



POLICIES AND PROCEDURES For Multi-Day Events

Includes:

Alpine

Cross Country

Western

Warm Weather

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**POLICIES AND PROCEDURES
FOR MULTI-DAY EVENTS:
ALPINE, CROSS-COUNTRY WESTERN AND WARM WEATHER**

PROGRAM COORDINATOR RESPONSIBILITIES

- A. The Alpine and Cross Country Coordinator(s) work with the Winter Programs Vice President (VP) to establish local program proposals for presentation to the Executive Board (the “Board”) in June.
- B. Proposals for Western and Warm Weather events are presented for Board review and approval in April.
- C. Coordinator(s) will make the bus contracts for local events.
- D. Coordinator(s) will contact Honeywell and obtain permission for parking.
- E. Coordinator(s) will supervise all aspects of the Alpine or Cross Country Programs and consult regularly with the Winter Programs VP.
- F. Coordinator(s) will present an operating budget for the Alpine and Cross Country Programs and recommended events and Chairperson(s) for each event to the Winter Programs VP for presentation to the Board for approval.
- G. Coordinator(s) will ensure that recommended Chairperson(s) have appropriate experience to chair a multi-day event.

EVENT CHAIRPERSONS' RESPONSIBILITIES

- I. Costing the Event
 - A. The Club Librarian will provide a packet containing ULLR Ski, Bike & Social Club Financial Guidelines, instructions, and a supply of all necessary forms.
 - B. All events will conform to the financial guidelines provided in the financial package supplied by the Club Librarian for each event. These forms are also available online at www.ullr.org
 - 1. The financial package includes the following forms
 - Pre-Event Forms:
 - a) ULLR Financial Guide – Read This First
 - b) Event Budget (UC001)
 - c) Event Informational Worksheet (UC007)
 - d) Non-Member Waiver (UC024)
 - Event Forms
 - e) Event Signup Information (UC011)
 - f) Check Request – Event (UC006)
 - Post-Event Forms:
 - g) Comments on Event (UC002)
 - h) Reconciliation: Event Expense (UC004)
 - i) Reconciliation: Event Revenue (UC005)
 - C. Read the Financial Guidelines
 - 1. If there is anything that is unclear, ask the Club Librarian or Treasurer for help.
 - D. Event Budget (Form UC001) must be completed for each event. All information on the form must be complete and accurate.
 - 1. The Event Budget will be completed by the Chairperson(s) and reviewed and approved by the Coordinator(s). The budgets will be given to the Winter Programs VP for review and approval before being delivered to the Treasurer.

2. Cost for participants not using Club provided transportation (such as “Land Only Package”) must be presented with the submitted Event Budget for Board review and approval. Transportation other than air is to be shared equally by all paying participants
 3. Lift tickets should not be included in the event price unless the package price is substantially lower than the prices if purchased separately. Keep in mind not all event participants may want to ski every day, may be eligible for senior discounted tickets or may cross country ski.
 4. All expansions or other changes to a Club sponsored event must have prior approval of the Board (*see Appendix A: Operating Rule 20*).
- E. An Administrative Operating Cost is to be added to each event's budget. This cost shall be 3% if the cost per paying person is \$1,000 or less; and 0% on any amount over that. This money is used to support the non-revenue operations of the Club such as publications, advertising, folding parties, postage, etc.
- F. The Coordinator(s) together with Chairperson(s) have full responsibility to charter buses for all local events. Questions regarding buses should be directed to them.
- G. Complimentary event(s) for Chairperson(s) are provided. (*See Appendix C: Operating Rule 22.*)

