

**Mountain High Snowsport Club**  
**STANDARD OPERATING PROCEDURES**

**Membership year.**

Our standard membership year runs from October 1st to September 30th of the following year. Our members are asked to renew their membership in October and/or November.

New members who join the club in the **summer** (any time after the ski season ends), used to pay a summer membership of \$10 for a few years around 2008 - 2010. But, at the **February 22, 2010** Board meeting, we abolished summer memberships and decided to simply automatically apply the new membership fee toward the upcoming ski season. Basically, this means that a new member gets a few of the summer months for free, but it simplifies our accounting in that we can accept a new membership at any time of year, and we don't have to ask new people to pay twice (once for summer and then again for the upcoming winter).

**Cost of Printing newsletters and color flyers.**

At the **June 2, 2004** Board meeting, we agreed to pay 20 cents per page for printing the newsletter (for those who still don't have an email address). The cost is the same for printing the color flyers. This is for Emilio printing these himself, and it covers just the cost of the ink and paper. The cost of printing this commercially at a local photocopying store would be much higher.

We also discussed the possibility of charging an additional membership fee to those members who want to receive a printed copy of the newsletter. Other clubs do that. For a 12-page newsletter, the cost is  $12 \times 20 \text{ cents} = \$2.40$  per copy. In a year, that adds up to  $12 \times \$2.40$ , which is \$28.80 per person, plus postage (which is an additional 67 cents per copy). This is more than the current membership fee of \$24. So far, our Board has always decided to **not** charge anything extra for printing the newsletter.

**Children at our club trips and events.**

This issue has been discussed several times over the years. Some people do not want to see children at our events at all. Others recognize that parents should be able to bring their own kids as long as they supervise them themselves. There are often situations where some sort of exception is necessary to whatever rule we might set up. So, the final agreement was:

1. By "children", we mean anyone under 21 - who cannot directly join the club.
2. Children can be brought in as "guests".
3. The trip leader or event organizer has the final say on whether to allow children or not.
4. If children are allowed, they must be accompanied by an adult responsible for supervising them.

### **PACRAT Payment (December 30,2013)**

Will only pay for members that have paid membership and PACRAT fees ahead of the time we give our check to PACRATS. Reimbursement for PACRAT for any reason is negotiated by the racer and his captain with PACRAT and decided by PACRAT, not Mountain High, and is paid by PACRAT.

### **Quickbooks purchase (December 30,2013)**

Funds allocated to purchase new copy, up to \$300. Ongoing. Treasurer purchased Quickbooks 2014.

### **Tax Software (December 30, 2013)**

Allocate up to \$100 per year. Ongoing. Treasurer purchased 2013 tax software Dec. 2013.

### **Scholarship Agreement (June 1, 2013 email vote)**

Funds allocated for a scholarship for a young racer from the Northwest. Agreement with FWSA is for 3 years (2013-4, 2014-5, 2015-6). Agreement is for minimum of \$500 per year scholarship but usually allocate \$1,000 per year.

### **Website Software (November 25, 2013)**

Allocated up to \$150 to purchase software that will enable the Club Webmaster and Racing Director to edit the PACRAT page on the Club website. This software will also help with editing other pages on Club website.

### **Convention stipends (April 28, 2014)**

Pool of \$600 to pay registration fees only for Club members attending. If more people register than can be covered by \$600, each person will receive an equal amount towards registration. We've done this for several years running, but decision only applies to 2014.

### **How to handle Problematic Members**

(Document what works best.)

### **Other issues**