

POLICIES & PROCEDURES

MANUAL

of the

NORTH STAR RACERS (1987) SOCIETY

known as

KIMBERLEY NORTH STAR RACERS

MISSION STATEMENT

“To bring to the community fun, challenge and opportunities for personal excellence through participation and competition in alpine ski racing.”

**WE, THE COACHES, ATHLETES, AND PARENTS, WELCOME
YOU TO OUR CLUB**

Visit our web site at www.knsr.bcalpineclub.ca

To ensure that the North Star Racers (1987) Society known as the Kimberley North Star Racers operates in an organized and efficient manner, a Policies & Procedures Manual has been developed. These policies and procedures will assist the Club personnel in carrying out their duties in a professional and consistent manner whether as coaches, athletes or volunteer parents. It is in this spirit that the Policies & Procedures Manual has been prepared. The Club will update and/or amend this manual as required.

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***Note: Appendix “B” and Appendix “C” MUST be completed,
signed and mailed directly to KNSR prior to the start of
dryland training.**

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1. **Age Group Policy, Annual Club Fees, Prepayment and Payment Procedures for Estimated Race & Training Camp Expenses**

A. Age Group Policy:

Alpine Canada age categories are as of December 31 of the competition season. The competition season is defined as November 1 – April 15.

CODE	DESCRIPTION	AGE
E1	Nancy Greene.....	6 – 12 yrs.
E2	Entry Level.....	9 – 10 yrs.
K1.....	Kinder 1	11 – 13 yrs. in BC
K2.....	Kinder 2	13 – 14 yrs.
JB	Junior (non FIS)	15 – 18 yrs.
J1	Junior (FIS)	15 – 16 yrs.
J2.....	Junior (FIS)	17 – 19 yrs.

B. Annual Club Fees:

On a yearly basis, the Executive Committee will establish the annual fees for the Club. (see **Appendix “A” attached**) These fees will be used to offset the major expenses of the Club – namely: coaching costs. Parents and athletes should be aware that each racer is being subsidized substantially by the Club fundraising activities and that it’s a club requirement that each family donate a minimum of 12 days (1 day = 5 hours) volunteer time each season helping with on and/or off hill activities. **There will be a \$500 refundable deposit required per racer.**

C. Prepayment of Estimated Race & Training Camp Expenses:

Attending races is optional, and there is no obligation to go. However, if the racer does decide to go to an “away” race, race expenses are not part of the annual Club fees. For Nancy Greene (E1) and E2 programs, race expenses will be estimated and must be paid prior to the event or the athlete becomes ineligible to participate in the event. In the K1, K2 and FIS (J) programs, it is required that the Club receives prepayment of the estimated annual race expenses when the athlete registers for the season (**Appendix “A”**). The prepayment of expenses will be credited to the athlete’s account. When the athlete attends an authorized race or training camp, the costs will be debited to his or her account. If, during the season, the athlete’s account goes into a debit balance, the Club will require payment of the current balance plus an estimated amount for the balance of the season. Failure to receive the above will result in the athlete being required to withdraw from future events until such time as the account is brought into a current balance. Any year-end surplus will be credited to the following year or returned to the payee.

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D. Payment of Annual Club Fees and/or Estimated Race & Training Camp Expenses

- i. full payment at the time of registration
- ii. as per the attached pay schedule (**Appendix “A”**)
- iii. fees payable to Kimberley North Star Racers - Box 373, Cranbrook, B.C. V1C 4H9

E. “Away” Training Camps and Races - Payment Procedure

It will be the responsibility of the Coach in charge to record and pay all athlete expenses at training camps and races, meals excluded. Prior to going away, the Club Treasurer will supply the coach in charge with cheques to cover transportation, hotel, lift tickets, entry fees and deposits (unless these have been previously paid). These expenses are to be itemized on the KNSR online expense and race cost form supplied for this purpose. **The Coach must submit this completed expense account online and his/her personal expenses to the Club Treasurer within five days of his/her return. Reimbursement cheques will be issued immediately. Coaches will be supplied with an Excel disc and training session to submit on line completed expense forms.**

NOTE: It is the responsibility of the Coach in charge to advise the hotel that no personal charges are to be made to the athletes' rooms.

