

Prairie Nordic Ski Club Policy Guidelines

MEMBERSHIP

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 physical 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) and one day trip.
- b. Guests can 'Try us Out' once on a 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.
- 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

SANCTIONED CLUB ACTIVITIES

General Trip Policies

- a. All Club activities must be approved by the Executive to be considered sanctioned Club activities.
- b. All sanctioned Club activities (except social activities and some Summer Program activities) are rated as to degree of difficulty per the approved rating scale and the rating included in the event outline.
(See the Trip Rating Guide on our website at <https://prairienordicskiclub.ca/>)
- c. Trip rating shall be determined by the Trip Coordinator in discussion with the Trip Leader.
- d. Except where authorized by the Executive, events are not to be co-sponsored with another organization.
- e. Trips may be cancelled, or the trip destination may be changed due to adverse weather or road conditions on the day of the trip, at the discretion of the trip leader. Cancellation of a trip prior to the day in which travel would take place should only occur after consultation with the Day Trip Coordinator or Vice-President.
- f. The Club may change a destination due to adverse trail conditions including lack of snow, races, anything else on the trails that will impede a good day of skiing and travel restrictions that may prevent travel to the original destination
- g. No pets are allowed on the ski trails. Anyone who has a pet with him/her will not be able to ski with the group.
- h. The Trip Leader has the final responsibility in deciding any member may not attend the trip based on a mismatch between the skier's ability and the trip level and is encouraged to consult with an Executive member if considering barring someone from the trip.
- i. In general, trail fees, if applicable, will be collected the day of the trip and not included as part of advance registration.
- j. Injuries, or other incidents involving medical treatment or possible litigation, should be reported promptly to the President and an Incident Report form completed (see section on Injury Reporting).

Multi-Day Trip Policies

- a. The Executive chooses dates and locations of ski trips of more than one day.
- b. The Vice-President is responsible for obtaining information about options for destinations of trips of more than one day, options for accommodation including group rates and cancellation and refund policies unless other members of the Executive have volunteered to do this. (As well as finding trip leaders, negotiating agreements including rates with the hotels and where applicable restaurants).
- c. The registration deadline and refund policy are determined by the hotel.
- d. Once a trip is booked, if there is a capacity and the capacity has been reached, members may have their names placed on a Waiting List which is maintained by the Trip Leader. If a member is on a waiting list and a room or seat on a bus which has been previously booked by a member becomes

available, the replacement is responsible for reimbursing the member who paid for the seat or room directly with no Club involvement.

- e. Multi-day trips are open to members only.
- f. Members book their own rooms directly with the hotel.

Bus Trip Policies

- a. Bus trips are open to members only.
- b. Bus trip prices are determined based upon 90% occupancy of the bus.
- c. Trip leaders are not responsible for making or authorizing refunds.
- d. Seats will be sold on a first-come, first-served basis. Payment is via Zone4. There are no refunds; if someone is unable to go and there is a waiting list, it is that person's responsibility to sell the seat to the club member on the top of the waiting list for reimbursement. The trip leader maintains the waiting list. Members can sign up via MeetUp but must pay via Zone 4. Zone 4 is the 'official' registration.
- e. 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.
- f. Lateness may result in a review by the Executive of the individual's participation in future trips.
- g. The bus will depart at the scheduled departure time.
- h. The Club may change a destination due to adverse trail conditions including lack of snow, races, and anything else on the trails that will impede a good day of skiing.
- i. The bus trip will be cancelled if the temperature is expected to be -28 Celsius or colder or the wind-chill -35 or colder on the day of the trip.
- j. Be aware that only the President or designated alternate can cancel the trip.
- k. The Executive also reserves the right to cancel bus trips if there are adverse weather, road or trail conditions, or insufficient registration by the registration deadline.

Day Trip Policies

- a. Day trips will be scheduled for Saturdays and Sundays throughout the winter when there are no bus trips scheduled. They may also be scheduled for midweek.
- b. Day trips are the last item to be scheduled when planning the season program.
- c. Day trips are open to all members. Guests may attend one day trip in the ski season, and they will be required to sign the "INFORMED CONSENT AND ASSUMPTION OF RISK AGREEMENT" waiver form. The Trip Leader is to provide guests with copies of the waivers at the meeting place, obtain the signed copies before departing from the meeting place and send all the signed waivers to the President after the trip.
- d. Any additions, deletions or changes to the scheduled trips will be updated on MeetUp.
- e. Half-day trips will be noted as such in the event description.
- f. All participants must pre-register for day trips and phone to cancel if they are not coming. Pre-registration can be via MeetUp or by emailing or calling the Trip Leader.

- g. The scheduling of day trips will be done in MeetUp and announced by email to the membership.
- h. The group will wait no more than ten minutes after the meeting time for latecomers.
- i. The trip leader will set the meeting time and place.
- j. Day trips may be cancelled, or the destination changed by the Trip Leader due to adverse weather, road or trail conditions.

