

Huggers Ski Club, Inc. Policy Manual 1.4 Committee Guidelines

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1. Communication

A. Interact with other committees and Club functions

1. Oversee e-mail groups and e-mail group communications
 - a. E-mail groups are for member use only and are to be utilized for the sharing of Club-related notices and interactions. While notices of non-Club fund-raising and social conscience events not directly related to or involving the Club might occasionally be shared, notices of this nature should be discouraged.
2. Oversee and coordinate Club sponsored social networking or social networking related matters that involve the Club.
3. Assist with and ensure that different forms of communication within the Club and with the public sector are consistent and effective. The forms of communication affected consist of but are not limited to:
 - a. Website
 - b. Newsletter
 - c. Event flyers
 - d. Advertising of the Club in other media (e.g., newspapers, TV, etc.)
 - e. Public sector notices

B. Manage E-mail Groups

1. Group Owners
 - a. When a group is created, the individual who creates the group is automatically assigned by the Google Groups to be the group "Owner". Group owners have ultimate authority to manage attributes of the group, including the ability to delete (completely remove) the group. Other key responsibilities include administration of group membership and assignment of other roles.
2. Group Managers
 - a. For every group, at least one Manager should be assigned. Managers have authority within the group equivalent to Owners but may not delete a group or make changes to various other group attributes. Manager permissions may be set by the Owner.
3. Group Members
 - a. Members may be added manually, may be permitted to join automatically, or may be permitted to request membership in a group. If membership is handled on a request basis, an Owner or Manager must approve or deny the request.
 - b. If a membership is approved, Member rights will be initially set to the default

settings. Some member account-specific changes may subsequently be made by an Owner or Manager and some changes may also be made by the Member. Details of Member configurations may be found in Appendix A.

4. Tasks & Responsibilities

a. Annual Tasks

1. With each change to the Board and Committees, Group membership must be updated by of a request from the Board to the Communication Committee

b. Other Tasks

1. New members to the Club and members who fail to renew their memberships must be added or removed from the appropriate e-mail groups.

C. Manage Website

1. Add / Update Content

a. Add and update pages and other content as needed

2. Manage Users

a. Moderate new user registrations

1. Set user access level reflective of Club membership status

a. Visitor

b. Member

c. Friend

b. Perform annual membership maintenance

1. Reduce website user status for Huggers Ski Club membership status

2. Adjust website user status for Huggers Ski Club committee participation

a. Board of Directors

b. Secretary

c. Membership List

d. Newsletter Editor

e. Comments

f. Map Manager

g. Volunteer Admin

3. Perform Maintenance

a. Update core & plugins

b. Update security database(s)

1. IP2Location Country Blocker

4. Manage Subscriptions & Licenses

a. Hosting service

b. Domain name

c. Formidable Forms Pro

D. Manage MeetUp.com

1. Manage Users

a. Approve new user

1. Set user access level reflective of Club membership status

b. Review User Profiles

1. Must have picture of themselves as their profile picture

2. Adjust website user privileges for Huggers Ski Club Event Organizers

a. All members can create events

3. Remove members for nefarious activities

2. Manage Subscription

a. Ensure it is renewed each year.

E. Manage Facebook

F. Emergency management of Web Site

1. Backup person should be trained on using the web site and should have administrator login access.

2. Backup person should have copies of operational documentation for the web site.

3. Board should record the contact person and backup person name, phone, and email

address.

2. Cross Country

A. Release Form

1. The current version of the Huggers Event Sign In sheet MUST be signed by all participants. The newest version will be on the Huggers web site. Please discard any older versions you may have on hand.
2. Make sure everybody signs in
3. At the end of your event, make sure everyone returns by checking their name off in the Return" column.
4. Return the sign-in sheet to the person listed at the bottom of the sheet.

B. Running the event

1. Leaders are to arrive at least 15 minutes before the start of the event
 2. Stress the importance of everybody staying together. If the event will not be a stay-together event, this must be discussed at the beginning.
 3. Choose a co-leader to be at the back of the group, if multiple groups are needed due to widely differing abilities, appoint a co-leader for each, to make sure no one gets lost. If maps are used, make sure each group gets at least two maps.
- Pets and children are not allowed to attend any events.

3. Downhill

1. Winter Trips maintains its own set of guidelines. Contact the current Winter Trips Chair(s) for more information.
2. The Winter Trip Chairperson, along with the Winter Trips Treasurer, will review all proposed trips and determine whether they need a loan from the general treasury to cover early deposits.
3. They may request a loan for the coming ski season.
4. After the ski events go on sale and payments are received to cover current cost and the loan amount, the initial loan will be repaid to the general treasury.
5. At the May final Board Meeting, a detailed report for each ski event showing net profit or loss will be provided.
6. The account will be closed out to a minimum balance.

