection phase / advances**

Skiers maintain a higher speed and can change their turn radius on broken terrain with an irregular pitch (black trails)

- **Creative variation phase / expert**

The skier has the ability to ski all types of terrain and is capable of going out of their comfort zone and then adapting to it. As a result, they quickly return to their comfort zone (all terrain)



Trails by Mountain

<u>RESORT</u>	Sommet Saint-Sauveur	Sommet Saint-Sauveur, versant Avila	Sommet Morin Heights	Sommet Olympia	Sommet Gabriel	Sommet Edelweiss
<u>Zone 1 Beginner</u> (Our TBL)	Burlap carpet Petit Viking (Magic carpet)	Petite Motte Babalou	Skiwi (magic carpet)	Squikky (magic carpet) (Jardinière)	Gaby (magic carpet)	School Slope
<u>Zone 2</u> Beginners/ Novice	Plagne	Jack Rabbit	Tour du soleil Viking	Olympia Piedmont Oslo	Laframboise	Rue prinipale Ch des bois
<u>Zone 3 Novice /</u> Intermediate	Red Bird Avenue des Champions	Laurentides	Radar Riviere Simon Watchorn Chemin de fer Sous-bois Watchorn	Torino Chamonix Innsbruck Squaw Valley Terzi Baqueira Beret MadonnaDi Campiglio Foresst de Squikky	Westmount Normandin Sous-bois l'arcade	Top notch Glade Pitch Ch des bois Rue principal Easy street
<u>Zone 4</u> Intermediate	Épervier Tom Barbeau Jay Devaleuse Cote 68 Grand Elan	Laurentides Pronto 67	Sept-Iles Normandin Soleil Terrasses 364-bas Sous-bois Sept- Iles	Cortina Passe L'intermédiaire St-Anton St-Moritz Tignes Zermatt	Caminodel sol Tyrolienne Zig zag Chibougamou Hush hush	Chute Easy street Michemin Rue principale Chimin des bois Pitch
<u>Zone 5</u> Avanced	Cote 71 St-Sauveur Nordique 70 est – ouest Le pic-bois	Express Sous-Bois	Village Interlude Kicking Horse Hurtubise Flying Dutchman 364-haut	Descente aux enfes Sous Bois Brassard Mont Marsan Lafantaisie Laiguille Vielle St Mo Ti Pitch	Tamarack Sous-bois cayon Sous-bois l'érabliere O'connel Coupe du monde George' s pass	Zoomer Easter bowl chute
<u>Zone 6</u> Expert	All terrains	All terrains	Fritz's Fling Tout terrain (Mister Joe, Apres-vous)	All terrains	All terrain	Zoomer Strief Shot gun



3. PROCEDURE IN CASE OF INCIDENT

Procedure for: injured student

- **Secure the area:**
 - Gather your group in a safe area, on the side of the trail.
 - Place your skis in a cross uphill from the injured skier so as to signal the incident to other skiers.
 - Remain calm and reassure the injured skier.
 - Never attempt to move an injured person.
 - Try to keep the injured skier warm.
 - The instructor's priority is to ensure that the whole group is safe.
- **Immediately declare all accidents incurred to students or yourself in accordance with the established procedures:**
 - Ask a bystander (adult) to relate the incident to the ski patrol, a Snow School supervisor, the Snow School or an employee at the closest ski lift.
 - Give the name of the trail to the bystander so that they can describe the incident's exact location.
 - Contact the Snow School so they can inform a supervisor that will in turn inform the student's parents.
- **Once the ski patrol takes charge of the injured skier**
 - Only a supervisor can decide who can take over a group.
 - Take notes of the incident such as:
 1. Where and how the incident happened
 2. Names of all person's involved in the incident
 3. Names of witnesses who saw the incident
 4. Witnesses information about the incident
 - Wait for the ski patrol to take charge of the injured skier before leaving the site.
 - The instructor's priority is the groups safety at all times.
 - The supervisor will stay with the wounded student until the parents or guardian arrives.
 - Fill in the incident report (at the Snow School counter).

