

**Saskatoon Nordic Ski Club**  
**UPDATED OPERATING PROCEDURES**  
**October 2017**

*The SNSC Operating Procedures have been updated to reflect motions passed by the Executive and are provided below for the information of the membership. Additions and amendments are highlighted.*

**I. MEMBERSHIPS**

1. Memberships are valid from November 1<sup>st</sup> to October 31<sup>st</sup> of the following year (October 26, 2006).
2. To be considered in good standing, club members must have paid the annual membership fee, and abide by any and all policies established by the club.
3. Membership dues paid after April 30<sup>th</sup> are carried to the following season. Subsequent dues are paid prior to November 1<sup>st</sup> of the following year. Note: Some flexibility with the April 30<sup>th</sup> date has been applied if the ski season ends early.
4. Membership fees shall be as follows (October 2016 AGM for 2017/18):  
Youth \$40  
Adult \$50  
Family \$100
5. Membership cards will be distributed to all club members for the period of November 1 to October 31 of each year.

**II. YOUTH AND ADULT**

1. An activity fee will be charged for each child participating in the Youth Instruction Program (October 26, 2006).
2. An activity fee will be charged for each child participating in the Track Attack Program (October 28, 2010).
3. The CANSI Level 1 course fee will be refunded for up to five club members that have successfully completed the course. The review and acceptance of members suitable for CANSI Level 1 course reimbursement will be conducted by the program leader for adult instruction based on the benefit to the club and minimum criteria. (January 2011)

**III. COMPETITION**

1. An activity fee will be charged for each Grapefruit Cup race.

**IV. TOURING (new)**

1. Dogs are not to be allowed on ski trails. (2006)

**V. DIRECTORS**

1. A special general meeting of the club may be held in April of each year on a date to be determined by the Executive. The Executive may be elected for the following year at this meeting.

2. In addition to the President, Past-President, Vice-President, Secretary, and Treasurer, any of the following chairs may be directors: Youth, Hiking and Touring, Eb's Trails, Equipment, Membership, Adult Instruction, Competition, Kivilski, Blind Skiers, Publicity, Loppet, Website, Volunteers, Vision 2020, etc.

## **VI. FINANCES**

1. At least three signing authorities will be appointed by the Executive and granted authority for all cheques drawn on, or payments made from, the club's accounts.
2. A preliminary budget for the expenses anticipated during the period of July 1 to the date of the annual general meeting will be approved by the Executive prior to the expenses being undertaken.
3. All in-city travel incurred by club volunteers will be eligible for re-imbursement effective October 1, 2013 at current Cross Country Saskatchewan rates. Volunteers who choose to submit claims will be responsible for accurate record keeping of kilometers logged. Claims are to be submitted to program chairs who will review the claim and submit it to the treasurer for payment. (September 2013) Volunteers with a trip of less than 10 kms. will be paid for 10 kms. (April 2015)
4. Authorization Procedure for Spending Funds Donated through the National Sports Trust Fund (NSTF): In order to ensure transparency and accountability to members and donors for the withdrawal of project funds donated through the NSTF, any anticipated use of the donated funds will be included as line items in the annual budget and approved by the membership for the coming year at the Annual General Meeting. The Executive is authorized to apply for funds from the NSTF for purposes described in the budget and approved by the membership. (April 2014)
5. The Blind Skiers Group will continue to keep their own accounts but on an annual basis they will report to the SNSC and their financial statement will be incorporated into SNSC's financial statement (November 2015)
6. New equipment will be depreciated from 2016/17 on a straightline depreciation basis. (October 2016)

## **VII. MEETINGS**

1. A proposed agenda including all proposed motions should be sent to the Executive at least one week prior to an executive meeting by the President or Vice President.
2. A proposed agenda for a general meeting including all proposed motions will be approved by the Executive at an executive meeting prior to the meeting notice and agenda being sent to the membership.
3. Where practical, the notice for the general meeting and a call for agenda meeting is preferred to be sent 30 days prior to a general meeting in order to allow time for the membership to review.
4. A call for agenda items will be sent to the membership at the time the general meeting notice is sent. A minimum of five days will be allowed for the membership to propose agenda additions. The executive will meet to discuss proposed agenda additions if required.

## VIII. COMMUNICATIONS

1. Kivilski publication dates and general format will be standardized, with dates as follows (September 6, 2012).
  - a. November 15 – 1<sup>st</sup> issue. Submission deadline: November 1. Distributed to current members and members from preceding year. Issue provides results of hiking program with photos, membership reminder, info on adult & youth registration, loppet registration, competition programs, hiking/touring to January 15
  - b. January 15 – 2<sup>nd</sup> issue. Submission deadline: January 2. Distributed to current members and previous year members with warning that membership registration is overdue. Issue provides more info on registration for lessons, competition, loppet, hiking-touring up until March 15, results of race events held prior to December 25, more current loppet information.
  - c. April 15 – 3<sup>rd</sup> issue. Submission deadline: April 1. Distributed to current members only. Focuses on summary of year with loppet results, race results, photos of programs, stories related to sport of cross country skiing. Advertise spring general meeting, provide spring hiking program schedule and hiking information. Longest Kivilski of the year – 10 pages or more.
  - d. September 15 – 4<sup>th</sup> issue. Submission deadline: September 1. Current members only. Focuses on results of spring hiking, fall hiking schedule and hiking information, information about youth program registration, membership info, advertise annual general meeting (fall) in October.
2. Privacy - Addresses, phone numbers and personal emails of club executive members, committee chairs and members, or of any other volunteer, will not be displayed on the SNSC website, in the SNSC Kivilski newsletter or in SNSC registration or event notification documents unless that member has given their permission that such information can be displayed. (January 2013)