



Employee/Contractor Handbook

1. Welcome to BSS

1.1 Services, culture and values

British Ski and Snowboard (BSS) is the National Governing Body for Skiing and Snowboarding in the United Kingdom. It is recognised by the International Ski Federation (FIS) and by the British Olympic Association. We manage the elite British teams and the development pathway for those elite teams. We provide development programs in four FIS disciplines; alpine skiing, cross country, freestyle, and snowboarding. We also licence competitors in telemark, speed skiing and ski jumping.

We work closely with Clubs, Academies and Home Nations to provide opportunities for aspiring international athletes. We have between 300 and 400 athletes registered to compete in international events.

BSS is also responsible for:

Aims:

British Ski and Snowboard aims to see British skiers and riders on the podiums at world events in the next four to eight years. We would like to challenge for medals at the 2014 Winter Olympic Games in Sochi in 2014. We expect to achieve medal success at the Winter Olympic Games by 2018. We have tremendous young prospects across all of our disciplines and we have to create the opportunities for them to put them on the path to success.

British Ski and Snowboard is proud to represent the British Ski and Snowboarding competitive community and as a contractor/employee we value you as part of the British Ski and Snowboard team.

1.2 The Board of Directors, management and staffing structure

Board Members, particularly the chairman, have a key ambassadorial and liaison role with external organisations. The board meet as a body at least four times during each fiscal year, in accordance with provisions stated in the BSS Constitution. A Biennial Congress is also held in the spring/summer every alternate year. Current board members are listed on our website www.teambss.org.com

The British Ski and Snowboard office is based in London, UK.

British Ski and Snowboard
60 Charlotte Street
London
W1T 2NU
<http://www.teambss.org.uk>

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Support team

Sophie Morrison is head of the administration side of British Ski and Snowboard and is also Assistant Manager of the British Junior and Children's Alpine Ski Team.

Lucy Allman is the Administration Assistant Manager of British Ski and Snowboard and is solely responsible for updating and maintaining the British Ski and Snowboard website.

Contact information, and individual roles/responsibilities are detailed at www.teambss.org.uk

Coaches and Support Staff

All current coaches and support staff are detailed at www.teambss.org.uk

Volunteers

BSS is proud to have extensive volunteer support for committees, events and competitions.

2. Employee/ Contractor Duties and Obligations

2.1 Accountability

The Employee/Contractor should report directly to and be supervised by their appointed Line Manager (Budget Holder). Each employee and contractor will be advised of their authority to commit BSS funds and the reporting structure for their position. Details of the standard authority matrix (for most contractors and employees) can be found within the BSS expenses policy.

2.2 Performance Programmes (Contractor Obligations)

The Contractor is responsible for setting out the team programme, together with their Line Manager and the Head Coach if applicable. Details of programme updates must be regularly forwarded to the BSS Head Office, so that the office always knows details of whereabouts and race entries.

The Contractor will be responsible for planning, overseeing and monitoring of the Team programme and the individuals within that programme. This applies to both technical and physiological training.

The Contractor will monitor the performance and potential of the other British athletes, especially at British Championships and make recommendations on the next season's Team selection.

The Contractor will abide by all BSS policies, and insist that the athletes in his/her team, understand and abide by the same policies and the BSS general rules of conduct.

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2.3 Communication

The Employee/Contractor is required to provide regular information on the progress and outcomes in their areas of responsibility at regular intervals throughout the year. For consultants, they must provide written monthly reports on the progress, results and potential of the athletes in their programme.

The Contractor will ensure that all race results are forwarded to the office as quickly as possible. Results of particular note should be telephoned to the Head Office and the Alpine Head Coach immediately. The Contractor will provide monthly written reports on the team programme and on individual athletes.

2.4 Coach and Athlete Education (Contractor Obligations)

The Consultant may be required to assist in the training and development of British Coaches, and may be required to attend specific courses/meetings to represent the views of the BSS coaching staff.

