

# Prairie Nordic Ski Club Policy Guidelines

## 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 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.
- f. The Club may change a destination due to adverse trail conditions including lack of snow, ruts, 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. See the "Injury and Incident Reporting" section below.

### 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, with the Bus Trip Coordinator 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 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 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 notify the trip leader 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.

**(\*Note: the above Sanctioned Club Activities section is replicated in each of the Bus, Multi-Day and Day Trip Leader Guideline documents for ease of reference)**

### **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 website <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.

## **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 they are familiar with Nordic Canada and Sport Manitoba Safe Sport Policies.
- g. Monitor Prairie Nordic Ski Club email account.
- h. Contribute to newsletter and member communiques ...President message.
- i. Attend CCSAM President's meeting / AGM or assign Rep.
- j. Be the contact for injury reporting and determine the appropriate action to be taken with respect to CCSAM insurance policies.
- k. Preparing the agenda for the fall general meeting and the Spring Annual Meeting

### **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 and approving the information to be included on the poster.
- d. Acting as one of the signing officers for all transactions of the club.
- e. Submitting a report for the monthly Executive meetings, the fall general meeting and the Spring annual meeting.
- f. 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 Policy Guidelines and Member Protocol
- iv. Reviewing the Constitution to determine if revisions are required.
- v. Setting the ticket price /menu for the Pool Night and Spring Annual meeting
- vi. 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 payment 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.

### **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. 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
- g. The Day Trip Coordinator should remind all Day Trip Leaders to forward any non-member waiver forms to the President after each event.
- h. 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.

Ticket = (( $\$ \text{ bus cost} \times 1.05 \text{ GST}$ )/43) x 1.03 Zone 4) + \$2 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. 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
- g. 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.
- h. 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 – Discontinued**

- 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 – Discontinued  
(member communique emails will still be sent as needed using Zone4 )**

- 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.
- h. Host a new member ski ½ Day Trip with Rating 1-3.
- i. Check that new members have joined Meetup and follow-up if they have not. Assist new members with joining Meetup.

### **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.

## **ADDITIONAL EXECUTIVE RESPONSIBILITIES**

PNSC Executive will have the additional responsibilities to:

- a. Act with honesty and integrity and conduct themselves in a manner consistent with the club's policies and guidelines.
- b. Ensure that the Organization's financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities
- c. Conduct themselves openly, professionally, lawfully and in good faith in the best interests of the Club.
- d. Behave with decorum appropriate to both circumstance and position.
- e. Respect the confidentiality appropriate to issues of a sensitive nature.
- f. Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings
- g. Have a thorough knowledge and understanding of all the Club governance documents

## **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**

### **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.