

Huggers Ski Club, Inc. Policy Manual 1.0 General

Revised April 28, 2020

Welcome to the Huggers' Ski Club, Inc. Policy Manual. The Policy Manual represents the combined experience of many past and present members. All the documents contained in the Policy Manual are to be considered "living" to be continuously evolved and modified to meet the current and future needs of the Club. Changes to the policy manual must be approved by a majority vote of the Board of Directors.

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I. Introduction

A. Function of the Policy Manual

1. To provide the policy for promotion of recreational, social, and charitable activities, within the guidelines of the Club By-laws.
2. To expand upon the By-laws for day-to-day guidelines and more definitive direction to specific club policy.

B. Organization of the Policy Manual

It is a collection of documents that have been created over the history of the Club. It is divided into sections as listed below. Except for the By-laws, all the documents contained in the handbook are to be considered "living" to be continuously evolved and modified to meet the current and future needs of the Club.

Policy 1.0 General - contained below in this document

Policy 1.1 Contracts and Reservations (See separate document)

This extension of the Policy Manual deals specifically with the issues involved with contracts and reservations between the Club and outside parties.

Policy 1.2 Calendar (See separate document)

Both the By-laws and the Policy Manual call for certain activities to take place on or by specific

dates. The Calendar is a chronological list of these activities starting at the beginning of the fiscal year in June.

Policy 1.3 Officer Guidelines (See separate document)

Guidelines concerning the responsibilities of the various elected positions within the Club.

Policy 1.4 Committee Guidelines (See separate document)

Guidelines concerning the responsibilities of the various appointed positions within the Club.

Policy 1.5 Party Planning (See separate document)

How to run a dish to pass dinner and a catered dinner.

Policy 1.6 Being a Committee Member (See separate document)

C. Relationship with By-laws

The policy manual provides the mechanics of implementing the By-laws. See the separate document: **By-laws of the Huggers' Ski Club, Inc.** The By-laws are as old as the Club itself. They define the purpose of the Club as well as the leadership structure. Certain fundamental activities such as elections are described along with the basic rights of Club members. The By-laws set the basic format of the Club. They do not go into detail on how the goals of the Club are to be accomplished. The By-laws are a legal document and can only be changed by a two-thirds vote of the members.

D. Clarification of Terms Used in the Policy Manual

1. **Board:** Board of Directors of the Club composed of four (4) officers, three (3) Board Members-at-Large, the Past President, and the Social Chairperson.
2. **Chairperson:** A board-appointed head of a committee. The Social Chairperson is the only committee chair with a vote on the Board.
3. **Event:** A club sponsored activity.
4. **Trip:** Event which involves overnight accommodations or busing.

E. Policy Manual Alterations

Policy manual changes approved by the Board should be made immediately, but no later than the May Board Meeting.

II. Board Functions

A. Responsibilities

1. The Board Members-at-Large and Officers, except the President, and the VP, who oversees the Legal and Constitutional committee, will assume the responsibility of at least two committees.
2. The Board Members-at-Large and Officers should oversee their respective committees rather than run the committees themselves.
3. The outgoing Board is responsible for an organized orientation of the incoming Board.
5. Annual approval of Social committee chairperson.
6. Chairpersons for other committees are to be approved by the board as needed.

B. Committees See Policy 1.4 for details

1. Communication
2. Cross Country
3. Downhill
4. Historian
5. Hugger Ware

6. Legal and Constitutional
7. Membership
8. Newsletter
9. Nominating Committee
10. Pacesetters
11. Paddle Power
12. Pedal Power
13. Property
14. Snowshoe
15. Social
16. Volunteering

III. Membership

Membership in the Club is for one fiscal year, from June 1 through May 31 of the following year. Annual membership dues are \$30 with the following exceptions.

1. For new members who join in January, February or March, dues for the remainder of the current membership period will be \$20.
2. For new members who join during the period from April through December, dues through May of the next year will be \$30.
3. For existing members who renew during April and May (before June 1st), dues for the next membership year will be \$20.
4. Note that for existing members who fail to renew during April and May (before June 1st) of a membership year, their membership will expire, and they will need to rejoin for \$30.

IV. Legal and Liability

A. Individual/Club Responsibilities

1. All individuals participating in events sponsored by the Club must sign a statement releasing the Club from all responsibilities for injuries and legal implications. A release waiver must be signed by all members on their application form or renewal form.

a) All Huggers' Ski Club, Inc. events shall have signed liability release waiver on the sign-in sheet for members and non-members attending that given function. Release: "The Huggers Ski Club, Inc. (HSC) and its directors, officers and representatives are not liable for any losses, damages, or claims arising from any personal injury or property damage that may occur during or in relation to any HSC activity, event, or trip. All participants acknowledge, accept and are bound by all terms and conditions of event contract(s)."

