

TOLEDO SKI CLUB POLICIES

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TOLEDO SKI CLUB POLICIES

To establish a policy, a proposal must be brought to the Board at one meeting and voted upon at the next meeting. Alternatively, members are hereby encouraged to forward their suggestions in writing for new policies, or changes to, or deletions of, existing policies to the Policy Review Committee.

POLICY REVIEW COMMITTEE

The Vice-President shall be Chairperson of the Policy Review Committee. This committee is charged with the responsibility for identifying the responsible Officer, Director, or Chairperson, with whom, the Vice President, as Chairperson, shall review the suggestion, the policies and constitutional areas so affected. If policy or change is found to be in the greatest interest of the Club, the committee will present such changes to the next board meeting for a reading.

COMMUNITY SERVICE

The Public Relations Committee shall review requests for volunteers, publicity and contributions for community service projects and report to the Board its recommendations. There shall be no Contribution of Club funds to any person or organization without prior approval of the Board. There shall be no solicitation of contributions for any non-Club purpose at any Club event without prior approval of the Board.

CONTRACTS

Whenever possible, all arrangements with third parties for Club activities shall be in writing. No one may enter into a contract on behalf of the Club unless the following procedure is followed. All written agreements shall be either in the form of a contract or a letter of understanding. These are to be reviewed either by the In-House Legal Committee or by the Executive Committee and then voted on by the Executive Committee or the Board of Directors. Approved contracts may be signed only by the President, Vice President and/or Directors.

CROSS-COUNTRY SKIING AWARDS

The amount to be spent for Cross-country awards shall be fixed by the Board each year.

DEATH OF A MEMBER

In the event of the death of an active Board Member or a Past President, the Club will send a floral arrangement. In the event of the death of any other member, only a sympathy card will be sent. The Secretary should be notified of any deaths and he/she will make the appropriate expression of sympathy on behalf of the Club.

DRUGS

No illegal use of drugs or hallucinogens will be permitted at Club activities or on Club property.

EXPENDITURES FOR PERMANENT POSSESSIONS

All expenditures for items which will become permanent possessions of the Club must be specifically approved by the Board except (1) if the purchase is in a budget previously approved by the Board or (2) in an emergency where the need is for an expenditure of up

to \$500.00. In any such emergency, the request must be submitted to the President in writing and shall contain the amount needed, purpose, item(s) and reason why the expenditure cannot be deferred until presented to the full Board. Thereafter, the President, with the consent of a majority of the Executive Committee, may approve an expenditure of up to \$500.00, which expenditure shall be reported to the Board at its next regular meeting. In an emergency requiring an expenditure of \$500.00 or more, the President shall call a special Board meeting.

FINANCE POLICY

1. Original receipts or proof of expenditures, should be turned in as soon as possible, but no later than 3 months after the event/purchase. After 3 months time, no reimbursements will be made unless approved by the board.
2. Any checks/cash submitted to the Treasurer or Sub-Treasurer must be accompanied by an itemized list of individuals, their addresses (particularly if guests), the check numbers, and the amount of payment by each.
3. If reimbursement is required, the individual to be reimbursed, his address and the amount are to be provided to the Treasurer or Sub-Treasurer.
4. Requests for advances by the Treasurer or Sub-Treasurer will be accompanied by a signed form stating the advance assumes financial accountability and will enumerate expenses against the advance. Said form is to be returned to the Treasurer or Sub-Treasurer accompanied by receipts.

HEARING AND REVIEW COMMITTEE

At the beginning of each fiscal year, the President shall appoint three (3) Past Presidents to serve on the Hearing and Review Committee in accordance with the provisions of Article VII, Section 5, Toledo Ski Club Constitution (Adopted January 24, 1991). The term of appointment shall be from June 1 through May 31 or until the new President is elected and installed.

IN-HOUSE LEGAL

An In-house Legal Committee shall be established to advise the Board on any legal issues that might affect Club activities and to which any legal questions are to be referred.

ELECTRONIC VOTING

1. Between meetings of the Executive Committee and the Board, the President may conduct voting electronically for issues that require action before the next meeting.
2. The time allotted to respond and vote shall be included in the electronic notice and shall be 72 hours when possible.
3. A simple majority of those currently eligible to vote shall make a quorum. A quorum is required to take action for:
 - a. Emergency expenditures over \$200.00.
 - b. Changes and exceptions to policy.
 - c. To execute authorization from the membership on a specific issue after being granted power on that specific issue previously at a membership meeting.

INCOME

All income (moneys) from any event or activity sponsored by the Club must be directed to the Treasurer or appropriate Sub-Treasurer (i.e. Parties and Programs) established by the Board. The value of any accommodation given to any representative of the Toledo Ski Club including ski prices, discounts, or credits are the property of the Toledo Ski Club, whose Board of Directors shall account for and distribute appropriately.

INSURANCE

The policy shall be to insure all Club real and personal property and the Club itself against loss. To this end, immediately after the July Board meeting, the Vice-President shall review existing insurance policies with the insurance advisor to determine whether the existing coverage is both adequate and sufficient to protect the Club against liability. The Vice-President shall report the results of the review to the Board at the August meeting.

LODGE WORK WEEKENDS

1. The Club general fund is to be used to subsidize meals for a weekend at a rate to be fixed by The Board for each person, prorated if any person comes late or leaves early.
2. On work weekends, the Lodge will be closed to all except those who work. Children under the age of twelve (12) may not participate. Children twelve (12) and over may participate and if they do, the food allowance will apply to them.
3. A draft budget is to be prepared 60 days in advance of each scheduled lodge work weekend. The final budget is to be submitted to the Board prior to the work weekend.

LODGE CARETAKER

1. Invoices from the caretaker are to be honored at a rate to be fixed by the Board. The Lodge Administrator will review the rate in November of each year and recommend any modification to the Board at its December meeting.
2. The TSC Treasurer is authorized to maintain the caretakers fund for cash disbursements in an amount to be fixed by the Board.

