



Manchester Ski Club

Manchester, Connecticut

Member Handbook

Revised September, 2008, MJS

Introduction

The MSC Member Handbook has been published for several years. The intent is to provide members with a reference book that contains as much information about the club as possible. We hope that we have included everything that you as a new member and a returning member will find useful. We are always open to suggestions!

If you are a new member you will receive a complete handbook. The handbook is designed to add and subtract pages as information changes in the years to come. Returning members will be issued the updated pages to insert into their existing handbook. All members will be given an updated membership directory and list of important contacts annually.



Manchester Ski Club

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Prologue

Welcome to all our returning members as well as our new members. The Manchester Ski Club of which you are a member is your club and has a long history of great skiing. Our club is an example of people working together to accomplish a common goal and having fun in the process. We are a family-oriented club that helps to make snow sports easier and more enjoyable for all its members.

Each year we enjoy social events including our annual picnic and monthly membership meetings during the season, which include ski and fitness programs, and raffle prizes. We also participate in ski racing events, which include the Inter-club race with the Norwalk Ski club and Grumman ski club as well as our own club race, The Robert W. Blake Challenge. These are citizen racing level events that can be enjoyed by most all ability levels. We have a very active membership and that is one of the reasons that our club is successful.

This handbook is provided to allow you to become familiar with our clubs by-laws and rules as well as providing a means via the membership roster to allow you to contact other members and the Board of Directors.

We look forward to the up-coming ski season and hope to see you all on the slopes!

**2009-2010
Manchester Ski Club
Board of Directors**

President

Bill Jones
bill.jones1@cox.net

Vice President

Jon Orzolek
svmarisa@comcast.net

Past President

Mary Sylvestre
mjsylvestre@snet.net

Secretary

Paula Kelly-Deutz
uniquitous@comcast.net

Treasurer(s)

Kevin Leyland
kloffehct@sbcglobal.net

Board Members

Dave England
mary.m.england@sbcglobal.net

Mark Nowakowski
mark.a.nowakowski@comcast.net

Jon Hiller
jhiller55@comcast.net

Joan Raynor
jsraynor@cox.net

Donna Wertenbach
d.wertenbach@cedf.com

Board meetings are held at a different Board member's home, the second Monday of each month, throughout the year.

Other Club Positions

Membership Chairperson:

Jon Hiller

jhiller55@comcast.net

Newsletter Editor

Joan Raynor

jsraynor@cox.net

Reservation Chairperson:

Loisann Sisson

manchesterskiclub@gmail.com

Racing Chairperson

Don Eberhardt

MANSKICLUB@aol.com

“The History of the Manchester Ski Club”

INTRODUCTION

MSC Charter members, present members and former members should be proud of the achievements of the club and individual members during the past quarter century. Many members were introduced to skiing by the club, others improved their techniques and some were motivated to promote skiing by individual effort in allied organizations and programs. The following information is presented to club members to acquaint them with the clubs past and to stimulate memories that may help to complete, as exact as possible, a list of dates, names, officers and events that will be updated periodically.

DEVELOPMENT OF MT. NEBO

From the original start of the Manchester Ski Club, its purpose has been to promote and develop recreational skiing in Manchester. Consequently, the first and succeeding officers met frequently with Manchester Park and Recreation Department heads and town managers to establish a ski area on town property. The town first cleared an area behind the town hall in Center Springs that proved to be unsatisfactory and unpopular for beginners. The next area cleared by the town was adjacent to Center Springs Pond and proved so successful, that the sledders soon outnumbered the skiers. The ski club proceeded to lease a piece of property at Bolton Notch, cut two trails and installed lights (our first lighted slopes).

After three or four years, this had to be abandoned due to highway US Rte. 6 cutting across the bottom of the slope. The next slope location was the result of the members checking all the town owned property and suggesting an unused section of Mt. Nebo. Robert Samuelson, Ralph Oscar, Edward and Frederick Kurtz, along with others, met with town officials and agreed on a mutual effort to clear and light a slope on Mt. Nebo. This was the club's second effort at night skiing with “pick them and lay them down” lifts to the top. Each year the club members modified the slope for maximum utility and safety. After several years, the club received permission to do a major contouring at the bottom of the slope.

The club provided a gasoline engine driven large rope tow and a gasoline engine driven small rope tow for beginners. During the years of the gasoline engine driven tows, the club provided fuel, oil and maintenance with an occasional donation from non-member skiers.