2. Athletes Code of Conduct and Discipline

A. Athletes' Responsibility:

When athletes register with the Club, they will be required to read, fully understand, and sign the KNSR Athletes Code of Conduct (**see Appendix “B” attached**). Every effort should be made to emphasize the importance of the Code of Conduct to all Club athletes.

B. Coaches' Responsibility

It is the responsibility of the Coaches to document the infraction for submission to the Program Director and the Alpine Chairman. The Executive, in conjunction with the coaches, will establish what disciplinary action will be taken. If an infraction occurs at a club event, then it will be the responsibility of the Coach to determine what action should be taken.

C. Disciplinary Action

Athletes who behave in an unacceptable manner may be subject to disciplinary action by the Coaches and/or the Executive Committee.

- i. Major Infraction: has serious impact on the athlete, other athletes or individuals and/or the program as a whole.
- ii. Minor Infraction: has limited impact on the athlete, other athletes or individuals and/or the program as a whole.

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D. Penalties

- i. Minor infractions: may result in withdrawal of training or racing privileges for a short period of time (eg: 1-2 days).
Eg: a. Poor Sportsmanship
b. Inappropriate behavior or language.
c. Failure or late to participate in the designed program

Repeated minor infractions – may result in withdrawal of training or racing privileges for a longer period of time. (eg: 1-2 weeks)

The coaching staff is responsible for administering disciplinary action for minor infractions. Coaches must inform parents and the Alpine Chair on these issues immediately.

- ii. Major infractions: may result in dismissal from the Program.
Eg: a. Any threat to the safety of athletes and team members
b. Drugs and alcohol
c. Theft
d. Severe social issues (eg. sexual harassment, bullying)

The Executive Committee in consultation with the coaching staff is responsible for administering disciplinary action for major infractions.

E. Appeals

- i. Minor infractions: appeals may be made to the Executive Committee.
- ii. Major infractions: appeals may be made to an independent group of people not already on the Executive Committee. This group will be comprised of:
 - a. Two individuals with knowledge of the program (whatever makes sense regionally)
 - b. One individual not connected to the program in any way.

There will be no refund on program fees for time missed resulting from a disciplinary action of any kind.

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3. Athletes Eligibility for Club Events

The Club has certain responsibilities for athletes' safety and well being with regard to participation in club events. When an athlete registers with the Club, he/she is required to meet certain minimum levels of physical fitness and mental preparation. It is the responsibility of each athlete to strive to achieve this. If, in the opinion of the Coaches and Program Director, an athlete should not compete in a Club event because of certain deficiencies such as:

- i. Technical skill level,
- ii. Physical fitness level,
- iii. Level of mental preparation,

then the athlete will not be entered into that event even if he/she is eligible. Instead, the athlete will be required to strengthen the identified weakness in anticipation of competing in the next available event. It is the responsibility of the Program Director and Coach to promptly notify the athlete of the Clubs' decision and review that decision with the athlete and parent at their earliest convenience. It is also the responsibility of the Coach to promptly notify all athletes who are eligible for Club events to confirm entry and to allow each athlete to make necessary arrangements. In addition, this prompt notification and confirmation will allow arrangements to be confirmed on behalf of the Club.

4. Coaches

A. Contracts

- i. Contract Form: On an annual basis, the Executive will approve a day rate or general contract for the coaches. On agreement, the Coach, the Alpine Chair, and the President will sign each contract. A coach will not be allowed to coach or participate in any club function, nor will he/she be entitled to a pay cheque until this contract has been accepted by the President and the Alpine Chair.
- ii. Payment: The Club agrees to pay each coach on the following basis:
 - a. If requested, each coach will provide a daily time sheet summary with explanation of his/her hours to the Program Director by the last day of the month; and
 - b. Payment will be made by cheque to each coach on the last day of each month or biweekly when requested.