LODGE RESERVATIONS FOR WORK-RELATED TRIPS

If a member believes he is going to the area of the lodge on Club business and believes he is entitled to free lodging, he shall first present his request to the President who is authorized to grant the request. If a member is dissatisfied with the President's decision, he may appeal that decision to the Board.

MINORS

All persons under twenty-one (21) years of age must be supervised at all times by a member at least twenty-one (21) years of age at Club activities or on Club property. For any planned Club event or activity requiring a reservation, the minor's reservation must be accompanied by a member guardian's reservation.

MEETINGS, PARTIES AND PROGRAMS

A separate checking account shall be established and maintained at a suitable financial institution as approved by the Board for the Meetings, Parties and Programs Committee. The Committee Chairperson for the Meetings, Parties and Programs Committee, the

Assistant Committee Chairperson, the Committee Treasurer, the President, and the Club Treasurer shall be authorized to sign checks on the account. Checks for amounts exceeding \$1,000.00 shall bear the signature of the Committee Chairperson or the Committee Treasurer and the President or Treasurer.

The Committee Chairperson shall reserve an appropriate hall for the following events and at the following times:

- a. Fall Cocktail Party, during the month of September.
- b. Fall Meeting, during the month of September or October.
- c. Christmas Party, first or second weekend in December.
- d. Annual Nominations meeting, during the month of March or April.
- e. Awards Banquet, during the last part of the month of April or in the month of May.

Proposed budgets estimated to exceed \$300-00 for any meeting, party, or program shall be submitted to the Board for approval before the event is advertised to the membership. A detailed financial report of each event shall be submitted to the Board by the Committee no later than two meetings after its occurrence. A reconciliation of the Meetings, Parties and Programs checking account shall be submitted to the Board each month. An internal audit of the account shall be done at the end of each fiscal year.

MEMBERSHIP

The policy of the Toledo Ski Club shall be that when the Board is voting on application for membership the motion on accepting the applications shall be: "I move to approve the applications submitted to the Board by the Membership Chairperson, each membership being conditional upon the clearing of any check tendered by the applicant."

Those approved at or after the April board meeting shall have their membership extended through August 31 of the following year.

Associate Member Restrictions:

An Associate member may participate in club activities at member prices EXCEPT for the following:

- Pay guest rates for sports leagues.
- Pay guests rates to use the Lodge an unlimited number of times.
- Pay guest rates to participate in weekend trips and be confirmed after the member priority deadline.

P.O. BOX AND PUBLICITY

The Club post office box should be used as the official address to which all inquiries concerning matters relating to the Club should be directed. Personal information pertaining to an individual member such as addresses, telephone numbers, etc., should not be furnished to newspapers, etc., unless done so by the individual members.

PAST PRESIDENTS COMMITTEE

The Past Presidents Committee (hereinafter known as the Committee) shall be a standing Committee composed of Past Presidents of the Club who meet membership requirements of the Club. The Committee shall elect delegates to the Board consistent with Article V Section 4 of the Constitution.

It shall be the purpose of the Committee to advise the Board on such matters and study such ideas as the Board considers appropriate for future enrichment of the Club. The Committee shall act in an advisory capacity only.

Each fiscal year, the immediate Past President shall be Chairperson of the Committee. Meetings shall be called by the Chairperson, or in his absence, by the current President. It shall be duty of the Chairperson to hold Committee meetings as necessary to perform tasks assigned by the Board. The President shall be an ex-officio member of the committee. The Chairperson or his designee shall present all Committee reports to the Board.

BOOT AWARD

The Past Presidents Committee Award (THE BOOT) may be awarded by the committee annually to a member of the community or organization for outstanding achievement to promote Alpine, Nordic, or related sports or to advance the club in its purposes as defined by the Constitution. The winner shall be announced at the Awards Banquet

RESERVATIONS NON-TRANSFERABLE

There shall be no transfer of reservations or selling of reservations by individuals for any Planned Weekend or other events requiring reservations. All changes must be made by the Chairperson of the weekend or the event. All reservation checks must be made payable to Toledo Ski Club.

REFUNDS

All refunds for Club sponsored events will be made by check.

ROSTER

An annual roster shall be published as soon as possible after the September Board meeting.

PUBLICATION OF CONSTITUTION AND POLICIES

All new members will be given a copy of the TSC constitution and policies. Any additions or changes will be published on the Toledo Ski Club website. A copy of the Lodge rules/policies will be posted at the Lodge.

SPORTS ACTIVITIES

All non-skiing functions will be self-sustaining.

LODGE RULES

I. INTRODUCTION

The Lodge is owned and operated by the Toledo Ski Club and its members for the enjoyment of its membership. All individuals using any part of the premises shall conduct themselves in a way considerate and respectful of the rights of the Club and its members and shall not cause harm to the property.

II. RATES

1. The following rate schedule is hereby established for all persons desiring to use the Lodge facilities. Use of the Lodge facilities shall include, among other things, cooking, bathing, and/or sleeping. Rates are established on a per person, per night basis. A "night" shall mean the period from 6:00 p.m. of the reservation date to 6:00 p.m. of the immediately following day.

<u>Night of Use</u>	<u>MEMBERS</u>			<u>GUESTS</u>		
	<u>Adult / Child / Family</u>			<u>Adult / Child / Family</u>		
SKI SEASON NOVEMBER 15 – APRIL 15						
Weekend	17.00	12.00		24.00	17.00	
Weekday	14.00	10.00	26.00	20.00	14.00	38.00

ALL OTHER TIMES APRIL 16 – NOVEMBER 14

Weekday or						
Weekend	12.00	10.00	22.00	17.00	14.00	32.00

Ski Season shall be November 15 through April 15.

- a. All other times shall be April 16 through November 14.
- b. Holidays - Ski Season weekend rate shall apply every weekday from Dec. 25 through the Sunday after January 1.

c. On bus trips, the adult rate shall also apply to children unless otherwise specified.

