

CHARLESWOOD SKI CLUB POLICY GUIDELINES

These policies apply to all members and all trips. Members must familiarize themselves with these guidelines.

I. MEMBERSHIP

1. *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 have the right to expect services to be delivered in an efficient and economical manner.
- e. Members have the right to complete, accurate, clear and timely information.
- f. Members are welcome to attend Executive meetings and general meetings.
- g. Members are entitled to receive the newsletter.
- h. Members are entitled to attend all Club activities using the trip rating guidelines.
- i. All memberships expire October 31 of each year.

2. *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 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. .
- e. Members will comply with the Trip Leader's decisions and instructions.

3. *Dependent Children*

- a. Dependent children over the age of 18 who are in full time attendance at school or a post-secondary institution may be part of a family membership.
- b. A parent or guardian must accompany children under the age of 18 at all Club activities.

4. *Guests*

- a. Members may bring guests to one social event or day trip.

5. *Membership List*

- a. The membership list containing names, addresses, and phone numbers of members, is to be used solely by the Charleswood Ski Club to deliver services and keep membership informed about the activities provided by the Club.
- b. This list may not be used for solicitation purposes.

II. SANCTIONED CLUB ACTIVITIES

1. *General Trip Policies*

- a. All Club activities must be approved by the Executive and advertised in the Club newsletter to be considered sanctioned Club activities.
- b. All sanctioned Club activities (except social activities) shall be rated as to degree of difficulty according to the approved rating scale (Appendix A) and the rating included in the event outline.
- c. Except where authorized by the Executive, events are not to be co-sponsored with another organization.
- d. Trips may be cancelled due to adverse weather or road conditions on the day of the trip, at the discretion of the trip leader.
- e. The trip destination may be changed due to adverse trail conditions.
- f. 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.
- g. Trip leaders may at their sole discretion decline to include any person on a trip, based on the physical trip rating for that activity.
 - h. In general, trail fees, if applicable, will be collected the day/weekend of the trip and not included as part of advance registration.

2. *Week-end Trips and One Week Trip Policies*

- a. The Vice-President shall be responsible for coordinating weekend trips and weeklong trips (finding leaders, booking accommodations, and determining fees).
- b. All reservations will be handled on a first come, first served basis.
- c. Registration deadline dates are included in each trip outline where accommodation and/or transportation is involved. Deposits are non-refundable (except as described in (d) below). Once final payment has been made, a refund of the final payment will only be considered if there is no loss to the Club or another member incurred. Requests for refunds must be made in writing to the Executive. A \$10.00 administration fee will be deducted from all refunds.
Refunds will be applied as a credit to the member's account, unless a cheque is specifically requested. Refund cheques will be issued at the end of the season.
- d. Once a trip is booked to capacity, members may have their names placed on a Waiting List. To do so, the required deposit must be paid. The full deposit will be refunded if a member on a waiting list cannot be accommodated on the trip.
- e. Required deposits must accompany registration forms.
- f. The balance (final payment), based upon actual costs, is to be paid by cheque, payable to the Charleswood Ski Club, and sent to the Trip Leader upon request for payment. Non-receipt of payment will result in removal from the trip list and loss of deposit.
- g. The executive has the right to cancel an activity or event if the minimum registration is not met by the registration deadline.

3. *Bus Trip Policies*

- a. Bus ticket prices will be calculated based on 90% occupancy.
- b. Tickets will be sold on a first-come, first-served basis. Bus trips are paid in full up-front and if a member is unable to come there is no refund but the ticket may be sold, as follows: If there is a Wait List and someone else can fill the seat, the Club expects that the replacement will reimburse the member directly with no Club involvement. The trip leader maintains the Wait List.
- c. Anyone late for the bus for the return trip to Winnipeg will be responsible for extra charges incurred by the Club unless an injury occurs.
- d. Lateness may result in a review by the Executive of the individual's participation in future trips.
- e. The bus will depart in the morning at the scheduled departure time.
- f. The bus trip will be cancelled if the temperature is expected to be -28° Celsius or colder or the wind-chill -35° Celsius or colder on the day of the trip. 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.

4. *Day Trip Policies*

- a. Day trips will be scheduled for Saturdays and Sundays throughout the winter when there is no other Club activity.
- 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 a trip waiver form. These non-member waivers should be collected by the trip leader and submitted to the Day Trip Co-ordinator after the trip.
- d. Any additions, deletions or changes to the day trip schedule will be reported in the upcoming newsletter.
- 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.
- g. The schedule of day trips will be distributed to all members, along with a trip rating for each

- trip.
- 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.

