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William J.M. Wald, CAE, CPRP, Chief Executive Officer

## **IPRA ALL NIGHT SKI TRIP February 1-2, 2008**

Welcome to the 16<sup>th</sup> Annual IPRA All Night Teen Ski/Snowboard Trip at Chestnut Mountain. In order to inform everyone of changes to this year's event and give new agencies/supervisors an idea of how the event is run, we have developed this packet.

Enclosed in this packet, you will find the following:

- **Important Trip Information** (This has been re-written and new information has been added, so please read it, even if you have already attended this trip in the past).
- **Chaperone Supervision Shift Information** (Every agency is required to provide at least one chaperone to cover one shift to help supervise the group.)
- **IPRA Waiver** (This must be completed, signed by parent/guardian, collected, and turned in at check-in)
- **Chestnut Mountain Waiver** (This must be completed, signed by parent/guardian, collected, and turned in at check-in)
- **Information for Teens** (This must be read and signed by participant and parent/guardian. They are kept by the agency)
- **Directions to Chestnut Mountain resort**

**If you have any questions, ideas or concerns, please contact:**

Gina Byrnes, Oak Forest Park District at (708) 687-7270, ext. 19 or [gbyrnes@oakforestparks.org](mailto:gbyrnes@oakforestparks.org).

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**Advancing Professionals**



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## **PRE-REGISTRATION PROCESS**

In order to provide a more efficient and fair registration process, the IPRA Teen Committee has made some changes from previous years. Please carefully read the information below in order to ensure that there will not be any surprises for you or your group on the night of the event.

To register for the event, you must fill out the attached IPRA registration form. The final date to submit your numbers to IPRA is January 14, 2008. You may place, increase, decrease, or cancel your order in writing to IPRA until then. All that is required is the completed registration form and a \$25 deposit. After January 14, all orders are non-refundable. Absolutely no pre-orders will be accepted after that date, although add-ons will be allowed on-site.

Because snowboarding has increased in popularity in recent years, Chestnut Mountain is no longer able to handle all last-minute requests for snowboard rentals. In order to guarantee a snowboard rental for your participants, their registration must be included in the pre-registered order. It is very unlikely that there will be any snowboard rentals available as add-ons on the night of the event. If you would like to continue to accept registration for the event after January 14, you may, but make your participants aware that they will only be guaranteed a ski rental and that there is a good chance that snowboards will not be available.

This year all pre-registered lift tickets and rental forms will be mailed directly from Chestnut Mountain to each individual agency. This should save time for your agencies at the check-in process. Lift tickets and rental forms will be mailed on January 21, 2008. Once the tickets have been mailed and reach your agency, they are your responsibility. They cannot be replaced if they are lost, stolen, or damaged. If you end up with extra lift tickets or rental forms, you may offer to sell them to other participating agencies (there's a good chance snowboard rental forms will be in high demand). Contact IPRA for a list of participating agencies.

Just remember, there have been a few changes to the registration process this year. In summary:

- The double registration dates have been eliminated. There is now only one final registration date (January 14).
- After January 14, absolutely no registrations will be taken by IPRA. You will have to add-on to your order on the night of the event at Chestnut Mountain.
- Pre-ordered lift tickets and rental forms will be mailed to each agency individually on January 21.
- Snowboard rental add-ons will not be available on the night of the event. Do not tell anyone that registers through your agency after the January 14 deadline that they are guaranteed a snowboard rental.

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## **ARRIVAL & CHECK-IN**

In order to keep bus arrival and the check-in process running smoothly, each agency has been assigned a check-in time. It is incredibly important that you stick to that check-in time when planning your trip. Your scheduled arrival time can be found on your confirmation sheet.

