

POLICIES OF THE NORTH BAY NORDIC SKI CLUB

	Page
Definitions	1
Section 1 Administration	
1.1 Conflict of Interest	2
1.2 Conduct of Board Meetings	3
1.3 Conduct of Annual and General Meetings	4
1.4 Cost Estimates for Expenditures	5
1.5 Authorized Spending Authorities for Charge Accounts	6
1.6 Approval of Unbudgeted Expenditures and Expenditures over \$5000	7
1.7 Approval of Budgets for Special Events	8
1.8 Grants for Competitive Athletes	9
Section 2 Buildings and Property	
2.1 Operation of the NBNSC Clubhouse during Ski Season	10
2.2 Permits and Approvals	11
2.3 Use of NBNSC Tools and Equipment	12
2.4 Rental of NBNSC Buildings	13
2.5 Rental of NBNSC Race Equipment	14
2.6 Locker Rental	15
2.7 Smoking on NBNSC Property	16
Section 3 Trails	
3.1 Operation of Trails during Ski Season	17
3.2 Payment of Fees and Identification	18
3.3 Permits and Approvals for Trail Work	19
3.4 Use of Trail Grooming or Maintenance Equipment	20
3.5 Operation of Trail Grooming Equipment	21
3.6 Use of Trails by School Groups	22
3.7 Group Rates	23
Section 4 Publicity and Public Relations	
4.1 Publication and Distribution of NBNSC Newsletter	24

POLICIES OF THE NORTH BAY NORDIC SKI CLUB

Definitions

Board:	Members of the North Bay Nordic Ski Club Board of Directors
NBNSC:	The North Bay Nordic Ski Club
By-Laws:	North Bay Nordic Ski Club By-Laws

POLICIES OF THE NORTH BAY NORDIC SKI CLUB

Section 1: Administration

Policy Number	Title	Date Approved / Effective
1.1	Conflict of Interest	May 2018

Policy Statement:

To ensure that all members of the NBNSC Board of Directors make all decisions without actual or perceived personal gain, 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.

Revision History:

Revision	Date	Description of Revision
0	December 2009	Approved by Board
A	April 2018	Revision by Policy Committee
1	May 2018	Approved at AGM

POLICIES OF THE NORTH BAY NORDIC SKI CLUB

Section 1: Administration

Policy Number	Title	Date Approved / Effective
1.2	Conduct of Board Meetings	May 2018

Policy Statement:

To ensure that Board meetings are conducted in a business-like manner, the agenda for each Board meeting will begin with:

- a) approval of agenda
- b) approval of written minutes from previous meeting, and
- c) declaration of conflict(s) of interest

The agenda for each Board meeting will conclude with a motion for adjournment.

Revision History:

Revision	Date	Description of Revision
0	December 2009	Approved by Board
A	April 2018	Revision by Policy Committee
1	May 2018	Approved at AGM

POLICIES OF THE NORTH BAY NORDIC SKI CLUB

Section 1: Administration

Policy Number	Title	Date Approved / Effective
1.3	Conduct of Annual and General Meetings	May 2018

Policy Statement:

To ensure that all members have an opportunity to vote on motions raised at annual and other general meetings, the agenda and any motion to be presented at an annual or other general meeting must be circulated in writing to all members at least 10 days in advance of the meeting.

Revision History:

Revision	Date	Description of Revision
0	December 2009	Approved by Board
A	April 2018	Revision by Policy Committee
1	May 2018	Approved at AGM

POLICIES OF THE NORTH BAY NORDIC SKI CLUB

Section 1: Administration

Policy Number	Title	Date Approved / Effective
1.4	Cost Estimates for Expenditures	May 2018

Policy Statement:

To ensure that the NBNSC obtains the best value for expenditures, prior to finalizing any expenditure for a purchase in excess of \$3,000, when available, three comparable estimates will be sought and obtained.

Revision History:

Revision	Date	Description of Revision
0	December 2009	Approved by Board
A	April 2018	Revision by Policy Committee
1	May 2018	Approved at AGM

POLICIES OF THE NORTH BAY NORDIC SKI CLUB

Section 1: Administration

Policy Number	Title	Date Approved / Effective
1.5	Authorized Spending Authorities for Charge Accounts	May 2018

Policy Statement:

To ensure control on purchases against standing charge accounts, the Treasurer will provide the names of individuals who are authorized to make purchases at vendors with whom NBNSC has standing charge accounts to the vendors in writing on an annual basis.