Injury and Incident Reporting

- a. 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.
- b. The Incident Reporting form can be found on the CCSAM website, and a link is provided on the Members Only page under the section "Information Useful to Trip Leaders and Others - CCSAM Insurance".
- c. ***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.***
- d. Treat the injured person with courtesy and sympathy but do not admit liability or make any commitments.
- e. Do not render first aid unless qualified to do so (Ski Patrol, etc.), except to make the injured person comfortable.
- f. Send a fast skier for help and have someone stay with the injured person.
- g. Get the names and addresses of all witnesses.
- h. Note the probable cause of the accident and, if possible, remove the cause of the accident immediately to prevent further accidents

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.

EXECUTIVE RESPONSIBILITIES

President

- a. Preside at all monthly meetings of the Executive and the General Meetings of the membership.
- b. Be an ex officio member of all committees.
- c. Be one of the signing officers for all transactions of the Club.
- d. Prepare and submit a report at the Fall General Meeting and Spring Annual Meeting.
- e. Ensure that all provisions of the Constitution are carried out.
- f. Ensure that Code of Conduct and Safe Sport Policies are followed.
- g. Act as the Person of Authority as outlined in the Safe Sport Whistle-Blower-Policy
- h. Monitor Prairie Nordic Ski Club email account.
- i. Contribute to newsletter...President message.
- j. Attend CCSAM President's meeting / AGM or assign Rep.

Vice President

- a. Performs all duties of the President in the President's absence.
- b. Ensures the coordination of multi-day trips including investigating potential locations, dates and costs, booking hotels, obtaining confirmation in writing /email of all bookings including cancellation policies, information on trail fees where applicable.
- c. Ensuring the club publicity materials are prepared and distributed including providing the webmaster and registrar with information on the multi-day trips including prices, hotel booking information and deadlines, approving of the information to be included in the brochure on social events, proofreading, printing and distribution of the brochure and poster in the community.
- d. Acting as one of the signing officers for all transactions of the club.
- e. Act as the Alternate Liaison as outlined in the Safe Sport Whistle-Blower-Policy
- f. Submitting a report for the monthly Executive meetings, the fall general meeting and the Spring annual meeting.
- g. Participating in all activities assigned to the executive committee including the following:
 - i. Volunteer appreciation event
 - ii. Setting membership fees
 - iii. Reviewing and updating the Guide to the Policies and Membership Etiquette
 - iv. Preparing the agenda for the fall general meeting and the Spring Annual Meeting
 - v. Reviewing the Constitution to determine if revisions are required.
 - vi. Setting the ticket price /menu for the Pool Night and Spring Annual meeting
 - vii. Recruiting new Executive Committee members.

Treasurer

The Treasurer shall:

- a. Be one of the signing officers for all transactions of the Club.
- b. Maintain a record of all Club receipts and expenditures.

- c. Prepare cheques for all transactions.
- d. Provide financial information upon request of the Executive.
- e. Prepare and submit a report of the year's transactions at General Meetings.
- f. Submit information to Revenue Canada by October 31 each year and other government agencies when required.
- g. Register the Club as a non-profit business annually by November 30.
- h. Keep track of revenues and expenses for each event and prepare a financial report at the end of each event.
- i. Arrange for the change in signing authorities at the banking institution whenever there is a new President, Vice-President, Registrar or Treasurer.
- j. Submit a financial report to CCSAM before October 15 each year.

Registrar

The Registrar shall:

- a. Using Zone 4, update the members of the PNSC executive, register the club for insurance with CCSAM/CCC and sign the CCC electronic waiver. Zone 4 will debit PNSC with the annual fee for Cross-Country Ski Association of Manitoba (CCSAM) / Nordiq Canada (CCC).
- b. Prepare the Zone 4 online Member Registration form for annual club registration beginning October 15th. Make sure the form includes the PNSC membership fee, the CCSAM/Nordiq Canada registration fee, the CCC Informed Consent & Assumption of Risk Agreement and all club events that require payment collection (i.e., Bus Trips, Ski Lessons, Social Events).
- c. Prepare the club Membership List for distribution. The list should exclude phone numbers, addresses and email addresses of those who request that this info not be published.
- d. Provide the Webmaster with the link to the Online Registration form and PDF version of the Membership List for publishing.
- e. Provide Zone 4 registration reports as required by the club, such as New Members, Social Events and Bus Trips.
- f. Be one of the signing officers for all transactions of the Club.
- g. Prepare and submit a report at the Fall General Meeting and Spring Annual Meeting.

