

Larch Hills Ski Club – Summary of Policies

January 28, 2004 Update

This Summary of Larch Hills Ski Club Policies was prepared by Pat Hutchins in the fall of 1995 and presented at the December 15, 1995 Club meeting based on his review of LHSC meeting minutes to March 1995. Minutes of subsequent Club meetings were reviewed by the current Club Executive to prepare this updated Summary of Club Policies.

Budget: Planning & Process (January 2003):

Each program, event, or committee coordinator be requested to submit, by Sept 30th of each year, their budgetary requirements for the upcoming fiscal year

1. Each program, event, or committee be invited to take part in the annual budget committee meeting the first week of each October, to discuss their budgetary needs.
2. Except for unexpected or emergency situations (i.e., Tracksetter breakdown), each program, event or committee live within its budget.
3. Expenditures not budgeted for must be approved beforehand at a general meeting, or by the executive committee.
4. The books be audited annually by members of the executive committee, or by their designate

Club Support for Our Junior Racing Team & “High Performance” Athletes – Jan. 27/04

A Larch Hills Ski Club (LHSC) Junior Racing Team Fund (JRT Fund) will be established, separate from the existing Reino Keski-Salmi Memorial Fund (RK-SM Fund), to be managed by the Junior Racing Team Treasurer. \$1100 will be left in the RK-SM Fund and the balance (funds earned through recent JRT fundraising efforts) will be transferred to the JRT Fund. The JRT Fund will be managed in support of Junior Racing Team functions to and including attendance at BC Cup Races.

1. The January 1994 Club policy stating: "that the LHSC provide funding of \$750 per year to the Junior Racing Team for attending one BC Cup Race", is modified to: "Upon request by the Junior Racing Team, and prior to the drafting of the Club Budget for the coming fiscal year (in September each year), the Club may provide funding of up to \$750 for the year to the Junior Racing team."
2. The Nov. 2000 Club Policy stating: "that the LHSC match funds raised by the JRT.", is reworded to: "that Larch Hills Ski Club may annually match funds raised during the year by the JRT Fundraising Committee to a maximum of \$1250.
3. A "High Performance Athlete Support" (HiPAS) Fundraising Committee is established to lead Club fund raising efforts in support of Club Athletes who have qualified, or who are likely to qualify, for National and/or International competitions.

4. Funds in the Reino Keski-Salmi Memorial Fund will be used in support of "High Performance" Club Skiers. The HiPAS Fundraising Committee will develop club-endorsed policies to guide the committee in the disbursement of these funds. The Club's JRT Coach will be a member of the HiPAS Fundraising Committee for policy development. Parents of "High Performance" Athletes are excluded from HiPAS Committee policy development.
5. The Reino Keski-Salmi Memorial Fund will be co-managed by the LHSC Treasurer and a designated member of the HiPAS Fundraising Committee.
6. Larch Hills Ski Club may annually match funds raised during the year by the HiPAS Fundraising Committee to a maximum of \$1250.
7. The January 2003 Policy stating: "that up to \$600 per year will be available to Larch Hills Ski Club Junior Racers participating in National and International level races." AND, "that Larch Hills Ski Club and the Junior Racing Team share equally in these costs up to a maximum of \$600." Is rescinded
8. The January 1994 Policy stating: "that the LHSC provide \$300 per year to maintain the (RK-S) fund." *Is rescinded.*
9. The current 2003/04 Budget Expense item titled: "Junior Racing Team National/International Events", is renamed: "High Performance Athlete Support". This line item in the Budget will be set based on a request by the HiPAS Fundraising Committee, prior to drafting the Club Budget for the coming fiscal year (in September each year).

Junior Racing Team: (updated based on above Club Support Policy of Jan. 27/04)

1. That the Junior Racing Team fund raises to keep the fund over \$2500. Parents of Junior Racers are expected co-ordinate fund raising events.
2. That the LHSC executive considers extra funding for "special" races.
3. That the LHSC covers half the cost of jackets for the Junior Racing Team (Dec. '94)
4. That the JRT fee be increased by \$10 to include the wax fee; i.e. \$25 indiv. and \$40 per family (Oct '99)
That the Larch Hills Ski Club Junior Racing Team will cover travel and accommodation expenses, as required, for active volunteer coaches attending racing team events.