2. A "family" consists of an individual, that individual's spouse and the unmarried children of the individual and/or his or her spouse who are under the age of twenty-one (21) years.
3. In the case where no family rate applies, a 'Child' is defined as a person eleven (11) years of age or younger.
4. Except as otherwise provided herein, no person may use the Lodge facilities without payment in accordance with the above-established rates.

III. RESERVATIONS

1. The Lodge is open to any member in good standing throughout the year. The Lodge shall not be reserved exclusively for any restrictive group within the Club or any external group. The only exception to this rule is that the Lodge may be reserved for one period not exceeding six nights during the calendar year for an exclusive group, providing:
 - a. The period is April 16 to November (which is non-ski season).

- b. Written request is submitted by member, and specific approval is voted by the Board.
 - c. A Club member is appointed and in attendance to supervise the use of the Lodge during the reservation period.
 - d. Request is presented to the Board at least thirty days (30) prior to the beginning of the reservation period.
 - e. The group pays the 51 total beds available in advance.
- f. The Reservation Chairperson has received a check for full payment of the applicable charges for the entire reservation period no later than thirty (30) days after approval by The Board of Directors.
2. The President with the approval of the Executive Committee shall appoint a yearly Reservation chairperson whose name, address, and telephone number shall be published to the membership.
 3. As used hereinafter, the term 'planned weekend' shall mean a two or three night weekend during which use of the Lodge facilities is specifically reserved for those persons participating in activities organized and conducted by a Trip Chairperson(s) appointed by the Weekend Trips Chairperson. Sections I and II hereof do not apply to persons participating on planned Weekends.
 4. Reservations for use of the Lodge facilities at any time except on planned Weekends must be made in writing with the Reservation Chairperson and must include the name, age, sex and membership status of each person who will use the Lodge facilities. Reservations will, however, be confirmed only after the Reservation Chairperson has received a check in full payment of the applicable charges for the entire reservation period.
 5. Member reservations have precedence over reservations made for any guests up until 9:00 p.m. of the date fourteen (14) days prior to the beginning of the reservation period. In the event no conflicting member reservations have been confirmed and subject to prior compliance with the payment requirements of Paragraph four (4) of this Section, guest reservations shall automatically be confirmed at 9:00 p.m. of the date fourteen (14) days prior to the beginning of the guest's reservation period.
 6. Cancellation of reservations for the use of the Lodge facilities at any time during the period April 15 through November 14 inclusive must be made prior to 8:00 p.m. on the day immediately before the start of the reservation period. During the period November 15 through April 14, exclusive of the Christmas Holidays period as defined in Paragraph 2 of Section 1, cancellations must be made prior to 8:00 p.m. on the third (3rd) day before the start of the reservation period. Cancellations for the Christmas Holidays period must be made prior to 8:00 p.m. on the fourteenth (14th) day prior to the start of the reservation period. For purposes of this paragraph only, each night of proposed Lodge use constitutes a separate reservation period. Any applicable refund due any person as a result of timely cancellation of Lodge reservations shall only be made by means of a check issued by the Treasurer of the Club.
 7. In the event a person fails to cancel his reservations before the cancellation deadline set forth in the immediately preceding paragraph, that person shall forfeit his entire reservation charge. Any such person may petition the Board of Directors in writing for a refund of all or part of such forfeited reservation charge. The Board of Directors may make such investigation of a refund request as it deems necessary and its determination with respect to refund requests shall be final and binding.

8. The key to the Lodge may be picked up from the Reservation Chairperson no earlier than three (3) days prior to the start of the reservation period. All persons taking a key must leave a check in the amount of \$25.00 as a deposit. This check will be returned if and when the key is returned to the Reservation Chairperson on or before 9:00 p.m. of the third (3rd) day after the end of the reservation period. A \$1.00 a day charge (maximum charge of \$25.00) will be deducted from the aforesaid deposit for each day or any part thereof, commencing with the fourth (4th) day after the end of the reservation period, for each day the key is not returned. Any person who mails the key to the Reservation Chairperson assumes complete responsibility for loss of the key until the key is actually received by the Reservation Chairperson.
9. No person, without a prior confirmed reservation through the Reservation Chairperson, may use the Lodge facilities unless there is a vacancy and then, only upon the express permission of the Lodge Manager and only upon tendering to the Lodge Manager payment in full for use of the Lodge facilities. In the event there is no Lodge Manager, permission shall be obtained from the caretaker or the Lodge Reservation Chairperson immediately before the use of the Lodge.
10. Any member who uses or attempts to use the Lodge facilities without reporting to and without the permission of the Lodge Manager or the caretaker, or without confirmed reservations through the Reservation Chairperson, shall be responsible to pay the regular Lodge rate, plus a penalty of \$25 per night. If the member has guest(s), the member will also be responsible for \$25 per night penalty for each guest. In the event the penalty is not paid, the member shall lose Lodge privileges until paid. To facilitate monitoring of the Lodge facilities, all persons using the Lodge facilities except on Planned Weekends must sign the lodge register book immediately upon arrival at the Lodge.
11. All persons must vacate the Lodge facilities by 6:00 p.m. of the day immediately following the last night of their reservation period. No person may extend his stay at the Lodge or use the Lodge facilities after 6:00 p.m. of the day immediately following his confirmed reservation period without complying with the requirements of Paragraph 9 of this Section.

IV. MEMBERS AND GUESTS

1. Members may invite guests as Lodge occupants but under all circumstances a guest must be accompanied by the member and must abide by all rules and regulations. A member is fully responsible for the payment of all charges for his guest's use of the Lodge facilities and also for making any cancellation of that guest's reservation. A member may take up to five (5) guests to the Lodge without prior board approval.
2. No person ever may be a guest more than twice, except on planned weekends/events. If such person desires to continue using the Lodge facilities, he must become a member of the Club.
3. No person under the age of twenty-one (21) years, whether member or guest, shall be allowed to use the Lodge facilities unless accompanied by a member at least twenty-one (21) years of age or older.
4. Any Lodge occupant under twenty-one (21) years of age will be charged the applicable guest rate unless he qualifies under a single parent or family membership issued to his parent(s).

