**Hoofer Club Policies & Practices**

Each Club is expected to create their own policy and practice guide working off the following tentative timeline:

* Rough Draft of guide due at Hoofer Council on **Monday, February 27**
* Updated guide due at Hoofer Council on **Monday, April 3**

1. Club Governance
   * 1. Club governing documents (Constitution & Bylaws)
        1. Behavioral and Conduct Policy - <https://drive.google.com/open?id=0B1ygn-9zyPQFNTQ3ZWlSbFB6U1hXMlJXMjFMNzMyckNuYmJr>
        2. Constitution - <https://drive.google.com/open?id=0B1ygn-9zyPQFRFpOMXdaamlscExUUzFJUmhoN0VYZnVocUVR>
     2. Club executive board structure/positions (Appendix 1: Position Descriptions)
        1. <https://docs.google.com/document/d/1drVl0XDmxXVTCLHNbF2m99P1SM0_UFnS_ZxZsZ4PKXo/edit?usp=sharing>
     3. What is the club’s oversight over its affiliated teams?
        1. SNS observes each affiliated teams functions with exceptions to
           1. The annual budget, and
           2. Behavioral policies
     4. Club leader election procedures – What club leaders are elected?
        1. The tri-exec leaders are elected this consists of
           1. President,
           2. VP-Finance, and
           3. VP-Trips

Those interested in running for tri-exec are given a week to prepare their platforms.

They then present their platforms at one of our Monday Executive Board meetings (that all are encouraged to attend) followed by a Q&A.

Elections are then a weeklong event.

* + - 1. Each Team – Freestyle, Nordic, and Alpine – Hold their own election processes
    1. Club leader selection procedures – What club leaders are selected?
       1. The rest of the 24 executive board members submit their applications.
       2. It is up to the President to review applications and make the final decisions.
    2. How club decisions are made/voting rules
       1. All major club decisions (spending funds, changing constitution, changing positions) are up to an exec board vote. A majority vote is needed to pass.
       2. The president abstains, in the event of a tie breaker, then he/she casts their vote.
    3. How are meeting minutes taken, stored, and shared? How are decisions catalogued?
       1. Meeting minutes are taken by the Executive Secretary. They are then stored in a shared folder (Google Drive) for all those to see.
          1. They catalogue votes, and talking points
          2. <https://drive.google.com/drive/folders/0B1ygn-9zyPQFeGlrcHM2NUNocG8?usp=sharing>
    4. How are club leaders trained for their roles? What trainings are required for your club leaders?
       1. Club leaders are trained depending on what is necessary for their position.
          1. Pro-card certification, or
          2. Fleet vehicle certification
       2. Leaders also meet with the president at the beginning of the year to go over
          1. Responsibilities and
          2. Goals
       3. For trips our leaders
          1. Meet and go over handling situations,
          2. Logistics, and
          3. Behavioral expectations
    5. Are club leaders volunteer or paid?  Is so, by what method?
       1. The President receives
          1. a semester stipend of roughly 60% in-state tuition and
          2. A monthly WisCard Stipend of $50
       2. The Resale Team
          1. Director receives a $100 WisCard stipend
          2. Assistants receive $50 WisCard stipends
       3. All other club leaders are strictly volunteers
          1. Some leaders, do receive a free season pass to Tyrol Basin, but that is a gift from the Hill for our continued business
    6. How are members and leaders dismissed or disciplined if found breaking Club, Union, or University rules/polices or laws?
       1. Behavioral and Conduct Policy - <https://drive.google.com/open?id=0B1ygn-9zyPQFNTQ3ZWlSbFB6U1hXMlJXMjFMNzMyckNuYmJr>

1. Club Team Governance
   * 1. Team governing documents (Constitution & Bylaws)
     2. Team executive board structure/positions  (Appendix 2: Position Descriptions)
     3. Team election procedures
     4. How team decisions are made/voting rules
     5. How is the team put together?  What are expectations of team members?
     6. How are team meeting minutes taken, stored, and shared? How are decisions catalogued?
     7. How are team leaders trained for their roles? What trainings are required for your team leaders?

2(a) Alpine

Club Team Governance

* + 1. Team governing documents (Constitution & Bylaws)

The Alpine teams constitution parallels that which is laid out by hoofers ski and snowboard. Specific rules pertaining to an individuals character or actions while a member of the alpine team is laid out within the code of conduct which can be access [here](mailto:https://drive.google.com/file/d/0B4yUwgrK5Citc3JDM0t3allGOEE/view%3Fusp=sharing). Each member much sign this contracts in order to be a participant on the alpine team.

