



# Out of Control Ski Club Policies

## Table of Contents

Introduction .....	3
Privacy.....	5
Membership Dues.....	6
Code of Conduct .....	8
Club Communications .....	9
Social Media Policy .....	10
“Friends Doing Things with Friends!” .....	11
Children at OC Events .....	12
Guest Release & Waiver of Liability/Assumption of Risk and Indemnity Agreement.....	13
Alpine and Cross-Country Day Bus Policy .....	14
Club Racing.....	15
OC Snow Sports School .....	16
Trip Sign-ups.....	17
Trip/Event/Bus Cancellation .....	18
Elections Policy.....	20
Pay to Play Policy .....	21
Post Office Box.....	22
Club Email Boxes .....	22
Complimentary Lift Tickets, Familiarization Travel Packages & other Donations.....	25
Club Purchases .....	26
Guidelines for Payment to Vendors.....	27
Incident Reporting .....	28
Finance Policy.....	29
OC Ski Club Insurance Policies .....	30
Disposition of Club Property.....	31
Board Attendance Policy.....	32
Board Term Limit Policy .....	32
Alpine and Cross-Country Trips .....	33
Wait List Policy .....	35
Lottery Sign-up Policy .....	36
Lifetime Member Policy.....	37

# Introduction

This document is a compilation of the Club policies that were passed by the Board of Directors or the Membership in accordance with the Constitution, By-Laws and Robert's Rules of Order. These policies are in effect until changed or rescinded.

This document also includes Club Procedures created by Committees to implement the stated policies of the Club. These procedures detail how a committee operates given its mission as stated in the Constitution or designated by the Board of Directors or the Membership. All procedures are limited by the Club Constitution and Club Policies.

### Forms Appendix

All of the official OC Club Forms which were previously available in the Appendix to this manual are now kept on the OC Ski Club website (<http://www.ocskiclub.org>).

## Use of the Ski Club Name

Only Club Officers, or those members, applicants, or Volleyball Only members who are authorized by the Board of Directors, may use the OC Ski Club name, logo, or “Out of Control” Ski Club phrase in any communication that states or implies it is associated with the OC Ski Club Inc. directly or indirectly.

*Revisions: 12/1/11, 02/06/14*

### Privacy

The Club is expected to make reasonable effort to protect and maintain the privacy of member data, electronic and written.

Member data shall not be used for any purpose other than club business.

Member data may not be reproduced, sold or used in any way without the express written consent of the OC Ski Club, Inc.

The Club will properly dispose of any records which include member information in an appropriate and secure manner.

*Revisions: 8/1/13*

## Membership Dues

### Annual Dues Structure

(as voted and passed – October 13, 2005)

Membership	\$35.00
Applicant Fee	\$40.00

**Reminder: The OC Ski Club fiscal year is June 1 through May 31.**

### Annual Dues

Annual dues are payable on or before June 1st of the new Club fiscal year with a grace period extending to the first Club meeting in the following September. Participation in any Club event requires that dues are current prior to sign up.

### Late Payment Policy

(This policy went into effect August 2, 1996 and has been modified effective July 2, 2021)

If dues are NOT PAID by the above noted September date membership will be considered suspended due to non-payment of dues.

### *Memberships Suspended as a Result of Non-payment of Dues*

Those members, who failed to take advantage of the grace period for payment of their dues in the current membership year, or those members who failed to pay their dues for more than one year may pursue membership reinstatement via one (1) option as outlined in the Membership Renewal Policy.

*Revised: 8/2/96, 5/1/03, 10/13/05, 6/9/09, 5/6/13, 1/07/2016, 12/6/18, 7/2/21*

## Membership Renewal

Membership classifications, annual dues, payments and membership cancellation or nonpayment are covered in the Constitution: Article III and Article XIV and Membership Dues Policy.

### Membership Renewal Options:

Members, who failed to take advantage of the options outlined in the Constitution (Article III), have the following additional options:

**OPTION 1:** Pay the current dues with a \$10 late charge for years 1 – 3 lapsed. All lapsed membership records greater than 3 years are deleted from the database and the member must rejoin as an applicant. Upon payment the person is reinstated as an OC member in good standing.

**OPTION 2:** Re-apply as an Applicant.

*Revisions: 7/2/96, 5/1/03, 10/13/05, 4/6/12, 01/07/2016, 07/02/21*

## Applicant Requirements

Applicant requirements are outlined in the Constitution, Article III. Documentation of the fulfillment of those requirements is limited to the following:

Meetings	Applicant Chair, Membership Chair, or Officer
Volunteer Hours	Event Chair, Trip/Bus Leader, Committee Chair, or Officer
Ski Days	Trip/Bus Leader or Officer

Happy Hour gatherings and special parties (e.g. Holiday and Halloween, Installation Banquet) are not considered for fulfilling the meeting requirements. Exceptions to Happy Hour gatherings are those expressly designated as official meetings of the OC Ski Club (e.g. Thanksgiving, Christmas & New Year's weeks) in order to conduct business.

Applicants are restricted to adults 18 years and older.