II. Opening the Event

- A. All events are open as soon as the Board approves the event and the Event Budget (Form UC001) has been completed and approved. The President shall sign all contracts.
- B. A sample flyer will be designed by the Chairperson(s) and approved by the Coordinator(s) before printing or distribution of flyers at meetings, on the website or printed in the NULLR. The approved flyer will be forwarded to the Webmaster by the appropriate VP.
- C. Information to be included on the flyer (if applicable):
1. Destination, dates and cost
 2. Number of participants
 3. Items included in the cost
 4. Items not included in cost such as lift tickets, meals etc. List optional extra cost activities available.
 5. Chairpersons names, addresses, phone numbers, E-mail
 6. Checks payable to ULLR Ski, Bike & Social Club
 7. Payment schedule
 8. Accommodation information and options, e.g.: condo, hotel, number per room
 9. Food and beverages to be provided
 10. Flyer must state: ULLR CANCELLATION AND MEMBERSHIP POLICIES APPLY
 11. State any cancellation fees that are in addition to the specific amounts stated in the cancellation policy posted on the Website and printed in the ULLR Membership Directory. Print a supply of flyers after approval by the Coordinator(s). At meetings, a location will be provided for display of flyers. Flyers remaining should be retrieved for future use.

III. Promotions and Publicity

- A. Promotion is a major responsibility of the event Chairperson(s).
1. You will be expected to present your event from the podium at General Meetings prior to your event. Presentations should be lively, innovative, fun and brief. The best way to sell your event is one-on-one
 2. You will be provided with space at General Meetings to take sign-ups and do other business related to your event. You, or a representative, should continue to be available at General Meetings even if your event is filled.
 3. Contact your event destination for brochures to use in your promotions.

- B. Chairperson(s) must send an approved flyer to the NULLR Editor and the Webmaster, via the appropriate VP.
 - 1. The deadline for publication in the NULLR is the first day of the month proceeding the publication month and should be sent to nullr@ullr.org. This will also provide the information to the ULLR Webmaster for publication on the Website.
 - a) Ski event advertising will begin with the October NULLR. The deadline for the October NULLR is September 1.
- C. Chairperson(s) will provide a post-event article for the NULLR and Website. The Editor will summarize the article as space permits. The full article with pictures will be posted on the Website.
 - 1. The article is due to the Editor prior to the NULLR deadline immediately following the event. Please keep the article brief.
 - 2. Pictures may be sent to the Webmaster (the NULLR Editor will choose pictures from the Website if space permits). A limit of 18 pictures can be submitted.
 - a) Camera close up shots are best.
 - b) Outdoor pictures print better than indoor.
 - c) Digital pictures are preferred and can be sent via e-mail. Please see the Website for instructions on resizing the pictures before sending.
 - d) Include a listing in your e-mail with the picture file name and the first names only of the people in the picture.
 - e) If mailing printed photos, attach a "Post-it" note on the back. Don't write on the back of printed photos.
 - 3. Provide your name, phone number and/or e-mail address on all copy so the Editor or Webmaster can contact you if there are any questions.

IV. Reservations and Payments

- A. Club Membership is a prerequisite to sign up, be on a waiting list or participate in any Club sponsored event. All exceptions to this rule must have prior approval of the Board. (*See: Appendix B: Operating Rule 21.*)
 - 1. An exception to the membership requirement is given if the event is a Midwest Sport/Ski Council (MSC) endorsed event. In that case the person must have membership in an MSC affiliated Club.
- B. No person will be listed on an event roster until delivery of the initial payment check is made to the event Chairperson(s). In other words, no place will be "SAVED" for anyone.
- C. Payment is to be by check or money order Payable to ULLR. Do not accept cash payment or post-dated checks.
- D. Payments (deposits) are to be delivered to the Treasurer promptly. Money to be deposited is **not to be held.****
- E. Members signing up for an event must complete a Sign-Up Information (Form UC11). Provision of an emergency contact name and phone number is required.
- F. A waiting list should be started when the event is filled.
 - 1. A check for the initial payment is required to be placed on the waiting list.
 - 2. The check will be held by the Chairperson(s) and will not be deposited until the person is contacted and has agreed to be on the event.
- G. Payment Schedule
 - 1. The initial down payment shall be no less than \$30.00.
 - 2. Payment due dates should correspond to Club meeting dates if possible.
 - 3. Payment schedule should ensure sufficient income to make required deposits for lodging and transportation.
 - 4. Final payment should be due in advance of the final cancellation date for lodging and transportation.

