

NORTH BAY NORDIC SKI CLUB - BOARD POLICIES

| Policy Area | Subject | Policy Number |
|-------------------------|----------------------|----------------------|
| Board Administration | Conflict of Interest | 1.1 |
| Date Approved | December 2009 | |

Purpose of Policy: To ensure that all members of the Nordic board constantly make decisions without actual or perceived personal gain.

Policy Statement: That each board member must declare a conflict, abstain from voting, and not be present for the discussion of any matter in which he/she considers that he/she has a real or perceived conflict.

| Policy Area | Subject | Policy Number |
|-------------------------|---------------------|----------------------|
| Board Administration | Conduct of Meetings | 1.2 |
| Date Approved | December 2009 | |

Purpose of Policy: To ensure that board meetings are conducted in a business-like manner.

Policy Statement: The agenda for each board meeting will begin with: a) approval of agenda, b) approval of written minutes from previous meeting, c) declaration of conflict(s) of interest, and d) will conclude with a motion for adjournment.

| Policy Area | Subject | Policy Number |
|----------------------|-----------------------------------|----------------------|
| Board Administration | Annual and Other General Meetings | 1:3 |
| Date Approved | December 2009 | |

Purpose of Policy: *To ensure that all members have an opportunity to vote on motions raised at annual and other general meetings.*

Policy Statement: *Any motion presented at an annual or other general meeting must be circulated in writing to all members at least 30 days in advance of the meeting.*

| Policy Area | Subject | Policy Number |
|---------------------|----------------|----------------------|
| Building & Property | Permits | 2.1 |
| Date Approved | December 2009 | |

Purpose of Policy: *To ensure that all renovations and new construction on Nordic property is in compliance with the Ontario Building Code and the Electrical Safety Association.*

Policy Statement: *The Director of Building and Property must ensure that all necessary permits are obtained prior to the beginning of any construction or renovation to club buildings.*

| Policy Area | Subject | Policy Number |
|---------------------|------------------------------|----------------------|
| Building & Property | Use of Nordic Club Equipment | 2.2 |
| Date Approved | December 2009 | |

Purpose of Policy: *To ensure that all material assets of the Nordic are used for club purposes and are adequately controlled.*

Policy Statement: *All tools and equipment owned by the Nordic are to be used for club purposes and on club property. In the event that a member takes an asset off-site, written notification must be given to either the Trails Director or Building & Property Director, and the borrower accepts full responsibility for the safe return of that asset. (For motorized grooming equipment see also policy #4.3)*

| Policy Area | Subject | Policy Number |
|--------------------|--|----------------------|
| Finance | Comparable Estimates for Large Purchases | 3.1 |
| Date Approved | December 2009 | |

Purpose of Policy: *To ensure that the Nordic Ski Club obtains value for its large expenditures.*

Policy Statement: *That before finalizing any expenditure for a purchase in excess of \$1,000, when available, three comparable estimates be sought and obtained.*

| Policy Area | Subject | Policy Number |
|--------------------|---------------------|----------------------|
| Finance | Approval of Budgets | 3.2 |
| Date Approved | December 2009 | |

Purpose of Policy: *To ensure that all expenditures and revenues not included in the annual budget be properly approved in advance by the board.*

Policy Statement: *That prior to any large function whose expenditures and revenues will vary from those included in the annual budget, a detailed event budget must be presented to and approved by the board.*

| Policy Area | Subject | Policy Number |
|--------------------|---|----------------------|
| Finance | Authorized Spending Authorities for Charge Accounts | 3.3 |
| Date Approved | December 2009 | |

Purpose of Policy: *To ensure that all purchases against standing charge accounts be made only by persons duly authorized by the board.*

Policy Statement: *On an annual basis, the Treasurer will provide in writing to all vendors with whom the club has standing charge accounts, the names of individuals authorized to make purchases at that establishment.*

| Policy Area | Subject | Policy Number |
|--------------------|--|----------------------|
| Finance | Unbudgeted or Excessive Expenditures to be Approved by Board | 3.4 |
| Date Approved | January 2010 | |

Purpose of Policy: To ensure that all unbudgeted expenditures or expenditures in excess of approved budgets are approved by the board (membership re: expenditures in excess of \$5,000).

Policy Statement: All unbudgeted expenditures or expenditures in excess of approved budget amounts must be presented to the Treasurer, in writing, prior to incurrence of the expenditure. The Treasurer is responsible for bringing the request forward to the Board /Membership. All other board policies re: expenditures must be followed.

| Policy Area | Subject | Policy Number |
|--------------------|------------------------|----------------------|
| Trail Maintenance | Creation of New Trails | 4.1 |
| Date Approved | December 2009 | |

Purpose of Policy: To ensure that all new trail development is done with the approval of the board and of other appropriate authorities.

Policy Statement: Any creation of new trails at the Nordic must have prior approval from the board and from the appropriate landowner, municipality, or the crown.

| Policy Area | Subject | Policy Number |
|--------------------|---------------------------------------|----------------------|
| Trail Maintenance | Operation of Trail Grooming Equipment | 4.2 |
| Date Approved | December 2009 | |

Purpose of Policy: To ensure the responsible and safe operation of all motorized grooming equipment.