V. LODGE POLICIES

1. Parking at the Lodge is permitted only in designated areas. If the designated parking lot is full, the Lodge Manager shall designate additional parking areas.
2. Skis shall be stored in the entryway only, and shall not be brought into the main Lodge except into areas designated for waxing and maintenance, and then only for those purposes.
3. Boots should be cleaned prior to entering the Lodge. Boots are not to be worn in any area above the landing on the main stairs.
4. The Lodge is a non-smoking building.
5. Each person should familiarize himself with the location of fire-fighting equipment and exits from the Lodge.
6. The Club will provide cooking facilities and utensils, mattresses and pillows, soap and paper supplies. All other desired items will be the responsibility of the Lodge occupants. Anyone utilizing the kitchen facilities and utensils must clean up the facilities after use and clean and return all utensils to their proper order and location.
7. Every person staying at the Lodge must occupy a bed. No person may sleep downstairs overnight. The Lodge Manager on Planned Weekends or during Christmas Holidays may authorize the use of alternate bedding but alternate bedding may not be used to add to the capacity of the Lodge, which is fifty-one (51).
8. Cooking in the fireplace is strictly prohibited.
9. No person may camp or use a recreational vehicle for sleeping purposes on any portion of the Lodge premises.
10. Pets are not allowed on the Lodge premises at any time.
11. No parties are permitted on the second floor at any time. No excessive noise will be permitted on the second floor after midnight and on the main floor after 2:00 a.m. The Lodge Manager's decision with respect to matters regarding excessive noise and partying shall be final and binding.
12. The Club is not responsible for any loss or damage to the personal property of any person or any guest.
13. A person will be held responsible for any damage, which such person may cause.

VI. LODGE ADMINISTRATION

1. Overall responsibility and supervision of the Lodge shall be vested in the Lodge Administrator, who shall be appointed annually by the President with the approval of the Executive Committee. The President may, from time to time, designate a member to serve as temporary Lodge Administrator with like authority and responsibility.
2. The Lodge Administrator shall be responsible for the general maintenance and repair of the Lodge. Duties of the Lodge Administrator shall include taking inventory during the fall work weekend. The Lodge Administrator shall also be responsible for and organize all Club work weekends. All members participating in a Club work weekend shall receive lodging and meals as determined by the Board. The Lodge Administrator shall be reimbursed for fuel costs for traveling to the Lodge for Lodge related business.
3. The Reservations Chairperson shall appoint a Lodge Manager each time the Lodge is used on other than Planned Weekends. On Planned Weekends, the Trip Chairperson(s), not to exceed three (3) shall serve as Lodge Manager(s). In any

event, a Lodge Manager shall be responsible for enforcing these rules and shall also:

- a. Obtain a list of confirmed reservations from the Reservations Chairperson prior to departing for the Lodge.
 - b. Make and post all room assignments, make certain that no unauthorized person or persons without confirmed reservations are present, and collect all moneys.
 - c. Warn Lodge occupants who violate these rules of the nature of their violation, institute remedial measures in the event the warning is ineffective and report continuing violators to the Reservations Chairperson.
 - d. Consult with the local caretaker if and when necessary.
 - e. Have charge of the key and close the Lodge in a proper manner, including setting thermostats at designated low settings, turning the lights off, locking all doors and windows, making sure all appliances are turned off, making sure that the fire in the fireplace is properly extinguished and that the fireplace damper and glass doors are closed and the wood boxes refilled, checking janitorial and other supplies and reporting any shortages to the Reservation Chairperson and reporting any unusual circumstances to the local caretaker or asking that local caretaker to check and lock the Lodge.
 - f. Provide the Reservations Chairperson within three (3) days of the Lodge Managers return from the Lodge with a complete list of the names of all members and guests present, all moneys collected, the Lodge key, and a list of any conditions that need correcting.
4. For assuming the responsibility and performing the duties of the Lodge Manager, the Lodge Manager will be entitled to free Lodging at the single adult rate in effect for the dates involved, for any night eight (8) persons or three (3) groups, whichever is less, use the Lodge facilities.

LODGE WEEKEND TRIP POLICIES

I. RESERVATIONS

1. All reservations MUST be accompanied by a CHECK or MONEY ORDER payable to Toledo Ski Club; no cash will be accepted.
2. Checks MUST be mailed to the trip chairperson; personally delivered checks will not be accepted until one week prior to the trip, PENDING THE TRIP IS NOT FULL. Forty-eight (48) hours (6:30 PM Wednesday) prior to departure, the chairperson has the option to refuse acceptance of reservation checks.
3. Each reservation will be placed in the numerical sequence in which it has been received by the Trip Chairperson. After fifty-one (51) reservations have been received, another numerical listing will be prepared for those persons on the wait list.
4. No checks for weekend trips will be accepted by the Trip Chairperson prior to four (4) weeks before the trip departure date. ANY PERSON WHOSE CHECK IS RECEIVED BEFORE THIS DATE (given on the coupon) WILL BE NOTIFIED BY THE TRIP CHAIRPERSON AND REQUESTED TO SUBMIT A NEW RESERVATION COUPON.
5. Any person desiring his check to be returned if he cancels his weekend reservation should send a self-addressed stamped envelope; otherwise, all cancellation and wait-list checks will be destroyed by the Weekend Trips Treasurer or Trip Chairperson.
6. All checks received by the Chairperson for a weekend trip are to be forwarded on the cancellation date to the Weekend Trips Treasurer for cashing, with the exception of checks received from persons who are on a wait list (in excess of fifty-one (51) persons). These checks will be destroyed by either the Treasurer or Trip Chairperson if the person does not make the trip.
7. The Club will not allow the transfer or sale of reservations from one person to another for any planned weekend.