When you arrive at the resort, your vehicle will be directed to join the line of buses and vans who have arrived before you. **DO NOT GET OFF/OUT OF YOUR VEHICLE.** A Teen Committee Event Leader will enter your vehicle to address your group. After these announcements have been made, one of your agency chaperones will proceed to the check-in table near the “Group Tickets Counter.” This chaperone must have the following before stepping up to the table:

- IPRA Waivers for all participants as well as chaperones who will be skiing/snowboarding in one pile (separate from all other paperwork), paper clipped together with a cover sheet listing the agency name on top
- Chestnut Mountain Waivers for all participants as well as chaperones who will be skiing/snowboarding in a second pile (separate from all other paperwork), paper clipped together with a cover sheet listing the agency name on top
- Two (2) agency rosters listing agency name, teens’ names, chaperones’ names, cell phone number of a chaperone on the trip, and bus company name
- A sheet of paper that lists the following: total pre-registered lift tickets only, total pre-registered ski rentals/lift tickets, total pre-registered snowboard rentals/lift tickets, total add-on (night of event) lift tickets only, total add-on ski rentals/lift tickets (remember that add-on snowboard rentals will not be available)

At check-in, you will be asked for each of these items separately. Do yourself and everyone else waiting in line behind you a favor and follow the instructions above exactly. This will ensure a smooth and quick check-in process.

You will have already received your lift tickets and rental forms for your pre-registered teens/chaperones. If you have any add-ons and need extra lift tickets or ski rentals, you may request them at this time. After your final numbers have been set, the total expense for your group will be confirmed. Do not bring money for your add-ons; your agency will be billed by IPRA (balance due within 8 weeks of the event).

Finally, please confirm your chaperone shift or sign-up for one if you have not done so yet. You will be given an IPRA Teen Committee shirt for one of your chaperones to wear. After you have been released from the check-in table and may return to your vehicle.

Agency staff remaining in the vehicle (while one the other staff checks in) should review the Code of Conduct with teens while waiting. After the supervisor returns with any additional lift tickets and rental forms, pass out the lift tickets and forms to teens.

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Teens may then go directly to the locker room to change clothing, to the Group Entrance with rental form to the Boot Rental line to begin checking out equipment, or to your agency's table in the cafeteria (you should direct your teens what to do so that everyone is on the same page).

Dormitory-style rooms are set aside at the resort for your bus/van driver to sleep during the event. Your driver may ask for entrance to the room at the check-in table after the bus/van is parked for the night.

## **CAFETERIA**

Each agency will be assigned one (1) table in the cafeteria to serve as a meeting place for their group as well as a place to store a small amount of personal items. We will do our best to provide additional space for those agencies who have pre-registered with large groups, but do not expect to have enough table space for your entire group to sit, or to have enough table space to neatly store every single personal item each teen may bring. Chestnut Mountain provides 500 lockers where teens can store their items for \$0.75 each. Encourage your teens to share a locker, especially to store any valuable items.

Tables will be assigned in advance and will be marked with sign with your agency's name. Do not sit at another agency's table – they may be running late or arriving at a timeslot later than yours. If you have trouble locating your agency's table, find a Teen Committee Event Leader. Agencies are responsible for keeping their table and area surrounding it clean. That means that teens and leaders are responsible for cleaning up food and garbage both on and under their table throughout the night.

In the past, there has been a DJ in the dance room. We will continue to provide music, but the dance area is now being used as additional seating.

In the interest of saving space, under no circumstances are skis or snowboards allowed inside the lodge. Although they will not want to, remind all participants to lock their skis/snowboards outside (\$0.75 each). This is especially critical before midnight while other patrons outside our group will be going to the parking lot or walking to the resort, although theft can happen at anytime.

## **AGENCY STAFF/CHAPERONES**

This event is organized and led by the IPRA Teen Committee, but can not be run successfully without the cooperation of all agency staff and chaperones attending. Please make sure that all of your agency staff and chaperones that will be attending the event are aware of the following:

- Each agency needs to provide a chaperone to cover at least one shift at the check-in table, in the cafeteria, video game room, and campfire area. If you have a preference (i.e. you want to stay indoors) make sure to sign-up for your shift in advance – otherwise, you'll be assigned one according to what's left on the night of the event!
- Each staff/chaperone should be well aware of the Code of Conduct and event rules in advance. All adults should monitor all teens at all times. We understand that your first priority is your own group, but if you notice a teens from another agency violating rules, please correct them.