(b) Trip and Activity chairpersons shall insure that participants at the given event have signed the release form.

(c) It shall be the responsibility of the event Chairperson to maintain the signed liability release waiver for at least six months.

2. Board Members are responsible and liable for their actions as representatives of the Club. Therefore, they should have access to all Club information including information regarding alleged misconduct of members and non-members against the Club. This will be provided at a closed session of a Board Meeting with written reference available only on the President's copy of the Board Meeting minutes.

3. If a check is returned for any reason, the individual owes the amount of the check plus the

overdraft fee.

4. When alcoholic beverages are made available to attendees of a Club-sponsored event:
 - a) The attendees themselves are responsible for controlling their own alcoholic intake in order to function in an orderly manner and remain within the legal limits for operating a motor vehicle.
 - b) If a person demonstrates actions that would endanger themselves or others, or is an extreme nuisance to others, the Event Chairperson or a Board Member present may stop or postpone the availability of any alcohol until a time when it is apparent that the person is conducting themselves in an appropriate manner.
 - c) If the behavior continues and the situation is deemed to be out of control, the Event Chairperson or Board Member present may refer the situation to law enforcement and have the person removed if needed.
 - d) If a person is suspected of exceeding legal limits for drinking and driving, the Event Chairperson or any Board Member present may, after learning of the person's intention to operate a motor vehicle, stop or postpone the availability of any alcohol, and/or ask the intoxicated person to leave the premise and not operate a motor vehicle, suggesting alternate means of transportation.
 - e) The Event Chairperson or Board Member may arrange transportation for an intoxicated person and is urged to do so. Offenders are responsible for any costs incurred.
 - f) If the intoxicated person insists on operating a motor vehicle, the Event Chairperson or Board Member is to call the Police and inform them of the situation.

5. The Board of Directors will determine all action to be taken against offenders of alcohol and drug policy at the next board meeting.

- a) No on the spot refunds are to be made (see refund policy).

6. Illegal drugs will not be tolerated at any Hugger's event. Failure to comply may result in revocation of membership.

- a) Illegal drugs will not be tolerated on buses for Club functions. An individual attempting to do so will be instructed to discontinue use by individuals of authority in the bus. If the individual fails to cooperate, the bus driver will be obliged to stop the bus, and all bus occupants will be informed regarding the cause for the delay. Once the individual cooperates, the bus will continue the trip.

7. When approving flyers for newsletters for non-HSC events, ensure they include both the
 - a. Liability release waiver: "The Huggers Ski Club, Inc. (HSC) and its directors, officers and representatives are not liable for any losses, damages, or claims arising from any personal injury or property damage that may occur during or in relation to any HSC activity, event, or trip. All participants acknowledge, accept and are bound by all terms and conditions of event contract(s)."
 - b. Compensation statement: "Please be aware organizer may be receiving a comp."

B. Property, Club and Rental

1. Property of The Huggers Ski Club, Inc. may be used for personal events if:

- a.) He/she is a member in good standing,
- b.) Presents a written request to the Board
- c.) The property in question is not needed for a club event or function.

2. Any club member or guest intentionally or because of negligence or malfeasance causing property damage at a Club function or trip shall be held financially responsible for all such damages and/or the Club member will be subject to suspension from the Club by vote of the Board of Directors as covered in the By-Laws. In the case of accidental damage, the Board will decide on a case by case basis if the Club or the individual should take responsibility for the damage.

V. Events

A. Regulations

1. The spirit of the Club is to be inclusive. Event leaders are expected to follow a “first-come, first-served” order. Payments should not be accepted until after the event is announced. If the event is oversubscribed, a waiting list is needed. The order will be determined by the order that payments were received.

2. If multiple payments are received on the same day, causing the event to be over-subscribed, selection will be randomized. A drawing will be conducted by the Trip Leader and either the Chairperson or BMAL responsible for that group who will serve as witness to each other. The random selection will continue until the event is filled and an ordered waiting list is established.

3. Final trip room assignments will be subject to the approval by the trip leader, with any disagreements raised settled by the board.

4. All events should be declared adults only or adults with children and age restrictions, if any, prior to first advertising the event. The decision on age policy belongs to the event chair. Any member (and non-member) bringing a child of any age which is not advertised as an event where children are welcome will be asked to remove their children. Noncompliance of a member could result in revocation of their membership.

5. On any trip, there will be a minimum of two organizers involved. The event organizer should have the finances reviewed by a co-organizer before submission to the club treasurer, to be approved by the board.