Revision History:

Revision	Date	Description of Revision
0	December 2009	Approved by Board
A	April 2018	Revision by Policy Committee
1	May 2018	Approved at AGM

POLICIES OF THE NORTH BAY NORDIC SKI CLUB

Section 1: Administration

Policy Number	Title	Date Approved / Effective
1.6	Approval of Unbudgeted Expenditures and Expenditures over \$5000.	May 2018

Policy Statement:

To ensure control on expenditures, all unbudgeted expenditures up to \$5000 or expenditures in excess of approved budget amounts must be presented to the Board, in writing, prior to incurrence of the expenditure.

Unbudgeted expenses in excess of \$5000 must be approved by the membership at a general meeting. The Treasurer is responsible for bringing the request forward to the Board or Membership. All other Board policies re: expenditures must be followed.

Revision History:

Revision	Date	Description of Revision
0	December 2009	Approved by Board
A	April 2018	Revision by Policy Committee
1	May 2018	Approved at AGM

POLICIES OF THE NORTH BAY NORDIC SKI CLUB

Section 1: Administration

Policy Number	Title	Date Approved / Effective
1.7	Approval of Budgets for Special Events	May 2018

Policy Statement:

To ensure that all expenditures and revenues not included in the annual budget are properly approved, a detailed budget must be presented to and approved by the Board prior to any special event whose expenditures and revenues will vary from those included in the annual budget.

Revision History:

Revision	Date	Description of Revision
0	December 2009	Approved by Board
A	April 2018	Revision by Policy Committee
1	May 2018	Approved at AGM

POLICIES OF THE NORTH BAY NORDIC SKI CLUB

Section 1: Administration

Policy Number	Title	Date Approved / Effective
1.8	Grants for Competitive Athletes	May 2018

Policy Statement:

On an annual basis, funds are set aside to assist Club member athletes who travel to events outside of the District of Nipissing to represent the North Bay Nordic Ski Club at CCC/CCO sanctioned race events (OCUP, Nationals, Ontario Winter Games, Canada Winter Games and Youth Championships). To ensure that funds allocated towards athlete assistance in the budget are awarded in a fair and equitable manner:

- a) Funds available will be as per the amount approved as "Athlete Assistance" in the annual budget;
- b) Individual athletes cannot receive more than \$300 in any fiscal year;
- c) Athletes will apply, in writing, for assistance, at a maximum of \$100 per CCC/CCO sanctioned event; and
- d) If applications received total amounts in excess of the approved annual budget, the budgeted amount will be divided by the number of events attended by the athletes and said amount will be allocated based on events attended, all subject to the \$300 per athlete CAP.

Revision History:

Revision	Date	Description of Revision
A	April 2018	Draft by Policy Committee
1	May 2018	Approved at AGM

POLICIES OF THE NORTH BAY NORDIC SKI CLUB

Section 2: Buildings and Property

Policy Number	Title	Date Approved / Effective
2.1	Operation of the NBNSC Clubhouse during Ski Season	May 2018

Policy Statement:

To ensure that the clubhouse is available for members to use when the trails are open for skiing and to ensure that the snack bar is operated and managed in a way that will provide the best possible service to members and other users of the NBNSC facilities:

- (i) The Chair of the Building and Property Committee, President, and Treasurer will be responsible for:
 - a) setting job descriptions, hiring staff, and directing the Snack Bar Management and assistants in the general operation of the clubhouse and snack bar, selling of day passes, and equipment rentals;
 - b) determining the initial opening and final closing dates of the snack bar;
 - c) setting the hours of operation of the snack bar;
 - d) determining when the number of people skiing does not justify having the snack bar staffed; and
 - e) coordinating the use of the NBNSC facility by school groups and other organizations;

- (ii) During the ski season:
 - a) The clubhouse shall be open, even if not staffed, when the trails are open for skiing (See also Policy 3.1 Operation of Trails during Ski Season);
 - b) When the clubhouse is open, arrangements will be made to have it opened at 9 AM and closed at 9 PM;
 - c) The clubhouse shall be open, even if not staffed, on all holidays; and
 - d) During periods when the outside daytime temperature is forecasted to be -25°C or colder, the clubhouse shall be open, but not staffed.