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If you notice a teen from another agency is hurt or unsure of what to do, please assist them. The key to preventing problems from occurring is for everyone to work together for the good of the group.

- When indoors (especially when working a scheduled shift), all chaperones should be wearing an IPRA Teen Committee shirt (A shirt will be provided for each agency). When outdoors, all chaperones should bring and wear a red bandana or ribbon on the right sleeve of their coats. This will clearly identify to teens and other supervisors who is in charge and able to help out.

## **CHESTNUT MOUNTAIN RESORT & SKIING/SNOWBOARDING INFORMATION**

- All slopes will be available to our group from 10:30pm-5am. The resort will be open to the public until midnight.
- Beginning ski & snowboard lessons will be offered from approximately 11pm-3am. Teens do not need to sign-up in advance. Anyone wanting to take lessons should go to the top of the green beginner's hill (just outside the rental room) and meet with an instructor who will be wearing Chestnut Mountain jacket.
- The cafeteria will be open and serving hot foods until approximately 4am. Vending machines will be available throughout the entire event.
- The video game room will be open until approximately 4am. All machines take quarters. A change machine is available.
- A campfire (weather permitting) will be located outside the cafeteria or in another designated safe area from approximately midnight-4am. It will be in an area accessible to those without a lift ticket.
- The apparel store at the resort will remain open until approximately 2am.
- There are dormitory-style rooms at the resort set aside for the bus/van driver to sleep during the event. There will be separate rooms for men and women. In order to use the rooms, your driver must ask for entrance to the room at the IPRA event check-in table (not the resort hotel lobby) after the bus/van is parked for the evening.

## **DEPARTURE**

Along with your assigned arrival time, your agency was also issued an assigned departure time. All teens and chaperones need to be aware and follow this time in order to ensure a smooth departure for everyone. Designate a time for your group to be off the slopes and begin turning in rental equipment. Teens must return equipment – do not leave it sitting outside or on the slopes. Once all equipment is returned, your group should meet at your designated departure point and walk to your agency vehicle together.

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## **IN CASE OF INJURY OR EMERGENCY**

The PA system, used for emergencies or announcements, is located at any telephone. Ask for assistance from resort staff to use it. Announcements can be heard throughout the resort, although you may have to listen carefully for them as they can be harder to hear in high-traffic areas like the cafeteria. Teen Committee Event Leaders will communicate with each other with walkie-talkies or cell phones.

The Chestnut Mountain Ski Patrol will contact agencies about injuries through the PA system and by notifying the current cafeteria volunteer supervisors. However, every agency should send a chaperone to check the Ski Patrol room on an hourly basis, just in case you miss the announcement or the volunteers have trouble locating your group. Once called, an agency supervisor is required to go to Ski Patrol immediately to help the injured participant. Ski Patrol will have a wheelchair available to transport injured persons not needing hospital care to the agency's table or bus.

Injured persons requiring further medical attention will be transported by ambulance or Chestnut Mountain vehicle to a hospital recommended by Chestnut Mountain Ski Patrol (either Freeport Hospital in Galena, 8 miles away, or Mercy Hospital in Dubuque, Iowa, 23 miles away). A chaperone is required to stay with the injured person at the hospital.

Each agency is required to form their own plan for returning injured persons and accompanying chaperone to the bus or back home. For example, you may require parents to pick their injured child up, you may have the bus travel to the hospital to pick up the injured person and chaperone, or you may want to have an agency vehicle on call to pick up the injured person and chaperone. If your plan includes requiring a parent to drive to the hospital to pick up the child (and/or chaperone), make sure you make parents aware of this responsibility.

