



# **POLICIES AND PROCEDURES**

## **One-Day Fall and Winter Events**

### **Includes:**

Alpine, Cross Country  
Snowshoe, Hikes

**Form UC032**

Rev: 03/12, 8/15

# One-Day Fall and Winter Event Guidelines

---

---

1. No event may be promoted until approved by the Winter Programs Vice President and the ULLR Board of Directors.
2. Quick approval for an event may be given in cases where scheduling of the event is time sensitive and there is no foreseeable need for discussion. See Operating Rule 25.
3. Pick a date, starting time and place, and additional activity if applicable (lunch, potluck, etc).
4. Have the date approved by the Winter Programs VP and the appropriate Nordic/Alpine Coordinator. Check with the President for date conflicts.
5. Prepare a sample flyer. Items to be included: destination, date, directions to meeting place and time to meet, costs, place and time for meal if applicable, your name and phone numbers (cell phone number to be included).

Include on Flyer: In case of bad weather or to verify that an event is not cancelled, call the event chair.

6. Send your sample flyer to the Winter Programs VP and the Nordic/Alpine Coordinator by email. If changes need to be made, you will be notified. When approved, the Winter Programs VP will notify you, and the Winter Programs VP will send the approved official flyer to the ULLR webmaster for posting. **DO NOT SEND THE FLYER DIRECTLY TO THE WEBMASTER.**
7. Make some copies of the approved official flyer to distribute at ULLR general meetings and promote your event at ULLR general meetings. Pick up your flyers at the end of each meeting.

If you will be absent from a general meeting, arrange for someone else to display your flyers and promote your event.



8. On the day of the event, have all participant members complete and sign the “Waiver & Sign Up List.” Have all non-member participants complete and sign the “Non-Member Waiver” form. Give your cell phone number to participants.
9. If you need to cancel your event, notify the Webmaster and/or Coordinator as soon as possible. See Operating Rule 20.
10. Provide a post-event article and photos for the NULLR and Website. Send to the Winter Programs VP for submission to the Nullr and website.
11. Attend the Winter Planning Party and the November general meeting.
12. Check membership status of participants. See Operating Rule 21.