II. RESERVATIONS WILL BE MADE AS FOLLOWS

1. For all weekend trips, the first 45 confirmed reservations will be placed on the bus. Bus expenses must be met before any drivers can be assigned.
2. Drivers, six (6), will be chosen and contacted from all the reservations in order of receipt, providing the bus remains full.
3. Drivers will be confirmed on the cancellation date; drivers will not be forced to ride the bus after the cancellation date, even if there is an unfilled bus position.
4. After the cancellation date, a driver has priority on the bus if a bus cancellation occurs.
5. If the trip is not filled by the cancellation date, guests will be confirmed at that time.
6. Driver refunds will be made by the Club Treasurer after the trip is completed.
7. On weekends without the bus, the first fifty-one (51) member reservations received will be confirmed on the trip. Guests will be confirmed only after the cancellation deadline.

III. WAIT LIST

After the fifty-one (51) positions are filled, the remaining reservations are to be placed on a wait list in the order of their receipt.

The Trip Chairperson will contact all persons on the wait list after the cancellation deadline to inform them of their status. Any trip participant who removes his name from the wait list and then requests reinstatement will be moved to the bottom of the wait list (i.e., he will lose his priority on the list).

Any trip participant wishing to know his status on the trip may contact the Trip Chairperson.

The wait list will be utilized to fill the weekend trip whenever cancellation vacancies occur. The Trip Chairperson will attempt to contact persons on the wait list; if, however, there is no answer within twenty-four (24) hours, the Chairperson will proceed down the wait list.

Guests can be confirmed on a weekend trip at the cancellation deadline (3 weeks prior to scheduled departure date) if the trip is not full with members at that time. If the trip is full, the wait list will be utilized in the following order:

1. Members whose reservations are received on or before the cancellation deadline.
2. Guests whose reservations are on or before the cancellation deadline.
3. Members and guests whose reservations are received after the cancellation deadline.

Once a guest is confirmed, he cannot be removed from the confirmation list.

IV. CANCELLATIONS

For a cancellation made after the 6:00 p.m. cancellation deadline (three (3) weeks prior to the scheduled departure date), the individual trip participant will be charged a \$10.00 cancellation fee provided the reservation is filled. If the reservation is not filled, the individual will be charged the total cost of the trip. The cancellation fee of \$10.00 will be allocated to the Lodge Operating Fund.

In cases of exceptional circumstances (i.e., death in the family, personal or family illness, etc.), an appeal for a refund of one half (1/2) the amount of the cost of the trip may be made. Appeals may be made in writing or in person. Appeals must be received and presented to the Board before the second Board meeting after the trip departure date. If any part of the request is denied, the individual will be notified in writing of the Board's decision.

V. VISITORS FOR ACTIVITIES ON WEEKEND TRIPS

Additional persons may be accommodated for the activities of the trip at the discretion of the Weekend Trip Chairperson. The individual charge for Saturday night dinner and/or cocktail party at the Lodge will be determined by the Weekend Trips Committee prior to the ski season. The cost of other activities will be determined by the Weekend Trip Chairperson based on the cost of the activity.

VI. SKI WEEKENDS

Cross-country skiers are welcome on all downhill weekends. Likewise, downhill skiers are welcome on all cross-country weekends.

VII. RACING COMMITTEE

Two (2) members of the Racing Committee or their alternates are to be given priority on the reservation list up until the cancellation date for the weekend trip to ensure that someone from the Racing Committee is on the trip. This only applies for weekend trips that have Club sponsored race(s).

VIII. WEEKEND TRIPS TREASURY

A separate checking account shall be established at a suitable institution as approved by the Board for the Weekend Trips Committee. The Committee Treasurer, the President, and the Trips Director shall be authorized to sign checks on the account. Checks exceeding \$1,500 shall bear the signature of two of the foregoing persons. The bank statements, including all canceled checks, shall be sent to the Weekend Trips Treasurer at the Club's current mailing address.

A detailed financial report of each trip shall be submitted to the Board by the Committee no later than two meetings after the departure date. A reconciliation of the checking account shall be submitted to the Board each month. An internal audit of the account shall be done at the end of each fiscal year.

IX. WEEKEND TRIPS CHAIRPERSONS

On Planned Weekends, the Trip Chairperson(s), not to exceed two (2), shall serve as Lodge Manager(s). For assuming the responsibility and performing the duties of the Lodge Manager(s), the Weekend Trip Chairperson(s) will be entitled to a reimbursement of 50% of the price of the weekend trip upon timely receipt and reconciliation of the financial report for that weekend trip.

NON-LODGE WEEKEND TRIP POLICIES

I. RESERVATIONS

1. All reservations MUST be accompanied by a CHECK or MONEY ORDER payable to Toledo Ski Club; no cash will be accepted.
2. On non-lodge weekend trips, a contract for the lodging must be submitted to the Board for approval prior to advertising the trip. If no contract is available, written confirmation from the hotel or lodge including the price per person or room and any other applicable charges shall be submitted to the Board for approval.
3. ALL CHECKS MUST BE MAILED TO THE TRIP CHAIRPERSON; no personally delivered checks will be accepted.
4. Each reservation will be placed in the numerical sequence in which it has been received by the Trip Chairperson. After the advertised limit of reservations has been received, another numerical listing will be prepared for those persons on the wait list.
5. No checks for weekend trips will be accepted by the Trip Chairperson prior to the date published in the ad. Any person whose check is received before this date (given on the coupon) will be notified by the Trip Chairperson and asked to submit a new reservation coupon.

