



# BULKLEY VALLEY NORDIC CENTRE

## Ski Season Start-up Checklist

### Club and Membership Administration Responsibility: Registrar

- In September, the **Registrar** confirms with program coordinators the current program fees and ski pass fees for entering into registration system.
- Well before CCBC's October 15<sup>th</sup> deadline for uninterrupted liability insurance, the **Registrar** sets up club registration on Zone4.ca and ensures at least 10 members are registered and that club information is updated on Zone 4:
  - o **Club president** confirms registration requirements including insurance terms
  - o Programs and program coordinators' contact information

### Society Administration Responsibility: Secretary

- within 30 days after the AGM (or changes to bylaws or appointment of new directors), the **Secretary** submits report to BC Registry Services using [Societies Online](#).

### Promotion Responsibility: Communications Director, Ski Boosters

- Clubs Day: **Ski Boosters** gets date from Town of Smithers Recreation Department (usually mid-September). Reserve table and organize brochures and volunteers.
- Swap Meet: **Ski Boosters** book venue for the Swap Meet – normally last Friday of October.
- Communications director** send notice of opening to members, website & social media

### Trail & Plow Machines Responsibility: Nordic Centre Director, Head Groomer

- During the fall, ensure all machines are operational and up-to-date with maintenance
- Early November, confirm sufficient fuel, maintenance supplies and common parts on hand
- Early November, inspect machines and work areas for safety hazards
- Prior to opening day, ensure radio and automated grooming report system operational

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## Event Scheduling

Responsibility: **Events Director**

- Race Committee start working with CCBC and northern clubs in April-May to minimize conflicts in race dates. BVCCSC race dates need to be finalized before CCBC June 30 deadline
- In Fall, confirm coordinators for each event (races, clinics, socials, ...), schedule dates and propose calendar of events for board approval.

## Trails & Area

Responsibility: **Nordic Centre Director, Trails Coordinator**

- During early season snow packing, check area and trails for hazards e.g. deadfalls, hazard trees, obstacles)
- Determine and communicate official opening date (president/director)

Prior to opening day:

- Move self-serve ticket kiosk to lower parking lot (Head Groomer)
- Check fuel and operation of rescue snowmobile
- Set up emergency kits and signage (remove trail map covers, parking and dog trail signs)
- Ensure weather station and webcams operational

## Lodge

Responsibility: **Nordic Centre Director, Buildings Manager**

Prior to opening day:

- Phone operating, Search procedures and emergency contact info posted
- First Aid Room equipment check
- Caretaker orientation: gate hours, lodge lock-up / furnace / lights
- Water quality monitoring systems in place (caretakers)
- Health permits up to date

## Membership/Ticketing

Responsibility: **Membership Director**

Prior to opening day:

- McBike notified of opening date for ticket sales
- Volunteer list and instructions for ticket checker duty (Ski Boosters)
- Ticket self-serve signage, liability and emergency contact information posted