

# **PARKLAND CROSS COUNTRY SKI CLUB**

## **POLICY and PROCEDURES**

Society Act Incorporation February 26, 1976  
Corporate Access Number 500090717

**I) NAME**

This organization shall be called:

**PARKLAND CROSS COUNTRY SKI CLUB**

**II) MISSION STATEMENT**

To enjoy, enhance, facilitate and promote cross country skiing in all of its various forms.

**III) CLUB MEMBERSHIP**

Adult	\$25.00
Family	\$50.00
Student	\$15.00
Senior	\$20.00
Honorary	(awarded by the Executive)

Note: Student includes anyone attending public/private school. college, trade school or university)

Membership forms shall be available at all meetings. The forms must be filled out in full and are not accepted until the Waiver has been signed.

**IV) AFFILIATED MEMBERSHIP**

The club shall maintain membership with Cross Country Alberta.

**V) MEETINGS**

- 1) General Meetings are held on the second Tuesday of each month from October to April inclusive. The meetings begin at 7:30 with a short business meeting followed by some entertainment or general interest information. The club currently meets at the Kerry Wood Nature Centre.
- 2) Executive Meetings are generally held on the 4th Tuesday of each month beginning in September and ending in April. Executive members volunteer their homes for these meeting on a rotating basis.
- 3) The Annual General Meeting is held on the second Tuesday of April (or close to this date) and includes the election of new executive and the recognition of retiring executive. The location of this meeting is decided by the executive early in the new year.
- 4) All meetings of the Parkland Cross Country Ski Club shall be conducted according to Robert's Rules of Order.
- 5) General, Executive and the Annual General Meeting shall be scheduled by the Executive in accordance with the club Policies and Procedures.
- 6) Special meetings may be called to deal with proposed changes of the club Policies and Procedures, Mountain Tour Schedules, the Annual Loppet or other important business to be considered by the membership.

- 7) Quorum
  - a) In the case of Executive Meetings, a Quorum shall consist of 6 executive members.
  - b) In the case of General Meetings or the Annual Meeting, a Quorum shall consist of 20% of the total membership in attendance.
- 8) Members in good standing only shall have voting privileges.

#### **VI) ADMINISTRATION**

- 1) An elected Executive shall include a President, Vice-President, Past President, Secretary, Treasurer, Mountain Tour Chair, Day Tour Chair, Newsletter Editor, Publicity Chair, Social Chair, and Web Master and shall operate the Club in accordance with approved Policies and Procedures.
- 2) Executive members are elected for a term of two years at the Annual General Meeting and take office effective the date of the AGM.
- 3) Executive members must be members of the club in good standing and remain in office until replacement successors are elected.

#### **VII) AMENDMENTS OF POLICIES/PROCEDURES**

- 1) Any regular member, in good standing, may submit a written motion to the Secretary, not less than 30 days prior to any General Meeting, to amend a Policy.
- 2) Said amendment shall be presented by the Executive at the next General Meeting. To be approved, it must have support of a 2/3 (two-thirds) majority of the members present.

#### **VIII) FINANCIAL COMMITMENTS/PROCEDURES**

- 1) Financial commitments may be initiated by any member with notice to the Executive at least 30 days prior to the next Executive Meeting.
- 2) Said initiative must be supported by the Executive and presented to the membership for approval if in excess of fifty dollars.
- 3) Signing officers for the financial affairs of the Club shall be any 2 (two) of (i) the Treasurer (ii) The President (iii) The Past-President.
- 4) No officer or group of officers is empowered to incur debt in the Club's name.

#### **IX) SCHEDULED EVENTS**

With the exception of Day Tours, all club events shall be approved by the Executive and, if necessary, communicated with Cross Country Alberta.

#### **X) EXECUTIVE DUTIES AND RESPONSIBILITIES**

Depending on the particular talents and time available by executive members, some minor transfer of the following duties may occur between executive members.