6. Any person desiring his check to be returned if he cancels his weekend reservation should send a self-addressed stamped envelope; otherwise, all cancellation and wait list checks will be destroyed by the Treasurer or Trip Chairperson.
7. All checks received by the Chairperson for a weekend trip are to be forwarded on the cancellation deadline to the Treasurer for cashing, with the exception of checks received from persons who are on the wait list. These checks will be destroyed by either the Treasurer or Trip Chairperson if the person does not make the trip.
8. On weekends without the bus, the first fifty-one (51) member reservations received will be confirmed on the trip. Guests will be confirmed only after the cancellation deadline.

II. WAIT LIST

After the advertised limit of positions is filled, the remaining reservations are to be placed on a wait list in the order of their receipt.

The Trip Chairperson will contact all persons on the wait list after the cancellation deadline to inform them of their status. Any trip participant who removes his name from the wait list and then requests reinstatement will be moved to the bottom of the wait list (i.e. he loses his priority on the list). Any trip participant wishing to know his status on the trip may contact the Trip Chairperson.

The wait list will be utilized to fill the weekend bus trip whenever cancellation vacancies occur. The Trip Chairperson will attempt to contact persons on the wait list; if, however, there is no answer within twenty-four (24) hours, the Chairperson will proceed down the wait list.

III. CANCELLATIONS

For a cancellation made after the 6:00 p.m. cancellation deadline as advertised, the individual trip participant will be charged a \$10.00 cancellation fee provided the reservation is filled. If the reservation is not filled, the individual will be charged all costs resulting from cancellation. The cancellation fee of \$10.00 will be allocated to the Lodge Operating Fund.

There will be no refunds granted through appeal unless the petitioner was not granted the correct refund as defined in this section, (Section III).

IV. DRIVERS

If a bus is taken, drivers will be accommodated whenever possible and at the discretion of the Weekend Trip Chairperson(s). Drivers will be confirmed only after the bus is filled; otherwise the driver will be responsible for the cost of the bus also. The driver refund will be determined by the per person cost of transportation.

Non-Trip Activity Reservation Policy:

1. The Board shall approve a budget for each activity before it is offered to the membership.
2. The reservation fees and limits on the number of participants shall be published. All reservations must be accompanied by a check or money order payable to the Toledo Ski Club for the full amount required. The Finance Policy shall be

- followed for submitting checks, reimbursements, and payments. The activity chairman shall submit a detailed financial report within 60 days of the end of the activity.
3. Reservations shall be mailed to the activity chairman and confirmed starting on the published first day of reservations with priority based on the date received. This published date should be a minimum of four weeks ahead of the first day of the activity.
 4. The chairman shall put each reservation on a list in numerical sequence at the chronological order in which it was received. Once the reservation limit has been filled, a waiting list shall be established in the same manner.
 5. Member reservations shall be confirmed when received up to and including the date of the member priority deadline. Up until this date, any nonmember reservations shall be put on a waiting list. The member priority deadline shall be published and shall be a minimum of one week prior to the first day of the activity.
 6. Reservations received ahead of the published first day of reservations shall be treated as if received the day following the published first day of reservations. Reservations received other than through the mail shall be treated as if received the day following the day they are actually received, but no earlier than the day following the published first day of reservations.
 7. If the activity is not filled on the member priority deadline, nonmembers shall be confirmed with priority in the order received following all members who met the member priority deadline. For reservations received after the member priority deadline, nonmembers will follow the members in priority for the reservations received each day.
 8. If applicable, the final deadline for reservations shall also be published.
 9. Unless otherwise published, cancellations up to the final deadline shall be fully refundable. Refunds for cancellations after the final deadline shall have any costs incurred on behalf of the reservation up to the full amount deducted from the refund.
 10. Unless otherwise directed by the Board, all reservation fees shall include all costs and expenses paid by the Club for the activity. The nonmember reservation fee shall include an additional nonmember fee.
 11. An activity shall be closed to nonmembers, if so designated by the Board. The Board shall determine a limit for the duration of participation for each nonmember in each activity. An activity can be designated of open participation without these nonmember restrictions for the welfare of the activity or for the purposes of membership recruitment.

LONG TRIPS COMMITTEE POLICIES

I. DEFINITION

A Long Trip shall be defined as any trip four (4) days or longer in duration.

II. PURPOSE

It shall be the purpose of the Long Trips Committee (hereinafter known as the Committee) to insure timely year-to-year planning and coordination of the long trips sponsored by the Toledo Ski Club. The Committee shall be a standing Committee and shall recommend, for Board approval, tour operators and packages so that firm commitments can be made well in advance of the ski season.

III. STRUCTURE

A Long Trips Coordinator shall be appointed by the President. The coordinator shall serve as Secretary/Chairperson of the Committee and act as liaison between the Committee and the Board. The Committee shall enforce the Long Trips Policies and recommend policy changes, trip destinations, and tour operators to the Board.

The President shall appoint to the Committee two at-large committee members to serve for one-year terms and individual Trip Chairperson (or co-chairpersons) to serve on the Committee through the duration of the planning and execution of their assigned trips. The at-large Committee members shall have chaired at least one Club long trip or have other pertinent experience to qualify. The coordinator shall serve as a third (3rd) at-large member of the Committee for one year after the expiration of his chairmanship.

Committee vacancies shall be filled immediately by Presidential appointment with the appointee serving the remainder of the unexpired term. The Weekend Trips Coordinator shall serve as a non-voting member of the Committee and act as liaison between the two committees.

IV. PRE-TRIP PROCEDURES

The advertising and/or fliers for each trip shall be dated and contain at least:

- a. Trip destination, dates and cost.
- b. All transportation plans.
- c. Accommodation arrangements and cost.
- d. Minimum and maximum number of trip participants.
- e. Cancellation deadline
- f. Reservation period.
- g. Amount of initial deposit.
- h. Fee payment (Section VI) and Cancellation Policy (Section VII).
- i. Member priority deadline.

Trips should include as a minimum:

- a. Round trip transportation from and back to Toledo, whenever practical.
- b. Four (4) nights lodging, sharing a twin room with separate beds, unless otherwise requested.
- c. Wine and cheese party.
- d. All taxes and duties.