*Revisions: 5/8/06, 12/1/2011, 01/07/2016*

### Code of Conduct

Participants on club trips or at events are representatives of the OC Ski Club. As such they must adhere to the following:

1. Members, applicants and guests are expected to conduct themselves in a manner that reflects a positive image of the OC Ski Club and its members.
2. Members, applicants and guests are expected to abide by Club rules and policies.
3. Members, applicants and guests are expected to respect and abide by directives of the trip or event leader.
4. Members, applicants and guests are expected to abide by the rules and policies of the resorts and other venues patronized by the Club.
5. All Participants
  - a. Are responsible for getting themselves to/from any event or trip departures
  - b. Should be on time for departures
  - c. Should have no expectations that they will receive special care or treatment from the Club or trip/event leader.

Failure to adhere to this code of conduct can result in sanctions by the Board of Directors that may include the revocation of membership privileges as per Article III of the Constitution.

*Revisions: 8-11-02, 10/02/11, 9/14/14*



# Club Communications

Communications are outlined in Article XII of the Constitution.

### Communication Vehicles

- The LiftLine is the official newsletter of the Club. The LiftLine is available:
  - By US Mail for an annual fee.
  - On the OC Ski Club website.
- The official website is [ocskiclub.org](http://ocskiclub.org)
- The official Facebook page is OC Ski Club, Inc.
- The official Twitter page is [@ocskiclub](https://twitter.com/ocskiclub)  
The official Instagram page is [ocskiclub](https://www.instagram.com/ocskiclub)  
Email notification of Club news and events is available by sign-up on the website.

### Communication Restrictions

- No person is authorized to use the OC name or imply association with the Club to create competing communication avenues.
- LiftLine / Website / Email articles must be approved by the VP or Committee chairperson responsible for an event.
- No person is authorized to use OC communications to advertise personal sales or business opportunities.
- Advertisements are accepted only with the approval of the VP of Administration.
- Meet-up and other social networking sites may be used to recruit new members and promote the Club.

Use of social networking sites must be approved in advance by the VP of Administration or President.

Social Networking sites can be used to attract new people to OC events and activities. However, activities that have limited availability will not be offered on these sites earlier than 2 weeks before the final payment is contractually required

*Revisions: 7/1/04, 5/8/06, 12/11/11, 6/21/2017, 12/6/18, 12/6/18*

## Social Media Policy

These guidelines apply to OC Officers, Board members, Committee Chair(s) and Assistant Chair(s), Trip/Event Leaders or Ambassadors who create or contribute to social networks, social media, blogs or any other virtual world. The list includes but is not limited to Facebook pages/groups, Twitter, Tumblr, Google+, Wikipedia, Pinterest, Instagram, YouTube, LinkedIn, PayPal or comments on online media stories.

Our overall goal is simple: to enable OCers to participate online in a respectful, relevant way that protects our reputation and follows the spirit of our Club.

- Never represent yourself or the OC in a false misleading way. All statements must be true and not misleading. All claims must be substantiated.
- Post meaningful, respectful comments – in other words, please avoid spam and remarks that are offensive and off topic.
- Stick to your area of expertise and feel free to provide unique, individual perspectives on non-confidential activities of the club.
- The sole purpose of the sites is for promoting OC activities and should not be used for personal gain.
- No Soliciting

*Revisions: 8/1/2019*

### “Friends Doing Things with Friends!”

The OC Ski Club, Inc. is a Not-For-Profit NYS corporation established in 1960 and offers a wide range of activities and events for our membership.

It is recognized that many of our members have enthusiastically organized or have been participating in events and/or activities which are not considered sponsored events.

#### Sponsored Events

Sponsored Events include one or more of the following attributes:

- The Event is approved by the Events and Activities Chair and the VP-Administration
- Monies are channeled through the Club including the use of Pay Pal
- The Club has a written letter of Agreement or Contract
- The Insurance Company has been advised of the activity.

#### Non-sponsored Events

Non-Sponsored Events or “Friends Doing Things with Friends” (FWF) include activities/events where:

- No money is associated with Club funds.
- Event can be advertised with in the LiftLine, Facebook, Meet-up and the OC website. Advertising should be clearly identified with at least one of the following: ‘Friends doing things with Friends’, FWF, and the logo below.
- The Event Organizer is a Club member.

Currently, these include but are not limited to: golfing, hiking, bicycling, roller blading, snow shoeing, mountain biking, swimming, boating, ice climbing, tennis.

This policy is not meant to discourage our membership from continuing such activities, but is a means of defining and separating certain liabilities and accountability of risk for our Club.

---

*Revisions: 5/5/06, 3/1/12, 8/1/13*

### Children at OC Events

The OC Ski Club and its events are restricted to adults 18 years of age and older. Children, over the age of 7, are welcome at any events designated as family events, such as family buses and any other activities that volunteer leaders choose to organize and designate as family events.

The Board acknowledges that many long-standing members have been changing their family status. For those valued members of our club who have children, we encourage the offering of more and varied activities which include families and children. Those with suggestions for family fun on and off the slopes should communicate their ideas to the Activities/Entertainment Chair, Event Leader or appropriate Vice President. We need this input to schedule and organize the kinds of activities attractive to all our valued members.