A few years later and with increasing numbers of skiers, the club again met with the town authorities and agreed to cooperate on replacing the gasoline engines with electric motors and the town to supply tow operators. For approximately the last six years of operation at Mt. Nebo, it was always a good question as to when another highway would not only cross Mt. Nebo, but practically remove it. Fortunately, this time interval and the growth of skiing as a recreational activity gave the town and the club an opportunity to plan the North View area which was dedicated in 1968 and is a municipal ski area that has elicited many complimentary comments and some inquiries on how to plan and organize such an operation.

THE BEGINNING

The Manchester Ski Club was formed by local skiers in 1941 and incorporated in 1942. It has remained constantly active (except for late 1955 to early 1958) to foster interest in recreational skiing, competitive skiing, promote the development and improvement of skiing technique and safety among its members.

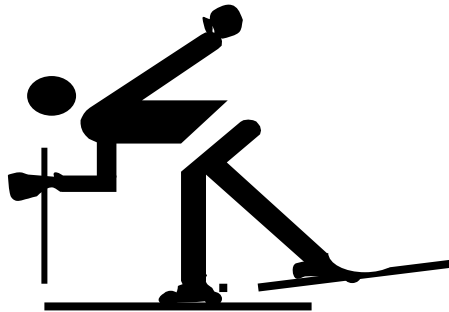
The club was a major factor in the promotion and development of the Town of Manchester ski area, North View and supplies the majority of personnel for the Ski Patrol.

The club has owned, operated and maintained it's own ski lodge in Ludlow, Vermont since 1968. There are more than 20 ski areas within a 50 miles radius (approximately 10 areas within 25 miles) of the club ski lodge.

Benefits of membership in the Manchester Ski Club include:

- Reduced lodge rates.
- Reduced lift fees.
- All activities sponsored by the Connecticut Ski Council: ex., ski trips, annual Snow Ball, amateur ski racing.
- Information on Ski Patrol, equipment maintenance and care, safety, and instruction, and ski areas.
- Annual club and inter-club races for all ages and sexes on a course set for any class skier/rider.
- Opportunity to ski and ride with people of equal ability.
- Opportunity to meet and associate with other snow sports enthusiasts.

The club minimal annual dues are easily recouped by participation in any of the club's activities.



**THE FOLLOWING IS AN EXCERPT OF INFORMATION FURNISHED BY OSCAR & FRED KURTZ
BROTHERS**

**History of the Club by Ernie Turek
Written JANUARY 24, 1969, by Ernie Tureck**

1941

A notice was put in the Manchester Herald – *Anyone interested in forming ski club by Edgar Clarke and Jim Blair.*

Enough interest was shown to initiate a ski club – Oscar Kurtz – 1st President.

The club was incorporated as **Manchester Ski Club, Inc.**

Permission was obtained from the Cheney's to brush out a ski run on Hackmatack Street just east of Prospect Street on South Side. The ski club referred to this as Sunset Hill Slope.

1944 – 1946

The club rented land at Bolton Notch and created a ski run. This area was lost when the Route 6 highway was widened at the Notch (in 1949-1950).

1950 – 1951 Season

During this season, permission was received from the town to use Mt. Nebo. The ski club cleared out a slope at Mt. Nebo at this time.

1960 Season

The first rope tow was installed at Mt. Nebo by the ski club; it was 50 feet long and operated by a 2.5 horse power motor. This tow is still in operation* on the lawn of Ralph Kurtz at 347 Keeney Street, Manchester. (*At the time of the writing of this article.)

1960 - 1961 Season

The tow was increased to two, one 600' long powered by a "Model A Chassis"; the other a 400' long powered by a 9 H.P. gasoline motor. The ski club paid for all this plus clearing and grubbing of the slope.

1964 – 1965 Season

Both tows were converted to electricity by donations from various local businesses, industries and ski club members. When the Rec Department was taken over by the Park Department, the ski slope was shut down completely due to insurance difficulties. The ski club immediately negotiated with Town Directors. The slope soon resumed operations under the Park Department. The ski club turned all the equipment over to the Town at no cost to the town. Ski Patrol supervision would be furnished by the ski club at no cost to the town.

1968 – 1969 Season

The relocation of Route 6 passing through existing Mt. Nebo slope made it necessary to find a new location. An area off Hercules Drive was selected and developed by the town, with assistance from ski club members, town residents, businesses and industries – making this truly a community effort.