Policy Statement: The Trails Director will post and regularly update a list in the garage containing the names of those individuals trained and approved to operate Nordic's motorized trail grooming equipment. Only those names appearing on the list may operate the equipment.

| Policy Area | Subject | Policy Number |
|--------------------|---|----------------------|
| Trail Maintenance | Use of Motorized Trail Grooming Equipment | 4.3 |
| Date Approved | December 2009 | |

Purpose of Policy: To ensure that all motorized trail grooming machines are used only to enhance Nordic trails.

Policy Statement: All motorized trail grooming equipment must be used only on Nordic trails. Should there be a request to use a piece of equipment off-site, this request must be approved by the board and be preceded by an appropriate written rental agreement.

| Policy Area | Subject | Policy Number |
|--------------------|-----------------|----------------------|
| Trail Usage | Payment of Fees | 5.1 |
| Date Approved | December 2009 | |

Purpose of Policy: To ensure that all skiers on the Nordic trails pay the appropriate fee and wear proper identification.

Policy Statement: All fees for membership and/or for day use must be paid in advance of skiing. In addition, all skiers must wear either a membership button or the day pass issued for the day in question.

| Policy Area | Subject | Policy Number |
|--------------------|---|----------------------|
| Trail Usage | Non-skiing Activities on Trails During Ski Season | 5.2 |
| Date Approved | December 2009 | |

Purpose of Policy: To ensure maximum safety of all skiers on the Nordic trails during ski season.

Policy Statement: During ski season, only skiing is allowed on Nordic trails. Dogs are not allowed, nor are skis allowed whose width is greater than 6 cm.

| Policy Area | Subject | Policy Number |
|--------------------|----------------|----------------------|
| Trail Usage | One-way Skiing | 5.3 |
| Date Approved | December 2009 | |

Purpose of Policy: *To ensure maximum safety of all skiers on the Nordic trails during ski season.*

Policy Statement: *All skiers on Nordic trails must ski only in the single direction indicated on signs.*

| Policy Area | Subject | Policy Number |
|--------------------|--------------------------------|----------------------|
| Trail Use | Use of Trails by School Groups | 5.4 |
| Date Approved | December 2009 | |

Purpose of Policy: *To ensure maximum safety of all skiers when school groups are using the trail.*

Policy Statement: *Teachers who lead school groups on Nordic trails for cross country skiing must ensure adequate supervision of all their participants at all times while at the club. Elementary and secondary school groups are to ensure that they meet their board's supervision requirements or the Ontario Physical and Health Educators Association (OPHEA) requirements.*

| Policy Area | Subject | Policy Number |
|--------------------|----------------|----------------------|
| Trail Use | School Groups | 5.5 |
| Date Approved | December 2009 | |

Purpose of Policy: *To define which groups constitute a school group.*

Policy Statement: *A school group is a group from a recognized elementary, secondary, or post-secondary institution, or a recognized homeschool association using the trails during regular school hours. Any other group wishing to ask for school group rates must be approved by the Board.*

| Policy Area | Subject | Policy Number |
|--------------------|----------------|----------------------|
| Trail Use | Group Rates | 5.6 |
| Date Approved | December 2009 | |

Purpose of Policy: *To ensure consistency in application of special rates.*

Policy Statement: *Any group wishing to seek special group rates for trail use and/or rentals must submit a written request to the Board for approval.*

| Policy Area | Subject | Policy Number |
|------------------------|----------------|----------------------|
| Membership and Lockers | Locker Rentals | 6.1 |
| Date Approved | December 2009 | |

Purpose of Policy: *To clarify the terms regarding locker rentals.*

Policy Statement: *Lockers must be rented only by club members. The period of the rental is the membership period. Any equipment left in a locker whose rental is not renewed becomes the property of the club at the expiration of the rental period.*

| Policy Area | Subject | Policy Number |
|------------------------------|----------------------|----------------------|
| Publicity & Public Relations | Newsletter Protocols | 11.1 |
| Date Approved | December 2009 | |

Purpose of Policy: *To ensure predictable and consistent flow of information to the Nordic membership.*

Policy Statement: *Club newsletters will be published three times per year: in mid-October, mid-January and mid-March. The first newsletter will contain membership and Jackrabbit application forms.*

| Policy Area | Subject | Policy Number |
|------------------------------|----------------------|----------------------|
| Publicity & Public Relations | Newsletter Protocols | 11.2 |
| Date Approved | January 2010 | |

Purpose of Policy: To ensure predictable and consistent flow of information to the Nordic membership.

Policy Statement: The October newsletter will be sent in hard copy to the previous years' club members. The second two newsletters will be sent electronically to members requesting electronic copies and by hard copy to all other members. All newsletters and forms will be posted on the website and will be made available in hard copy at the clubhouse and at Bigwood Sporting Goods.

| Policy Area | Subject | Policy Number |
|------------------------------|--------------------|----------------------|
| Publicity & Public Relations | Newsletter Content | 11.3 |
| Date Approved | December 2009 | |

Purpose of Policy: To ensure predictable and consistent flow of information to the Nordic membership.

Policy Statement: When relevant, pertinent information for the newsletter will be submitted, in article form, by board members not later than the requested date.