*Revisions: 12/1/11*

## Guest Release & Waiver of Liability/Assumption of Risk and Indemnity Agreement

The OC Ski Club, Inc. welcomes guests to participate in both skiing and non-skiing activities provided that the following occurs:

- The guest must have completed Guest Release and Waiver of Liability/Assumption of Risk Indemnity
- Agreement Form.
- All guest must pay a guest fee of \$5 for any OC event including day buses. The fee is to make the guest
- a “member of the day”.
- The guest is informed of the Club’s Code of Conduct and agrees to adhere to the same guidelines required
- of our membership.
- In the event of any incident, an OC Ski Club Incident Report must be completed.

*Revisions: 5-8-06, 3/1/12, 8/1/13*

## Alpine and Cross-Country Day Bus Policy

Buses must have a minimum of 21 prepaid sign ups in order for the bus to run. Decisions on cancellations are made at least 48 hours prior to the bus date. You will be notified by email or text or phone. Please be sure to give the bus committee your phone number and/or email address.

In order to ensure the safety and comfort of our members and guests when riding OC buses, the OC Bus Committee has instituted the following policy for day buses for both Alpine and Nordic Day Buses. Please cooperate by following these requirements.

- In order to board the bus, all persons 18 and older must show an OC membership card or photo copy of cards. Non-members will pay a guest fee and their sponsor must ride the bus with them. Children (age 7-17) of members do not need membership cards and pay the member price for a seat.
- As is already the policy, bus seats must be reserved and prepaid in advance. Bus reservations and lift tickets must be prepaid on PayPal or in person at meetings or on a bus for a future ride.
- Passengers can use ski passes or purchase lift tickets if the Club offers them. You do not have to ski/ride to ride on an OC bus.
- Walk-ons for a bus must go to the second stop and pay in cash for their seat when boarding if seats are available.
  - If you would like an empty seat next to you, you may buy an extra seat for \$12.
- Seating on the bus is chosen by the passenger and we ask passengers to remain in their seats during transport between destinations. Passengers will occupy the same seat for the return trip.
- All guests and parents/guardians of children must sign the guest waiver.
- If you are sick, please stay home. Masks are allowed on buses.
- Cancellations follow the published policy already in place on the website.

Page 14

---

Food and drink are allowed on the bus but you must put your trash in the trash bags provided. You are responsible for leaving your seat area clean when you disembark.

If a Bus is cancelled, members can receive a refund of the seat money (minus any PayPal fees) by coming to a meeting for a cash refund or roll over the seat to another bus of their choosing. Just email the bus committee at [ocbus@ocskiclub.org](mailto:ocbus@ocskiclub.org) with the date of the cancellation, name of rider and date of future bus you wish to ride. Include your full name and phone number as well as which stop you intend to board the bus.

The Club is not responsible for lost, stolen or damaged property. Every effort will be made to return your property to you if found on the bus. Equipment bags are required ; please put a tag with name and phone number on each bag.

The OC Ski Club has a Code of Conduct. Rude language, drunkenness and other belligerent behavior will not be tolerated.

- Failure to comply with these guidelines will result in consequences that may include loss of privileges to ride the bus.
- This policy will be updated as necessary. We ask for your cooperation in complying with these regulations.

Revised: 10/6/2011, 12/1/2011, 10/2012, 7/2/2015, 3/1/2018, 9/2/2021, 10/3/24

---

### Club Racing

The OC Ski Club provides a racing opportunity to all club members.

The OC Ski Club will fund the racing budget.

Each racer makes his/her own decision to race on any given day. Racers are urged to review the race course prior to the race.

The Ski Club contracts with a ski area to set up and maintain the race course. The Club only provides gate keepers, who make sure racers stay on course in order for their score to count, and score keepers.

All racers MUST complete and sign a Club waiver of risk. This waiver must be renewed for each race season. A waiver will be available at Club meetings and at Club races for new members. No Club member or guest will be allowed to participate in any race without a signed waiver on record.

All racers must sign up for the race in advance. A racer may sign up late if there is an available spot.

If a racer misses two races that they have signed up for, the racer will be requested to pay the racing fee for that race or will forfeit racing with the Club.

A Club race will be set up for Club members interested in racing.

As part of the New York Capital District Ski Council the Club will pay its race fees (from the race budget) to the Council for all Council races in which the Club participates.

The New York Capital District Ski Council also agrees to pay their fees for Club race(s) when they participate and all racers are to have signed a waiver.

The racers will follow the rules set up by the New York Capital District Ski Council, which will be presented annually. All racers will complete and submit the Release form as provided by the NYCDSC. A copy of the release form may be found in the appendix of this manual.

Awards will be provided as established in the New York Capital District Ski Council rules.

The racing Chair will receive ½ value of a day lift ticket for a non-O.C. council races and a free lift ticket each of the O.C. Council Race and the O.C. Club Race. The VP of Organized Skiing may request approval for equivalent compensation for co-chairs from the board when deemed appropriate

*Revisions: 2003, 6/1/06, 10/02/11, 10/12*

## OC Snow Sports School

The OC Ski Club Inc will maintain a PSIA-AASI recognized Snow Sports School. This activity is subsidized by the Club. Its purpose is to provide free skiing and snowboard lessons to Club members, applicants, and guests.