The Consultant will be encouraged to participate in any conferences/courses that will assist in his personal development and knowledge of coaching. Any support that is available will be entirely at the entire discretion of BSS or the Alpine Head Coach.

3. General Expenditure and BSS Equipment

The BSS Expenses Policy contains the rules and guidelines relating to expenses incurred by British Ski and Snowboard (BSS) Employees or Employee/contractors whilst carrying out duties relating to their employment by BSS. The rules and guidelines should be applied in all cases and any breach of the Policy may result in Expenses not being reimbursed or cash advances being offset against Contract payments. To see the BSS Expenses Policy please go to www.teambss.org.uk

4. Contractor Fees

Contractors are required to submit monthly invoices to the Chief Executive Officer for fees. The invoice must be dated for the appropriate month, and must specify the fee together with any other agreed upon allowances or approved expenditure reimbursements. The invoice must also state the full bank account details and, if a split of payments into separate bank account, the exact split of monies must be specified. The invoice must be received by BSS by 7 days before the last working day of the month.

Failure to provide an invoice or suitable expenses claim may result in non-payment of contractor fees or expenses incurred.

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5. Insurance

BSS provides several types of insurance to allow employees to carry out their duties. Some contractors also benefit from the insurances that are in place. Details of the insurance policies are detailed below. **Contractors should ensure that they are properly insured to carry out their duties.**

5.1. Winter Sports Medical and Baggage Insurance

Through FOGG Insurance Services Ltd employees may be provided worldwide winter sports medical and baggage insurance cover. The cover applies to all on-snow activities that the contractor/employee carries out as part of their duties. There are specific exclusions to the policy in terms of additional dangerous activities. BASI courses are not covered as standard, but can be added by contacting FOGG directly. Some contractors may also be provided with this cover. **Employees and Contractors should check that they are adequately insured.**

<u>Policy Section</u>	<u>Maximum Benefit</u>	<u>Excess</u>
1. Emergency medical expenses	Up to £5,000,000	£150
Hospital Benefit	Up to £300 @ £20 per day	Nil
2. Personal Liability	Up to £2,000,000	£75
3. Personal Accident	Up to £10,000	Nil
<u>Baggage Cover</u>		
Personal Possessions	Up to £1250	£75
Single article limit	Up to £250	
Ski equipment	Up to £700	£75
Single /set limit	Up to £500	
Hired skis	Up to £400	
Personal money	Up to £500	£75
Cash limit	Up to £300	
Loss of travel documents	Up to £200	£75

An insurance medi-card and a full policy document will be issued to contractors/employees with emergency help line telephone numbers. Employees or any contractors covered by the policy must ensure that they read the literature thoroughly and keep the medicare card in a safe place so that they are aware of the claims procedure in the event of an accident.

The emergency medical cover will give emergency medical rescue and treatment in the event that it is required, and will provide medical assistance until the employee/contractor is able to be repatriated to their home country. When returned to the home country, the

employee/contractor must ensure that they have appropriate private medical insurance if private insurance is required as standard, or if this is your preference.

If a contractor/employee feels that they wish to have additional cover, then they should make appropriate arrangements to have insurance put into place. This applies specifically to personal baggage and possessions cover.

5.2. Liability Insurance

BSS has employers/contractors liability insurance. If you wish to see the full copy of the policy document, please contact the Head Office.

Contractors/employees personal possessions stored in BSS property (rented or owned), are not insured under the BSS equipment policy and therefore are left at the owners risk. Property should be clearly labelled so as to avoid confusion. **BSS will not pay for replacement of lost/stolen items left at the owners own risk.**

5.4. Vehicle Insurance

BSS has a fleet insurance policy that covers vehicles owned or leased by BSS. Sponsored and leased vehicles may be subject to the insurance policy set by the vehicle owner. Individual insurance details are available within each vehicle. **Drivers who commit negligent or careless acts** whilst driving BSS vehicles may have to cover any insurance excess.