Procedure for: Lost child

- **The instructor must:**
 - Stop and wait on the slope as soon as you realize that you have lost a child.
 - Ensure that the rest of the group is stopped in a safe and visible area on the slope.
 - Take note of all information that may help locate the lost student. This information will be very important during the whole process



- Proceed with all your students to the bottom of the trail where the incident took place;
- Inform a Snow School supervisor by using the code **“Milk Container” with a description of the student that is lost, what trail you were in, and when you last saw the missing student.**
- Give as many details of the incident to the supervisors and wait for their instruction.
- Never take your group up the lift without the authorisation of a supervisor.
- **The supervisor will then take responsibility of the situation and will activate the following procedures.**
 - Meet with the ski instructor at the bottom of the trail where the event occurred;
 - **Inform the Ski Patrol and lift operators of the situation and give all the information gathered from the ski instructor;**
 - Advise resort managers,
 - Remain in continuous contact with staff as long as the child has not been found.
 - Patrol neighbouring ski trails.
 - Make a post-mortem of actions taken and complete an incident report;
 - Take corrective action if necessary;

Procedure for: Student who is sick

- The instructor must bring the child to the Snow School counter and call the parents.

Procedure for: Student that refuses to come down the hill.

- Secure the area and your group.
- Reassure the child.
- Ask a bystander (adult) to contact the ski patrol or Snow School supervisor or a lift employee or the Snow School.
- A cell phone might be an essential tool.
- Only a supervisor or an off duty instructor can take charge of your group.
- The Ski patrol will take charge of the student once they arrive. If it's a child, you must stay with them until the parents arrive.
- Fill out an incident report and hand it in to the Snow School.

4. COURSE TRACKING PROCEDURES

Prior to beginning of class

The instructor will:

- Must present themselves 10 minutes before the course at their post to greet their students.
- Pick up his passport from his supervisor.
- Consult with his supervisor about any special instructions and make note of them.



- Fill in the sections of the passport marked D1 (Signed Waiver) and S2 (Child is allowed to ski on his own after lesson. Parent must sign authorisation form and hand it in to the instructor, the instructor then notes it in the passport and then gives the authorization form to the Snow School desk to be filed away.)
- Verify the group's zone and make a note of it.

Upon Departure with the group

The instructor will confirm with the supervisor:

- the groups departure
- any absences in the group
- the meeting point for the late arrivals

Upon Returning with the group

The instructor will inform the supervisor of:

- the groups arrival
- That all the students have been picked up by their parents
- any major problems with the group (Homogeneity, behavioural, etc.)

The Passport

There is one passport per group.

Completing the passport

The instructor will go over the check list on the cover prior to departure with the group.

Have You :

1. Taken attendance
2. Taken note of your zone
3. Taken note of today's agenda
4. Discussed the meeting point if someone gets lost (Mention the security measures to your class)
5. Spoken to your supervisor before leaving
6. Debriefed your class at the end of the lesson
7. Handed in your passport!



First week

Before class:

1. Transfer all the information from the supervisors list into the passport
2. Take attendance
3. Ask students how many times they have skied this season
4. Establish if any of the students have special medical needs.
5. Fill in the Child Description page on the second page of the passport.

After class:

1. Fill in all sections of the passport for pertaining to week 1.
2. Clearly write your name at the bottom
3. Inform the supervisor both verbally and in the passport of any major problems (homogeneity, behaviour)
4. Return the passport to the supervisor or specified drop off point

Weeks 2-10

Before class

1. Must present themselves 10 minutes before the course at their post to greet their students.
2. Update all information in the passport from the supervisors list
3. Take attendance

After class

1. All sections of the passport for that week must be completed.
2. Clearly write your name at the bottom
3. Inform the supervisor both verbally and in the passport of any major problems (homogeneity, behaviour)
4. Return the passport to the supervisor.



5. MECHANICAL LIFT PROCEDURES

Objectives: To facilitate the use of the mechanical lifts when uploading and disembarking with clients during group and private lessons. The instructor must work with the lift operators when uploading or disembarking for the benefit and safety of our clients.

When using a Chairlift:

Before uploading

- Stop in a safe visible area away from the lift lines so that you can observe other clients who are uploading on the chairlift.
- Always mention to your students the meeting point at the top of the mountain.
- Once in line for the lift it is the instructor's responsibility to prepare his group for the chairlift. (Depending on the number of places and type of lift)
- When uploading small children (ages 3-7) you must find people to accompany them on the ride up. A child who is 8 and up may ride the chair without assistance when they can demonstrate that they can lower and lift the bar on their own and get on and off without assistance.
- All the participants between 6 and 7 years old need to wear the arm band to identified that they can't go on the chairlift without an instructor or an adult.
- For children ages 3 to 5, at no time may an instructor or adult ride with more than 2 children in a chair, even on a 6-person chairlift
- For children ages 6 to 7, at no time may an instructor or adult ride with more than 3 children in a chair, even on a 6-person chairlift
- If you need assistance with your clients, you must always advise the lift staff.
- It is your responsibility to advise the lift operators of how many consecutive chairs you will need. I.e. we need two chairs for the group. First chair has three kids, and they need a helper. Second chair is for me and 3 kids.
- When using a **4-person or 6-person chairlift** with students who need assistance you must place your students in the following fashion:
 1. 3 to 5 years old
 - a. Always sit in the middle between the 2 children
 2. 6-7 years old
 - a. Two students are placed on the side of the lift operator, while the third student (Maximum of 3 students in each chair) is placed beside you furthest away from the operator beside you. In other words, there will be two students placed to the side of the operator, then you, then the third student.
 - b. The instructor will help the two students who are on each side of him.
 - c. The other student closest to the lift operator will be assisted by the operator.
 - d. When using a helper, the students must sit on opposite sides of the helper.



- When using a **triple chair**, the instructor or helper must sit between the two students.
- Groups must always be in consecutive chairs.
- The instructor is always in the last chair so that he can ensure the sage uploading of all their students.
- Use professional and courteous communication with the lift operators. They are your colleagues and are there to help you serve the client.



Uploading procedures

- Advise the lift operator if he must slow the chair down for your group.
- Advance to the uploading line as soon as the previous chairlift has gone by.
- Look in back of you to see the chairlift that is approaching.
- If need be use the following techniques:
 1. If the child is too small to reach the chair on their own: Pass your arm around the child's back and with your other hand placed on the child's chest lift the child onto the chair.
 2. For a taller child or nervous adult: place your arm under their arm and grasp their hand in yours, instructs the client to firmly grasp your hand as well. Look behind you at the chair and calmly guide them into the chair.
 3. Ensure that you have asked your clients whether or not they need assistance uploading or disembarking from the chair.
- Explain to the client how to lower the security bar by either grasping the bar above their heads or from the side.
- **The instructor must always be the last to upload.**

Behaviour when using mechanical lifts

- Always remain calm; do not yell or swing the chair.
- Stay aware and be prepared for disembarking, explain the unloading procedure to your clients.

Disembarking procedures

- In case of a fall instruct clients to vacate the unloading area quickly, if possible.
- Inform clients that you are putting the safety bar up before lifting it.
- Remain seated and ensure that clients ski tips are up.
- Stand up from the chair where indicated.
- Slide in a straight line away from the disembarking area.
- Move as quickly as possible towards the designated meeting place.
- Do not hesitate to communicate with the lift personnel if you need assistance disembarking from the lift.

Meeting place

- Determine a meeting place at the top the hill prior to uploading. The meeting place should be visible, easy to access, and in a safe and secure area.
- Meet your group at the designated meeting area.



Procedures for the Magic Carpet/ T-bar

Observe other clients while explaining the use of the lift

- Point out how to get on and off the lift.
- Demonstrate how to get on and in which direction the students equipment should be pointed when getting on
- Explain where the emergency exits are.

Uploading procedures

Magic Carpet

- Wait for the signal before uploading on the carpet (green light or a sign from the operator)
- While looking forward take tiny steps towards and onto the moving carpet. Hands should be placed on knees when uploading.
- Ensure that clients keep an appropriate distance between one another.
- If you are assisting a child place one of your skis between their skis.
- **The instructor is always the last one to go up the lift.**

T-bar

- All the kids (5 years old and younger) need to be with an instructor or an adult on the T-bar to take the lift. It is mandatory.
- Ensure your clients are placed two by two and that their ability levels are well matched. A weaker client should always be placed with a stronger one.
- Once the previous T-bar has gone by, quickly move to the uploading area.
- Look behind you for the approaching T-bar.
- Grab onto the T-bar with your free hand and keep it firmly in place until it is time to disembark.
- **The instructor is always the last one to go up the lift.**

Behaviour when using mechanical lifts

- Look forward and refrain from moving.
- Remain focused on the disembarking area.
- Always remain calm.

Disembarking procedures

Magic Carpet

- Do not move until your skis or snowboard are completely on the snow.
- When it is time to disembark take tiny steps forward until your skis begin to slide.
- Vacate the disembarking area as quickly as possible.