5. It is inevitable that the event Chairperson(s) will have to contact members who fail to make payments when they are due.
 - a) When payment is overdue the member should receive a reminder phone call.
 - b) Payment is required within seven days after the call.
 - c) If payment is not received within seven days a second personal call should be made to encourage payment and inform the member that being cancelled from the event with cancellation penalties is eminent.

V. General Guidelines - Event Organization

A. Lodging Arrangements

1. Contact the lodging management company to request information on the facility
 - a) Accommodations: Bed arrangements, Bathrooms, loft, elevator, etc
 - b) Guest information: Towel changes, housekeeping service, concierge, WiFi, Shuttle to ski area
 - c) Map of facility and location map
 - d) Ski storage, wax room.

B. Skiing information

1. Contact Group Services at the ski area to request information or go directly to their website
 - a) Alpine and Cross-country trail maps.
 - b) Maps of the city, entertainment information.
 - c) Public transportation information.
 - d) Ski storage, ski corral.
 - e) Facilities for group lunch, cost, options.
 - f) Facilities for Hill Party, cost, options.
 - g) Complimentary items for prizes.
 - h) Nastar or group race.
 - i) Be at the ski area early to verify all arrangements.

- C. Always assume that verbal promises will not be honored. Get it in writing, or at least, send a letter or e-mail confirming your understanding of the arrangements that have been made.

VI. General Event Procedures

A. Pre-Event information should be provided to all participants.

1. Tentative rooming list
2. Phone number, name and address of lodging where persons can be contacted in an emergency.
3. Reminder on departure time and location (both outgoing and return).
4. Cell phone contact for Chairperson(s) on departure day
5. Other important information such as grocery / liquor stop, travel meal arrangements, etc.

B. Departure

1. Have a list of members on the event and check off names as they arrive.
2. Complete a head count before departure.
3. Depart as timely as possible.

C. Announcements and Activity Schedule to be provided during the event

1. Prepare a checklist of items to be covered in the announcements. Limit announcements to the essential information, as any more than three items will be forgotten.
2. Provide each person with written information (required on all weekend or longer events).
 - a) Finalized rooming list with designated "Key Captains".
 - b) Schedule of meals and events, including times and locations.
 - c) Bus loading and departure times and locations.
 - d) Information on ski instruction, racing, etc.

- e) Lift ticket information.
 - f) Maps and information on public facilities.
 - g) Room checkout times, changing rooms.
 - h) Expected time of return arrival.
3. Avoid changes to the schedule.
- D. Bus procedures on local Events
1. Unless otherwise determined, all bus departures for local events will be from Honeywell Stinson Boulevard Plant, Upper Parking Lot. Map is available.
 2. On trips over three hours in length, a stretch break stop will be made at the discretion of the Chairperson(s).
 3. Ski boots should not be worn on the bus. Some buses do not allow ski boots to be carried onto the bus, i.e. require storage in the luggage compartment.
 4. Events departing on a normal workday evening should provide food and beverages (beer, wine and pop).
 5. Events departing in the morning should provide (at least) Continental breakfast (i.e. rolls and coffee).
 6. Reasonable limits should be placed on the amount of alcoholic beverages available. Event Chairperson(s) should make an effort to ensure moderation in alcohol consumption by all members.
 7. Provide adequate supply of pop and water. Follow reasonable guidelines for quantities of pop, beer and wine.
 8. Alcoholic beverages will not be provided on the return trip. The reason for this is that people will be tired and will be driving home upon arrival.
 9. Provide trash bags, paper towels, plastic beverage glasses and ice.
- E. Room Arrangements.
1. Provide for options on accommodations (such as standard being double [two per room] and private [one per room] at additional cost).
 2. Reasonable attempt should be made to arrange accommodations and roommates that are requested.
 3. Accommodations are NO SMOKING unless all persons in the room (or condo) agree otherwise.
 4. When available, both singles and couples have equal right to private bedrooms and men and women have equal right to single beds. Choices should be settled by mutual agreement or lottery.
 5. In condo situation: the living room couch should not be used as a bed unless all roommates agree.
 6. Allow event participants adequate opportunity to make room and roommate selections.
 7. Key Captains should be established for each room and indicated on the rooming list. They will get off the bus first to ease confusion at check-in.
 8. Provide each event participant with a final rooming list on the bus.
 9. Provide a final rooming list to the front desk.