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## CHAPERONE SUPERVISION SHIFT INFORMATION

All agencies are required to provide at least one chaperone to cover one shift helping supervise the event. Please e-mail Gina Byrnes at [gbyrnes@oakforestparks.org](mailto:gbyrnes@oakforestparks.org) with your shift location and time preference before the event. If you do not indicate a preference before the event, you will be assigned a shift on the night of the event. Shift descriptions and hours are listed below:

### CHECK-IN, EQUIPMENT RENTAL, & BUS DROP-OFF

**Responsibilities:** Explain rules and regulations, collect waivers, distribute lift/rental tickets, confirm work shifts, pass out t-shirt

**Shifts Available:**            9pm-midnight            midnight-4am            4-6am

### CAFETERIA & VIDEO GAME ROOMS

**Responsibilities:** Assign chair space and table markers, greet agencies, monitor teens and enforce rules, help close down and move tables out, supervise clean-up

**Shifts Available:**            9pm-12:30am            12:30-3:30am            3:30-6am

### CAMPFIRE

**Responsibilities:** Monitor teens and enforce rules

**Shifts Available:**            11:30pm-1am            1-2:30am            2:30-4am

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## Illinois Park and Recreation Association Waiver and Release of All Claims All Night Teen Ski Trip, February 1-2, 2008

### IMPORTANT INFORMATION

The Illinois Park and Recreation Association and \_\_\_\_\_ (hereafter collectively referred to as the "Parties") are committed to conducting their recreation programs and activities in a safe manner and hold the safety of participants in high regard. The Parties continually strive to reduce such risks and insist that all participants follow safety rules and instructions that are designed to protect the participants' safety. However, participants and parents/guardians of minors registering for this All Night Ski Trip must recognize that there is an inherent risk of injury. You are solely responsible for determining if you or your minor child/ward is physically fit and/or adequately skilled for the activities contemplated by this agreement. It is always advisable, especially if the participant is pregnant, disabled in any way or recently suffered an illness, injury or impairment, to consult a physician before undertaking any physical activity.

### WARNING OF RISK

Skiing is a sport intended to challenge and engage the physical, mental, and emotional resources of each participant. Despite careful and proper preparation, instruction, medical advice, conditioning and equipment, there is still a risk of serious injury, including but not limited to head injury, brain damage, spinal cord injury, paralysis, and bone and joint injuries. All hazards and dangers cannot be foreseen. The very nature of skiing is hazardous and risky, including but not limited to inexperience, losing control, snow blindness, overexertion, horseplay, carelessness, falling, collisions with out skiers and with stationary objects, lack of skill or technique, attempting a run beyond one's abilities, poor or defective equipment, acts of God, inclement weather, icy and dangerous ski conditions, failure in supervision or instruction, and all other circumstances inherent to the sport of skiing. These risks are particularly enhanced during night skiing where lighting conditions are different and participants may become tired due to both lack of sleep and physical exertion. In this regard, it is impossible for the Parties to guarantee absolute safety.

### WAIVER AND RELEASE OF ALL CLAIMS AND ASSUMPTION OF RISK

Please read this form carefully and be aware that in registering for and participating in this All Night Ski Trip, you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss which you or your minor child/ward might sustain as a result of participating in any and all activities connected with and associated with this trip (including injuries and damages sustained during transportation to and from the ski facility).

I recognize and acknowledge that there are certain risks of physical injury to participants in this trip, and I voluntarily agree to assume the full risk of any and all injuries, damages or loss, regardless of severity, that my minor child/ward or I may sustain as a result of said participation. I further agree to waive and relinquish all claims I or my minor child/ward may have (or accrue to me or my child/ward) as a result of participating in this ski trip against the Illinois Park and Recreation Association, the \_\_\_\_\_, and their respective officials, agents, volunteers and employees.

I have read and fully understand the above important information, warning of risk, assumption of risk and waiver and release of all claims. If registering online or via fax, my online or facsimile signature shall substitute for and have the same legal effect as an original form signature.