- e. Pre-trip and post-trip parties.

A trip's content may be changed. This is dependent upon the package plans that are available and, in some cases, upon the desires of the participants. However, specific information regarding departure and arrival times and accommodations must be in the ads/fliers.

V. PRICING POLICY

It is the policy of the Long Trips Committee to cost all trips on a "break-even" basis. Trip cost estimates will be made as accurately as possible in an attempt to eliminate the need for repricing a trip, after it has been offered, to maintain our break-even goal. Knowing we cannot achieve a perfect cost estimate 100% of the time, the following procedure will be used to further reduce the need to re-price a trip.

No adjustment will be made for any difference in the advertised cost of \$5.00 or less per person.

All retained funds will be kept in the Club General Fund, but a separate accounting will be kept for the Long Trips Committee and carried over to the next year.

Each Trip Chairperson will be responsible for keeping an accurate accounting of all funds and submitting a final report to the Treasurer as required per the financial policy. The Trip Chairperson will be entitled to a reimbursement of 50% of the price of the trip upon timely receipt and reconciliation of the financial report for that trip.

VI. FEE PAYMENT RULES

A deposit is required with each reservation. The deposit will be made in the form of a check, money order, or a form acceptable to the travel agent and Toledo Ski Club. Checks and money orders must be payable to the Toledo Ski Club. The amount of the deposit and the reservation period for each trip will be set by the Committee. The deposit shall be at least enough to cover all advances made by the Club and is due at the time a reservation is made.

VII. CANCELLATION POLICY

The Club reserves the right to retain all or a portion of any money paid in the event of a cancellation after the established cancellation deadline.

A confirmed reservation is one in which the coupon and initial deposit have been received by the Trip Chairperson, and the individual has been notified that he is on the trip.

In the event a person with a confirmed reservation cancels, a replacement is found, and the trip is full, the canceling person's money, less any other specific costs he caused to be incurred on his behalf, shall be refunded in a timely manner. The canceling participant shall give notice of cancellation in writing.

If a person who has a reservation cancels, and the trip is not full, the trip Chairperson and the Committee Coordinator shall determine what portion, less any specific costs that person's cancellation caused to be incurred, including airline ticket cancellation fees, may be returned. This amount will take into consideration fixed costs, and will be adjusted to assure that there will be no price increase to the remaining trip participants due to that

cancellation. The refund shall be made to the canceling person as soon as this determination can be made, not longer than one hundred twenty (120) days after the trip. The Club will not allow the transfer or sale of reservations from one person to another on a Long Trip when there is a wait list. All reservations belong to the Club and are to be made through the Trip Chairperson only.

VIII. LODGE LONG TRIPS

The Lodge will be reserved **ONLY** for persons with confirmed trip reservations on all midweek planned trips to the Lodge.

IX. ELIGIBILITY

All trip participants shall be members in good standing of the Club, except for one time guests. All guests shall be limited to participate in a long trip once in a lifetime without becoming a member. The trip guest fee shall be \$50.00 more than the member fee for the trip. Each trip participant shall sign the waiver currently approved by the Board, which the Trip Chairperson will keep on file. Exceptions to this policy may be made with the approval of the Board of Directors for trips that are run in conjunction with and published with other ski clubs and councils.

X. LONG TRIPS FLIERS

The chairperson of a non-income, Club-sanctioned trip shall be reimbursed up to \$25.00 per trip for stationery expenses.

All related costs associated with the once-a-year printing and mailing of Long Trip fliers shall be debited against “Der Schlophen Dopen” / Newsletter.

XI. RESERVATIONS NON-TRANSFERABLE

There shall be no transfer of reservations or selling of reservations by individuals for any planned weekend or other events requiring reservations. All changes must be made by the Chairperson of the weekend or the event. All reservation checks must be made payable to Toledo Ski Club.

XII. REFUNDS

All refunds for Club sponsored events will be made by check.

RACING RULES

1. GENERAL

A. Eligibility

1. You must be a member in good standing of the Club to receive awards.
2. There are no age or ability restrictions for participation in the Club racing program.

B. Racing Schedules

1. The racing committee will publish dates and designated locations for all local Club races and MDSC/MACC races, and races held in conjunction with weekend trips at the lodge.

On trips other than those defined above, it is the responsibility of the Trip Chairperson to designate an individual who will be responsible for scheduling Club races. Trip participants and others who wish to race are responsible for contracting the Trip Chairperson for dates and times of Club Races scheduled as part of those trips.

2. Race start time will be announced the morning of the race or earlier.
3. If for any reason a Club sponsored race cannot be held on the scheduled date or at the designated location, it will be held the next possible date during the trip and the results will count in the final standings. Members of the Racing Committee present during that trip are responsible for rescheduling or canceling the race.
4. The racer is responsible for confirming race times and cancellations.

C. Race Course Rules

1. The Racing Committee has the responsibility for final course approval.
2. Race gates cannot be moved after the official start of the race.
3. Pre-Skiing the race course is not allowed and will cause disqualification of the racer for that race.
4. In the event of an electronic equipment failure, either before or during a race, the Racing Committee will have the final authority in determining the method of timing to be used.
5. The Racing Committee will allow a racer to rerun for the following reasons: racing equipment failure, interference, and false start.
6. NASTSAR and MOLSTAR courses will be the official race course. In the event official courses are not available, a comparable course and pacesetters with official NASTAR or MOLSTAR handicaps shall be used. NASTAR rules apply where applicable.
7. In races with dual courses, only the first run on each side will count.
8. The racecourse may be side-slipped at the discretion of the Racing Committee for the purpose of smoothing out ruts either before or during a race.
9. First-time racers may take a practice run down the course, but times will not be recorded.
10. Racers cannot make more than two official runs during a race. However, the course and timing equipment may be left operational after completion of the race for members and guests to practice at the discretion of the Racing Committee.
11. All TSC members who participate in Club sponsored races will have their results published and will be placed in contention for year-end awards.