Revision History:

Revision	Date	Description of Revision
A	April 2018	Draft by Policy Committee
1	May 2018	Approved at AGM

POLICIES OF THE NORTH BAY NORDIC SKI CLUB

Section 2: Buildings and Property

Policy Number	Title	Date Approved / Effective
2.2	Permits and Approvals	May 2018

Policy Statement:

To ensure that all renovations and new construction on NBNSC property is in compliance with the Ontario Building Code and the Electrical Safety Association, the Chair of the Building and Property Committee must ensure that all necessary permits are obtained prior to the beginning of any construction or renovation to NBNSC buildings.

Revision History:

Revision	Date	Description of Revision
0	December 2009	Approved by Board
A	April 2018	Revision by Policy Committee
1	May 2018	Approved at AGM

POLICIES OF THE NORTH BAY NORDIC SKI CLUB

Section 2: Buildings and Property

Policy Number	Title	Date Approved / Effective
2.3	Use of NBNSC Tools and Equipment	May 2018

Policy Statement:

To ensure that all material assets of NBNSC are used for NBNSC purposes and are adequately controlled, all tools and equipment owned by the NBNSC are to be used for NBNSC purposes and on NBNSC Property.

In the event that a member takes an asset off-site, written notification must be given to and permission must be obtained from either the Chair of the Trails Committee or the Chair of the Building and Property Committee. The borrower accepts full responsibility for the safe operation, maintenance, and return of all assets.

Revision History:

Revision	Date	Description of Revision
0	August 2010	Approved by Board
A	April 2018	Revision by Policy Committee
1	May 2018	Approved at AGM

POLICIES OF THE NORTH BAY NORDIC SKI CLUB

Section 2: Buildings and Property

Policy Number	Title	Date Approved / Effective
2.4	Rental of NBNSC Buildings	May 2018

Policy Statement:

To ensure that the rental of NBNSC buildings is conducted in a fair manner and that rental rates are comparable to those charged by other similar facilities, the Chair of Building and Property Committee will ensure that all renters of NBNSC buildings have signed the standard rental agreement, drawn up for this purpose with input from Legal Experts.

The fee(s) charged for all rentals will be those approved by the Board. Any exception to the standard approved fee must be approved by the Board.

Schedule of Rental Fees for NBNSC Buildings will be reviewed annually by the Board.

Revision History:

Revision	Date	Description of Revision
0	August 2010	Approved by Board
A	April 2018	Revision by Policy Committee
1	May 2018	Approved at AGM

POLICIES OF THE NORTH BAY NORDIC SKI CLUB

Section 2: Buildings and Property

Policy Number	Title	Date Approved / Effective
2.5	Rental of NBNSC Race Equipment	May 2018

Policy Statement:

The NBNSC race equipment will be available for rent to other organizations at the discretion of the Board. To ensure that all NBNSC race equipment is adequately controlled, a signed rental agreement must be received and the following fees will apply:

- a) \$50 per day for use of the timing clock (and a \$100 deposit);
- b) \$1 per bib per day for use of racing bibs;
- c) a \$75 replacement fee per lost racing bib; and
- d) a fee (and availability) to be determined by the Board for rental of other race equipment on a case by case basis

Revision History:

Revision	Date	Description of Revision
A	April 2018	Draft by Policy Committee
1	May 2018	Approved at AGM

POLICIES OF THE NORTH BAY NORDIC SKI CLUB

Section 2: Buildings and Property

Policy Number	Title	Date Approved / Effective
2.6	Locker Rental	May 2018

Policy Statement:

The ski lockers will be available for rent to members of the NBNSC. The period of the rental is the membership year of December 1 to November 30 (as per Section 3.4 of the By-Laws).

Any equipment left in a locker whose rental is not renewed becomes the property of the NBNSC at the expiration of the rental period.