Respectfully submitted by Ernie Tureck

Staying at the Lodge
“The Blake House”
4 Pleasant St., Ludlow, VT



***What you need to know,
What you need to Bring”***

When staying at the lodge, it is the responsibility of each member to bring the following suggested items:

- Sleeping bag or sheets, pillow and blankets
- Towels and personal toiletries
- Food and beverage for your meals
- Clothing and ski/snow sports equipment
- Flashlight
- Emergency Medical Information and next of kin contact name
- **Check** to pay for lodge fees (including any guests that you may have as well, checks are not accepted from guests.) **No cash is accepted.**

If in doubt on any regulation or policy pertaining to the club or the lodge, please refer to the Manchester Ski Club By-Laws and the Lodge Regulations.

MANCHESTER SKI CLUB
LODGE PROCEDURES AND REGULATIONS*

The following reservation procedures and regulations are designed to promote the orderly and efficient operation of the “The Blake House”, our MSC lodge. All contingencies can not be covered by a limited list of procedures and regulations, therefore requests for considerations of legitimate exceptions and suggestions for improving the operation of the lodge may be submitted IN WRITING to the Board of Directors, attention Chairperson, P.O. Box 1267, Manchester, CT 06045.

DIRECTIONS TO THE LODGE

I-91 north to Vermont (VT)- Exit 6- Take left on VT 103 to Ludlow. Once in town, take a left at Ludlow's traffic light in Ludlow Center onto Depot St. - first right on Pleasant St. - Proceed to #4 (Second to last house on right, gray with white trim, maroon MSC sign on front) - Approximately 125 miles from Hartford area. Lodge phone number: (802) 228-2226.

LODGE RESERVATION PROCEDURES

1. **Annual lodge usage fee:** No reservation will be accepted unless the lodge fee has been paid.

2. **Making reservations:** Go to the Manchester Ski Club web site:

www.manchesterskiclub.org/pages/reservations.html

Or Contact the Lodge Reservation Chairperson, : manchesterskiclub@gmail.com

Reservations made by e-mail will be confirmed by e-mail. Hour for phone reservations are Monday, Tuesday, Wednesday 7-10 p.m., Thursday 7- 8:30 p.m. Please do not call during “off hours”. After

Thursday, contact Lodge Manager at the lodge (802) 228-2226. Reservations may be made at the monthly MSC meeting.

Please indicate number of reservations with first and last names, ages and whether they are members or guests. Room rent must be paid prior to acceptance of another reservation. Normally no more than two reservation bookings are held by any party at any one time. Each guest may stay at the lodge only once during any four-week period. Reservations are given to members first, whereas a member bringing a guest may have their guest bumped if a member calls in and there is no more space. Weekly lodge use members will be treated as "guests" when seeking a lodge reservation on a weekend.

- Dinner reservations** must be made at the same time that rooms are reserved, **no later than Wednesday evening at 8:00 PM to ensure time to shop and cook.** Loisann Sisson will have the dinner menu for that Saturday night dinner. Check on the web site for menus.

Dinner cost: Adults- \$8.00, Children - \$6.00. (Adults = 13 & up, Children = 12 & under)

A 10 person minimum is required to host a Saturday night dinner. Dinner cancellations must be received by Wednesday at 8:00 PM. After that time payment is required for all dinners.

- Canceling reservations:** Cancellations will be accepted up to 8:00 p.m. of the Wednesday preceding the desired weekend or vacation. Late cancellations will be billed for the room fee and if the fee has been paid, no refund will be made.

- Upon Arrival at the Lodge** The Manchester Ski Club asks that all members sign-in when first arriving at the lodge in Vermont. The sign-in sheets are located in the kitchen, on the counter. Each member must sign in, indicate the number of days they will be staying at the lodge and provide the car license plate number of the vehicle they wish to park on the lodge property.

All members must also register their guests on the same sign-in sheet, indicating they are a guest. All fees must be paid for by a member check only. **NO CASH IS ACCEPTED.** All payments are payable and due to Reservation Chairperson or Lodge Manager as soon after entering the lodge as possible. Payments must be paid by CHECKS ONLY(NO CASH), made payable to the Manchester Ski Club. ONLY CLUB MEMBERS' CHECKS WILL BE ACCEPTED. Write check number and dollar amount **or** voucher number in appropriate column of sign in sheet. If dinner reservations were made for Saturday night, check column on sign in sheet also.