5. Summer Trip Policies

Summer trips shall be planned in accordance with General Trip Policies and Day Trip Policies above.

6. Trip Leader Responsibilities

(Although this outline refers primarily to winter ski trips, the basic planning for summer programs should also follow the same guidelines.) Member safety is our most important consideration and is the reason for the following rules, which should be adhered to by all trip leaders.

Pre- Trip Planning:

- a. Familiarize yourself with the area in which you are leading your trip, including how to get there, degree of difficulty of the trails and availability of facilities (such as warming huts and washrooms).
- b. When people phone to register for the trip, describe the day's activities and the length of the trip in time and distance. Make sure people know what type of trip they are signing up for. Ensure new skiers have the appropriate equipment and clothing. The Trip Leader has the final say in determining whether 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.
- c. Suggest items which skiers should bring along with them: water, high-energy food, warm liquids, basic first aid supplies, duct tape, extra ski tip, extra clothing (sweater, warm socks, mitts, scarf etc.).
- d. Give skiers clear directions to the meeting place. Tell them that car-pooling from the meeting place to the trailhead will be arranged at the meeting place. (For out-of-town trips it is a good idea to meet at a convenient place in the city and car-pool to the trailhead.)
- e. Ensure all skiers have a clear description of the make, model and licence number of your car so they know what to look for. Wear your Club button or crest so that you can be identified.
- f. Ensure you have current maps of the area.

The Day of the Trip

- a. Trips may be cancelled due to adverse weather or road conditions, at the discretion of the trip leader.
- b. The trip destination may be changed due to adverse trail conditions, at the discretion of the trip leader.
- c. Ensure that you arrive at the predetermined meeting location on time and preferably a few minutes early. The group will wait no more than ten minutes for late arrivals.
- d. Take a head count and check skiers off against the list of those registering.
- e. Record the licence numbers of all cars driving to an out-of-town location.

At The Trailhead

- a. Take charge of the group.
- b. Pets are prohibited. Do not allow anyone who has a dog with them to ski with the group.
- c. Park cars in a manner so that they can be boosted if necessary.
- d. Ask all skiers to assemble together and not to begin skiing until all arrangements are finalized. Record the names of members joining the skiers who registered and ensure guests sign the waiver form.
- e. Make sure the skiers know that it is the group and not the leader that sets the pace. Depending upon the size of the group (and the abilities of skiers) it may be advisable to break into fast, intermediate and slow sub-groups. Each sub-group should have its own leader and "sweep" who together will keep track of sub-group members. Skiers should be told to keep either of these people informed if they decide to switch sub-groups.

- f. Tell skiers that it is a Club expectation that no one ski alone; skiers should choose a buddy of similar skiing ability and stay in touch with the buddy at all times. No skier should be allowed to fall behind the group or ski any trail alone. (Exception: fast skiers may ski back and forth ahead of the group if they wish, or ski ahead on a trail where the return is the same route).
- g. Discuss the times and locations of lunch and rest stops.
- h. Make sure all groups have a map of the area.
- i. Establish a finishing time by which everyone should be back at the cars.

While Skiing

- a. Ensure skiers get adequate rest periods.
- b. Encourage skiers to eat and drink often and to adjust their layers of clothing as necessary to avoid over-heating or chilling.
- c. Modify the skiing pace whenever necessary to accommodate all skiers in the group.

At the End of the Trip

- a. Take a final head count.
- b. Ensure all vehicles can be started before too many people leave.
- c. Once you are home call the Day Trip Coordinator to advise how your trip went (numbers, trail conditions, etc.) and consider submitting a report to the newsletter Editor.

Week-End or Week-long Trip Leaders

- a. Check with the Vice-President for the rates and the dates of the trip as well as the deposit amount, deadline and cancellation dates.
- b. Send a confirmation letter to all participants four weeks before the trip. This should include:
 - i. list of names of participants and phone numbers
 - ii. room allocations
 - iii group meal details
 - iv. meeting times for skiing
 - v. details on balance of payment. Final payment cheques should be sent to the Trip Leader (not the Registrar), made payable to the Club.
- c. Submit expenses/invoices to the Treasurer in a timely manner, indicating the trip they pertain to.
- d. Make arrangements for a group meal.
- e. Act as transportation coordinator.
- f. Organize ski activities based on skill level and interest
- g. Follow Trip Leaders' Guide.