##### **1) President**

- a) Organizes and chairs all club meetings.
- b) Prepares agenda for all club meetings.
- c) Acts as an ex-officio member of all club committees.
- d) Monitors the other executive positions and helps out when required.
- e) Presides over the election of executive members.
- f) Maintains an open line of communication with Cross Country Alberta
- g) Keeps tabs on any changes in the insurance policies through CC AB/CC Canada.

- h) Is the contact person for club inquiries.
  - i) Determines/confirms Chief of Race of the annual Bob Johnstone Loppet (doesn't necessarily have to be a member of the club).
- 2) Vice-President**
- a) Presides at meetings if the President is absent
  - b) Acts as the course co-ordinator for tour leader certification courses, pre-CANSI courses, first aid, (Wilderness First Aid), and non-assessment modules (NAMS)
  - c) Determines and contacts the instructors prior to the courses.
  - d) Determines minimum class size for certification and NAMS.
  - e) Responsible for registration for all club courses.
  - f) Shares all course offerings with the Newsletter Editor, Publicity Chair and Web Master for publication.
- 3) Past President**
- a) Acts in an advisory capacity to the executive.
  - b) Maintains a working relationship with the City of Red Deer *Winter Sports Advisory Committee*
  - c) Reviews club Policies and By-Laws and suggests updates as required to the Executive.
- 4. Secretary**
- a) Records the minutes of all club meetings and ensures they are signed by the President.
  - b) Distributes signed minutes to the Executive in a timely manner.
  - c) Is responsible for club correspondence in cooperation with the club president.
  - d) Picks up mail on a bi-monthly basis or more frequently in the early part of the season.
  - e) Maintains club files, including all Minutes and the the Policy and Procedures Manual.
- 5. Treasurer**
- a) Signs up new club members at all club meetings.
  - b) Maintains an up-to-date list of all current paid-up members and shares this list with the Executive and Tour Leaders.
  - c) Registers club members on the online database established by Cross Country Alberta and submits membership registration fees to ensure immediate coverage of members by CC AB.
  - d) Enters and maintains currency of club information on the online CC AB database.
  - e) Retains duly completed membership forms for a period of three years.
  - f) Responsible for all club finances except the Mountain Tour account.
  - g) Maintains an auditable set of financial records at all times and submits a financial statement at General and Executive Meetings. This includes Associate Accounts for Biathlon, Jr. and Sr. Jackrabbits.

- h) Receives all monies from the membership, donations, advertising fees etc. and issues receipts.
- i) Pays out such monies as are required by instruction of the Executive.
- j) Prepares the Society Annual Return for approval at a General Meeting and submission to Alberta Registries by the end of March of each year.
- k) Arranges bookings for General Meetings.

## 6. Mountain Tour Chair

- a) Develops a proposed Mountain Tour schedule with club Tour Leaders.
- b) Presents the proposed Mountain Tour schedule to the Executive for approval.
- c) Shares the approved Mountain Tour schedule with the Newsletter Editor, Web Master and Publicity Chair for publication.
- d) Plans, schedules, makes reservations for accommodation and arranges Tour Leaders and assistants for all mountain tours.
- e) Adjusts hostel and alpine club reservations prior to cut-off date. In the event of cancellations, refunds may or may not be made depending on the type of accommodation reservations made.
- f) Responsible for club owned mountain tour equipment such as first aid kits, pieps, shovels, and avalanche probes.
- g) Responsible for touring bank account.
- h) Collect club monies from the tour leaders for mountain tours.
- i) Checks that:
  - All tour leaders hold TL1 certification or better
  - All tour leaders have current first aid and are club members in good standing
  - All proposed tours are approved by the Executive.
  - Tour Leaders have the safety equipment required for their tour.
  - List of tours is sent to Cross Country Alberta.
- j) Organizes and makes bookings for the tour leader/executive appreciation weekend at the end of the season.
- k) Prepares a financial report for inclusion in the *Society Annual Return* to Alberta Registries.
- l) Prepares an annual Mountain Tour summary and financial report for presentation at the AGM.
- m) In the event of a disagreement between a tour leader and a club member regarding said members suitability for any given tour, the Mountain Tour Chair shall be responsible for resolving the matter. In the event the Mountain Tour Chair is in conflict with any dispute of this nature, another member of the Executive shall be assigned the responsibility by the Executive.