LODGE RATES

Member Adult	\$20.00	Guest Adult	\$30.00
Member Child	\$15.00	Guest Child	\$25.00

Children's rates apply to all minors 12 and under

- Room Assignments** Members should then check the room roster, and locate the room to which they are assigned. If past quiet hours, proceed to room with the utmost respect for the other members that may be sleeping already. Please use flashlights rather than turning on the overhead lights.

Members should NOT change the roster or change their rooms. If there is a problem or concern about the room assignment, please consult with either the reservations chairperson(s) or the lodge manager.

7. **Emergency Procedures** The Manchester Ski Club asks that all members provide an emergency contact person's name. This is especially critical when individuals are visiting the lodge and skiing alone. The information should be written on an index card that is kept at the lodge, in the kitchen area near the sign-in sheets.

Each room has posted an emergency evacuation procedure. Please read this information and review it with all members of your family and any guests that you bring to the lodge.

It is suggested that families select a pre-designated meeting place somewhere outside, across the street and away from the lodge, in the event of an emergency.

8. **Lodge Space availability:** Late inquiries regarding space available may be made by calling the lodge (802)228-2226. The lodge manager shall check the space availability to reserve the room.
9. **Personal Items:** Persons using the lodge must furnish their own sleeping bags or blankets, pillows - i.e. BEDDING; towels; and personal items such as soap, shampoo, etc. i.e. TOILETRIES.
10. **Storage:** Temporary food, clothing and boot storage is available on the first floor of the Blake House. All items must be removed prior to departure. Lockers on the second floor are available for seasonal rental for \$25/season, with a check payable to "MSC" sent to the treasurer at the MSC P.O. Box.
11. **Parking:** Cars must be parked in accordance to the parking diagram posted at the lodge. No parking in lodge managers reserved space. Registration of vehicle must be indicated upon signing in.



LODGE REGULATIONS

1. In general, the rules of common courtesy and safety apply.
2. FIRE OR OPEN FLAME of any sort is absolutely prohibited in the lodge. Violators will be liable to disciplinary action.
3. No food or beverages are permitted on the second or third floors, or in the barn sleeping area.
4. No heat generating appliances may be used anywhere in the lodge. Hair dryers may be used in the designated area(s) between the hours of 7 a.m. and 10 p.m.
5. Quiet hours shall be observed between 10:00 p.m. and 7:00 a.m. This is not a curfew. Quiet activity may continue in areas other than sleeping areas.
6. Children are the responsibility of their parents and are to respect the rights and property of others. Their activity should be confined to that which would be accepted in any public lodging facility.
7. "Early Risers" are to engage in quiet activity on the first floor until 7:00 am.
9. Adequate precautions are to be taken to protect the mattresses on those bunks occupied by very young children.
9. Children younger than 18 years old must be accompanied at the lodge by one of their parents, or an adult specifically designated as being responsible for the child while he or she is at the lodge.
10. Guests/Members suffering from an illness should cancel their reservations or terminate their stay at the lodge rather than expose the other guests to the illness.
11. Each guest/member is responsible for contributing to the maintenance of a tidy and orderly lodge.
12. Dishes and all other kitchen utensils are to be washed, dried and put away immediately after their use. Eating areas are to be left clean.
13. Each member and or guest is to remove all personal food items from the refrigerator and storage areas before leaving.
14. At the end of your stay all personal items: food, beverages, toiletries, towels, sleeping bags, clothing, all equipment, etc. must be removed from the lodge. At the end of the ski season, all items must be removed.

15. Ski boots shall not be worn in the living or sleeping areas of the lodge.
16. No persons under the legal Vermont drinking age will drink any alcoholic beverages on the premises of the lodge.
17. Absolutely no smoking is allowed anywhere in the lodge.
18. Guests must be accompanied by a club member.
- 19. All Fire Doors are to remain closed when not in use.**

SATURDAY NIGHT DINNERS
at “The Blake House”
4 Pleasant Street
Ludlow, VT

A long standing tradition, the Manchester Ski Club sponsors Saturday Night Dinners. They are intended not only to provide a home cooked meal, but also to provide an opportunity for members to socialize and an additional opportunity for a member to perform a work unit towards the Lodge Use Fee. The “dinner season” begins the first week of January until the third week of March with the exception of race weekends.