Participant's Name \_\_\_\_\_ (PLEASE PRINT)

Participant's Signature \_\_\_\_\_ Date \_\_\_\_\_  
 (18 years or older or Parent/Guardian)

**PARTICIPATION WILL BE DENIED if the signature of adult participant or parent/guardian and date are not on this waiver.**

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### Chestnut Mountain Ski Resort All Night Ski Trip

Name \_\_\_\_\_ Agency \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Email \_\_\_\_\_

Do you plan on taking a lesson? **Yes No** What type of lesson? **Skiing Snowboarding**

Please circle the level that best applies to you:

- Beginner 1** (never skied before) **Intermediate 2** (parallel turns over steeper terrain)
- Beginner 2** (has skied only once or twice) **Advanced** (can ski steep difficult terrain)
- Intermediate 1** (has skied several times)

#### ACKNOWLEDGMENT OF RISKS & HAZARDS LIABILITY RELEASE

I acknowledge that this athletic event is an extreme test of a person’s physical and mental limits and carries with it the potential for death, serious injury and property loss. The risks include, but are not limited to, those caused by terrain, facilities, temperature, weather, condition or participants, equipment, vehicular traffic, actions of other people including, but not limited to, participants, volunteers, spectators, coaches, event officials, and event monitors, and/or producers of the event, and lack of hydration. These risks are not only inherent to athletics, but are also present for volunteers. I hereby assume all of the risks of participating and/or volunteering in this event. I realize that liability may arise from negligence or carelessness on the part of the persons or entities being released, from dangerous or defective equipment or property owned, maintained or controlled by them or because of their possible liability without fault.

I certify that I am physically fit to participate in this event and have not been advised otherwise by a qualified medical person.

I acknowledge that this Accident Waiver and Release of Liability (AWRL) form will be used by the event holders, sponsors, and organizers, in which I may participate and that it will govern my actions and responsibilities at said events.

In consideration of my application and permitting me to participate in this event, I hereby take action for myself, my executors, administrators, heirs, next of kin, successors and assigns, as follows: (A) Waive, Release and Discharge from any and all liability for my death, disability, personal injury, property damage, property theft or actions of any kind which may hereafter accrue to me including my traveling to and from this event. THE FOLLOWING ENTITIES OR PERSONS: Chestnut Mountain Resort Inc., Chestnut Mountain Ski Corp., Galena Lodge Corp., their directors, volunteers, employees, owners, representatives, and agents, the event holders, event sponsors, event directors, and event volunteers; (B) Indemnify and Hold Harmless the entities or persons mentioned in this paragraph from any and all liabilities or claims made as a result of participation in this event, whether caused by the negligence of releases or otherwise; (C) Agree to pay any and all legal fees which may arise from any actions or lawsuits administered by my self, executors, administrators, heirs, next of kin or successors which are a result of defending this agreement.

I hereby consent to receive medical treatment that may be deemed advisable in the event of injury, accident and/or illness during this event. I understand that at this event or related activities, I may be photographed. I agree to allow my photo, video or film likeness to be used for any legitimate purpose by the event holders, producers, sponsors, organizers and/or assigns.

I hereby certify that I have read this document and I fully understand its content. I understand the risks of this type of event and hereby agree to assume those risks. It is further understood that this waiver, release and assumptions of risk is binding on my heirs and assigns. I further agree to abide by all rules and regulations set by Chestnut Mountain Resort.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Parent/Guardian (if under 18) \_\_\_\_\_ Date \_\_\_\_\_  
 Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_

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## INFORMATION FOR TEENS

### Upon Arrival at Chestnut Mountain

- Stay on the bus until a chaperone has checked the group in and you have received your lift tickets and rental form.
- If you need to rent equipment, you will need to complete your own rental form and bring it with you to the equipment rental room. Enter through the Group Entrance with your chaperone.
- Store personal items in lockers (\$0.75 each). A small number of items may be kept at your agency's table in the cafeteria.