COMMITTEE CHAIR RESPONSIBILITIES

Social Coordinator

- a. Co-ordinate the social events in conjunction with the Executive and find volunteers to help with social activities. Make sure that the facilities are booked before the event is advertised to the membership.
- b. Prepare a report for the Executive of each event stating: the hall or location; costs involved; revenue; attendance; format of the social; catering arrangements; problems encountered.
- c. Prepare a report of social events for General Meetings.
- d. Assist in the orientation of the person who is the next Social Coordinator.

Day Trip Coordinator

- a. Co-ordinate day and half day trips, including recruiting trip leaders and working with them to assure that trips are well organized, follow club policies and that members receive necessary trip details prior to each trip.
- b. Publish all day trips and half day trips on MeetUp so that PNSC members and CCSAM are aware of each trip. The Day Trip Coordinator's approval is required for every day and half-day trip and trips may not be posted on MeetUp without the Day Trip Coordinator's approval. Provide as much advance notice of trips as possible.
- c. Submit expenses/invoices to the Treasurer in a timely manner, indicating which event they pertain to.
- d. At the start of the year, update MeetUp with the Day and Half Day Trip events. Review the MeetUp members list and remove any non-current members from the group.
- e. Send each Trip Leader a copy of the Club's Trip Leaders' Guide. Assign the Trip Leader as the Event Host in MeetUp to enable the trip leader to update trip information.
- f. Have the Trip Leaders submit post-trip reports of the trip and any notable information to the Newsletter Editor for publication. Include:
 - i. Date and location of trip
 - ii. Number of participants
 - iii. Weather conditions, temperature
 - iv. Trail conditions
 - v. Photos
- g. Prepare trip summary report for presentation to the Executive including:
 - i. number of trips completed, cancelled
 - ii. numbers attending
 - iii. any problems
 - iv. recommendations for the next year
- h. The Day Trip Coordinator should remind all Day Trip Leaders to forward any non-member waiver forms to the President after each event.
- i. Assist in the orientation of the person who is the next Day Trip Coordinator.

Bus Trip Coordinator

- a. Coordinate bus trips, including recruiting trip leaders and working with them to assure that trips are well organized and follow club policies.
- b. Obtain a quote from the Bus Company for the cost of the bus charter. Bus ticket costs are calculated based on 90% occupancy.
$$\text{Ticket} = ((\$ \text{ bus cost} \times 1.05 \text{ GST})/43) \times 1.03 \text{ Zone 4}) + \$2 \text{ cart/person.}$$

Note: 43 = 90% of 48 seat bus capacity
- c. Submit the bus trips schedule to the Executive for approval before submitting any event schedule for publication to members. Events added later must also follow this process.

- d. Submit expenses/invoices to the Treasurer in a timely manner, indicating which event they pertain to. This includes payment deposit deadlines for Bus charters.
- e. Review and send the Trip Leader a copy of the Bus Trip Leaders' Guide.
- f. Submit post-trip reports of the bus trips to the Newsletter Editor for publication.
- g. Prepare post-trip reports for presentation to the Executive for bus trips, including:
 - i. destination of the trip
 - ii. bus company used, contact person and phone number
 - iii. cost of the bus
 - iv. trip revenue
 - v. numbers attending
 - vi. trip leader's name
 - vii. any problems arising
 - viii. recommendations for the next year
- h. The Bus Trip Coordinator should be available via email or phone to the trip leaders in the week leading up to the trip, to help with any issues. Advise the trip leader to contact an Officer of the Club if you cannot be available.
- i. Assist in the orientation of the person who is the next Bus Trip Coordinator.

Summer Trip Coordinator

- a. Coordinate summer trips, including recruiting trip leaders and working with them to assure that trips are well organized and follow club policies.
- b. Work closely with the Day Trip Coordinator, so that trip leaders become Event Hosts on MeetUp and can update trip information and so that members receive necessary trip details prior to each trip.
- c. Prepare trip summary report for presentation to the Executive including:
 - i. number of trips completed, cancelled
 - ii. numbers attending
 - iii. any problems
 - iv. recommendations for the next year
- d. Assist in the orientation of the person who is the next Summer Trip Coordinator

Newsletter Editor

- a. Coordinate, publish and distribute the newsletter, at the direction of the Executive. Publish a newsletter monthly during the ski season and when necessary, during the summer months.
- b. Solicit and/or receive information about trips from trip leaders and from the Social Coordinator about social events based on publication dates.
- c. Administer Club's advertising policy:
 - i. Ads by outside businesses offering a minimum discount of 10% to members shall be free
 - ii. Ads by businesses not offering member discounts shall be \$40 per issue limited to 100 words or 1/6 of a page.