Revision History:

Revision	Date	Description of Revision
0	August 2010	Approved by Board
A	April 2018	Revision by Policy Committee
1	May 2018	Approved at AGM

POLICIES OF THE NORTH BAY NORDIC SKI CLUB

Section 2: Buildings and Property

Policy Number	Title	Date Approved / Effective
2.7	Smoking on NBNSC Property	May 2018

Policy Statement:

To maintain a healthy smoke-free environment in all club buildings and on all club-owned property including trails when the Land Use Permit is in effect, smoking of any substance is not permitted on NBNSC property and on the trails while they are under the Land Use Permit (November 1st to May 15th).

Revision History:

Revision	Date	Description of Revision
A	April 2018	Draft by Policy Committee
1	May 2018	Approved at AGM

POLICIES OF THE NORTH BAY NORDIC SKI CLUB

Section 3: Trails

Policy Number	Title	Date Approved / Effective
3.1	Operation of Trails during Ski Season	May 2018

Policy Statement:

To ensure the quality of the NBNSC trails for cross-country skiing and to ensure maximum safety of all skiers on the trails during ski season:

- a) The trails shall be declared open at the beginning of the season and closed at the end of the season by the Chair of the Trails Committee;
- b) Trails can be closed at the discretion of the Chair of the Trails Committee or designate(s) due to unsafe conditions, rain or warm temperatures, when the trails are otherwise dangerous or susceptible to damage or deterioration, and for special events (e.g. races). When all or some trails are closed, notice will be given via the web site and flagging or signing will be placed at trail intersections and/or the main trail access;
- c) Grooming and track setting shall be for both skate and classic technique on all trails;
- d) All skiers must ski in the direction indicated on the trail signs, except during special events;
- e) The period of night skiing shall be 5 pm to 9 pm every day, unless otherwise indicated at the clubhouse, on the website, and at the beginning of the main trail access;
- f) During ski season, only skiing is allowed on NBNSC trails. Dogs are not allowed on the trails. Skis used in the classic tracks must not be greater than 6 cm in width; and
- g) During periods when the outside daytime temperature is forecasted to be -25°C or colder, the trails shall remain open but skiers are advised to exercise caution and ski at their own risk. The timing of programs or events may be adjusted during periods of cold weather. (See also Policy 2.1 Operation of the NBNSC Clubhouse.)

Revision History:

Revision	Date	Description of Revision
0	December 2009	Approved by Board
A	April 2018	Revision by Policy Committee
1	May 2018	Approved at AGM

POLICIES OF THE NORTH BAY NORDIC SKI CLUB

Section 3: Trails

Policy Number	Title	Date Approved / Effective
3.2	Payment of Fees and Identification	May 2018

Policy Statement:

To ensure that all skiers on NBNSC trails pay the appropriate fee and wear proper identification:

- a) All fees for membership and/or for day use must be paid in advance of skiing; and
- b) All skiers must wear either a membership button or the day pass issued for the day purchased.

The membership year is December 1 to November 30 (as per Section 3.4 of the By-Laws).

Revision History:

Revision	Date	Description of Revision
0	December 2009	Approved by Board
A	April 2018	Revision by Policy Committee
1	May 2018	Approved at AGM

POLICIES OF THE NORTH BAY NORDIC SKI CLUB

Section 3: Trails

Policy Number	Title	Date Approved / Effective
3.3	Permits and Approvals for Trail Work	May 2018

Policy Statement:

To ensure that all new trail development is done with the approval of the Board and of other appropriate authorities, trail work, including maintenance of existing trails and the creation of new trails at must have prior approval from the Board and appropriate authority.

Depending on where the proposed trail work is located, the appropriate authorities are:

- a) private land owners;
- b) the City of North Bay;
- c) the North Bay Mattawa Conservation Authority (where applicable); and/or
- d) Ontario Parks.

Revision History:

Revision	Date	Description of Revision
0	December 2009	Approved by Board
A	April 2018	Revision by Policy Committee
1	May 2018	Approved at AGM

POLICIES OF THE NORTH BAY NORDIC SKI CLUB

Section 3: Trails

Policy Number	Title	Date Approved / Effective
3.4	Use of Trail Grooming or Maintenance Equipment	May 2018

Policy Statement:

To ensure that all NBNSC motorized trail grooming equipment and trail maintenance equipment is kept in good working order and available when needed to operate and enhance NBNSC trails, all motorized trail grooming equipment and trail maintenance equipment are exclusively for use on NBNSC 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 agreement.