5.5. Loss of Earnings Insurance

BSS **DOES NOT** provide loss of earnings insurance (injury/sickness/redundancy cover). Therefore BSS strongly recommends that contractors/employees consult an independent financial adviser to arrange for appropriate cover.

5.6. Private Medical Insurance

BSS **DOES NOT** provide private medical insurance cover for contractors/employees. Therefore BSS strongly recommends that contractors/employees have appropriate medical insurance in their home country, should they suffer an injury or illness. All UK national contractors/employees are required to carry a European Health Insurance Card (former E111 form). Non-UK nationals should carry the equivalent card of their home country (if applicable).

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6. Leave, Sickness & Injury

Contractor/employee terms for maternal/paternal leave and inability to carry out contractor/employment functions due to sickness & injury are outlined in individual employment or consultancy agreements.

7. Passports, Visas & Immunisation

Passports- All contractors/employees must have a valid passport, and must ensure that it is valid for at least 6 months after the end date of the season. Contractors/employees must submit a copy of their passport to the BSS Head Office.

Visa - If a contractor/employee is required to work in a country that requires a visa, BSS will assist in the attainment of the Visa and where appropriate, will pay the necessary costs to enter the country. BSS will not pay for standard working visas for working entitlements in the UK.

Immunisation - Contractors/employees must ensure that they have the appropriate immunisations to allow them to carry out their duties.

8. BSS Sponsors and Contractor/Employee Obligations

BSS is fortunate to have many financial, clothing and equipment sponsors that allow athlete programmes to function. It is imperative that contractors/employees and athletes respect our sponsors and their brands. It is the responsibility of BSS contractors/employees to ensure that athletes adhere to sponsor wishes and requirements. A list of all current BSS sponsors and suppliers can be found at www.teambss.org.com

8.1. Team Equipment & Clothing

BSS will endeavour, to the best of their ability, to provide team branded clothing through sponsorship to contractors/employees. When clothing is provided, contractors/employees must wear the clothing to maximise promotional opportunities and PR obligations.

Contractors/employees must, to the best of their ability, provide accurate clothing sizes to BSS Head Office when required. If the clothing provided is an incorrect size, then BSS will endeavour to provide a suitable replacement.

BSS will not tolerate the modification or defacing of team clothing or equipment. This especially applies to sponsor patches/logos on team clothing. If a contractor/employee is found to be modifying or defacing team clothing or equipment, then sanctions may be applied.

All clothing and equipment supplied to contractors/employees will remain the property of BSS. Contractors/employees are not permitted to sell any clothing/equipment provided to them, and contractors/employees must ensure that athletes do not sell or mistreat clothing/equipment supplied to them.

8.2. PR Obligations

Contractors/employees must be available for PR opportunities, and they must ensure that when required, athletes are available for PR opportunities and team appearances. Appearances may include filming for television, radio, web-blogs and press media. Contractors/employees must be suitably attired in appropriate and relevant team clothing and must be personally presentable.

9. Governance Policies

Contractors/employees must abide by BSS governance policies. These include; the BSS Expenses Policy, Disciplinary Policy, Anti-Doping Policy, Equality Policy and the Child Protection Policy.

Contractors/employees can access these policies via www.teambss.org.com and they must ensure that they read and understand the documents. If any questions arise from these documents, please contact the Head Office for clarification.

All Contractors/employees should note that BSS has a Lead Welfare Officer who can be contacted for advice, information or to discuss any concerns regarding children's welfare. Contact details for our Lead Welfare Officer can be found on our website.

10. Grievances

Grievances are concerns, problems or complaints raised by an employee and must be made in writing. However, before using the grievance procedure it is expected that an employee will try to resolve their complaint informally if at all possible. Guidelines as to how to resolve the grievance informally are provided in the BSS grievance policy.

The formal stage of the procedure (also outlined in the BSS grievance policy) should only be used when the informal stage has failed to resolve the issue or is not making progress at reasonable speed. Please see the Grievance Policy for more information. If any questions arise from this document, please contact the Head Office for clarification.