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B. Coaching/Program Director Contract Duties:

The following are the responsibilities of KNSR Coaches and Program Director with regard to on-snow and off-snow activities. **Under the direction of, and working together with, the Program Director** of the KNSR, the Coaches have the care and control of all the ski racing programs organized and operated by the Club for all KNSR members (denotes team members who have paid the coaching fees required by the club to be on the team).

- i. Dryland Training: The Program Director shall conduct dryland training for the members of the Club, on various nights and days of the week as required.
- ii. On-Snow Training: The Coaches shall conduct regular on-snow training (include goal setting, training records, video analysis) best suited to each athlete and all program needs. This is usually 4-5 days or evenings per week (+/- 25-40hrs) or as required for the duration of the program. The on-snow training group shall include athletes and coaches.
- iii. Training Camps: The Coaches shall organize and provide training camps as required and directed by the Program Director.
- iv. Races &/or Training Camps Away:
 - a. The Coaches shall attend races &/or camps with athletes or arrange through the Club for coaching at a race &/or camp. In the event a Coach does not attend, he/she shall conduct on-snow training at home for the athletes not competing or participating in a race &/or camp at the time.
 - b. The Coaches shall consult with the Program Director prior to submitting any race entry forms to a race committee.
 - c. When attending races &/or camps, coordinate with the Program Director to arrange for transportation and lodging requirements of participating athletes. Lodging maximum \$40/day/athlete unless approved by the Alpine Chair.
 - d. Attend required race &/or camp meetings, including but not limited to coaches' meetings and draws.
 - e. Look after and maintain our Club van and/or other Club equipment.
 - f. **Race &/or camps – payment procedure. See Item “E”, page 4**
- v. Meetings: As required, the Coaches will attend and represent KNSR at:
 - a. Coaches' meetings
 - b. Coaching seminars/clinics
 - c. General meeting of the Kootenay Zone or BC Alpine
 - d. Club Executive meetings when requested to do so

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vi. Further Responsibilities:

- a. Continue to develop and maintain (on an on going regular basis), a coaching **team** with the Program Director, ensuring continuity, co-operation, concurrence and a positive work atmosphere. This includes a scheduled weekly meeting of the coaches with brief minutes and any pertinent information posted weekly on the KNSR website under “Coaches Corner”.
- b. Provide good communication between the Club Executive, the Management of the ski areas, BC Alpine, Club Members, Parents and the Program Director.
- c. Harmonize and enhance mountain/ski area relations.
- d. The Program Director will set up and run training for athletes early in the season and submit an annual plan (including dry-land and on-snow training/racing schedule) to the Alpine Chair for executive approval no later than September 30.
- e. Advise and assist athletes in selecting appropriate equipment for their needs.
- f. In the event of injury, the closest Coach shall devote immediate attention to the injury and may only resume normal duties once the situation is under control.
- g. Provide written evaluations (minimum mid season and year end) for each athlete and communicate the assessment to the Program Director, Alpine Chair, athletes and parents. Nancy Greene Coaches will utilize Snow Stars Booklets.
- h. Advise the Program Director or Alpine Chair of any problematic situation.
- i. Assist with fundraising functions and create a liaison with sponsors and ski areas used by the Club.
- j. Assist the Program Director &/or Club Members in Club activities and major races in so much as it does not conflict with regular scheduled coaching duties and activities.
- k. Program Director will design, implement, and grow the Nancy Greene programs, with all coaches devoting special focus to get more kids to continue and move up.
- l. Program Director will conduct/organize professional development sessions for staff on a regular basis at all levels (assistant, full time, part time and Nancy Greene coaches).
- m. Program Director will assist updating club program brochure.
- n. Adhere to the CSCF/CSIA Code of Ethics. **(see Appendix “D” attached)** Any and all conflicts shall be directed through the Program Director and Alpine Chair.

