

# Nordic Fox Ski Club Policies

Policy.....	Page
I. Financial Policies and Procedures.....	1
II. Alcoholic Beverages .....	1
III. PSIA REIMBURSEMENT PROGRAM.....	1
IV. Cancellation Policy .....	2
V. Death of Club Member.....	3

## I. Financial Policies and Procedures

### ***Policies and Procedures adopted \_\_\_\_***

1. All requests for payment must be accompanied with sufficient documentation.
2. The Treasurer is authorized to issue funds from the general fund up to \$50 in accordance with approved budget.
3. The following requests for payment must be approved by the Board:
  - Request exceeds the approved budget
  - Item was never included in the budget
  - Request from general fund exceeds \$50 (see #4 for trip fund)
4. Trip expenditures do not need approval from the Board provided the expenditure does not exceed monies collected to date. A written request for payment from the trip leader or trip chairperson must be received prior to payment.
5. The trip leader or trip chairperson must submit a summary of all trip income and expenses within 30 days after the trip. The treasurer will review and submit a final accounting to the Board at the next scheduled meeting.
6. Any monies collected on behalf of the club should be submitted to the treasurer promptly.
7. All checks written by the club require two signatures of elected officers. The two signers on any check should not be related.
8. The Treasurer's records will be audited at the conclusion of the membership year. A qualified individual approved by the board will conduct the audit.

## II. Alcoholic Beverages

### ***Policy adopted at May 8, 2002 Board Meeting***

Due to liability concerns, the club will not provide alcoholic beverages at any club activity.

## III. PSIA REIMBURSEMENT PROGRAM

### ***Policies and Procedures adopted at December 5, 2000 Board Meeting***

The Nordic Fox Ski Club will support certified PSIA trained instructors (maximum of 3).

Support to consist of:

1. Annual Membership Fee (currently \$75.00)

- Division C fee ... \$45
- National fee..... \$30

Note: Both required for Level 1 and above certified instructors

1. \$35 (50% of fee) for required annual workshop.
  - 1-day workshop per year required to maintain certification
2. Cost of motel, meals, transportation, incidentals are at Instructors expense.

Expectations of Instructors. Share in the following list or add reasonable substitutes when necessary.

- At least one Dry Land Ski preparation class in the Fall.
- A beginners group ski class (1 ½ -- 2 hrs) early in the season snow permitting (no later than January 15).
- Offer group ski lesson on Nordic basics during a ski trip when instructor is present.
- Willingness to teach basics to club members on an individual level when such a request is reasonable.

Cost to club annually for each instructor: \$110.

## **IV. Cancellation Policy**

***Policy Statement adopted November 1, 1994***

***Revised February 5, 2003***

1. Any cancellation must be submitted in writing to the Trip Leader.
2. In the event of a cancellation, a person forfeits the larger of the following:
  - a. All unrecoverable funds\* caused by the cancellation. This amount will normally increase the closer the cancellation comes to the trip date.
  - b. The minimum cancellation penalty, which is 10% of the total cost of the trip.

\*Unrecoverable funds are defined as non-refundable amounts paid to a vendor in anticipation of the person being on the trip, whether the actual payment was made before or after notification of the cancellation. Assessments of appropriate amounts are made on an individual basis. The Trip Leader will make a reasonable effort to minimize unrecoverable amounts.

3. In order to minimize unrecoverable amounts, a person may on his or her own secure a gender appropriate replacement after verifying with the Trip Leader that no waiting list exists and only if the following conditions are met:

- a. Approval of the Trip Leader
- b. The replacement meets all other trip eligibility requirements
- c. The replacement submits the required liability release waiver to the Trip Leader.
- d. The club bears no responsibility for cost reimbursement to the canceling party.

*A. Waiting List*

1. After the trip is filled, a member can submit their name to the Trip Leader to be added to the Waiting List.
2. A deposit of \$25 and the submission of the appropriate trip sign-up documents must accompany the request. The deposit is refundable in full to the member in the event the trip does not become available to them.
3. Cancellations from the Waiting List may be made at any time with no penalty and the deposit will be refunded as soon as possible.
4. Those on the Waiting List will be called in the order of sign-up, and according to gender of the canceling party. Once a member on the Waiting List agrees to go on the trip, he/she assumes all the responsibilities and deadlines established by the Trip Leader.

1. Refunds

1. Any cancellation refunds will be made following the trip after submission of the trip financial report.
2. Surplus funds accrued on the trip are rebated to participants in the following manner:
  - a. Only full dollar amounts of \$2 or more are paid.
  - b. Amounts kept as cancellation penalties are not included in the rebate pool.
  - c. Cantees who have received a refund of any amount are not entitled to any rebate from the surplus.
  - d. Rebate checks are to be picked up in person, or by other arrangement at the Trip Leader's discretion.
  - e. If a person who is to receive a rebate does not respond within three (3) months after announcement of its availability, the rebate reverts back to the club treasury.

**V. Death of Club Member**

***Policy Statement adopted July 28, 1992***

Nordic Fox Ski Club Policies, cont.

Upon Notification of the death of a Nordic Fox Ski Club member, spouse, or any children residing at the members mailing address, flowers valued at \$50 plus tax and delivery charges will be purchased by the Nordic Fox Ski Club Secretary. If the family had requested no flowers, a \$50 contribution will be made to a charity of their choice.