Only members and applicants can volunteer as ski or snowboard instructors.

Each instructor who teaches on a given day shall receive \$30.

*Revisions: 10/6/2012, 12/6/18*



### Trip Sign-ups

One of the many advantages of membership is the ability to participate in the trips run over the course of the year. Most trips offered are for the pursuit of skiing but there are exceptions (e.g. Kayak/camping trip, dude ranch) each year as opportunities arise and the membership indicates an interest.

Regardless of the actual venue all overnight trips are signed up in an identical manner. Members shall have the 1st opportunity to sign up, with Applicants to follow. Guests shall not be allowed on overnight trips and should be encouraged to sign up as applicants.

Trips are usually scheduled and announced with several months' notice via the Website and LiftLine.

A Member or Applicant may not sign up for a trip without completing a Trip Sign Up form and paying a pre-determined deposit.

The Trip Sign Up form is tailored to each specific trip but will always contain the cancellation and code of conduct policies.

OC Trips are the only trips that are to be offered and/or marketed at OC Events (including meetings) unless otherwise authorized by the OC Board of Directors. This includes "Friends With Friends" (FWF) trips. An incident report would be completed for any violation of this policy with Board action as deemed necessary.

In line with the Club's privacy policy all information collected from the completed form shall remain confidential and not be used for any purpose other than the trip.

*Revisions: 12/05/19*

## Trip/Event/Bus Cancellation

### Trip Cancellation Policy

A nominal non-refundable trip deposit is often charged for the sole purpose of discouraging people from signing up for a trip unless they make a firm commitment to go on the trip. If an individual forfeits this deposit for a given trip, it is not to be spent on that trip but rather it goes into a general Club fund. In addition, it is not equitable for only the participants of the given trip to benefit from this fee.

The Club does not act as a trip insurance provider for people who cancel trip reservations for any reason because the Club does not collect any premiums from participants to cover these claims. Outside insurance providers can be used for this purpose if desired.

Any request made by an individual to the Club treasury for a cancellation refund of a trip payment that the Club is unable to recover should be considered by the Board of Directors to be a request for a donation to the individual and if it is over \$500.00 also needs to be approved by a Membership vote.

- A minimum of \$25.00 will be NON-REFUNDABLE should the member cancel for ANY reason.
- In addition ANY FEES/ COSTS imposed by the vendor(s) will also be NON-REFUNDABLE
- If the trip does not fill the cancellation, a refund will be made ONLY to the extent the Club is able to recover monies from the vendor(s).
- A refund will be given ONLY AFTER the trip has completed or the trip has sold out.
- ALL REFUNDS will be approved by the Trips Chair and VP of Organized Skiing.

### Event Cancellation Policy

- Refunds are not granted to the membership for any event
- The member may transfer his/her purchased ticket to another member or applicant with prior notification to the appropriate chair.
- The member may transfer his/her purchased ticket to a guest provided the guest pays the applicable guest fee and signs the applicable waiver/release form with prior notification to the appropriate chair.

### Bus Cancellation Policy for other than Alpine or Cross-country buses

- Refunds are not granted to the membership for any paid bus fee
- The member may transfer his/her purchased bus seat to another member or applicant with prior notification to the appropriate chair.
- The member may transfer his/her purchased bus seat to a guest provided the guest pays the applicable guest fee and signs the applicable waiver/release form with prior notification to the appropriate chair.

**Any event, trip, or bus cancelled by the Club will be refunded in whole to each participant.**

*Revisions: 6/4/15*



## Elections Policy

Elections for Officers and Board of Directors are covered by Article VI and Article VIII of the Constitution (respectively).

### Voting Conditions

- Members must be present and in good standing to vote.
- Members must present their membership card to vote.
- No Proxy voting is allowed.
- No Absentee voting is allowed with the following exception:

Members who are prevented from attending the Election night meeting by participation in a Club-organized event or Club-related business. The appropriate VP or the President is required to certify this participation.

certfy this participation

### The Board Term Limits

A term limit of six (6) consecutive elected terms for Board members was approved by the membership on 10/22/16.

Board members can be nominated and elected to no more than six consecutive terms. Should a Board member take a year or more off, the six consecutive term limit would begin anew upon their election to the Board. In the event that there are not enough nominations to fill all Board seats upon the close of nominations in a given year, nominations will be re-opened at the end of the second nomination session. Members will be allowed to nominate for election a person who has already fulfilled the 6 term limit and was not eligible for re-election. This policy is effective beginning with the 2016-17 fiscal year.

*Revisions: 3/6/03, 1/5/06, 12/1/11, 8/1/13, 10/22/16*

### Pay to Play Policy

Payment is required for all those (including officers and Board members) who wish to attend any OC Ski Club event including trips, parties and other scheduled activities. In fairness to those who pay to attend events, all those who “visit” the event venue must also pay.

#### Exemptions

- The leaders of events/activities, not including ski trip leaders or assistants, will receive free entry to the event/activity they run.
- Trip Recognition will include reimbursement for time where the person would have to pay a fee in the course of doing work for a position. Therefore, both the recognition and reimbursement are involved.