C. Coaching Expenses:

The following allowable expenses will be paid upon presentation of an expense account including receipts and documentation:

- i. Meals: Overnight trip meal allowance for races, training camps and meetings:
 - a. \$45.00 for each full day
 - b. \$25.00 for each partial day (Please use good discretion) eg:
 1. Going – leave in the morning, breakfast at home, pack a lunch and charge \$25 for supper (partial day)
 2. Return – leave in the morning, breakfast and lunch on road, charge \$25 (partial day) arriving early evening, supper at home.

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3. Suppers supplied by racers – charge partial day. The intent of the meal allowance is to cover the actual cost so please use but do not abuse. Any questions, call the Alpine Chair.
- ii. **Accommodation:** Every attempt shall be made to allow coaches privacy. Reasonable expenses will be paid. Where two coaches of the same sex are attending a race, double occupancy will be required. Maximum \$50/night/coach double occupancy, \$75/night single occupancy. All accommodation must be approved by the Alpine Chair.
- iii. **Phone Calls:** Phone expenses will be reimbursed up to \$30/mo. during the contract period for KNSR related calls.
- iv. **Lift Tickets:** Lift Tickets will be paid by the Club for all training and/or race events that the Coach is required to attend.
- v. **Reimbursement:** see Item “E” – page 4.
- vi. **Professional Development:** **The Club executive will cover costs for approved professional development programs.**

5. Parents Code of Conduct

- See Appendix “E” attached

6. Vehicles

Personal Vehicles for Club Use:

Travel with personal vehicles will be 45 cents/km with prior approval from the Program Director.

7. Equipment

The Club will supply each program with equipment to allow the Coaches to perform their respective duties. Each Coach with equipment shall advise the Club of equipment in need of repair and/or replacement. At the expiry of the program, it is the responsibility of each Coach to return all equipment to the Club in good working order.

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APPENDIX “A”

**Payment Schedule – Annual Club Fees, Training Schedules,
and Estimated Race Expenses 2008/09**

Age Group Policy:

Alpine Canada age categories are as of December 31 of the competition season. The competition season is defined as November 1 – April 15.

CODE	DESCRIPTION	AGE	BORN
E1	Nancy Greene.....	6 – 11 yrs	1997-2002
E2	Entry Level.....	9 – 10 yrs	1999-1996
K1.....	Kinder 1.....	11 – 12 yrs	1996-1997
K2.....	Kinder 2.....	13 – 14 yrs	1994-1995
JB	Junior (non FIS)	15 – 18 yrs.....	1990-1993
J1	Junior (FIS)	15 – 16 yrs	1990-1993
J2.....	Junior (FIS)	17 – 19 yrs	1989-1991

Annual Club Fees

	Nancy Greene E1*	E2*	K1**	K2/JB/Non FIS**	J1/J2/FIS
Training Schedule***	\$430.00 Weekends Mostly Saturdays Jan. thru mid Mar.	\$700.00 One Night & Weekends	\$950.00 1 Night, Friday Afternoons & Weekends	\$1,200.00 1 Night, Friday Afternoons & Weekends	1 Night, Friday Afternoons, & Weekends
Date Due Sep. 30		\$233.33	\$316.67	\$400.00	
Oct. 30		\$233.33	\$316.67	\$400.00	
Nov. 30	\$430.00	\$233.33	\$316.67	\$400.00	

- **Includes BC Alpine fee**

- **Reduce club fees \$25 for additional family members**

Annual club fees will increase by \$50 for each program after Nov. 30/08

*E1 and E2 fees include the Obstacle Race.

**K1, K2, & J fees include the Alpine Canada Competitors Card which registers the athlete for calculation of race points and insurance for competition at all sanctioned events during the season. For J1 & J2 racers also opting for a FIS card, the cost is not included.

- non resident registration fee structure contact KNSR

- the Club hopes to subsidize coaching fees each year, depending on our Club volunteer fundraising income.