Revision History:

Revision	Date	Description of Revision
0	December 2009	Approved by Board
A	April 2018	Revision by Policy Committee
1	May 2018	Approved at AGM

POLICIES OF THE NORTH BAY NORDIC SKI CLUB

Section 3: Trails

Policy Number	Title	Date Approved / Effective
3.5	Operation of Trail Grooming Equipment	May 2018

Policy Statement:

To ensure the responsible and safe operation of all motorized grooming equipment, the Trails Committee will maintain an up to date list of the names of individuals trained and approved to operate NBNSC motorized trail grooming equipment. The list will be posted in the garage and only people whose names appear on the list may operate the equipment.

Revision History:

Revision	Date	Description of Revision
0	December 2009	Approved by Board
A	April 2018	Revision by Policy Committee
1	May 2018	Approved at AGM

POLICIES OF THE NORTH BAY NORDIC SKI CLUB

Section 3: Trails

Policy Number	Title	Date Approved / Effective
3.6	Use of Trails by School Groups	May 2018

Policy Statement:

To define which groups constitute a school group and to ensure maximum safety of all skiers when school groups are using the NBNSC trails:

- a) 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;
- b) Any other group wishing to ask for school group rates must be approved by the Board;
- c) A school can obtain a “school membership” from NBNSC for an annual fee to be set by the Board. Member schools are permitted free use of the trails within normal school hours, but nominal equipment rental fees will be charged;
- d) Teachers who lead school groups on NBNSC trails for cross-country skiing must ensure adequate supervision of all their participants at all times while at the club;
- e) Elementary and secondary school groups are to ensure that they meet their school board’s supervision requirements or the Ontario Physical and Health Educators Association (OPHEA) requirements;
- f) The school group supervision ratio policy of NBNSC is 12 students to 1 adult. Within that ratio, teachers or assistants or other adults who accompany school groups as supervisors can ski with the students as part of the school membership without paying a trail fee. Any additional adults, or adults accompanying students from schools without a school membership, must pay the regular day fee;
- g) All student groups must be accompanied by responsible adults, and supervised at all times both on the trails and in the clubhouse;
- h) The snack bar staff must receive a list of all group members for that day of skiing; and
- i) Schools will be responsible to reimburse the NBNSC for any damage to its property caused by students or supervisors.

Revision History:

Revision	Date	Description of Revision
0	December 2009	Approved by Board
A	April 2018	Revision by Policy Committee
1	May 2018	Approved at AGM

POLICIES OF THE NORTH BAY NORDIC SKI CLUB

Section 3: Trails

Policy Number	Title	Date Approved / Effective
3.7	Group Rates	May 2018

Policy Statement:

To ensure consistency in application of special rates, any group wishing to seek special group rates for trail use and/or rentals must submit a written request to the Board for approval.

Revision History:

Revision	Date	Description of Revision
0	December 2009	Approved by Board
A	April 2018	Revision by Policy Committee
1	May 2018	Approved at AGM

POLICIES OF THE NORTH BAY NORDIC SKI CLUB

Section 4: Publicity and Public Relations

Policy Number	Title	Date Approved / Effective
4.1	Publication and Distribution of NBNSC Newsletters	May 2018

Policy Statement:

To ensure predictable and consistent flow of information to the NBNSC membership:

- a) All newsletters and forms will be posted on the website and will be made available in hard copy at the clubhouse. Relevant and pertinent information for the newsletter will be submitted in article form by Board members by the requested date;
- b) NBNSC newsletters will be published a minimum of three times per year: in mid-October, mid-January and mid-March. The first newsletter will contain membership and Jackrabbit Program information; and
- c) Hard copies of the newsletters will be made available at the Clubhouse.

Revision History:

Revision	Date	Description of Revision
0	January 2010	Approved by Board
A	April 2018	Revision by Policy Committee
1	May 2018	Approved at AGM