4. Historian

5. Hugger Ware

- A. All purchases must be approved by the board and member orders must be pre-paid.
- B. New merchandise must be approved by the Board Member in charge of Sales before an order can be placed.
- C. Screen print charges and tax should be incorporated into the selling price of an item.

6. Legal and Constitutional Committee

A. Responsibilities:

1. To maintain the Club By-laws and Policy Manual.
2. To review the daily operations of the Club relative to the By-laws and Policy Manual.
3. At the direction of the Board, to act as a liaison between professional legal counsel and the Club.

B. Maintaining the By-laws and Policy Manual

The primary responsibility of the Legal and Constitutional Committee is as the custodian of the Club's By-laws and Policy Manual. Be prepared to furnish on request copies of the By-laws and current Policy Manual to the Board at any time.

Further, review the minutes of the Board Meeting each month to decide if changes are needed to the Policy Manual. Make recommendations for changes as motions in a written report distributed

at the next Board Meeting. Arrangements should be made with the Club Secretary to obtain a copy of the Board Meeting minutes.

C. Review

Monitor the daily operations of the Club, through review of the Board Meeting minutes and the newsletter, to find any inconsistencies between those operations and the Club By-laws and Policy Manual. The purpose of this review is not “finger pointing” or to put anyone down, but to spot any potential problems that could be avoided in the future. List inconsistencies noted in a written report distributed at the next Board Meeting.

D. Professional Legal Services

Situations might arise that require, at the Board’s discretion, professional legal services. In such situations, work closely with the Board in obtaining such services and assistance as required.

7. Membership

A. Primary responsibilities:

1. To process applications and renewals for membership in the Club.

B. General meetings:

1. If unable to attend, must recruit someone to sit at the Membership Table and process applications/renewals.
2. Have each prospective member fill out a membership application. For each renewal, make appropriate notations on the membership card.
3. Collect dues and give each new member a Huggers’ pin. “Old” members may purchase a new pin.
4. Answer questions about becoming a member. Should be knowledgeable about activities of the Club and be able to make people feel welcome. Know who Standing Chairs are so you can direct prospective members to talk with also.
5. Have available copies of latest newsletter, Policy Manual, By-laws, “Being a Hugger” brochures and business cards.
6. Assist members in filling out change cards for address, phone number, name, etc.
7. At the end of each General Meeting turn in any cash/checks collected to the Treasurer and get a receipt (save it).

C. After general meetings:

1. Update all member cards (change of address, etc., submitted).
2. Submit a list of prospective new members to the Board of Directors at their meeting the week following each General Meeting. You do not have to attend the Board Meetings; just make sure your Board representative gets your report.
3. Submit all change forms and new member cards to the printer.
4. Keep inventory of all membership supplies (pins, cards, application cards, brochures, etc.) Notify your Board representative if you are running short.
5. Keep all membership files.
6. Verify roster each month to make certain changes have been made correctly.
7. Remove all members that have allowed their membership to expire (after September General Meeting).
8. Make sure that the Hugger Hotline has your phone number so that people can call you with questions about joining/membership.

D. Additional responsibilities:

1. Occasionally write newsletter articles; necessary during renewal period.

E. Who to call with questions:

1. Your Board of Directors representative.
2. A past Membership Chairperson.

8. Newsletter

1. Secure and report information for newsletter pertaining to:
 - a. General meeting date, time, and place.
 - b. Board meeting date, time, and place.
 - c. Calendar information
 - d. Upcoming events.
 - e. President's column.
 - f. Activity chairs articles.
 - g. Club classified ads (printed only on a space availability basis), for club members and club members personal property only.
 - 1) Free Classifieds: Huggers (members only) can advertise items for sale or rent, free of charge in the newsletter. Such ads will be published when space is available for a maximum of three months. All items being sold or rented must be member property. Send your classifieds to HSC Newsletter@GoogleGroups.com.
 - 2) Paid Ads: An ad based on a member's business card can be published at a cost of \$96/year. The cards must be in a horizontal format. We generally rework the cards slightly to make the copy more legible for publication. Ads deemed inappropriate will not be published.
 - h. Deadline dates for submission of articles and fliers is the 15th of the month.
2. All articles must include the authors name and phone number for verification.
3. No articles or advertisements shall be printed if unsigned.
4. Collect and proofread articles for publication in the newsletter.
5. Verify articles are written by members and are pertaining to club business.
6. Collect fliers for publication.
7. Receive calendar information.
8. Proofread and edit newsletter.
9. Publish newsletter electronically on the first day of each month, but only after Board review and approval.

