

PRAIRIE NORDIC SKI CLUB MEMBERSHIP ETIQUETTE & IMPORTANT INFORMATION

Please read this carefully.

Membership

- Membership fee is determined annually. Members' children under 19 are free. The Membership fee consists of:
Prairie Nordic Ski Club Fee + Cross Country Association of Manitoba membership
+ Nordiq Canada membership.
- Membership and Event Registration is available on our website at
<https://prairienordicskiclub.ca/membership/>
- The Club is an affiliated member of CCSAM (Cross Country Ski Association of Manitoba) and members are required to sign the Nordiq Canada "INFORMED CONSENT AND ASSUMPTION OF RISK AGREEMENT" form when registering. CCSAM requires the club and its members to follow the Nordiq Canada Safe Sport policies and Code of Conduct and Ethics (documents are located on the Members Only page).
- Membership and event payment is on-line only using the Zone4 registration system. Payment can be made with VISA or MasterCard.
- Trip and Event information is available on our Meetup site at
<https://www.meetup.com/Prairie-Nordic-Ski-Club-Meetup/> site. Members will also be sent club emails throughout the season with upcoming Trip and Event information.
- The Members Only page on the website provides important information such as the Membership List, Membership Etiquette, Code of Conduct, Club Policies and Guidelines, Club Newsletters and various other club documents. A password is required to access the Members Only page and is provided on the membership registration email receipt from Zone4.
- All events are non-smoking. No dogs allowed.
- It is club policy that no one skis alone. Depending upon the size of the group (and the abilities of skiers) skiers may be grouped into fast, intermediate and slower sub-groups for skiing.
- Members are encouraged to join the Prairie Nordic Ski Club Meetup group. The Meetup site enables members to register on-line for events and provides up to date information on trips and activities. See the **Meetup Help Guide** on the **Members Only page** for information on how to join.
- Registration for events requiring payment, such as Bus Trips and Social Events is on-line in the Zone4 system, which is accessed from the **Registration** link on the club website.
- ***Registration Tip:*** *For successive registrations made after the initial membership payment, you will be required to re-enter your name, address, skier rating. This is due to limitations in the Zone4 software. Please ensure to select 'Membership Already Paid' to prevent being charged for membership fees again.*

Half Day and Day Trips

- Members are required to pre-register for all trips. Members may pre-register through the Prairie Nordic Ski Club Meetup site or by contacting the trip leader by phone or email.
- All trips are rated by difficulty from 1 (easy) to 5 (most difficult). Members are asked to choose only trips that are appropriate to their skiing ability. See the Trip Rating Guide on our website at <https://prairienordicskiclub.ca/>.
- When carpooling, passengers are expected to share gas costs.
- Members are asked to be at the meeting place 15 minutes before the group departs to arrange car pooling. Please have your Skis waxed and ready for skiing.
- Notify the trip leader if you are cancelling out of the trip.

Day Bus Trips

- Bus trips are open to members only.
- Seats are sold on a first-come, first-served basis. Payment is via Zone4 which is the 'official' registration.
- There are no refunds unless the Executive cancels the trip. The trip leader maintains the waiting list. If a member is unable to attend and there is a waiting list, it is that member's responsibility to sell their seat to the club member on the top of the waiting list.
- Anyone late for the bus for the return to Winnipeg will be responsible for extra charges incurred to the Club unless an injury is the cause. Lateness may result in a review by the Executive of the individual's participation in future trips.
- The bus will leave promptly at the stated time. All skiers should make sure they return to the bus well in advance of its departure from the ski area.

Multi Day Trips

- Once a group reservation for accommodation has been negotiated by the Club, members are responsible for contacting the hotel to book and pay for their accommodation.
- The registration deadline and refund policy are determined by the hotel.
- Multi Day trips are open to members only.
- Members must register with the trip leader through Meetup or, if they prefer, directly with the Trip Leader.
- Members can also use Meetup to communicate with other members who have registered for the trip.
- If there is a trip capacity and it has been reached, members can request that the trip leader place their name on a waiting list. If space becomes available the trip leader will advise the member, who is then responsible for reimbursing the cancelling member if that member has previously paid for the seat on a bus or accommodation.
- If a member is looking for a ride to the destination or a roommate, they can advise the Trip Leader who will advise them if another member is also looking for someone.

- Members who do not wish to stay at the accommodation that the club has arranged and prefer to find their own accommodation are responsible for researching their accommodation options and providing the trip leader with their contact information so that any information being provided to the members before or during the trip will reach members who are not staying with the club

Refunds

- There are no refunds for Membership Fees, Social Events or Bus Trips.
- Trip Leaders are not responsible for making or authorizing refunds.
- Full refunds will be given for any trip/event cancelled by the Club Executive.
- Refund requests must be submitted by letter or e-mail to the Treasurer. An administration fee of \$10 per person per trip will be charged on all refunds. The full deposit, less the administration fee, will be refunded up to the registration deadline for the trip, unless otherwise advertised in advance. Refunds after the registration deadline are at the discretion of the Executive. Once final payment has been made a refund will only be considered if there is no loss to the Club or another member incurred. All refund requests will be reviewed during monthly Executive meetings. Refunds are issued at the end of the ski season. If this poses a financial hardship, please contact the Treasurer.
- Any refund, which is not covered by the Policy Guidelines, is at the discretion of the Executive.