Track Setting:

Agreement on designation of trails for classic and skating track setting as per December 2002 colour coded map posted on LHSC website.

- That \$3000 per annum be paid to the tracksetter operators. (Jan. '95)
- That \$4000 per annum be paid to the tracksetter operators. (Feb. '96)

- Track setting duties are as outlined in minutes of Dec. 12, 2000

Chalet & Cec's Cabin:

That the Chalet Committee oversee everything to do with the Chalet (Sept. '94)

- Chalet Committee responsibilities (for Chalet & Cabin): Maintenance, Security, Firewood, Overnight Booking
- That the total insurance package be raised to \$60,000. (Jan. '95)
- That a fire extinguisher be kept in the Chalet during ski season. (Feb. '89)
- That there be no overnight bookings between Christmas and New Years.(Dec. '90)
- That suggested donations for overnight use be: no charge for Club members. \$2 per (person?) per night for non-profit groups and \$3 per (person?) per night for profit making organizations.
- The following Chalet/Cabin rules to be posted: (Dec. '88)

“The Larch Hills Ski Club Welcomes You”

Day Use:

1. At all times be considerate of others
2. Leave skis and poles outside
3. Please leave Cabin cleaner than when you found it.

Overnight Use:

1. Users must book the cabin in advance (Dave Wallenstein: 832-7740)
2. Your booking is not exclusive (you may be sharing)
3. All gear must be neatly packed up between 8:30 a.m. and 4:30 p.m.“Thank you for Your Co-operation”

Trails:

Trail Clearing is co-ordinated in the fall. Club members are encouraged to “Adopt a Trail”

- That the LHSC maintains three emergency sleds (one at Cec's Cabin, one at the South Hub and one at the top of Metford Road Hill. (March '99, Jan. '03)
- “No Dogs Allowed” signs will be posted at conspicuous places. (Jan '98)
- Subject to approval by Ministry of Forests, Larch Hills Ski Trails will be closed to vehicular traffic from Nov. 15 to April 15 each year.

Advertising:

- That the LHSC will not sell advertising in the Club Newsletter. (Nov. '94) nor on the

Club website (March 2002).

- That the LHSC will not display commercial advertising in the Chalet. (Dec.'95)
- Ski related advertising will be allowed on the designated part of the Club bulletin board. (Jan. 2003)
- The Larch Hills Ski Club will not promote any business's products or services through emails. (Jan. 2003)
- The Larch Hills Ski Club acknowledges and thanks businesses, companies and individuals who support LHSC activities. (Jan. 2003)

Other:

That the election of officers and the A.G.M. be held at the Spring meeting (early March). (Jan. '93)

- That the annual Fun Race be held in memory of Ian and Hamish Jenks,
- That the Fun Race results be posted on the results board outside
- That the results be mailed out
- That we maintain low entry fees (to 'break even')
- That a committee organize the Fun Race (March '94)
- That the LHSC cover the cost of course fees for Club members volunteering within the Club – i.e., for Officials and Coaching courses.
- That the LHSC agree in principle with development of Biathlon trails on the Larch Hills and that a separate Biathlon Club be formed.
- That a Contingency Fund be set up to insure that funds are available for large costs such as replacing the tracksetter (Mar. 01)
- Membership fees are preferable to user fees, (Nov '99)
- When recruiting Coaches for Larch Hills Ski the Club's Coaching Coordinator shall ensure all candidates and current Club Coaches meet these 3 requirements: 1) an appropriate level of coach training for the age and skill of the skiers. 2) The candidate must sign a CBBC Coaches Code of Conduct and 3) an RCMP Criminal Records check must be agreed to.
- Scholarship Fund: Shuswap Ski Club: LHSC will grant \$100 annually to support this S.A.S.S. scholarship fund. (Mar. 2002)
- LHSC Event Coordinators will request that CCBC's Form #7 Event Waiver be signed by non-Club member participants in CCBC registered Club Events. Completed Waivers will be stored by the Event Coordinator for a period of one year.