T-bar

- At the disembarking area push the T-bar behind you and let go.
- Vacate the disembarking area as quickly as possible



6. MEETING POINT PROCEDURES

1. Weekend programs

Departure

- The procedure applies for all groups, of all ages, at all times
- It must be mentioned to parents where the departure and arrival meeting points are located
- The instructor must confirm his departure with the supervisor when departing with his class
- The supervisor must make a note that the group has left and whether or not there are any absences
- Each Snow School must ensure that they have a procedure for students who arrive late (For example: the instructor passes in front of his meeting point after the first run or another designated meeting point on the hill that the supervisors and instructors will check)

Arrival

- The instructor must take attendance at the end of class once they have arrived at the meeting point.
- The departure and arrival points are the same from week to week. **(They cannot be changed by an instructor)**
- A parent or guardian must pick up a child. **Children cannot leave on their own unless the parents have filed an authorization form with the Snow School. To file a form the parents must pick up the form at the Snow School and return it to the instructor signed by the parents. Once the instructor receives the form he will make a note of it in his passport under the section S2.**

2. Meeting points on the slopes

- **Summit**
A meeting point will be set for the students prior to uploading. Students will be instructed to wait at the meeting point until the instructor arrives. The meeting point will be secure and visible
- **During the descent**
Meeting points should be secure and visible, away from traffic. Meeting points must be clearly stated and described to students
- **Base of slope**
Fix a meeting point for the class prior to arriving at the base of the slope. The meeting point should be away from traffic and the lift lines. Advise the students to never take the chairlift if they are separated from the group.



3. Students who wish to leave the group before the end of the lesson

- The student will be escorted to the Snow School desk where the counter personnel will take charge of the student
- The student will remain with the counter personnel until the parents or guardian picks them up at the Snow School
- The counter personnel will use the PA system and/or listed phone numbers to try and contact the parents
- If the parents cannot be reached before the end of classes, the child will be escorted by an employee of the Snow School to his designated meeting point
- The child will remain with someone from the Snow School until the parents or guardian picks them up

7. SNOWPARK TEACHING PROCEDURES

There are certain risks to students and instructors when teaching in a snow park, because of this we have developed a set of procedures based on guidelines suggested by The Quebec Ski Area Association (ASSQ) as well as the certification courses of the CSIA and CASI.

1. Basic rules when teaching in a snow park.

- a. Helmets are mandatory
- b. Any inverted aerial tricks or maneuvers are prohibited.
- c. It is mandatory to do a course inspection of the park prior to each course and before using any of the modules.
- d. The abilities and limits of each student must be well established, and the contents of each course must be adapted to snow and weather conditions.
- e. The instructor must prioritize the safety of his students and ensure that they progress in a safe environment.

To have a WHALE of a good time in the Snowpark just think about the WHALE.

Weather conditions-Weather conditions continually change throughout the day. Adapt your speed and stance accordingly: if it's icy, the surface is faster; if it's hot and sunny, the surface softens and slows you down

Helmets are mandatory for all Snowpark users across Québec since February 1 2007.

Approach-Your approach, including your speed, balance, and pre-take-off stance, determine whether or not your trick will be successful.

Limits-Always choose features that match your skill level and know your limits.

Every inverted maneuver is prohibited in Québec.



2. Authorisation chart

Regular programs	<u>Students</u> <ul style="list-style-type: none">• Permitted to do the XS modules which are usually found in our learning areas.• Must have signed an acknowledgement of risk form.
	<u>Instructors</u> <ul style="list-style-type: none">• Minimum of a level 1 certification in their discipline.• Prohibited from giving any demonstration on modules classified bigger than EXTRA SMALL. (XS)
All Terrain programs	<u>Students</u> <ul style="list-style-type: none">• Permitted to do boxes and jumps classified as XS and S. Metal rails are not permitted.• Must have signed an acknowledgement of risk form
	<u>Instructors</u> <ul style="list-style-type: none">• Minimum of a level 1 certification in their discipline.• Level one park certification preferred, if not the instructor must demonstrate a knowledge of park rules and regulations and have the consent of his supervisor prior to going into a snow park.• Any demonstrations on modules classified higher then SMALL (S) are prohibited.
Freestyle programs	<u>Students</u> <ul style="list-style-type: none">• Are permitted to do any modules appropriate to their ability levels. Snow and weather conditions must be considered when establishing ability levels.• Must have signed a snow park acknowledgement of risk form.
	<u>Instructors</u> <ul style="list-style-type: none">• A park certification is mandatory!• Permitted to do demonstrations of the maneuvers that were covered in their certification course.