III. COMMITTEE CHAIR RESPONSIBILITIES

1. Social Coordinator

- a. The Social Coordinator shall be responsible for coordinating the social events in conjunction with the Executive, and for establishing a committee to help with socials. He/she shall make sure that the halls are booked before the event is advertised to the membership.
- b. The Social Coordinator shall 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. Pre-registration is required for all events by a specified deadline, in order to facilitate planning.

2. Day Trip, Summer Program and Bus Trip Coordinators

- a. Co-ordinate trips and arrange volunteers to lead them.
- b. Submit to the Executive for approval the event schedule before submitting any event schedule for publication in the Club newsletter. Events added later must also follow this process.
- c. Submit expenses/invoices to the Treasurer in a timely manner, indicating which event they pertain to.
- d. Submit the schedule of events to the newsletter Editor in time for publication, and ensure all changes are published. Once an event approved by the Executive is published in the newsletter it becomes a sanctioned Club activity.

- e. Send each trip leader a copy of the Club's Trip Leaders' Guide.
- f. Submit post-trip reports of the bus trips and any notable day/summer 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. number attending
 - vi. trip leader's name
 - vii. any problems arising
 - viii. recommendations for the next year
- h. Prepare and present post-trip reports of the day trips, bus trips and summer trips for presentation to General Meetings, to include:
 - i. a summary of the trips scheduled
 - ii. numbers of people attending the trips
 - iii. problems arising
 - iv. recommendations for next year
- i. The Day Trip Co-ordinator is responsible for weekend day trips and for the Thursday evening skiis at Windsor Park Nordic Centre.
- j. The Day Trip Co-ordinator should remind all Day Trip Leaders to forward any non-member waiver forms to him/her after each event.

3. Newsletter Editor

- a. The newsletter is the responsibility of the Executive and not just the Editor.
- b. The newsletter Editor shall co-ordinate, publish and distribute the newsletter, to be published monthly during the ski season and when necessary during the summer months.
- c. It is the trip leaders' responsibility to get information about trips to the Editor in time for publication. It is the Social Coordinator's responsibility to get information about social events to the Editor in time for publication.
- d. The newsletter Editor shall prepare and present a report to the General Meeting, to include:
 - i. the names of volunteers assisting with the production of the newsletter
 - ii. the costs involved in publishing the newsletter
 - iii. problems arising
 - iv. recommendations for next year

4. Member Communications Co-ordinator

- a. Ensure that a communication network is in place and working. Electronic and telephone communication are approved methods.
- b. Prepare the messages to be disseminated. Messages sent to members on the communication network must be previously approved by the President or Vice President.
- c. Phoners should keep the same phoning list for the whole season. New members should be indicated so that the phoner can be prepared to be helpful if necessary. Phoners should be prepared to answer questions and solicit feedback on various events. Problems should be directed to a member of the Executive.
- d. Co-ordinate the numbers attending the social events and for the contributions for potluck meals.
- e. Prepare and present a report for the General Meeting to include:
 - i. number of phoners on the committee
 - ii. number of calls each phoner had to make each time
 - iii. what events the committee phoned members for
 - iii. problems arising
 - iv. recommendations for next year

5. New Member's Coordinator

- a. The New Member's Coordinator is the main contact person for information and updates for the new members. His/her name and contact information will appear on the website and posters.

- b. Co-ordinate with the Registrar to mail out new member packages as each new member joins.
- c. Attend the open house and meet with new members.
- d. Organize Birds Hill Day
- e. Call new members periodically throughout the year.

6. CCSAM Rep

- a. Represent the Club to the Cross Country Association of Manitoba (CCSAM) by attending CCSAM meetings and reporting to the Executive.
- b. Complete the Club application and request payment from the Treasurer each year.
- c. Complete and submit a grant application to CCSAM to cover the costs of Hill and Skill.
- d. Inform the Executive each year of CCSAM membership fees so that Club membership fees can be determined.

7. Chairpersons for Other Ad Hoc Committees

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.

IV. FINANCES

1. Break Even Financing Policy

- a. All trips and social activities are run on a break-even basis.
- b. Budgets for special activities, such as Open House and Get Ready to Ski Day, which are membership benefits with no charge, shall be authorized ahead of time by the Executive.

2. Each Member Must Pay His/Her Own Way

- a. Each member is expected to pay his/her 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 he/she is expected to pay for the ticket booked.

3. Week-End/Week-Long Trip Leader Financial Responsibilities

- a. ***A Trip Leader may hold a reservation with his/her credit card but the Club expects to pay expenses/invoices with Club-issued funds (cheque or other means), requested by the Trip Leader in advance of the trip, or upon subsequent invoice. The Treasurer needs to know which trip any expenses pertain to.***
- b. Trip Leaders may submit receipts to the Executive for approval of payment of small personal expenses involved in trip planning.
- c. The Trip Leader should keep track of income and expenses for the trip and submit these to the Treasurer, who will prepare a financial report for the event.