VII. Event Cancellation due to hazardous weather or unsatisfactory ski conditions.

- A. Make every possible effort to obtain accurate information on which to base decisions.
- B. Safety of the Club Members is the first consideration in making any decisions.
- C. If severe weather or "No snow" conditions exist that might cause cancellation, the Chairperson(s) must attempt to obtain approval to cancel.
 1. Contact the Coordinator(s) as early as possible to recommend cancellation.
 2. The Coordinator(s) will contact the Winter Programs Vice President to obtain approval to cancel.
 3. If the Winter Programs Vice President is not available, attempt to contact another Board member.
 4. Should all reasonable efforts to obtain approval fail, the Chairperson(s) have the final responsibility to make a decision to cancel.
 5. Be aware of the ski area and lodging cancellation policies. Proper handling of notice to them will help obtain maximum refunds.

6. Inform participants immediately if event is cancelled.
7. Notify Treasurer if refunds are to be made to participants and refunds due to the Club.

VIII. ULLR Cancellation Policy

- A. When a person who is signed-up for an event notifies a Chairperson of their desire to cancel, a refund will be made of money the person has paid, minus a cancellation fee as determined by the board.
- B. The schedule of cancellation fees are established by the Board and published on the Website and in the ULLR Membership Directory.

IX. Financial and Post-Event Reports

- A. The final financial reports, as required by the financial guidelines, are due to the Treasurer within two weeks after the completion of the event
- B. Check requests should be given to the Treasurer in advance of the need.
- C. It is important that the Comments on Event (Form UC002) be completed. The information you provide from your experience is helpful in future planning.
- D. The Treasurer will provide copies of financial and event reports to the Alpine Coordinator, if requested.

X. Waiver of Responsibility.

- A. All Club members must sign a Waiver of Responsibility when renewing their membership. On all events it is the responsibility of the Chairperson(s) to verify the current status of all participants. (*See Appendix B. Operating Rule 21*) On events open to non-members a Non-Member Waiver of Responsibility (Form UC24) must be signed by each non-member participant. The non-member waivers will be given to the Coordinator(s) for retention. The ULLR Ski, Bike & Social Club will not be held responsible for injuries that occur to event participants.

APPENDIX A

Operating Rule 20 Changes to Events: (Approved: June 1993, Rev: Jan. 2008)

All expansions or other changes to a Club sponsored trip or event must have prior approval of the Executive Board (Board). The event Chairperson will present proposed changes to the appropriate Coordinator or Vice President who will then present to the Board.

PROCEDURES

A. Examples of Changes That Must Have Prior Approval of Board

1. Decrease in the planned number of participants.
2. Increase in number of participants, which does not pose any increase in financial risk to the Club, may be made with the approval of the appropriate Vice President in consultation with the President and Treasurer.
3. Change in the price to be charged
4. Variance from budgeted costs
5. Change in location
6. Change in Chairperson(s)
7. Cancellation of the event
8. Change of date
9. Waiver of membership requirement.

B. Who May Propose Changes

1. Changes to a Club sponsored event or trip may be proposed by the event Chairperson(s), the Program Coordinator or a Board member.

C. Submitting a Proposed Change

1. The proposed change should be submitted through the Program Coordinator to the appropriate Vice President for approval by the Board.
2. A Board member may use email to request approval of the changes from the Board.
3. If the change is handled by email it should be entered into the minutes at the next Board meeting.

D. Information to be Submitted

1. Event changes should be presented to the Board in writing.
2. Change requested.
3. Reasons for the change
4. Financial impact of the change
5. A revised Event Budget (Form UC001) should be provided if the change requested results in a change in event or trip cost or selling price.

E. Emergency Cancellation of an Event

1. Emergency cancellation of an event due to unforeseen circumstances (such as weather) should be authorized by a Board member, preferably the responsible Board member.
2. The event Chairperson may make the decision if a Board member is not available.
3. Safety of the club members is always the primary concern in such decisions.