### Annual Activities

#### August

- Organize the tour leader meeting (book room)
- Compile a list of current tour leaders

#### September

- Hold tour leader meeting.

- Present proposed tour schedule to the Executive for approval.
- Make hostel and alpine club bookings for proposed tours after Executive approval.
- Share approved tour schedule with the Newsletter Editor to be published in the first newsletter.
- Submit approved tour schedule to the Treasurer for placement on the club's website and to be sent to Cross Country Alberta.

**7. Day Tour Chair**

- a) Solicits Tour Leaders to offer Day Tours for club members as well as the general public.
- b) Arranges for ski lessons and works with the City of Red Deer Recreation Department to publicize these lessons through city channels.
- c) Shares the Day Tour and the Ski Lesson schedule with the Newspaper Editor, the Publicity Chair and the Web Master.
- d) Maintains good working relationship with the City of Red Deer Recreation Department.
- e) Ensures that Tour Leaders and Instructors have Waiver forms for non-members participating in Day Tours or taking ski lessons.

**8. Newsletter Editor**

- a) Publishes the club newsletter *The Snow Walkers Gazette* – seven issues per year, October to April inclusive.
- b) Submits/mails the newsletter by the first of the month to:
  - i) Web Master in pdf format for placement on the club's website;
  - ii) Club members without computer access (hard copy);
  - iii) Cross Country Alberta, 11759 Groat Road, Edmonton, Alberta T5K 3K6.
  - iv) Southern Alberta Hostelling Association, 203-1414 Kensington Road N. W. Calgary, Alberta, T2N 3P9.
- c) Prints extra copies of the newsletter to hand out to new members at General Meetings, to leave in local stores, and to hand out at city ski lessons.

**9. Publicity Chair**

- a) Informs the public and general membership of all club meetings and activities.
- b) Maintains the club History Books by including the club newsletter, relevant press clippings, club leaflets and posters, and photos of club trips/activities.
- c) Display History Book(s) at club meetings for the benefit of new members.

**10) Social Chair**

- a) Provides a sign up sheet for the general membership to volunteer to bring snacks to subsequent meetings. Calls volunteers to remind them before their turn to bring snacks comes up. Usually supplies snacks for the first General Meeting.
- b) Sets up tea/hot chocolate/etc before each general meeting and return all supplies to storage after the meeting.
- c) Shops to replenish refreshment supplies as required and submits bill to

- treasurer for reimbursement
- d) Works with executive to provide refreshments for other club socials eg. trail work party, wolf howl, etc.
- e) Organizes feeding stations and refreshments for Bob Johnstone Loppet.
- f) Contacts local grocery stores and water distributors requesting donations for the Loppet.
- g) Books meeting hall for AGM (Bower Community Hall) and organizes potluck for same.

#### 11) Web Master

- a) Ensures that the club domain name and hosting arrangements remain current.
- b) Posts club information and news immediately to maintain the currency of displayed information.
- c) Ensures that posted information follows Privacy Law guidelines.

#### XI) PARTICIPATING IN A MOUNTAIN TOUR

- a) You **must be a club member and have signed the Club Waiver** that is part of the club Registration Form.
- b) To ensure a rewarding tour, your X-C skiing experience, equipment and skill, as well as personal fitness should be sufficient to meet the trip requirement.
- c) Bookings, preferably in the form of a cheque are accepted by the tour leader. Please book early as trips fill up quickly.
- d) **Hostel fees must be paid at least 16 days prior to the trip** or your booking will be cancelled. If you cancel you may or may not receive a refund depending on the refund policy of the booked accommodation.
- e) You **must own or rent from the Club an approved avalanche beacon and shovel** for all tours that are not on track-set trails.
- f) You **must attend a trip meeting**, usually held at the Tour Leader's home a week prior to the tour, to learn the details of the trip. The tour leader will advise tourers of the trip meeting date and location.
- g) In the interest of group safety **the Tour Leader retains the right to deny participation of any member** deemed unsuitable for a given mountain tour.