9. Nominating Committee

- A. This committee will be appointed annually as per the HSC Policy 1.2 Calendar.
- B. Committee members will recruit HSC members to fill vacant positions.
- C. Refer to HSC Policy Calendar for timing.

10. Pacesetters

A. Release Form

1. The current version of the Huggers Event Sign In sheet MUST be signed by all participants. The newest version will be on the Huggers web site. Please discard any older versions you may have on hand.
2. Make sure everybody signs in
3. At the end of your event, make sure everyone returns by checking their name off in the Return column.
4. Return the sign-in sheet to the person listed at the bottom of the sheet.

B. Running the event

1. Leaders are to arrive at least 15 minutes before the start of the event
2. Stress the importance of everybody staying together. If the event will not be a stay-together event, this must be discussed at the beginning.
3. Choose a co-leader to be at the back of the group, if multiple groups are needed due to widely differing abilities, appoint a co-leader for each, to make sure no one gets lost. If maps are used, make sure each group gets at least two maps.
4. Pets and children are not allowed to attend any events.

11. Paddle Power

A. Release Form

1. The current version of the Huggers Event Sign In sheet MUST be signed by all participants. The newest version will be on the Huggers web site. Please discard any older versions you may have on hand.
2. Make sure everybody signs in
3. At the end of your event, make sure everyone returns by checking their name off in the Return" column.
4. Return the sign-in sheet to the person listed at the bottom of the sheet.

B. Running the event

1. Leaders are to arrive at least 15 minutes before the start of the event
2. Stress the importance of everybody staying together. If the event will not be a stay-together event, this must be discussed at the beginning.
3. Choose a co-leader to be at the back of the group, if multiple groups are needed due to widely differing abilities, appoint a co-leader for each, to make sure no one gets lost. If maps are used, make sure each group gets at least two maps.
4. Pets and children are not allowed to attend any events.

12. Pedal Power

A. General Information

1. Peddle Power bike rides are for the enjoyment of everyone in the club and their guests. On some Huggers rides, we also invite Rochester Bicycle Club (RBC) members to join us.
2. Participants in the bike rides can be Huggers or non-Huggers, everyone is welcome.
3. The bike rides are for enjoyment, exercise, and socializing. They are rides, not races, and never competitive.
4. All riders on any HSC ride MUST wear helmets. Anyone that does not have a helmet will not be allowed to participate in the ride.
5. Everyone on the ride should help other riders if they need help following the route or with bicycle mechanical difficulties.
6. If the ride is long, periodic rest breaks should be incorporated into the ride.
7. Some Huggers Peddle Power rides occur weekly, some are monthly, and some are pop-up, spontaneous rides. Any club member can decide to lead a ride at any time. Please do not post a ride for a time another ride is being held.
8. At the Huggers Spring Kickoff event, Huggers that want to lead rides during the season are encouraged to put their rides on the Huggers calendar. The Peddle Power leaders will provide a large calendar at the Kickoff so everyone can specify the rides they would like to lead during the season.
9. All weekly and seasonal bike rides should be listed on the Huggers calendar, in Meetup, and in the Huggers monthly newsletter. Other spontaneous rides should be listed in Meetup and advertised to club members via a Fun Alert email sent to the HSC email distribution list. Rides that are hosted at a private residence, should not be posted on Meet-up unless it is approved by the host.

B. Leading a Bike Ride

1. Ride Leaders should arrive at least 15 minutes before the start of the event
2. The leader should bring a Huggers Event Sign In sheet to the bike ride. The Event Sign In sheet can be found on the Huggers website.
3. The leader should make sure everybody signs in: Huggers and non-Huggers.
4. The leader should review the bike route before you depart on the ride. The leader should make sure anyone that wants a bike route map has one. Bring copies of the bike route map.
5. Please stress the importance of everybody staying together. The leader should set a pace that most riders can maintain. The leader should stop periodically along the route to re-group, so everyone is together again. If the event will not be a stay-together event, this must be discussed at the beginning.
6. Choose a co-leader "sweep" to be at the back of the group, to make sure no one gets lost.

7. If multiple routes are needed due to widely differing abilities, appoint a co-leader and a sweep for each route. Make sure each group gets enough maps for everyone on that ride route.
8. Ensure that everyone completes the ride or know that some riders have departed along the route for another destination.
9. **Socializing after the ride is highly encouraged.** If there is time after the ride for socializing, the leader should suggest in the ride announcement that riders bring a beverage and some snacks to share. Bringing snacks is certainly optional, not required for riders to stay and socialize
10. After the ride, the leader should mail or email the Sign in Sheet to the person listed at the bottom of the sheet.

