



General Policy:

This document provides a summary of current motions in effect (since January 1995) of the Bulkley Valley Cross Country Ski Club (BVXCSC). These motions remain in effect as policy, subject to budget availability, until such a time as they are cancelled or superseded by a new motion of the board of directors (BOD).

This document is intended as a summary and not comprehensive list of every motion adopted by the BOD. The intent is for this to be a living document, updated regularly by the club secretary. In the event of a discrepancy between this document and the official meeting record, the meeting record will be considered accurate.

Strategic Planning: A Strategic Plan has been prepared for the club and provides general guidance for the operations of the club by setting long-term goals, clarifying priorities and recommending actions to achieve the goals. Implementation of the plan is subject to the availability of funding and volunteer resources (October 2008).

Motion: Be it moved that the October 19th, 2008 draft of the Strategic Plan is approved.

Policy on Funding for Athletes Attending the Nationals: (Note: since at least 1995 the club has supported athletes attending the Nationals for both skiing and biathlon. In the past this has been addressed on an annual basis through request to the executive. This motion establishes a renewable policy, subject to available funding).

Motion: Be it moved that the club provide up to \$ 2000 annually to the racing and biathlon teams to support travel costs to attend the National Competitions. Dec 2007. (see Travel Assistance Policy on club web page that provides guidance for dispersing funds)

Volunteer Recognition:

Motion: Be it moved that the club will provide up to \$250 annually for recognition of key volunteers that aren't recognized through other programs (eg registrar, newsletter, website etc.) (December 2007)

Free skiing days: Free skiing days will be offered annually on Christmas Day and for 1 day during Spirit of the Mountain Festival (date to be determined annually. The ticket booth will not be operated on Christmas Day but will be operated on Spirit of the Mountain



free skiing day. (Note: the rationale for operating ticket booth on free skiing day is to provide information about the club and issue free passes) – need motion to enact.

Motion: Be it moved that free skiing days will be offered annually on Christmas Day and for 1 day during Spirit of the Mountain Festival (date to be determined annually. The ticket booth will not be operated on Christmas Day but will be operated on Spirit of the Mountain free skiing day. Jan 2008

Account signing authority: Be it moved that the signing authority of Darlene Doogan-Smith is cancelled and signing authority is granted for Adrian Johnson for the club accounts with the Bulkley Valley Credit Union Club. (NB officers with signing authority for 2008/09 are Geoff Recknell, Jill Krause, Adrian Johnson and James Cuell). May 2008

Multi-day punch cards will no longer be sold or honoured in the 2007/08 ski season and beyond. (note: cards were discontinued because the cards were being abused. ie some skiers were no getting the card punched, gift cards for single day pass are available as an alternative) - November 2006

Create a capital account that includes funding for both track-setting equipment replacement and building infrastructure maintenance/improvement projects. (note: intention is for project priorities to be set-out in the 5-year plan) – April 2006

Motion: Be it moved that the club will restrict \$20,274.99 (Term Deposits 00014 and 00019) to repair or replace the piston bully with funds to be dispersed by 2011. (Jan 2008).

Motion: Be it moved that the club will restrict \$11,330 (Term Deposit 00016) to repair or replace Nordic Centre infrastructure within 3 years. (Jan 2008)

Motion: Be it moved the club will restrict \$20,570 (Term Deposits 00017 and 00018) for construction of a wax hut in memory of Gary Murdoch. (Jan 2008).

Motion: Be it moved that the Club will restrict \$10,000 (term deposit 0020) to repair or replace the piston bully with funds to be dispersed by 2011. (May 2008)

Motion: Be it moved that the Club will restrict \$3,500 (term deposit 0021) to repair or replace Nordic Centre Infrastructure with funds to be dispersed by 2011. (May 2008)

Policy on hiring contractors: a.) when hiring contractors, the executive will have an opportunity to review and endorse the project proposal b.) contractual arrangements must ensure that the club is not liable (does not assume) any expenditures (responsibilities) of the contractor (e.g. stumpage, employee wages etc.) – January 2006.



Policy on fund raising: all funding proposals must be (presented to) and discussed with executive prior to initiating fund raising events (note: this is to ensure that the club does not 'hit-up" businesses too often) – November 2005, April 2004

Date of the AGM: The Annual General Meeting is to be held in April of each year (note: intention is to have the new executive up and running ahead of the ski season to ensure a smooth transition. AGM – October 2005.

Club's Day: The club will have a booth at the club's day (hosted by the Town of Smithers Recreation Department) in September of each year. (Note: the intention is to promote the club's programs while parents are considering activities for the up coming year). AGM – October 2005

Backcountry cabins (Starr Creek and Harold Price): The back-country representative (for the board) will furnish a complete report to the executive meeting after March 31st of each year, the report is to include:

- the names of all users in the previous season (not just who booked)
- the total number of person days and user days for each cabin
- a reconciliation of dollar amounts paid to the club (from rental)

- October 2005

Backcountry cabins (Starr Creek and Harold Price): Any year in which the cabins are in a loss situation the executive board will review. (Note: Harold Price and Starr Creek cabins costs/revenues measured collectively, revenue from fees, not including membership).– October 2005

Policy for club costs (track-setting) for events: The club will consider cost recovery on a case-by-case basis for external groups (non club organized) using the facility. Note: the club will not charge it's self for club events, e.g. Marathon, BC Cup, etc.) – April 2005

Policy for track setting expectations (standards): The club recognizes that our first priority is track-setting for recreational skiing. We attempt to have all trails set for weekends, and a variety of terrain set during the week (not all trails may be set). A variety of terrain includes easy terrain such as Pine Creek or the logging road trails, as well as more difficult terrain on the Chris Dahlie trails.

Track setting for special groups such as biathlon, masters, racers, schools and ski league (rabbits) will be accommodated to the best of our ability. These groups are to designate one person to liase with the tracksetter. – February 2005



Policy regarding paid coaching (gaming grant): The club submitted (first) proposal on behalf of racers to increase the success of the proposal. The proposal includes other aspects of club activity (eg track setting). The initiative is (will be) spearheaded by the racers. – January 2005

Rationalizing Club Accounts: Merge accounts of all groups within the club to centralized authority. (Note: the rationale for doing this is to decrease liability, reduce GST rebates and decrease administration. Racers would like to maintain separate accounting so they can track fund raising. Executive is responsible). – May 2004

Honorary membership and season pass:

A lifetime membership and season pass was presented to Mary Vandermaal and a trail to be named after Corr. – January 2004

A lifetime membership and season pass was presented to Liz Murdoch in recognition of Liz and Gary's service to the club. – Jan 2008

Cabin Bookings: Starr Creek and Harold Price cabins are to be booked through Valhalla Pure only – January 2003

Honorarium for Treasurer: That and annual partial reimbursement of expenses of \$800 be provided to the treasurer to partially cover the costs of bookkeeping and related duties. (Note: Many hours a month are spent doing treasurer tasks and there is a lot of responsibilities to the job. The goal is to recognize and retain a suitably skilled individual. Receipts not required) – November 2002

Membership/season pass discount: Single parents, first time members will get a 15% discount when they sign up at the ski swap. – October 2001

Financial Responsibility: For all sub-groups within the Bulkeley Valley Cross Country Ski Club, the ultimate financial responsibility rests with BVCCSC, as represented by the executive. – September 1999.

Membership: All participants in the rabbit program must be members of the club. – February 2000

Youth groups: A youth group encompasses a minimum of 8 students and 1 adult. \$2/person (school rate) – February 2000