- iii. Members' business ads or venture announcements shall be \$10 with a limit of 100 words or 1/6 of a page.
- iv. Classified ads for used sports or recreation equipment are free to members, limited to 25 words.
- v. The editor reserves the right to exclude any advertisement or limit the length or content.
- d. Prepare and present a report to the General Meeting, to include:
 - i. the costs involved in publishing the newsletter
 - ii. problems arising
 - iii. recommendations for next year
- e. Assist in the orientation of the person who is the next Newsletter Editor.

Member Communications Coordinator

- a. Liaise with the Day Trip Coordinator, Newsletter Editor, Trip Leaders, Executive as required to ensure that the membership receives information.
- b. Group emails sent to the membership may originate from any member of the Executive and from trip leaders and must pertain to Club business only. Group emails are intended to keep members informed of changes, additions, or deletions in a timely manner between Newsletter issues. When group email is being used for communication, respect the privacy of members' addresses by using the blind carbon copy (bcc) function for all members' email addresses.
- c. Provide a Member-to-Member communications capability for those who wish to participate. Monitor the appropriate use of the facility and take action to ensure that members do not abuse it.
- d. Prepare and present a report for the General Meeting to include any problems that arose, and recommendations for next year.
- e. Have knowledge of Club policies to ensure that messages are appropriate.
- f. Assist in the orientation of the person who is the next Member Communications Coordinator.

New Member Coordinator

- a. Serve as the main contact person for information and updates for new members.
- b. Coordinate with the Registrar to receive the name and email address for new members in a timely manner.
- c. Contact each new member by email shortly after their registration. Send them the President's welcome message for new members. Arrange to give them new members' materials at a mutually agreed upon event or location.
- d. Coordinate with the President to receive the contact information for potential new members who request to join a day trip for a 'Try us Out' experience. Contact the potential new member and help them select a day trip that matches their abilities. Arrange for a participant in that day trip to be the potential new member's ski buddy for the trip.
- e. Follow-up with new members throughout the year, help them to feel welcome and to find opportunities to ski with skiers of similar abilities. Ask them for feedback about their experience in joining PNSC.

- f. Prepare and present a report for General Meetings to include any problems that arose, and recommendations for next year.
- g. Assist in the orientation of the person who is the next New Member Coordinator.

CCSAM Rep

- a. Represent the Club to the Cross-Country Ski Association of Manitoba (CCSAM) by attending CCSAM meetings and reporting to the Executive.
- b. If requested by the executive, complete and submit a grant application to CCSAM to cover the costs of Hill and Skill.
- c. Inform the Executive each year of CCSAM membership fees so that Club membership fees can be determined.
- d. Prepare and present a report for General Meetings to include any problems that arose, and recommendations for next year.
- e. Assist in the orientation of the person who is the next CCSAM Rep.

Chairpersons for Ad Hoc Committees

- a. The Executive may create other committees as are from time to time required and prepare a job description suitable to the duties of the committee chair.

FINANCES

Break Even Financing Policy

- a. All trips and social activities are run on a break-even basis.
- b. Budgets for special activities, such as Hill and Skill, which are membership benefits with no charge, are authorized ahead of time by the Executive.

Each Member Must Pay Their Own Way

- a. Each member is expected to pay their own way and/or share of the expenses for Club activities (this includes car-pooling).
- b. If a member books a ticket for an event and does not attend, they are expected to pay for the ticket booked.

Refunds

- a. There are no refunds for Membership Fees, Social Events or Bus Trips.
- b. Trip Leaders are not responsible for making or authorizing refunds.
- c. Full refunds will be given for any trip/event cancelled by the Club Executive.
- d. Refund requests must be submitted by letter or e-mail to the Treasurer. Refunds are issued at the end of the ski season. If this poses a financial hardship, please contact the Treasurer.
- e. Any refund, which is not covered by the Policy Guidelines, is at the discretion of the Executive.

Distribution of Year-End Surplus

- a. In keeping with the non-profit status of the Prairie Nordic Ski Club, year-end surplus funds (more than a cash balance of \$5000) may be donated to other non-profit ski clubs, organizations and associations, or used to subsidize Club events.

PLANNING DEADLINES

**** See the ANNUAL PLANNING CALENDAR for planning details**

Booking for Trips and Socials

- a. Start booking in April for the next year.
- b. Book facilities for trips before the trip is publicized.
- c. Book halls for socials before the event is advertised.
- d. Check calendar when booking. Use the day of the week as well as the date when promoting the event.
- e. Day trips are scheduled after the bus trips, weekend trips and the social events have been planned.

Nominations

- a. Nominations are the responsibility of the Executive.
- b. The job descriptions for the Executive positions should be included in the newsletter, which announces that nominations are open.
- c. See Section IV, 3 of the Constitution.

Review of these Guidelines

- a. These guidelines should be reviewed annually.
- b. Any changes made in the policy should be communicated to the membership.
- c. The President should provide copies of these guidelines to the Executive members as part of the orientation of the new Executive each year.