C. Traffic Laws Unique to Bicyclists

<https://nybc.net/education/bike-law/2-uncategorised/68-a-summary-of-ny-state-bike-laws>

13. Property

A. Primary responsibilities:

1. To store and keep track of Club property.

B. Store Property

1. Both reusable (tubs, taps, volleyball equipment, etc.) and expendable (cups, plates, etc.)
2. Maintain property in working condition. Money for necessary repairs is in the Club's Budget.
3. Make Club property available to Standing Chairs and/or Event/Trip Chairs for Club sponsored events/trips.
4. Keep track of who has what and make sure items are returned to you.

C. Report to your Board representative:

1. Submit a monthly report to your Board representative or attend the Hugger's Board Meeting and give the report yourself.
2. Your report should include any additions/deletions to property list, items broken, stolen. etc., and suggestions to the Board for any new items that could/should be purchased.

D. Additional responsibilities:

1. Attend as many events as possible. Can volunteer to transport items - in this way making sure items get to the event and are returned to you.

E. Who to call with questions:

1. Your Board of Directors representative.
2. A past Property Committee Chairperson.

14. Snowshoe

A. Release Form

1. The current version of the Huggers Event Sign In sheet MUST be signed by all participants. The newest version will be on the Huggers web site. Please discard any older versions you may have on hand.
2. Make sure everybody signs in
3. At the end of your event, make sure everyone returns by checking their name off in the Return" column.
4. Return the sign-in sheet to the person listed at the bottom of the sheet.

B. Running the event

1. Leaders are to arrive at least 15 minutes before the start of the event.
2. Stress the importance of everybody staying together. If the event will not be a stay-together event, this must be discussed at the beginning.
3. Choose a co-leader to be at the back of the group, if multiple groups are needed due to widely differing abilities, appoint a co-leader for each, to make sure no one gets lost. If maps are used, make sure each group gets at least two maps.
4. Pets and children are not allowed to attend any events.

15. Social

As a Social Chair, you are responsible for coordinating non-ski activities for the Huggers Ski Club, Inc. These activities run from July to June. Part of the Social Chairs' responsibility is to provide advice on finances to the Event Chairs that will help lead to a financially successful event. It is important for the Social Chairs to be realistic during the early planning stages regarding the number of participants and event finances so an event doesn't have to be cancelled but can at least break even. The Social Chairs should encourage an Event Chair to allow for enough time to sell his/her event. Your responsibilities include the following:

A. Update "Upcoming Events" calendar in Newsletter.

B. When planning an event, use these documents from the website.

- A. HSC Policy 1.5 Party Planning
- B. HSC Policy 1.6 Being a Committee Member
- C. Event Release Sign-In Form (available on HSC web site)

C. Obtain a Proposed Budget (See HSC Policy 1.5 Party Planning for budget details.) from Event Chair for Board approval. At this point, the Social Chairs would discuss finances, make any recommendations, etc. to ensure a successful event. An amended budget may be submitted if circumstances dictate (maybe reduction in price, more people attending than anticipated, etc.)

D. Provide a flyer announcing the event. (See HSC Policy 1.5 Party Planning for flyer details.) Once the Proposed Budget is approved, a flyer with all pertinent information should be made up for the newsletter. The flyer must be approved by the Board before being submitted to the newsletter and/or email.

E. The Event Chair may choose to hold several committee meetings before the actual event, depending on the complexity of the event. It is recommended that the Social Chairs divide tasks between them and that each attends their respective activity committee meeting held by each Event Chair. This allows the Social Chairs to be current with any problems, etc. that may occur during the planning stages of an event. If this is not feasible, the Social Chairs should keep in touch with the Event Chairs by phone.

F. Following the event, the Event Chair shall send the Final Budget to the Treasurer with copies of all receipts for reimbursement. (See HSC Policy 1.5 for budget details.)

G. Submit a monthly Activities Report to the board. The report provides the status of each event scheduled.

H. Release Form

1. The current version of the Huggers Event Sign In sheet MUST be signed by all participants. The newest version will be on the Huggers web site. Please discard any older versions you may have on hand.
2. Make sure everybody signs in
3. Return the sign-in sheet to the person listed at the bottom of the sheet.

16. Volunteering

A. Release Form

1. The current version of the Huggers Event Sign In sheet MUST be signed by all participants. The newest version will be on the Huggers web site. Please discard any older versions you may have on hand.
2. Make sure everybody signs in
3. Return the sign-in sheet to the person listed at the bottom of the sheet.