6. Non-member Fees

a. **For an Overnight or Longer Trip:** Nonmembers shall not be allowed to participate in these events. However, a nonmember may simultaneously join the club with the submission of a trip registration by paying the prevailing membership fee for either the entire current fiscal year or the remainder of the current fiscal year, in addition to the cost of the trip.

b. **For a Day Trip or Event/Activity:**

- When a fee is charged for regular members, or if any monies are used from the club treasury as a subsidy, the nonmember additional fee will be set at a flat rate of \$8.00 or the member subsidized amount, whichever is greater.
- (2) When the event is completely free of charge to regular members and there is no club expense, then a nonmember fee may be determined and charged at the discretion of the event host/organizer(s).

c. The application of nonmember fees is subject to the advance review of the Board and approval process for all event advertising, promotions, newsletter articles and flyers, to ensure consistent compliance with the policy.

d. In recognition that exception conditions may occur, the Board may, at its discretion, grant the application of other nonmember fees for a specific event, upon justification by the event organizer(s).

Reasoning:

The Board believes that the fee policy for nonmembers should drive new membership. The current fee policy does not adequately accomplish that objective. The nonmember fee for trips has been in the range of \$15 to \$25. The cost of club membership (\$20 or \$30 depending on time of year) is low and close to the nonmember trip charge. Requiring membership encourages subsequent participation, simplifies event wording, and stabilizes the policy even if membership fees change in the future.

For one day events, the Board believes that a fee in the range of \$3 to \$5 encourages joining

procrastination. The flat \$8 additional fee protects member value for the Club's larger events, yet still permits the attendance of three fee-based events per year before it becomes more cost effective to join. This allows occasional guest privileges while preserving the value conveyed through membership.

7. Late Fees will be established at the discretion of the event chair and board approval.

8. Checks should be made out to "Huggers Ski Club, Inc." and must have the name of the event on them.

B. Trips

1. Trip Chairperson Responsibilities

a) Each trip will be managed by a committee consisting of at least one chairperson and a trip treasurer.

b) The trip chairperson must receive written quotes for transportation and lodging, including taxes and gratuities.

c) For any event which requires overnight accommodations, all publicity for the event will specifically state the number of individuals per bed, bedroom, and bathroom.

d) Trip pricing, cancellation policy, sign up form, and newsletter flyer will be submitted to the Board for approval prior to newsletter publication. Pricing should include any tips for bus drivers etc.

e) Estimated budget, actual expenses, attendance sheets, and trip summary for the newsletter will be submitted to the Board within two weeks after the trip.

2. Trip Finances

a) Monies received should not be kept by the trip chairperson or the co-organizer/treasurer. They will be forwarded ASAP to the board treasurer for deposit and recorded on the balance sheet.

b) For trip deposits, the trip Chairperson can either use their own credit card with prior approval from the board or can ask the club president or treasurer to use the club credit card or pay by Club check.

c) Payments/deposits are always for a specified trip. They cannot be used for another trip. In the event of cancellation of a trip by the Club, refunds in full will be made if in accordance with Club policy.

d) Event Awards are not permitted

3. Overnight trips with lodging funds that pass through the club will require member participation checks.

a. Event payments must be received by a published deadline date at an address provided by the Chairperson.

b. Payments can be mailed or submitted as soon as the announcement is made, and all checks/payments will be considered as long as they reach the designated address by the cutoff date referred to here as the "published deadline date."

c. All checks will be opened together by the Trip Leader and Chairperson or BMAL responsible for that group, serving as a witness to each other, to determine who can be accommodated on a trip. In the event there are too many checks received than space available, a random drawing will be conducted by the Trip Leader and the Chairperson or BMAL responsible for that group, together serving as a witness to each other, from among all received by the deadline date.

d. The random selection will continue until all checks are given a number to establish a waiting list. Final trip room assignments will be subject to the approval by the trip leader, with any disagreements raised settled by the board.

C. Refund Policy

Refunds are not allowed, with exception that the event is cancelled or to the extent that vendor

refunds are available, and there is no penalty to the club. Members can always sell their position on an event. As a courtesy, waiting lists will be provided to aid members in selling their spots.

D. Reimbursement Policy

1. Event leaders will be reimbursed for expenses not to exceed the Board approved budget. Any expenses over budget must be approved separately by the board.

2. No member will realize personal enrichment or profit in any way from running any Hugger event. Examples may include intentional ordering of excessive supplies, food, or beverages to run an event and retaining unused amounts for personal use. Such supplies should be kept for future Club events and used for that purpose. If club-purchased perishables are left over, the event organizer will offer unopened packages to members for purchase to recover the cost and will offer opened food at no charge to interested members. Reasonable exceptions may occur but only by approval of the Board.