* + 1. Team executive board structure/positions  (Appendix 2: Position Descriptions)

**Board Position**

The Alpine Exec Board consist of 12 individuals who meet on a weekly basis throughout the academic year you discuss upcoming team events and policy. On top of the individuals listed there are 2 coaches Travis Knight and Dakota Dux are also on the board. They attend all practices, races and board meetings.

**Directors: Jeremy Price and Christopher Johns**

* Run the weekly board meetings and provide a weekly agenda
* Monitor the teams email, and send out the necessary information to the correct people.
* Attend SnS exec board meetings and fulfill the requirements they provide for the positions
* Coordinate registration of individual and the team for races and ensure the proper reservations are in place for the coming season, this includes but is not limited to…

Hoofers Sns registration

Alpine Team code of conduct

Fleet certification

Fleet vehicle reservations

Practice carpool organization

Hotel Reservations

MCSA and USCSA team/individual registration

Budget management

Practice hill space

Necessary equipment is provided

Trailer storage/maintenance/upkeep

* Event oversight which includes but isn’t limited to…

Fall and Spring Formal

Org Fair Involvement

All fundraising events

All races throughout the season

The Winter break training trip

Active involvement during practice

**Social Media and Events Chair: Caroline Maahs**

**Work with fundraising person to coordinate advertising/marketing**

* Fall Formal
* Spring Formal
* Advertising
* Resale (chalking, etc), Student Org Fair, Union bashes
* Update posters
* Facilitate events with other Hoofer teams
* Post to facebook page/twitter/instagram often to highlight our team to alumni and friends
* Take high quality photos for our website/facebook page/media.
* Essential to ensure connection with alumni. Good for them and us
* Encouraged to get trailor certified in the fall
* Monthly/weekly Newsletter
* Parents, alumni etc…
* Weekly during winter
* As needed during all other time

**Fundraising: Catherine Pearce**

* Work with Winter break coordinator for ASM grant
* Fundraising throughout summer and fall
* ASM grant
* Help Nationals team alongside directors to formulate fundraising plan.
* Maintain and manage trailer sponsorships.
* Letter Writing Campaign
* Have plan at first Fall meeting
* Resale Waxing Coordinator
* Encouraged to  get trailor certified in the fall

**Winter Break: Michael Beeksma**

**Plan and work with directors to run all aspects of the trip**

* Begin planning trip at beginning of Fall Semester/Summer.
* Be prepared with ideas/options at first meeting
* Provide the board with options for winter break including these important aspects:
* Transportation
* Housing
* Budgeting (utilizing excel working file to correctly budget the trip)
* Communication with hill & team
* During trip:
* Food
* Buy lift tickets
* Delegate tasks to the board
* have injury awareness plan
* Encouraged to get trailor certified in the fall
* Must get Pro Card Certified in the fall
* Work with Fundraising on ASM grant in the fall

**Clothing: Isabelle Cooperstein**

* Design and order team clothing
* Order all clothing in timely manner
* Determine what clothes to order for team
* Jackets
* Talk directly to clothing vendors
* Coaches gifts
* Collect money and keep track of orders
* Coordinate an alumni/parents order
* Organize online signup for clothing
* Encouraged to get trailor certified in the fall.
* Must get Pro Card Certified in the fall.

**Treasurer: Carson Whyle**

* Maintains oversight on team budget and SnS monthly budget reports
* Team dues will be collected by directors, and monetary values will be recorded by treasurer
* For expenses, all receipts (besides registration) are collected by directors, and given to treasurer to be recorded
* Encouraged to get trailor certified in the fall
* Must get Pro Card Certified in the fall
* Works weekly/as needed with directors to fill out receiving reports
* Present updated budget at board meetings

**Captains: Megan McMahon and Matt Melvin**

**All team members vote on the captains**

Encouraged to get trailor certified in the fall

* Lead team practices in the fall and help moderate spring practices
* Collect racer dues and hand out bib’s at the beginning of every race
* Assist in various tasks that the Directors/Coaches ask of them.
  + 1. Team Election Procedures

The board elects the directors. The top three are chosen and those individuals are given the opportunity to present to the board on why they believe they would be a good director. After the board has heard the entire proposal they make a decision. The individual that gets a majority vote will be the next director.

The coaches, position is decided by the board annually.

The remaining positions are decided by the directors. All members are given position descriptions and questions they have to answer. Members fill out these questions and the directors decide which individual is best fit for the spot based on both character and proficiency in answering the questions.

* + 1. How team decisions are made/voting rules?

The executive board makes all team decisions. Any change in policy must be explicitly stated and the board must reach a majority vote in order for policy to be passed. Although a majority vote can pass a rule, directors can over rule decisions if they feel need be. This executive order must only be made when they feel is absolutely necessary because of prior knowledge or experience.