*Revisions: 5/1/03, 10/6/2012, 9/1/2016*

### Post Office Box

It is the policy of the OC Ski Club, Inc. to maintain a post office box and postal permit at the US Post Office. These are restricted to Club business only.

The post office box shall be considered the Club's official Address. That address is:

OC Ski Club, Inc.  
P.O. Box 13901  
Albany, NY 12212-3901

The President and a person designated by the President to pick up mail will be the two people who will be assigned the keys to the mailbox.

#### Postal Permit

The postal permit is primarily used for bulk mailing of the LiftLine and other special mailings. The Publications Chairperson or the VP for Administration is responsible for maintaining the postal permit account.

*Revisions: 12/1/11*

### Club Email Boxes

Email boxes have been established for Club business only. Use of these email addresses has the following advantages:

- Committee and Officer Mail Boxes remain consistent from year to year regardless of who holds the position.
- Personal email addresses do not need to be distributed or published.
- Email can be forwarded while a copy can be retained on the server

Club email addresses shall be considered the property of the OC SKI Club and as such should only be used to conduct Club business. Club Mailboxes will be available only to individuals provided to the Webmaster by the Officers of the Club.

The use of any email lists created using membership information when signing up for a specific event / communication shall be used only for Club business. Email lists will not be shared or sold to any outside business or interest. The Club shall provide reasonable safeguards to protect members' privacy.

## Officers Email Addresses

President	president@ocskiclub.org
VP Administration	admin@ocskiclub.org
VP Organized Skiing	skiing@ocskiclub.org
Treasurer	treasurer@ocskiclub.org
Secretary	secretary@ocskiclub.org

## Group Email Addresses

ALL Board of Directors	board@ocskiclub.org (this includes the Officers)
------------------------	--

## Committee Email Addresses

Activities and Entertainment	activities@ocskiclub.org
Alpine Bus	ocbus@ocskiclub.org
Alpine Trips	alpinetrips@ocskiclub.org
Ambassador	
Applicant/Membership	membership@ocskiclub.org
Cross-country	ocxcskiing@ocskiclub.org
Council Reps	
Elections	elections@ocskiclub.org
Finance	finance@ocskiclub.org
Fund Raising	fundraising@ocskiclub.org
History	history@ocskiclub.org
House	house@ocskiclub.org
PayPal	ocepay@ocskiclub.org
Publications	publications@ocskiclub.org

## OC Ski Club Policies

---

Public Relations	<a href="mailto:pr@ocskiclub.org">pr@ocskiclub.org</a>
Racing	<a href="mailto:racing@ocskiclub.org">racing@ocskiclub.org</a>
Ski Instruction	<a href="mailto:skiinstruction@ocskiclub.org">skiinstruction@ocskiclub.org</a>
Volleyball	<a href="mailto:ocvbleague@ocskiclub.org">ocvbleague@ocskiclub.org</a>
Webmaster	<a href="mailto:webmaster@ocskiclub.org">webmaster@ocskiclub.org</a>

*Revised: 7-1-04, 5-8-06, 12/1/11, 6/21/2017*



### Complimentary Lift Tickets, Familiarization Travel Packages & other Donations

This section presents the status of the following items:

- Volume based complimentary (comp) lift tickets are the property of the OC Ski Club, Inc.
  - Volume based complimentary (comp) travel packages are the property of the OC Ski Club, Inc.
  - Familiarization (Fam) Packages are the property of the OC Ski Club, Inc.
1. The Board of Directors reserves the right to assign the use of all comps and Fam trips belonging to the OC Ski Club, Inc. according to the rules established in the current Club Policy and Procedure Manual.
  2. On any given Club trip, the received trip comps, based on the number of trip attendees on that specific trip, are to be used to support the comp awarded to the trip leader, per the current Recognition Policy and the current Alpine & Cross-country Ski Trip Policy, and to reduce the cost of the overall trip to the benefit of the trip attendees.
  3. Any other comps (such as airline credit for an individual who is bumped on a OC trip flight or compensatory hotel accommodations for an individual who does not receive the accommodations that were purchased) that are offered or given to members while on OC trips (either day or extended stay) and/or at a Club event such as the Applicant Party or Committee Fair (Mountain representatives donate free lift ticket to be given away) are the property of that individual and the Club has no claim to these comps.
  4. Any donation of gifts and/or services made by a business or individual to the Club is the property of the OC Ski Club, Inc. Anyone receiving these in the name of the Club must provide a complete accounting to the appropriate officer of the donation and how it was used by the Club. Unused donated gifts or services will be reported to the appropriate officer. The Board of Directors will decide how to dispense with the unused items.

*Revisions: 11/4/04, 3/3/05, 12/8/07, 3/1/12, 8/1/13*

## Club Purchases

This policy section concerns the purchase of awards, trophies, fund raising items, give-aways, committee purchases and other miscellaneous items.

The President, VP of Organized Skiing, or VP Administration must approve the purchase of awards, fund raising items and any items with or without the OC name or logo before any orders are placed. Reference the corresponding purchasing procedure found in the procedure manual.

