



BULKLEY VALLEY NORDIC CENTRE

Ski Season Start-up Checklist

Club and Membership Administration

- In September, the **Registrar** confirms with program coordinators the current program fees and ski pass fees for entering into registration system and paper registration form
- Well before CCBC's October 15th deadline for uninterrupted liability insurance, the **Registrar** sets up club registration on Zone4.ca and ensures at least 10 members are registered.
- Well before CCBC's October 15th deadline for uninterrupted liability insurance, the **Secretary** completes and sends to CCBC the following:
 - Form #1 Club Registration – with club president signature
 - Form #3 Member & SDP Registration (if not done by SDP coordinator)
 - Form #5 Programs & Activities

Society Administration

- within 30 days of AGM (or changes to bylaws or appointment of new directors), the **Secretary** submits report/form to BC Registry Services (post AGM annual report can be completed online at [BC Registry Services](#))

Promotion

- 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 St. Joseph's gym for the club's Social and Swap Meet – normally last Friday of October
- Communications director** send notice of opening of ski trails to members and radio stations.



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Race Scheduling

Responsibility: **Director of Race Events**

- Work with CCBC and northern clubs in April-May to minimize conflicts in race dates.
- Send BVCCSC race dates to CCBC well before June 30 deadline.

Area

Responsibility: **Director of Area**

- Safety/hazards (area check for hazards e.g. deadfalls, hazard trees, obstacles)
- First aid stations in place
- Self-serve ticket sign moved into place
- Official opening date (agreed opening date - chair/area manager/track setter)
- Caretaker orientation (gate hours/lights)
- Snowmobile for emergencies (fuel/operational)
- Signage (ski at own risk, dog trail signs)

Lodge

Responsibility: **Director of Lodge**

- Phone (check for dial out)
- Emergency contact numbers (posted / correct contacts)
- Search procedures (posted)
- First Aid Room (equipment check)
- Caretaker orientation (lodge lock-up / furnace / lights)

Membership/Ticketing

Responsibility: **Director of Membership**

- Stores notified of opening date for ticket sales
- Volunteer list and instructions for ticket booth duty
- Signage and emergency contact information posted