* + 1. How is the team put together? What expectations are there for team members?

The team is put together by members ranging in age from freshman in college to postgraduate level. Any member is welcome as long as they are officially Hoofers SnS members and they have not raced 4 previous seasons through USCSA. You must also be a full time student as some university. In order to be a team member you must also follow the registration process, which includes signing the alpine team code of conduct, signing up for MCSA and USCSA, fleet registration, and hoofers membership forms. All individuals are welcome and there is no selection process for potential members.  The expectations of individuals in lined in are code of conduct which can be accessed [here](mailto:https://drive.google.com/drive/folders/0B4yUwgrK5CitZGh2STZBN0pETWM).

* + 1. How are team minutes taken/stored/shared? How are decisions cataloged?

A weekly agenda is written by the directors prior to each meeting, and during the meeting is it updated with all the events that are discussed. This information is saved and stored in the directors account on a google drive.

* + 1. How are member’s prepared/trained on a specific activity? What trainings are required for team leaders?

New board members are elected into there position towards the end of the academic year meaning the old position holders will have a few meetings overlapping with the new members. This is meant to be used as a transition period to adjust the new exec board. Members are also advised to provide a document laying out specifics of there role as well as to keep in close contact with the new board member.

2(b) Nordic

Club Team Governance

i)    Team governing documents (Constitution &amp; Bylaws)

ii)    Team executive board structure/positions (Appendix 2: Position Descriptions)

2 Directors

Assistant Director

Social Director

Social Media and outreach chair

Apparel Chair

iii)    Team election procedures

(1)    The current Directors will appoint the board for the following season. All individuals will submit an application and have a short interview process.

iv)    How team decisions are made/voting rules

(1)    All board members will vote on issues pertaining to the team. Majority vote wins.

v)    How is the team put together? What are expectations of team members?

(1)    The team is put together of any union member who is a member of SNS and pays team dues. The team is expected to be respectful of one another and have a passion for cross country skiing.

vi)    How are team meeting minutes taken, stored, and shared? How are decisions catalogued?

(1)    All meeting minutes are recorded in our team google drive. All decisions are catalogued there as well.

vii)    How are team leaders trained for their roles? What trainings are required for your team leaders?

* + - 1. The current team leaders train the next year’s team leaders for their roles. We have a large exec board meeting at the end of the year for the new and old board where everyone will be trained in their role.

2(c) Freestyle

**i) Team governing documents (Constitution &amp; Bylaws)**

(1) Under SNS’s official Constitution; Bylaws

**ii) Team executive board structure/positions  (Appendix 2: Position Descriptions)**

(1) Freestyle Team Director - Director of the SNS Freestyle team who is responsible for organizing weekly freestyle practices, competition trips, and The Hoofer Rail Jam.  He/she is to also provide the team with the necessary coaching and training for the teams’ athletes on the road to PyeongChang 2018.

**(2) Freestyle Team Driver/Assistant –**

This position involves driving the freestyle team van weekly to Tyrol Basin. The driver will work with the Freestyle Director to coordinate a schedule of driving to Tyrol. Assistant must also help in planning of the annual rail jam. Driver must also bump mad tunes to and from the hill.

**iii) Team election procedures**

(1) Freestyle Team Director and Freestyle Team Driver/Assistant are appointed by the previous years’ executive board after nominees apply and show that they are capable of such positions.

**iv) How team decisions are made/voting rules**

(1)    SNS executive board votes on matters pertinent to the club by majority vote. Those who are opposed give objection and discussion ensues.

**v)    How is the team put together?  What are expectations of team members?**

**(1)** Team members are expected to join weekly trips and volunteer at both resale and rail jam. Team members who come on weekly trips are expected to be encouraging to new riders to foster a positive learning environment.

**vi)    How are team meeting minutes taken, stored, and shared? How are decisions catalogued?**

(1)    Team discussions are done via our Facebook group or through an instant messenger app so that each member has quick notice of team updates.

**vii)    How are team leaders trained for their roles? What trainings are required for your team leaders?**

(1)    The previous years’ director and assistant are responsible for handling over proper materials to the new director and assistant. Both positions are expected to become procard and fleet certified. They must work with the Ski and Snowboard club advisor to organize the annual rail jam.

1. Club Activity Policies, Practices &amp; Guidelines
   * 1. In total, what kinds/types of activities does your club do? Lessons, trips, trainings, programs, etc.)

(Where, when, how often?)