INTRO GROUPES

A supervisor will meet with a representative from the group once the group has arrived. The supervisor will inform the representative of the meeting point for the intro course. The instructors will follow the INTRO procedures ~~(see annexe)~~

Objectives:

1. To be able to turn left and right
2. How to control one's speed
3. How to get up after falling

Student who passes the INTRO

1. Will receive a go-pass. (Instructors at Edelweiss will sign the client's lift ticket.)
2. Will receive an explanation on how to use the lift.
3. Will receive explanations of what is and how to identify a green run and/or a trail map of the hill.
4. Each client will receive the following message:

"You are now allowed to go up on the mountain but you must remain on the green beginner trails only. You must remain in control at all times; all straight lining or downhill will not be tolerated. Any failure to respect these rules or the skier's code of conduct may result in your ticket being cut."

This discourse signals the end of the INTRO.

5. No instructors will escort students on the chairlift.

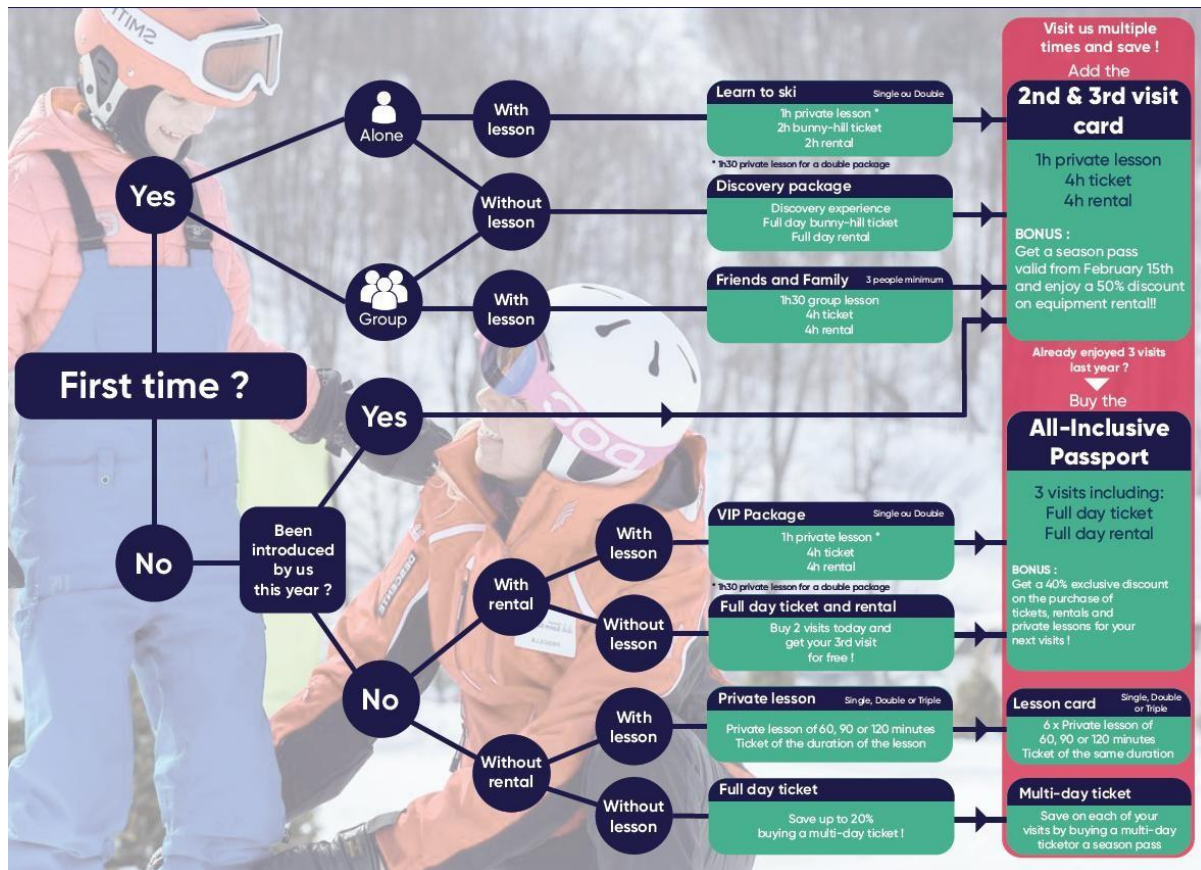
IMPORTANT: Any student who does not successfully pass the INTRO must remain at the Magic Carpet. They will not be authorized to access any other terrain.