#### XII) MOUNTAIN TOUR CLASSIFICATION GUIDE

**BEGINNER/FAMILY:** Members who have little or no mountain touring experience.

**STRONG BEGINNER:** Little or no mountain tour experience, but physically fit enough to tackle a 3 - 4 hour trip.

**INTERMEDIATE:** Members who have been on several day tours of 3 - 4 hours duration on moderately rolling terrain with a day pack.

**ADVANCED:** Members who have done extensive day touring in steep terrain with a heavy pack.

**EXPERT:** Members who have participated in overnight mountain tours of several days duration, in steep mountainous terrain, and have snow caving experience. A full complement of equipment is necessary.

**OPEN:** Trips designed to accommodate all levels of experience and skill by breaking

off into two or more groups of tourers, each under the leadership of a qualified tour leader. **The Tour Leader will advise potential participants at the trip meeting if an Open tour has to be re-classified due to the lack of Tour Leaders.**

**Amendments approved by Executive September 22, 2009**

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**Addendum as approved by Executive March 23, 2010**

**Club Certification of Tour Leaders with Non-club Training**

Step 1 – candidate needs to show evidence/proof that they have taken a similar course (they may need to provide course outline/materials). Applicant must have valid First Aid/CPR training, be an active member of the club and been on at least two mountain tours with the club.

Step 2 – the executive appoints two senior Tour Leaders (II or III) (the evaluation committee) to oversee the evaluation of the applicant and make a recommendation back to the club executive on whether or not to approve the applicant as a Tour Leader.

Step 3 – the evaluation committee reviews application and determines whether the application is rejected or the applicant can proceed to a field evaluation (Step 4).

Step 4 – Field Evaluation – applicant is an assistant leader on a tour under the direction of a TL II or III. The TL then makes a recommendation whether the applicant is not suitable, needs some minor training or can proceed to the next step.

Step 5 – Final Field Evaluation – applicant leads a Tour where a TL II or III is the assistant TL.

Step 5 – the evaluation committee makes a recommendation to the executive on whether to approve the applicant as a Tour Leader.

Step 6 – the executive based on the evaluation committee's recommendation approves or rejects the applicant as a Tour Leader.

## APPENDIX #1

### **BOB JOHNSTONE LOPPET ORGANIZATION GUIDE**

#### GENERAL

The BOB JOHNSTONE Loppet Is a family skiing event sponsored, organized, and run by the Parkland Ski Club. The first Loppet was held on Feb. 1, 1981 at Red Deer College with 46 skiers entered. The race has been held on approximately the same weekend for the last 11 years with the event shifting to the Riverbend trails In the last 4 years. The race has been organized by interested individuals, by the clubs vice-president, and most recently by a executive member at large or Race Director.

#### RACE APPLICATION

A Loppet registration is due at Cross Country Alberta by mail along with a sanction fee of \$ 25.00 . Although the first Saturday in February has been reserved for the BOB JOHNSTONE Loppet it will be lost if application is not made.

#### RACE ORGANIZATION

The information here is based on standards established in the Cross Country Skiing Officials Manual. Modifications of these standards may be required due to their nature of the race course and limitations in terms of volunteers.

In the past, the head officials in the Loppet have been as follows:

#### **1. Chief of Race**

Responsibilities include:

- a. Selects individuals to take responsibility for specific aspects of the race ( the “Chiefs”)
- b. Selects a race jury.
- c. Fills out Loppet event application through the Riverbend Winter Sports Committee indicating race date, time, route and special tracking requests. This should be done prior to Nov 30.
- d. Calls and chairs race organization meetings which include all “Chiefs” and any other interested volunteers ( i.e. Rec. Admin. practicum students.)
- e. Establishes, in consultation with other volunteers, the distances of the race, the routes, the number of skiing categories for that year, and the form of the race (classical or free style)
- f. Selects alternate routes and distances in the event of marginal temperatures or lack of snow.
- g. Contact the local media and arranges for the event to be photographed or video taped as well as being available for interviews.
- h. Trouble shoots the entire event.