*Revisions: 3/18/06, 12/1/11 , 3/5/2020*

## Guidelines for Payment to Vendors

Each year the Club pays for a wide variety of things. Over 300 purchases are made annually. Some examples of these expenses are:

- Rental of meeting and other event facilities
- Snacks and prizes for parties, picnics, and meetings
- Bus charters
- Volleyball equipment
- Ski trips
- Printing and mailing
- Insurance
- Trophies and name tags
- Refunds

Whenever a Club member is responsible for purchasing something for the Club, they should always try to use one of the Club payment methods. These methods are check, debit card, and ACH (Automated Clearing House) payments. The reasons for using Club payments are:

1. It protects the Club from unauthorized spending by requiring officer approval (expense form submission) before money is spent.
2. It protects the Club volunteer from the possibility that they will not get reimbursed after spending their own money.

There are times when the use of Club payments are not practical or possible. Some examples of these exceptions are:

- The final cost is not known in advance and the vendor requires payment before a check or debit card can be obtained (signed blank Club checks are discouraged).
- The cost of items is relatively small and consistent with what has been purchased in the past.
- Officer approval has been obtained but it is a significant burden for the Treasurer or President and the purchaser to meet in advance of the purchase.
- The vendor will only accept cash or a credit card at the time of purchase (handling large amounts of cash or wide distribution of Club debit card information is discouraged).

Whenever the use of personal funds is needed, the member may use whatever payment method is most convenient as long as it does not result in a higher cost to the Club. Receipts should be obtained and submitted for reimbursement.

*Established 11/7/2019*

## Incident Reporting

The Club Membership should be made aware that OC Ski Club has and maintains an official Code of Conduct applicable to all members at all events.

Should it become necessary to investigate a reported incident the Officers and Board members will follow the procedures as outlined in the Procedure Manual and will utilize the reporting tools documented in the Appendix.

The completed Incident Report, as presented by the President, will be considered formal notice that the Board of Directors has been informed of the occurrence of misconduct on the part of a member, applicant or guest.

Upon review of the Incident Report by the Board of Directors, if deemed necessary, it will direct the President to send a letter of notification to the member, applicant or guest notifying them of the Board of Directors' decision in the matter.

*Revisions: 8/11/02, 05/0506, 10/06/11*

# Finance Policy

The following policies relate to financial transactions and record keeping conducted by the Club. These policies are not specifically outlined in the Club's constitution and so can be changed with Board approval. However, serious consideration should be given before making any changes.

## Checks and Balances

There should always be at least two (2) unrelated individuals maintaining records of the Club's financial transactions in order to assure accuracy of the transactions and records and to guard against loss. Normally these individuals should be the Treasurer and the Finance Chairperson.

At the conclusion of every Club-sponsored event, the individual(s) in charge of the event should submit a report outlining the income and expenses of the event. This report should also list separately all deposits to and withdrawals (checks) from the Club treasury.

## Budget

The Club should always strive to budget the annual expenses to not exceed anticipated income. Any surplus at the end of the year should be used to provide additional interest income and to cushion against future budget overruns and inflation.

As a ski club we have traditionally used Club income to subsidize only:

- Events or activities that are related to skiing, such as ski buses, instruction and racing
- The Club newsletter
- Various administrative activities required to run the Club

It is customary for the following general categories of activities to be budgeted for no net expenses: Summer Activities and Entertainment, Overnight Trips and Volleyball League. Other sporting or entertaining activities such as golf, football, volleyball, canoeing, horseback riding, whitewater rafting, hiking bicycling, picnics parties etc. should be self-supporting.

If a committee head exceeds or expects to exceed the annual budget for that committee, they should notify the appropriate vice president as soon as possible.

## Trips

A nominal nonrefundable trip deposit is often charged for the sole purpose of discouraging people from signing up for a trip unless they make a firm commitment to go on the trip. If an individual forfeits this deposit for a given trip, it is not to be spent on that trip but rather it goes into a general Club fund. In addition, it is not equitable for only the participants of the given trip to benefit from this fee.

The Club does not act as a trip insurance provider for people who cancel trip reservations for any reason because the Club does not collect any premiums from participants to cover these claims. Outside insurance providers can be used for this purpose if desired. Any request made by an individual to the Club treasury for a cancellation refund of a trip payment that the Club is unable to recover should be considered by the Board of Directors to be a request for a donation to the individual and if it is over \$500.00 also needs to be approved by a Membership vote.

## Miscellaneous

A fee is charged for any bad check received by the Club. This fee should be no less than the fee the Club's bank charges for receiving the bad check plus an additional administrative fee of \$15.00.

*Revisions: 6/4/15*

### OC Ski Club Insurance Policies

The Club maintains insurance policies in the effort to protect the Club's membership and its assets. Three (3) different policies are currently in effect. The Club's insurance policies are maintained by the President. All questions regarding insurance should be directed to the President.

#### Liability Insurance

The Club's current liability policy protects the Club from liability suits by a third party (non-member) at the Polish Community Center (PCC) and for certain other club activities. The Club is not insured for activities that include skiing, snowsports lessons, racing or winter carnival games on ski slopes. The liability for these activities involves the "transfer of risk" to the mountains where the event(s) is held.

#### Insurance Crime Shield Policy

The insurance covers those persons authorized to sign checks and conduct the financial business of the Club.