*****Training schedules – although attending races is optional, when Coaches are away, every attempt will be made to provide training within the remaining groups but the Club cannot guarantee it.**

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Prepayment of Estimated Race & Training Camp Expenses

Date Due	E2	K1	K2/JB	FIS
Jan. 1	\$100.00	\$300.00	\$600.00	
Feb. 1	\$100.00	\$300.00	\$600.00	
Mar. 1	\$100.00	\$300.00	\$600.00	
Apr. 1		\$300.00	\$600.00	

- for E2, K1, K2, and JB Athletes, the estimated race expenses are based on three to four trips away per season
- **unless your child is independent, responsible, and can care for themselves, you are required to send at least 1 parent or guardian to accompany your athlete at “away” races. If not, you must make specific arrangements with other parent(s) going to have them accompany and look after your child, including food sharing etc.**
- for FIS (J1 & J2) Athletes, there are additional camps and races probable.
- expense estimates include hotels, race entry fees, race lift tickets, and travel.
- expense estimates don’t include meals, lift tickets for training, season pass to the Kimberley Alpine Resort, Canada West Ski Pass, or FIS card for FIS Athletes

- * **FIS Athlete Registration** – FIS athletes wishing to obtain FIS cards (deadline early July), Canada West Ski Pass (deadline Oct. 1), etc:
 - if previously registered – obtain renewal forms from the Club Secretary
 - if not previously registered – fill out the required forms found on the BC Alpine web site, then forward to the Club with the required fees. Late fees may apply. Information and/or assistance may also be obtained from the Club Secretary.

- **All fees payable to and to be sent to Kimberley North Star Racers, Box 373, Cranbrook, B.C. V1C 4H9. Also include your signed Appendix “B” (Athletes Code of Conduct) and Appendix “C” (KNSR Emergency Consent Form & Med. Evaluation)**

<u>Registration and Club Contacts</u>	<u>Phone</u>	<u>Cell</u>	<u>email</u>
President..... Lara Kahl	489-1999		slkahl@telus.net
Vice PresidentMike Walls	426-0504	421-1139	walls4@shaw.ca
Alpine Chair.....Herb Tepper	426-0179	421-1764	hwtepper@telus.net
Treasurers.....Wendy Wood			wood@cranbrook.ca
	Jill Sherret	489-2536	msherret@shaw.ca
Secretary..... Cami Salanski	426-3738	417-9681	nsalanski@shaw.ca
Registration.....Leslie Cassleman	489-0299		lchj.casselman@gmail.com
	Loreen Wilson	427-4612	loreen_wilson@hotmail.com
NG RegistrationE1	Colleen Bermel	489-3289	bbermel@cyberlink.bc.ca
E2 coord	Gerry Grady	489-4345	919-5236 ggrady@shaw.ca
Fundraising..... Jane Davis	417-3221		jane87@telus.net
Prog Dir./Head Coach	Nigel Loring	427-1606	nloring@gorge.net
On hill coord. E1	Herb Tepper	426-0179	421-1764 hwtepper@telus.net

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APPENDIX “B”

Kimberley North Star Racers - Athletes Code of Conduct

To: All Athletes and Parents

The main purpose of the Club is to train and develop the Athletes’ skills, both technically and socially, in an enjoyable atmosphere. The following rules and regulations, as well as those policies established by the Kimberley Alpine Resort, apply to all athletes in the program. Please read these carefully. Should you have any questions, please feel free to call the Program Director, Alpine Chair or Club President.

I will:

1. be a good sports person at all times.
2. be on time for all training and races. (Time on the hill is valuable and must be used to the full extent)
3. respect all property and equipment of the Club, Resort, and other members. (no theft)
4. observe safety precautions and display courtesy on any hill at all times.
5. not use abusive or foul language or gestures on or off any hill.
6. not use, or have in my possession, any illegal drugs, alcohol, and tobacco at any time.
7. never harass or bully (physically, mentally, or sexually) anyone.
8. as an older KNSR Athlete, set a good example of conduct for the younger Athletes to follow (this includes no intimate or sexual behavior at training, training camps, or races).

Failure to comply with the above will result in penalties – from withdrawal of training/racing privileges for a short time, to dismissal from the program.