Membership Policy Guidelines

Member Rights

- a. Members have the right to be treated with respect and courtesy.
- b. Members have the right to have Club policy applied consistently.
- c. Members have the right to privacy and confidentiality.
- d. Members are entitled to a club environment in which all individuals can safely participate in sport and are treated with respect and fairness as identified in the club Code of Conduct and Ethics.
- e. Members have the right to expect services to be delivered in an efficient and economical manner.
- f. Members have the right to complete, accurate, clear and timely information.
- g. Members are welcome to attend Executive meetings and general meetings.
- h. Members are entitled to receive the newsletter.
- i. Members are entitled to attend all Club activities using the trip rating guidelines.
- j. Registration for the upcoming year will begin on October 15 of each year and end on September 30 of each year.
- k. All memberships expire October 31 of each year.

Member Responsibilities

- a. Members will adhere to payment deadlines.

- b. Members will choose events consistent with their skiing ability.
- c. Members will notify the trip leader of any medical condition which might manifest itself during an event, along with other pertinent information such as family contacts. The trip leader has the final decision on any member participating in skiing events.
- d. The Club is committed to ensuring a safe environment for all its members. To avoid spreading illness to others, all members are asked to stay at home if they are experiencing any cold or flu-like symptoms such as a cough, fever, runny nose, sore throat.
- e. All incidents involving injury or potential litigation should be reported promptly to the President (the President must report the incident to the insurance company within 24 hours). If so indicated by the President, an Incident Report should be completed and submitted. The Incident Reporting form can be found on the CCSAM website and a link is provided on our Members Only page under the section “Information Useful to Trip Leaders and Others - CCSAM Insurance”. *The club insurance policy covers the Club for liability, not accident. It protects members and club executives from being sued by an injured party. It does not cover the cost of injury rehabilitation.*
- f. Members will adhere to the club’s Code of Conduct & Ethics and Safe Sport policies at all times, with the expectation of appropriate behaviour consistent with the club’s core values and policies. Should a member wish to report any instance of misconduct, prohibited behaviour or maltreatment, they may do so in accordance with Nordiq Canada’s Discipline and Complaints Policy and by contacting the designated Independent Third Party.
- g. The Club is operated on volunteer participation of members in governance and leadership in Club activities. The Club cannot exist without members volunteering for Executive positions and as trip leaders and social event helpers.
- h. Members will comply with the trip leader’s decisions and instructions.

Dependent Children

- a. Members’ children under the age of 19 may join with no fee. Appropriate forms must be completed and signed by the parent or legal guardian.
- b. A parent or guardian must accompany children at all Club activities.

Guests

- a. Members may bring guests to all social events (except Hill, Skill and Food Fill).
- b. Guests can ‘Try us Out’ for one day trip after contacting the club to pre-arrange their attendance.

Membership List

- a. A Membership List containing names and contact information is available to members on the password protected Members Only page on the website. It is to be used solely by

the Prairie Nordic Ski Club to deliver services and keep membership informed about the activities provided by the Club, and by the members to contact each other regarding Club events. The list is updated periodically throughout the year.

- b. This list may not be used for solicitation purposes.
- c. Information on the list is confidential and must not be made available to non-members.
- d. Members may choose not to have their address, phone or e-mail address listed. Name and skill level must be listed.

Prairie Nordic Ski Club Meetup Group

- a. Meetup is an online event scheduler that is used by the Club to communicate Ski and Social activities scheduled by the Club. Trip detail information on the Prairie Nordic Ski Club Meetup site is only accessible to members of the Prairie Nordic Ski Club Meetup Group. Annually, members whose membership in the club have lapsed, are removed from the Meetup group.
- b. To use Meetup, members must first sign up to Meetup.com (it's free) and then join our Prairie Nordic Ski Club Meetup group <https://www.meetup.com/Prairie-Nordic-Ski-Club-Meetup/>.
- c. Members can use Meetup to register for club trips and social events.
- d. See the Meetup Help Guide on the Members Only page for details

Misconduct, Prohibited Behaviour or Maltreatment Reporting

- a. Effective July 1, 2024, Prairie Nordic adopted Nordiq Canada's Safe Sport Policies as a mandatory condition for the club's membership in CCSAM and Nordiq Canada.
- b. Any member wishing to report an incident of misconduct, prohibited behavior or maltreatment or other breach as outlined in the club Code of Conduct and Ethics should contact the designated Independent Third Party as soon as possible. The incident shall be dealt with in accordance with Nordiq Canada's Discipline and Complaints Policy.
- c. The Code of Conduct and Ethics can be found on our club's Members Only page and also on the CCSAM website.
- d. The Nordiq Canada Safe Sport Policy suite of documents can be found on our club's Members Only page