#### Annual Volley Ball Tournament Insurance

The Club obtains a separate insurance policy for liability coverage for the annual Volleyball Tournament.

*Revisions: 5/8/06, 3/1/12*

## Disposition of Club Property

It is the policy of the OC Ski Club Inc that any equipment owned by the Club must be certified by the Club Treasurer that such equipment is no longer useful to the Club and has no reasonable prospect of being useful to the Club in the future before being disposed.

A reasonable effort shall be made to donate such equipment to other social, not for profit, or charitable organizations which can use the equipment. All equipment disposals shall be accomplished in an environmentally responsible manner.

An Equipment Disposition Form must be completed for all equipment to be disposed of.

*Revisions: 3/1/12*

## Board Attendance Policy

From the OC Constitution:

Article VII.

5. ATTENDANCE: The Secretary shall take attendance at each Board of Directors meeting. Unexcused absence for three (3) consecutive Board of Directors meetings or four (4) Board of Directors meetings in any fiscal year shall be considered voluntary withdrawal. The President shall notify the Board of Directors member in writing and indicate the date of the next Board of Directors meeting. At the Board meeting immediately following written notice of voluntary withdrawal, the member may offer excuses and be considered for reinstatement by the Board. A two-thirds (2/3) vote of the Board members present will decide the question of reinstatement. In cases of reinstatement being denied or the member offering no excuses, the President shall fill the vacancy as set forth herein.

### Board Attendance Policy

This policy defines how and when an absence may be excused and when it may not be excused.

An absence may only be excused by a majority vote of the OC Board at the regular Board meeting immediately following the absence. Absences are documented in the OC Board minutes and excuses may be presented under the Secretary's report.

*Revisions: 11/11/11*

## Board Term Limit Policy

A term limit of six (6) consecutive elected terms for Board members is set. Board members can be nominated and elected to no more than six consecutive terms. Should a board member take a year or more off, the six consecutive term limit would begin anew upon their election to the Board. In the event that there are not enough nominations to fill all Board seats upon the close of nominations in a given year, nominations will be re-opened at the end of the second nomination session. Members will be allowed to nominate for election a person(s) who has already fulfilled the six-term limit and was not eligible.

*Revisions: 10/13/16*



## Alpine and Cross-Country Trips

Trip Leader, Assistant Trip Leader or Co-Trip Leaders must abide by the following:

### Trip Recognition

The following additional conditions apply to all day, weekend and week-long trips run by the O.C. Ski Club. If multiple persons are running a trip, it will be their responsibility to divide the award. The free trip awarded to a trip leader must be used for the trip the leader is running.

#### Case 1. Alpine and Cross-Country Weekend Trips

The trip leader will be awarded free admission to the trip they run, including lift tickets, lodging, meals, and transportation, if included.

#### Case 2. Alpine and Cross-Country Week-long Trips

The trip leader will be awarded half of the cost of the week trip they run, including lift tickets, lodging, meals, and transportation, if included.

Also, the Trips Chairperson and Vice President of Skiing and President will jointly decide if additional recognition shall be assigned based on the trip contract and number of people signed up on the trip.

If an Alpine or Cross-Country trip involves a Trip Leader and Assistant Trip Leader or Co-Trip Leaders, the total amount of the recognition for a trip will stay the same and will be divided between the leaders. The percentage of the amount of the award will be agreed on by the Trip Chair, Trip Leader(s), and/or assistant Trip Leader prior to the assignment of the trip leaders.

### Trip Payments

- a. Any Trip Leader, assistant Trip leader or Co-Trip Leaders must pay either the stated initial trip payment or the balance due on their portion for the trip, whichever is smaller, in cash on the opening night of the trip.
- b. Any subsequent balance is to be paid at the assigned second payment date
- c. OC recognition certificates, OC Bucks, given to any participant, including the Trip leader, assistant Trip leader or Co-Trip Leaders may only be applied to the trip balance after all initial required down payments have paid in cash.

Generally, there will be one trip leader per ski trip. The number of trip leaders assigned to a trip with several buses or planes will depend on the work expected and at the discretion of the Vice President of Skiing and the Trips Chairperson.

### Procedure for dealing with excess monies from trips:

- a. Trip leaders will review their budgets just before a trip leaves. If a large surplus is noted they MUST review this balance the Alpine Trips Chair. Then upon approval from the VP of Skiing the following actions may take place.
- b. Recommend that any extra money over \$15 per person on any given trip to be reimbursed to the people

## OC Ski

---

### Club

### Policies

on the trip.

- c. Every effort will be taken to spend the money wisely on that trip, but if any contingency budget money or rebates should go back to the people on that trip.
- d. All trips are budgeted to break even.
- e. The persons on one trip should not bear the burden of another trip that might run in the red. The debit should come from the OC general budget.
- f. A procedure would be put into place so the Treasurer does not have to write out 45 separate \$15 checks
- g. A post trip picture party is also an option to spend the money but as a last resort to break even.