PRODUCT GUIDE 2025-2026

The Summits offer different types of products according to customer needs. Here are our main products and the characteristics of these:

* Please consult our website or the on-site display to know the current pricing for different products. For the downloadable version of the product guide, visit www.monmss.com in the school section.





INCIDENT REPORT

Date of incident: _____

Name of Instructor: _____

Student's name: _____

Where did the accident happen? _____

At what time did the accident happen? _____

Snow conditions: _____

Weather conditions: _____

Accident description: _____

Instructor's signature



AUTHORIZATION FORM

Date: _____

I (undersigned) _____, authorize the Snow School, its ski instructors and supervisors, to let my child leave his learning group for one or many of the following reasons:

Check the reason(s) that apply:

- ☐ A- To go to the cafeteria for the lunch period, alone, unaccompanied and unsupervised.
- ☐ B- To go home, alone, unaccompanied and unsupervised.
- ☐ C- To go to a gathering point other than the one designated by the Snow School, alone, unaccompanied and unsupervised.

For points B and C of the preceding section, please check the day and write the hour:

- ☐ Saturday write the hour in 24 :00 format: _____
- ☐ Sunday write the hour in 24 :00 format: _____

Name of the child: _____

By signing this document, I declare that I have read and completed this form, myself.

Signature of the parent

(_____)_____
telephone number



Statement

I (undersigned) _____ acknowledge
(PLEASE WRITE IN BLOCK LETTERS)

Have received the operating rules, the advantages of customer service and the risk management procedure of the “École de glisse Les Sommets”.

I agree to read these procedures and agree to fully comply with them and consider them a condition of employment.

If during employment I have questions about the application of said rules, I undertake to clarify them with my immediate supervisor.

In witness whereof, I have signed this

Signature of employee

Name in block letter

Station



PROCEDURE IN CASE OF ACCIDENT – INJURED EMPLOYEE

1. Receive First aid

Seek immediate first aid from the ski patrols as soon as the incident occurs.

If you cannot reach them, are isolated on the mountain, or unable to contact them:

- Ask a passerby for help.
- If no one is nearby, **call your supervisor or team leader**

If your injuries are serious or your condition worsens rapidly, **call 911 without delay.**

2. Inform your supervisor

- As soon as possible, after receiving first aid or immediately following the incident:
 - Report to your immediate supervisor (e.g., Snow School director for instructors), a manager or the hill director.
- Together, you will complete **the accident investigation and analysis report**.
- Your supervisor will give you a white envelope labeled “Workplace Injury.” It is important not to leave before you have the envelope, which contains:
 - The temporary assignment form to be completed by a doctor.

3. Consult a doctor

- As soon as you receive the envelope, promptly visit a healthcare professional.

Options depending on the severity of the injury:

- Hospital emergency
- Family doctor
- Walk-in clinic, Family Medicine Group (FMG) or specialized nurse practitioner (SNP)
- Online services via Rendez-vous Santé Québec: www.rvsq.gouv.qc.ca

Physiotherapists and chiropractors are not recognized by CNESST to complete the required documents.

4. During the consultation

- Ask the doctor to complete the temporary assignment form.
- Also obtain a **CNESST medical certificate** specifying the nature of the injury and the medical recommendations.



5. Submit documents and follow up

- After your medical visit:
 - Contact the Human Resources office at **450-227-4671, extension 3395** to schedule an appointment.
 - Submit your medical documents during this appointment.
- You may also :
 - Send the documents to your manager.
 - Contact HR for any required follow-ups.
- If you work at **Sommet Edelweiss**:
 - Submit the documents to your supervisor, who will help you complete the other necessary forms.

6. Return to work with adjusted tasks

- If your doctor authorizes a return to work with modified or lightened duties:
 - You will be temporarily assigned to a position adapted to your condition.
 - You will continue to receive **your regular salary** during this temporary assignment period.
- If you are able to return to work **before the date initially** indicated by your doctor:
 - You must obtain a **new medical certificate** confirming that you are fit to resume your regular position.
 - Submit this certificate to the **person responsible for the occupational health and safety (OHS)** file on the day of your return.