4. Financial Report of Each Event

- a. Each event involving revenue and expenditures must have a financial report to include:
 - i. a system of receipts, either a carefully checked list or numbered tickets
 - ii. price per ticket (note how many children if children's tickets)
 - iii. list of expenses with receipts
 - iv. summary of net loss or profit
- b. The financial report must be submitted to the Treasurer by the Committee Chair/Coordinator, **or Trip Leader** with the money collected and the receipts.
- c. Advances may be authorized by the Executive and are to be backed up with receipts later.
- d. Anything which a member pays for on behalf of the Charleswood Ski Club, must be authorized at the next Executive meeting before reimbursement is made.

5. Refunds

- a. Trip leaders are not responsible for making or authorizing refunds.
- b. The policy relating to trip refunds is located under the section, General Trip Policies.
- c. Any refund, which is not covered by the General Trip Policies, is at the discretion of the

Executive.

6. Distribution of Year-End Surplus

- a. In keeping with the non-profit status of the Charleswood Ski Club, year-end surplus funds may be donated to other non-profit ski clubs, organizations and associations, or used to subsidize club events. .

V. PLANNING DEADLINES

1. *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.

2. *Nominations*

- a. Nominations are the responsibility of the Executive members and not just one person or committee.
- b. The job descriptions for the committee chairpersons should be included in the newsletter, which announces that nominations are open.
- c. See Section IV, 3 of the Constitution.

3. *Open House*

- a. Open House is an Executive responsibility.
- b. The Facility should be booked in April or May for the following October.
- c. The Executive should try to get as many people as possible involved in the Open House.
- d. The August and September Executive meetings should focus on Open House so the planning is not last minute.

VI. REVIEW OF THESE GUIDELINES

1. These guidelines should be reviewed annually.
2. Any changes made in the policy should be communicated to the membership.
3. The President at the April Annual General Meeting or fall meeting should give copies of these guidelines to each new Executive member.

APPENDIX A - Charleswood Ski Club (CSC) Trip Rating Guidelines

Note: Trip ratings may be adversely affected by weather. Participants should always be prepared for inclement weather by bringing adequate clothing, water, food and supplies. It is the participant's responsibility to assure that their equipment is appropriate to the trip and is in good working order.

Cross Country Skiing				
<p>Rate 1 A beginner skier who is able to ski up to 5 km over relatively flat terrain with a light pack</p>	<p>Rate 2 A novice skier who is able to ski 5-10 km over relatively flat terrain with a light pack</p>	<p>Rate 3 An intermediate skier who is able to ski 10-15 km in a combination of flat and hilly terrain with a light to medium pack</p>	<p>Rate 4 An experienced skier who is capable of skiing 15+ km in a combination of flat and hilly terrain with a medium pack who is capable of skiing at a fast pace</p>	<p>Rate 5 A skilled and experienced skier who can ski 20+ km in difficult and/or off-trail terrain with a heavy pack who is capable of skiing at a fast pace</p>
Hiking				
<p>Rate 1 A beginner hiker who is able to hike up to 3 km over relatively flat terrain with a light pack</p>	<p>Rate 2 A novice hiker who is able to hike up to 10 km over relatively flat terrain with a light to medium pack</p>	<p>Rate 3 An intermediate hiker who is able to hike 10-15 km in a combination of flat and hilly terrain with a light to medium pack</p>	<p>Rate 4 An experienced hiker who is capable of hiking 15-30 km over two days, on and off trail, in a combination of flat and hilly terrain with a medium pack</p>	<p>The CSC does not offer hikes rated above Rate 4</p>

Canoeing: Life Jackets are mandatory on all trips				
<p>Rate 1 A beginner canoeist can paddle in the bow with an experienced paddler a distance of 5-15 km for up to 8 hours on calm water. Able to assist in carrying the canoe or equipment for distances of up to 200 meters over variable terrain.</p>	<p>Rate 2 A novice canoeist can paddle a distance up to 50 km over 2 days on rough open water with swells and moderate winds. Can perform flat water rescue and self rescue techniques and is aware of the dangers of hypothermia. Can J-stroke, draw, push away and low brace. Is able to portage a canoe over rough terrain up to 1 km.</p>	<p>The CSC does not offer canoe trips rated above Rate 2</p>		