### General Trip Policy items: All Club members and applicants

- a. If an individual has not completed the trip application form and paid in full for the OC Ski Club trip he or she cannot stay in a room booked by the OC Ski Club for that trip. Only OC Club members & applicants can sign up for an OC ski trip, no guests are allowed.
- b. All trips are sold as a package, no additional options. Exceptions: (a) When the minimum trip goal is obtained, options may become available upon approval of the VP of Skiing and the Trips Chair. (b) Once a trip has been sold out, the trip leader will contact the Trips Chair to determine if there is additional room on the trip for land or air packages only.
- c. Alpine and cross-country ski trips are contracted by the OC Ski Club and signed by the President. Only the President can change the terms and conditions on any alpine or cross-country trip contract.

*Revisions: 8/13/2015, 9/1/2016, 6/7/18*

## Wait List Policy

The Trip or Event Leader(s) will begin a Wait List once a Trip/Event fills to contracted capacity. The following actions will be adhered to. Disregarding policies as detailed below will subject trip leader(s) to loss of trip leader status and loss of their comp for this trip. The Club's need is to maintain integrity and a fair and equitable procedure for all.

1. Each person who wishes to be placed on the wait list must fill out a complete Signup form. Number each person on the wait list based on a "first come (and filled out), first served". No deposit is necessary to hold a wait list spot.
2. The Leader may not move people up through the wait list based on their personal relationship with them.
3. In the case that the event is a trip with a single spot cancelled and there was a chosen roommate that roommate will be contacted and informed that their roommate has cancelled. The remaining member will be informed of their rooming options (single option, male or female preferences).
4. If the single option is not invoked the Leader will continue with the Wait List procedures.
5. In the case that the event is a single day trip or a party with a cancellation the next person on the list will be contacted to fill that empty slot.
6. The wait list will be followed in order contacting the first person on the list and followed sequentially until the spot is filled.
7. The contacted member has the right to remain on the list if so desired even if (s)he does not want to sign up at that point in time.
8. Any member who is solicited from the wait list must then agree to produce payment for the total due as of the date of contact and complete the trip application form if applicable. In all cases, this payment must be produced immediately, or no later than 3 days.
9. "Couples" on the waiting list do not automatically get first shot at a spot vacated by a couple, unless they happen to be next on the waiting list.
10. Exception: In cases where timing is of essence and booking additional resources cost incur a cost to the club a nominal and refundable holding deposit may be required. If for any reason the additional spots are not secured any monies paid to the Club will be refunded in full.

## Lottery Sign-up Policy

The following presents the Rules and Policy for the execution of a Lottery system to fill a Trip or Event. The procedures of the Lottery process will take into consideration this policy in addition to the normal Trip Signup Policy.

1. Every Trip will have a sign in form in the event that a lottery may be required that evening
2. On the evening of the signup if it evident that a lottery is required the Leader will make an announcement

to all gathered:

*“Due to indicated interest in this year’s Trip to \_\_\_\_\_, sign ups will be taken using a lottery system.”*

3. Per the Policy for Trip Signups only members will be allowed to participate in the lottery during the 1st hour of signup unless otherwise announced. Applicants will be allowed to enter into the lottery if the process has continued beyond the 1st hour
4. Only physically present people will receive a lottery ticket. No tickets are given to roommates in Abstention.
5. Proxy signups are to be allowed during a lottery following the same policy for proxy signup during the course of a non-lottery trip opening night (see below)
6. When a “winning” ticket is drawn and that person has a selected roommate, then the roommate also “wins” a spot on the trip. That roommate is absolute (no switching).
7. All other Trip Signup rules, as outlined in the Trip Signup Policy, will remain the same. The items below are a part of that policy:

### For European Trips

- You must have a copy of your passport or of a completed application for a passport to receive your Lottery Ticket.
- Your passport may not expire within sixty (60) days of the return of the trip (ABSOLUTELY NO EXCEPTIONS!).

### Unable to attend trip sign up night

#### *Recommended Method*

Have someone (who is not planning on going on the trip) represent you as your “proxy” by coming to the trip opening with the following:

1. Your completed trip sign up form
2. Check (payable to OC Ski Club) in the dollar amount indicated in the trip article and as published on the Club’s web site and in the Liftline.
3. Copy of your passport or completed application for one.

#### *Alternative Methods*

1. If the person representing you IS planning on going on the trip then he/she would enter the lottery and then sign you up as his/her roommate.
2. Get on the trip’s Wait List. People do cancel all of the time, especially with early dates.

NOTE: To have better odds of getting on the trip – it is beneficial to have your roommate at the signup.

*Revisions: 09/05/2013*

## Lifetime Member Policy

Guidelines for nominating and choosing a Lifetime Member - these suggestions are to be taken as guidelines only. Choosing a lifetime member should be a process undertaken with care and flexibility, to allow for a full examination of potential candidate qualifications.

- Years of Membership – 20 as a minimum
- Member in good standing
- Continuous display of “OC Spirit”
- Board Vote – must be unanimous
- Board vote shall be by secret ballot
- Continuous Club Contribution
- Skis with the Club
- Nominating person should submit a written recommendation detailing the qualifications of the nominee
- Long-term participation
- No minimum, however no more than one member per year should be chosen as a Lifetime member  
a nomination for Lifetime member should be tabled for a one month period to allow for consideration and thorough discussion.

*09/05/2013, 7/7/2016*