### Chestnut Mountain Ski Resort Information

- Chestnut Mountain has 3,500 feet of skiing on 19 scenic slopes. The longest vertical drop is 475 feet. There are 3 chair lifts and 5 handle tows. There are 4 black diamond (most difficult) runs, of which one is a mogul run, 9 more difficult runs, and 6 easiest runs.
- Chestnut Mount has the "Far Side" 7-acre snowboard park with a halfpipe, quarterpipe, and fun boxes.
- Lessons will be available for snowboarders and skiers from 11pm-3am. No sign-up is necessary; meet the instructors at the top of the green beginner's hill, just outside the equipment rental room.
- Chestnut Mountain will have a cafeteria open until approximately 4am. You may also bring your own food, which can be stored in a locker or at your agency's table.
- A campfire for warming and visiting will be available midnight-4am, weather permitting.
- A video game room will be available, which takes quarters. You must bring your own money to play.
- Skis and snowboards will not be allowed in the cafeteria under any circumstances. Be sure to lock (\$0.75) your equipment up outside before entering the building.
- The phone number at Chestnut Mountain is (800) 397-1320.

### Ski & Snowboard Responsibility

- Ski safe and have fun.
- Take a lesson, even if you've been skiing before once or twice. They're free and you might learn something new!
- Prior to using any lift, you must have the knowledge and ability to load, ride and unload safely.
- Ski under control and in such a manner you can stop or avoid other skiers or objects.
- People ahead of you have the right of way. It is your responsibility to avoid them.
- You must not stop where you obstruct a trail or cannot be seen from above.
- Whenever starting down a hill or merging on to a trail, look up and yield to the right of way.
- Observe all posted signs and warnings. Keep off closed trails and keep out of closed areas.
- Take your time. We are on a recreational trip!

### All Night Ski Trip Code of Conduct

Teens attending IPRA Teen Committee events are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to make the event safe and enjoyable for all teens in attendance. Additional guidelines may be developed if deemed necessary by staff. Expectations on the bus, at the resort, and on the slopes include:

- Teens must show respect towards other participants, resort staff, agency staff (including those from other park and recreation agencies) and volunteers.
- Teens must show respect towards the resort's facilities, equipment, and belonging as well as the personal belongings of other participants, staff, and volunteers. No throwing of any objects at any time.
- Teens must take direction from agency staff and other event supervisors as needed.
- Foul and abusive language is prohibited.
- Vandalism of any kind is prohibited.
- Weapons of any kind (or items that resemble weapons such as toy guns) are prohibited.
- Stealing, smoking (even if the teen is 18), using alcohol or drugs are prohibited.

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- Fighting, kicking, biting, pinching, or other immature behavior will not be tolerated.
- Participating in or promotion of any gang activity or bullying will not be tolerated. This includes, but is not limited to intimidation, clothing containing insignias, displaying symbols, etc.
- Teens should dress appropriately for the event. This not only means layering warm clothes, but also making sure that they are not wearing anything inappropriate (follow your school's dress code and you should be fine) or that could jeopardize their safety including dog collars, spike bands, hanging chains. Backpacks should be left in lockers or at the group's table. Hats/bandanas should not be worn indoors.

### **Enforcement**

All teens are expected to follow the conduct guidelines listed above. Resort staff and agency staff reserve the right to call parents and/or police. If staff decides that the situation warrants it, parents may be called and asked to pick their teen up.

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Signature of Participant

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Signature of Parent/Guardian

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## **DIRECTIONS TO CHESTNUT MOUNTAIN GALENA, ILLINOIS**

### **From Chicago**

- Take I-90 west to Rockford
- Exit onto Highway 20 west (Galena exit)
- Follow Highway 20 west through Elizabeth, Illinois (approximately 70 miles)
- About three miles west of Elizabeth, IL, take Route 84 south (left turn) and travel approximately 5 miles to the city limits of Hanover, Illinois
- Turn right at the ski area sign onto Blackjack Road and travel approximately 8 miles to parking lot entrance

### **From St. Louis**

- Take Highway 55 north to Lincoln
- Take Highway I-155 north to Peoria
- Take I-74 West to Quad Cities (travel approximately 50 miles)
- Continue on I-80 West (travel approximately 1 mile) and take the 84 north exit
- Travel approximately 40 miles through Savanna and Hanover
- Outside of the Hanover city limits, you will see a Chestnut Mountain billboard
- Turn left on Blackjack Road and travel approximately 8 miles to the parking lot entrance

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