

PRAIRIE NORDIC SKI CLUB MEMBERSHIP PROTOCOL & GUIDELINES

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 and Sport Manitoba Safe Sport policies and Code of Conduct and Ethics (documents are located on the Membership page and CCSAM website Safe Sport 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 may 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, Club Executive, Club Newsletters, GM Minutes 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 (It is free). 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 Membership page.
- **Registration Tip:** *For successive registrations made after the initial membership payment, you will be required to re-enter your name, address, skier rating, etc. 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 by leaving a comment in Meetup or changing your status to 'Not Going'.

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. Event Comments can be used to indicate if you are looking to car pool or a roommate.
- 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.

- 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 Nordiq Canada and Sport Manitoba Safe Sport Policies.
- 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 attend all Club activities using the trip rating guidelines.
- i. Registration for the upcoming year will begin on October 15 of each year and end on June 30 of each year.
- j. All memberships expire October 31 of each year.

Member Responsibilities and Behaviour Expectations

- a. Members should be aware that there is an expectation of kind, appropriate behaviour. PNSC is committed to providing an environment in which all members are treated with dignity and respect, where they feel valued and safe.
- b. Members are encouraged to be welcoming, respectful, and kind to each other and to act in a responsible, safe manner, so that other members may feel emotionally and physically safe.
- c. Members are asked to maintain the dignity and self-esteem of other members by:
 - i. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, age, ancestry, colour, race, citizenship, Ethnic origin, place of origin, creed, disability, family status, marital status, gender identity, gender expression, sex, and sexual orientation.
 - ii. Focusing on positive, encouraging comments towards other members. Avoiding public criticism of other members, the executive and trip leaders.
 - iii. Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct.
 - iv. Consistently treating individuals fairly and reasonably.
 - v. Refraining from tarnishing the reputation of PNSC, its members, or the executive by bringing PNSC into disrepute in any way.
- d. Members will adhere to the club's 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 and Sport Manitoba Safe Sport Policies. See [CCSAM Safe Sport](#).
- e. Members will adhere to payment deadlines.
- f. Members will choose events consistent with their skiing ability.
- g. Members will notify the trip leader of any medical condition which might manifest itself during an event. The trip leader has the final decision on any member participating in their event.
- h. 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.
- i. All incidents involving injury should be reported promptly to the President. See the "Injury and Incident Reporting" section below.

- j. 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.
- k. 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 a maximum of one ski trip and one summer trip, after contacting the club to pre-arrange their attendance. Guests are required to complete the "INFORMED CONSENT AND ASSUMPTION OF RISK AGREEMENT" waiver form.

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 'Request to 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

Injury and Incident Reporting

- a. All incidents involving injury should be reported promptly to the President. The President will determine if an incident report is required.
- b. The Incident Report form can be found on the CCSAM site <https://ccsam.ca/about/about-us/insurance/> or the link provided on the club's [Membership web page](#) "Information Useful to Trip Leaders and Others".
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
- c. The completed Incident Report should be sent to the president who will forward to the insurance company or save on the PNSC google drive in the event it is needed in the future.
- 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

Safe Sport - Misconduct, Prohibited Behaviour or Maltreatment Reporting

- a. Prairie Nordic is mandated to adopt Nordiq Canada's and Sport Manitoba's Safe Sport Policies as a condition for the club's membership in CCSAM and Nordiq Canada. (The Safe Sport Policies can be found on our club's [Membership web page](#) and also on the CCSAM website).
- b. Any member wishing to report an incident of misconduct, prohibited behaviour, or maltreatment should follow the Safe Sport "Maltreatment Complaint Process" on the CCSAM website [CCSAM Safe Sport](#) link.