#### **2. Chief of Course**

Responsibilities include:

- a. Identification of race routes, distances and type of track (classical or freestyle)
- b. Communicates with the city employee hired to set track regarding the route and timing of the track setting. Packing and track setting must be complete at least 12 hours prior to race time to allow consolidation of the snow. Emergency track setting must be planned in case of new snowfall, or drifting snow; sometime just prior to the race start
- c. Designate manual groomers for the day of the race.
- d. Organize work parties to “snow“ thin parts of the course if required. This is often done just prior to the final track setting.
- e. Flag the course with utility flags using a colour code corresponding to the route colours shown on the master maps (i.e.. 30 km = blue flags) Confusing junctions need to be heavily flagged or blocked with surveyor’s tape.
- f. Establish the location of the on-course officials. These officials include controllers (recording bib numbers, watching for skiing infractions, and responding to emergencies), the manual groomers, and the ski patrol.
- g. Establish the mass start area allowing for ease of access and provide sufficient distance to space the racers prior to any constricted portions of the trail.
- h. Provide a warm-up track near the Club House.
- i. Placement of temporary distance signs indicating distance remaining to be skied, distance to finish and notification of feeding station.
- j. Establish feeding station location and indicate to the Chief of Hospitality what liquids and food are required.
- k. Production of master route maps ( colour coded) and the posting of these maps at the registration area, the results board, the waxing area, and on the outdoor trail map sign. Small versions of these maps should be distributed to all controllers, to the timers, and to each of the ski patrollers.
- l. Inspect the course for dangerous sections in consultation with the ski patrol and course controllers ( icy corners, exposed snow fence posts etc.)
- m. Designate a skier or snowmobile to sweep the course for skiers and to alert the controllers, groomers and ski patrol that the race is over.
- n. Establish a cut-off time for slow skiers. Request that they return their bib and withdraw from the race.
- o. Communicate with the Loppet technical delegate before, during and after the race.
- p. Organize the removal of all temporary signs, tape barriers, and flagging from the course

### **3. Chief of Stadium**

The responsibilities include:

- a. Obtain and set out the coloured flag ropes and metal stakes to designate finish area and lap lane (see sample site plan) Make sure the metal stakes have protective wood blocks over the end to prevent injury to skiers.
- b. Sign the lap track and the finish track.
- c. Apply a finish line on the snow using concentrated food colouring or water colours rather than oil based spray paint.

- d. Obtain and attach the finish banner. ( a banner is available from the City of Red Deer recreation department)
- e. Prepare the waxing area in advance by providing power outlets, waxing benches and directional signage. Arrange to have the waxing room heated at least 2 days prior to the event to allow the cement walls to warm up. Riverbend either has propane heaters or can rent them.
- f. Post signs indicating location of waxing area, results board, race start and warm-up track.
- g. Insure that the public address system is working outside.
- h. If possible, post the wax of the day in consultation with a local waxing “expert”
- i. Locate and help attach advertising banners.
- j. Organize the clean-up of the stadium

#### **4. Race Secretary**

Responsibilities include:

- a. Communicates race details to ski clubs across Alberta and to Alberta Ski publications. Often this involves purchasing advertisements in ski magazines or Loppet guides.
- b. Receives advanced registrations through a phone number and, if possible, a FAX number; both published in all advertising.
- c. Organizes registration desk and assigns personnel to operate it. It is recommended that the registration table be ready at least one hour in advance of registration.
- d. Establishes an advanced registration desk with bibs already assigned.
- e. Obtains, counts and replaces missing race bibs and assigns blocks of numbers for specific race distances (i.e.. 30 km race uses bibs 1-55 ) This may include obtaining paper race numbers. (often obtained free from an advertiser).
- f. Assigns a bib collector at the finish line (generally someone who worked at the registration desk).
- g. Assigns a volunteer to collect Loppet fees and issue receipts if necessary.
- h. Obtain, design or modify registration sheets ( a sample copy is attached)
- i. Compile and forward a copy of the start list to the timers and to each of the patrollers.