Please acknowledge your understanding of this Code of Conduct by signing and **returning this form to KNSR, Box 373, Cranbrook, B.C. V1C 4H9 as soon as possible.**

Parent or Guardian (print name)

Athlete (print name)

Parent or Guardian (signature)

Athlete (signature)

Date

Date

APPENDIX "C"



EMERGENCY CONSENT FORM

I/we hereby authorize _____
to give consent for all medical and / or surgical treatment that may be required for our child/children
during our absence from _____ until _____.

(consent expires one year from this date)

Child's Name			
Date of Birth			
Chronic Illnesses			
Allergies			
Current Medications			
Date of last Tetanus Immunization			
Other			

Physician's Name _____ Telephone _____

Home Address of Parent / Guardian _____

Telephone Number of Parent / Guardian _____

Employer _____ Telephone _____

Health Insurance # _____ Member # _____ Group # _____

Nearest Relative _____ Telephone _____

Parent / Guardian Signature _____ Signature Date _____

If your child needs emergency medical care and you are not available to give formal consent to medical authorities, care may become unnecessarily delayed. To protect your child, leave a completed emergency consent form with your coach or temporary guardian. In the event of a medical emergency, the form should accompany your child to the hospital / clinic so that medical treatment can be rendered.

*Please complete & return to KNSR, Box 373, Cranbrook, B.C. V1C 4H9 prior to the start of dryland training.

APPENDIX “D”
Coaches CSIA Code of Ethics

Each Member shall be governed by this Code of Ethics and shall adhere to its Articles at all times, both on and off duty.

ARTICLE 1

Being a Member shall be synonymous with the finest aspects of the sport of skiing: namely integrity, honor and respect at all times for those who have placed their trust in you and your teaching ability.

ARTICLE 2

The public has the right to expect the best, most up-to-date and uniform instruction available. Therefore, it is the duty of each Member to learn any new techniques, alterations or modifications. To remain outdated in technique is unfair to fellow Members and the public.

ARTICLE 3

A member has a responsibility to professionally represent the sport of skiing/snowboarding as a whole, and in particular the ski school/ski area to which he is attached.

ARTICLE 4

No Member shall sponsor or promote any equipment, which has not been personally tested and proved to be of high quality. Supporting commercial enterprises for monetary gain rather than from a sense of conviction misrepresents the equipment and jeopardizes the integrity of the organization as a whole.

ARTICLE 5

Members must meet professional financial obligations promptly and conduct all their business dealings in a manner befitting the standards of the organization.

ARTICLE 6

Members are often in the public eye and therefore it is essential to present a picture of true sportsmanship and good behavior. In a ski area, privileges are often accorded and under no circumstances should these be taken as a right, nor should they be abused so as to cause embarrassment to any instructor, director or area operator.

ARTICLE 7

As skiing is a sport enjoyed by many in their formative years, members have a responsibility to the youth of the country by setting an example for them to follow.

ARTICLE 8

The Board of Directors shall take appropriate disciplinary action should any breach of the Articles of the Code occur.

APPENDIX ‘E’

Kimberley North Star Racers
Parents Code of Conduct & Expectations

To: Parents

1. The Parent’s role is to encourage our Athletes to achieve their optimum performance level, through support and guidance.
2. Coaching Staff will be allowed to execute their programs and methods of teaching as they see fit, in the best interest of our Athletes.
3. We are here to aide our Coaches upon their request.
4. Steps for conflict resolution at “home” or “away” (races or training):
 - A. Through the Coach
 - B. Through the Program Director
 - C. Through the Alpine Chair

*Please note: FIS rules require any race conflicts to go through the Trainer (Coach) or Team Captain.
5. We are here because of our love for our children and the sport of ski racing. We will applaud ALL of our Athlete’s efforts, regardless of their abilities and placements.
6. Let’s make our children as proud of us, as we are of them!

EXPECTATIONS

Parents will take part in fund raising events to help supplement the low fee structure of our Club. Fund raising are events such as ski races put on by KNSR. Your volunteer participation and help are both expected and appreciated.