12. There will be no more than two club races per Club sponsored trip and no more than one club race per day.

D. Racing Classifications

1. All racers will be placed in a class based on their age; sex and handicaps as determined by and computed against the calculated par for each Club race. The NASTAR handicap system shall be used to determine par.
2. Adult Racing Classes by percent handicap:

Class	A	B	C	D
Male	0-25	25.01-35	35.01-45	45.01 +
Female	0-35	35.01-50	50.01-65	65.01 +

3. The following classes will exist if there are a minimum of five (5) declared racers:
- a. Men’s and/or Women’s Vet. For racers between the ages of 35 and 49 as of December 31st of the current ski season.
 - b. Men’s and/or Women’s Super Vet. For racers age 50 and older as of December 31st of the current ski season.

There are no handicap ranges for these classes.

For classification purposes, the Vet. and Super Vet. classes fall between the B and A classes. Therefore, after a skier’s first race of the season he may only request to bump into the Vet. and Super Vet. classes from the B, C, or D classes, and out of these classes into the A class. All requests must be made in writing to the Racing Committee.

Once a skier races in the Vet.or Super vet class, it is assumed that he will continue to race in that class until he notifies the Racing Committee otherwise. If the skier’s qualifying handicap places him in the B, C, or D class, and the skier wants to compete in one of those classes, such notification must be made in writing prior to the skier’s first race of the season.

If there are fewer than five declared racers in one of the Vet. classes, the Super Vet. class may be combined with the Vet class, but the Vet class may not be combined with the Super Vet. Class, as follows:

- a. If there are less than five declared Super Vet. Racers, but combined with the Vet. Racers there are at least five racers, the Vet. and Super Vet. racers will race as Vets.
- b. If there are less than five declared Vet. racers, and five or more Super Vet. racers, there will be a separate Super Vet. class and the Vet. racers will compete in the regular A, B, C, D classes.

4. Teen / Youth Racing Classes by percent handicap:

Class	A	B	C	D
Male, Age 13-19	0-25	25.01-35	35.01-45	45.01 +
Female, Age 13-19	0-35	35.01-50	50.01-65	65.01 +
Male, Age 12 and under	0-25	25.01-35	35.01-45	45.01 +
Female, Age 12 and under	0-35	35.01-50	50.01-65	65.01 +

E. Determination of Racers’ Class Status

1. All skiers who raced in three or more races during the previous season will have and “established” class status based on their average handicap for that season. The average handicap will be based on each skier’s best three Club races.

2. Any skier who raced in only two (2) or one (1) races(s) the previous season will have a “temporary” class status until one (1) or two (2) races have been completed during the current season. Class status will then be determined based on the two (2) or one (1) races from the prior season and the one (or two) races from the current season.
3. New racers will have a “temporary” class status until three races have been completed.
4. Once a racer has received an “established” class status, he will remain in that class for the remainder of the season. However, he may move himself up to a higher class by written request. A Vet racer can move only to Class A. Any racer can move up through 48 hours after the return of the last trip of the season on which an official race was held.
5. The racing committee reserves the right to disregard any results that greatly distort the individual’s average handicap for classification purposes.

F. Determination of Class Winners

1. A racer must complete a minimum of three Club races if there are six (6) or more races held during the season, or a minimum of two (2) races if there are five (5) or fewer held, in order to be eligible for Club racing awards. If the skier disqualifies, the race does not count as completed.
2. The final ranking of each class will be determined by the individual’s average handicap. The average handicap will be based on the individual’s best qualifying number of Club races in the current season. Following these individuals will be those who had fewer than the qualifying number of races in which they participated.
3. Three (3) awards will be given for each men’s and women’s racing class. However, if fifteen (15) or more racers qualify in a single class, four (4) awards will be given.

2. METROPOLITAN DETROIT SKI COUNCIL RACING (MDSC/MACC)

A. General

1. MDSC/MACC races are controlled and sanctioned by MDSC/MACC Alpine competition Committee.
2. The Club is a member of MDSC/MACC, and all club members are eligible for said races.
3. MDSC/MACC rules apply to said races.

3. OUTSTANDING RACER AWARD

A. General

1. There will be a maximum of three (3) awards for each men’s and women’s ORA.
2. These awards are based on an individual’s participation in the Club sponsored racing.
3. Every Racer will earn a minimum of three (3) participation points for every Club, league and MDSC/MACC race that he participated in during the current season.
4. The man and woman with the highest number of total points will have their names placed on the perpetual trophy which is on display at the Lodge.

B. Criteria for Points

1. For each class for each race:
 - 10 points for first place
 - 7 points for second place
 - 5 points for third place
 - 3 points for participation

2. For each MDSC/MACC race
 - ½ of the MDSC/MACC World Cup points earned
 - 3 points minimum per race

4. SKI TEAM

A. Objective

1. To promote skiing and ski racing within the Club.

B. Functions / Racing

1. Be available at the racecourse to give helpful hints and encouragement to less experienced racers.
2. Attend new member orientation meetings to promote the Club racing program.
3. Encourage all those who have never raced before to try, at least once. Promote Racing!

C. Functions / Skiing

1. Guide new skiers to increase their comfort level within the Club and the ski areas.
2. Lead groups through skiing improvement and fun exercises.
3. Conduct mountain experience classes.

D. Criteria

1. Invitation to be a member of the Ski Team shall be extended to the top two Class A men and women, and the top one from each of the classes, Vet., B, C, and D men and women, and the ORA winner man and women from the previous ski season. Optionally, additional men and women may be named as members of the Ski Team at the discretion of the racing committee, with Board approval. You must be twenty-one (21) years of age to be eligible.

5. IN GENERAL

A. Good Will

1. To constantly improve all aspects of the Club racing program, the Racing Committee reserves the right to alter rules and regulations with Board approval.