#### **5. Chief of Controllers**

Responsibilities include:

- a. Establish location of controllers (along with the Chief of Course)
- b. Establish the location of the ski patrollers in consultation with a representative of the ski patrol.
- c. Determine communication points through the ski patrol and in co-operation with a radio club in town.
- d. Insure that a rescue toboggan and snowmobile is available with someone who knows how to operate it.
- e. Brief the controller as to their duties (have pencils and clip boards available)
- f. Provide warming fires if that appears necessary because of marginal weather. (ie Briquettes in a can )

g. Attempt to combine controllers/ ski patrol/ manual groomers wherever possible to minimize manpower required on the course.

## **6. Chief of Timing**

Responsibilities include:

- a. Establish timing method and back-up timing. (computer/manual)
- b. Prepare and area for calculations that has sufficient room, privacy and view of the finish line.
- c. Designate starter and ensure that he or she begins the race on the hour that was advertised.
- d. Designate timers and practice co-ordinating the starting of the watches.
- e. Designate the finish line recorders and instructs them.
- f. Have sufficient finish cards prepared and available for the race. ( a sample is provided )
- g. Assemble a race result list of the top three skiers in all of the categories to be used in the medal presentations and for sending to the media following the race.
- h. Arranges to clear the race result room and return it to the way it was.
- i. Insure the P.A. system is ready for race and award announcements.
- j. Designate runners to relay timing sheets from the finish line to the Chief of Calculations.
- k. Designate runners to post results as they come available.
- l. Establish and maintain a race result board in the lobby of the ski club house.

## **7. Chief of Hospitality**

Responsibilities include:

- a. Organize committee to obtain food and prize donations.
- b. Pick up and set out food and drink (not all food should be set out at once; leaving some for late arrivals).
- c. Communicate with the Riverbend caterers regarding a menu required by skiers and negotiate a better price. Some suggestions for food might be chilli on a bun or spaghetti.
- d. Prepare a feeding station with cool and warm liquids and some food. Check with the Chief of Stadium or Chief of Course as to the location. Train and assign sufficient volunteers.

## **8. Chief of Presentations**

Responsibilities include:

- a. Assign a master of ceremonies
- b. Prepare a presentation area or stage and wire in the microphone.
- c. Assemble and display medals and ribbons so that they are easy to present.
- d. Display any draw items and prominently display the names of the donors (of both food and prizes)
- e. Collect all race waivers and place them in a drum for the draw. The skier must be present to win a prize.
- f. Obtain any trophies from last years winners and display them.

g. Arrange for additional entertainment such as kids face painters or musical entertainment.

**9. Chief of Promotions (may be the Publicity Director)**

Responsibilities include:

- a. Solicit corporate and media sponsors.
- b. Communicate with local businesses regarding the Corporate Challenge
- c. Contact the local media regarding race date, time, and the events.
- d. Communicate race results to radio, TV, and newspapers immediately after the race.
- e. Arrange for newspaper photographer to photograph both the race preparation and the race event.
- f. Design, or have designed, a poster for the Loppet to be distributed by club members to the Rec. Centre, Bower Ponds, ski shops, shopping centres, Chamber of Commerce, etc. (well in advance of the race.)
- g. Work with the race secretary to insure that the detailed Loppet information has reached all the clubs in Alberta at least 2 months in advance of the Loppet (Dec. for possible inclusion in their Jan newsletters.)
- h. Thank all corporate sponsors, food and prize donors, and media for their commitment to the race. (in print in a local newspaper).
- i. Arrange for the design and production or purchase of ribbons and medals for the top three finishers in each race category. Ceramic medals have been made by a local potter (Judy Morrison) at a reasonable cost. Participation ribbons are essential for all Jackrabbits that compete and different coloured ribbons for the race organizers and workers, help to identify them.