* + - 1. The Hoofer Ski and Snowboard club offers numerous activities, such as
         1. ski and snowboard lessons,
         2. weekly trips to local hills,
         3. weekend trips to midwest locations,
         4. two large trips out west every year,
         5. social gatherings, and more.
    1. How are decisions made about what kind of activities your club offers?
       1. There are positions on the executive board that are in charge of all of our trips. These individuals will
          1. plan where and when the trips take place. Typically, the weekend and weekday trips go to the same
          2. location each year.
          3. one midwest long weekend trip destination always stays the same
          4. however, there is one trip that the officer in charge of the trips may decide if they
          5. want to host.
          6. The out west winter break trip is chosen by the vice president of trips, but the spring
          7. break trip is always to the same location.
    2. What safety precautions must members take and rules members must follow when participating in each activity?
       1. The biggest safety precaution when participating in our lessons and events such as rail jam is that
          1. everyone must wear a helmet. We also include
          2. Avalanche and high altitude education during our pre-trip meetings
    3. What does the club require/expect of members when doing an activity?

We expect our members to be respectful and represent the club in a positive way.

We also expect all participants to follow the law and school rules.

We also require members to wear helmets during lessons and events.

* + 1. How are members prepared/trained for a specific activity? How are ratings given? How can ratings be taken away?
       1. The things we train are members for include becoming an instructor and being a trip leader. There are meetings that take place in order to properly educate the members. We do not use a rating system for our general members.

1. Club Field Leader Policies, Practices & Guidelines
   * 1. In total, what kinds of field leaders does your club have?
        1. We only have leaders for our large out west trips.
     2. What do field leaders have the ability to do?
     3. Our leaders assist the VP-trips and assistant VP-trips in leading the trips. Responsibilities include
        + 1. leading the busses,
          2. being available in case any trip goer gets sick or injured,
          3. being willing to confront trip goers who are misbehaving, etc.
     4. Are field leaders volunteer or paid? Is so, by what method?
        1. The trip leaders apply for the position. In return for their service, they are granted a discount on the trip price.
     5. How are field leaders selected and trained? (Appendix 3: Leader Training Matrices)
        1. Each person interested in being a trip leader fills out an extensive application. Some of the most
     6. important sections within the application include
        1. experience within the club,
        2. past trips attended, and
        3. other leadership experiences.
           1. Those who have been involved in the club and who have gone on past trips are desirable; however, new club members are encouraged to apply as well.
     7. What are the standards for field leaders?
     8. Trip leaders are expected to be a bus package member.
     9. What are the expectations of field leaders?
        1. The leaders will be on duty for two to three nights, meaning they will be expected to respond in a case of emergency.
     10. How are field leaders evaluated? (Appendix 4: leader evaluation)
         1. There is no formal evaluation; however, the VP-trips and assistant VP-trips make notes about who were responsible leaders.
     11. What are the expectations of field leaders?
     12. How are field leaders evaluated? (Appendix 4: leader evaluation)
2. Club Instructional Policies, Practices &amp; Guidelines
   * 1. In total, what kinds of instructional activities does your club do?
        1. Ski and snowboard lessons for all levels.
     2. What do instructors have the ability to do? (Appendix 5: Instructor PDs)
        1. Instructors lead lessons for Hoofer Ski and Snowboard club members in one-hour sessions either privately or in small groups.
     3. Are instructors volunteer or paid? Is so, by what method?
        1. Instructors are paid employees of Tyrol Basin.
     4. How are instructors selected and trained? (Appendix 6: Instructor Training Matrices)
        1. Instructors are selected based on Tyrol Basin Ski & Snowboard Area’s employment qualifications and range in training credentials.
     5. What are the standards for instructors?
        1. Instructors must fulfill Tyrol Basin’s requirements for employment and must be either US Citizens or legally permitted to work in the US.
     6. What are the expectations of instructors?
        1. Instructors as well as those being taught are required to wear a helmet at all times.
     7. How are instructors evaluated? (Appendix 7: leader evaluation)
        1. Lesson-takers are permitted to submit an evaluation of their instructors to the staff of Tyrol Basin
3. Club & Team Equipment Policies, Practices & Guidelines
   * 1. How does your club decide on what equipment to purchase or to accept as a donation?
        1. Equipment is purchased/accepted by a decision from the Advisor and either the
           1. President
           2. Alpine Director
           3. Nordic Director, or
           4. Freestyle team director
     2. How does your club inspect equipment before it is donated to the club? How does your club inspect equipment in your inventory to ensure it is usable and safe?
        1. The executive member described in (6)(i)(1) inspect the equipment
     3. How does your club make decisions on when to turn over equipment?
        1. ???
     4. Does your club have equipment for use only by its affiliated team? If so, how do the policies on that equipment differ from regular club equipment?
        1. Members own their own equipment
     5. Does your club have equipment for use only for instructional purposes? If so, how do the policies on that equipment differ from regular club equipment?
        1. No