APPENDIX B

Operating Rule 21 Membership Requirements To Participate In Club Events:

(Approved: June 1993, Rev: Feb 2007, Jan 2008, Mar 2012)

Membership in the Club is a prerequisite to sign up for, be on a waiting list or to participate in any Club sponsored trip or event. All exceptions to this rule must have prior approval of the Executive Board. When non-members are permitted to participate in a Club sponsored event or trip, the non-member must sign a Liability Waiver (Form UC024).

PROCEDURES

A. Membership Definition

1. There are three requirements that must be met to become a member of the Club.
 - a. The person must be 21 years or more of age.
 - b. The person must have signed a membership waiver.
 - c. The person must have paid dues for the current year or be an Honorary Member.

B. Events Require Membership

1. It is always to be assumed that an event is limited to members only. The board must act to remove the restriction before non-members will be allowed to sign up or to participate in an event. This is particularly true of any event where the number of participants is limited. The following events are open to non-members:

General Meetings	Holiday Party
Spring Awards Banquet	What's Cookin' Picnics
Social & Cultural Events	Golf
*Bike Rides	
*One-Day Alpine, Cross Country Skiing, Snowshoeing, Hiking	
(* Indicates waiver is required to participate)	

C. Verification of Membership

1. It is a primary responsibility of the event chairpersons to verify, as soon as possible, that all persons who have signed up for an event or are on the waiting list are paid members.
2. Non-members will not be considered as "signed up" for an event until membership requirements are met. (See E. Action Required)
3. The event chairpersons should consult the current "Membership Roster" to verify membership of each person who has signed up. If the name does not appear in the roster, the chairperson must check the computer print-out listing the current members which is available from the Membership Vice President.

D. Membership Must Be Rechecked After October 31st.

1. When sign up for an event is taken prior to October 31st and the event occurs after October 31st, the event chairpersons must also verify that the persons participating in the event are members on the date the event occurs.

E. Action Required

1. If event chairpersons should find that a non-member is signed up for the event or is on the waiting list, they will immediately contact the non-member and request they fulfill the requirements of membership listed above within five (5) days or before the date of the event whichever is sooner.
2. If the non-member has not complied with the membership requirements within the five days, the non-member will be removed from the event roster and any payments made shall be refunded. Cancellation fees may apply.

APPENDIX C

Operating Rule 22 Provision Of Complimentary Trips For Chairpersons

Approved: June 1993, Rev: Sept. 1994, Jan. 2008)

*On all ULLR sponsored events, the budget submitted for the event will reflect the complimentary (unpaid) trips to be provided for the trip chairpersons. **The value of barter compensation for any ULLR sponsored event shall not exceed \$599.00 per Chairperson.** Events should be budgeted to provide one unpaid Chairperson for up to 29 paid participants, one and one-half unpaid Chairpersons for 30 to 39 paid participants and two unpaid Chairpersons for 40 or more paid participants. At the board's discretion, some events may require an additional unpaid chairperson.*

PROCEDURES

A. Event Chairpersons

1. The number of Chairpersons for an event and the number of paid participants is stated on the approved Event Budget (Form UC001).
2. The number of non-paying chairpersons will be determined by the number of paying participants and other requirements of the event.
3. Non-paying Chairpersons will be budgeted according to the following guidelines:
 - a. One Chairperson for up to 29 paying participants
 - b. One and one-half Chairpersons for 30 to 39 paying participants
 - c. Two Chairpersons for 40 or more paying participants.
 - d. The preceding requirements may be changed to meet the requirements of an event with the approval of the Executive Board.

B. Events Not Fully Sold

1. The Program Coordinator(s) will monitor all events within their responsibility to ensure that all events are fully sold as budgeted.
2. When an event is not fully sold, the Program Coordinators will review the budget to ensure that the event will be operated without financial loss to the Club
3. If there will be a financial loss due to lack of paid participants, the facts will be reported to the appropriate Vice President as soon as possible.
4. The Executive Board will review the facts to determine what changes should be made to eliminate or reduce the financial loss.
 - a. Reduce expenses of the event
 - b. Cancel the event
 - c. Accept as budgeted.