Reservations:

Members will make reservations for dinner when they reserve rooms for the weekend. All dinner reservations must be made, changed or cancelled by Wednesday at 8:00 PM prior to the meal. After this time member will be responsible for payment of all reserved meals. Reservations will indicate the number of adults and number of children under age 13. Charges for meals are \$8 for adults and \$6 for children. Payment will be made by check along with payment for lodging. Please indicate the number of adult and child meals purchased on the check. Additional meals may be purchased on Saturday on an “as available” basis only as determined by the cook and reservations coordinator.

Cooking:

The cooking member(s) will plan the menu, shop and cook the meal. The dining members will clean up after.

Any member wishing to cook a dinner would contact our **Saturday Night Dinner Coordinator, Ms. Sandra Thorne (413) 596-9497**. Sandra will inform you of the available weekends, and ask what HOME COOKED MEAL you intend to prepare.

By Wednesday evening 8:00 PM prior to the meal, the cooking member will know (via the reservations chairperson), the number of adults and children who will be dining. A minimum of 10 reservations will be required: if fewer reservations are made, the dinner will be cancelled.

Your responsibility includes the following:

- Planning the meal to include: appetizer, salad (sometimes optional), entree, beverage and dessert.
- Shopping for the meal. Food cost should be approximately \$3 per child and \$5 per adult. This is the reimbursement amount given to the cook (not the actual total food cost) The availability of staple items and paper goods should be checked with the Dinner Coordinator.
- Cooking a home cooked meal on Saturday evening.
- Appetizers will be served from 4 PM until 5:45 PM. Dinner usually begins about 6 p.m. and clean up by those dining will commence immediately following dessert.
- Submitting receipts and dinner report to Saturday Night Dinner Coordinator to receive reimbursement.

Members enjoying the fantastic home cooked meal are responsible for cleaning up the kitchen and washing the dishes. Adults are encouraged to either wash the dishes or oversee the washing of dishes by children no younger than 8 or 9 years of age.

All reimbursements will be made prior to the end of the fiscal year (May 31).

MANCHESTER SKI CLUB

Seasonal Monthly Club Meetings

The Manchester Ski Club conducts membership meetings monthly, held the first Monday of each month (unless it falls on a holiday). The meetings are held at 7:30 p.m. in Manchester at the South Methodist Church, Hartford Road, Manchester, CT.

Members are encouraged to arrive anytime after 7 p.m., to “get a good seat” and to socialize prior to meeting. Beginning in November, members attending the meetings are eligible to win any of the numerous raffle items that are donated to club each year.

Directions for monthly meeting:

From Rt. 384 East take exit 3 and bear right at the end onto Rt. 83, South Main St. Go to the first stop light and take a left onto Hartford Rd. The church is on your right on the corner.

From Rt. 384 West, take exit 3 and turn left onto Charter Oak St. at the end of the exit. Go to the first stop light and continue across the intersection onto Hartford Rd. The church will be across the street on the corner on the right.

Parking for the meetings is opposite the church, on the left. Enter the church via the ramp on the left side of the building.

MEETING AGENDA

Each month, in addition to a regular meeting, the club’s Program Chairperson, plans a different and informative meeting format.

No meetings are held from May through September.

THE NEWSLETTER

The Manchester Ski Club distributes a monthly email newsletter to its members. The monthly newsletter and archived newsletters are also offered on the web site: www.manchesterskiclub.org/pages/newsletter.html

Those members who do not have email may still receive their newsletter via USPS. Please communicate changes in email address to the membership chairperson.

CLUB FUNCTIONS

Each year the club actively participates in an inter-club race, in February at Okemo Mountain Resort, Ludlow, Vermont. This race is known as the Jean Bloom-Lysobey Memorial Interclub Ski Race. This gives MSC an opportunity to race against other clubs such as Grumman Ski Club from New York and Norwalk Ski Club and Sikorsky Ski Club of CT. The time, date and race slope is determined by John Lysobey. A post-race party is usually held at his winter residence on Ponus Rd, Ludlow VT 05149 (802) 228-7368. It is here, at this post-race function from approximately 3-6 p.m., that members are awarded for their skiing achievements, be they young or old!

In either late February or early March, MSC sponsors it’s own club race, aptly named The Robert W. Blake Challenge, in honor of one of our “oldest” (as in long-time) members, Bob Blake. The race takes place at Okemo Mountain Resort, on a Saturday beginning at approximately 10 a.m. The post-race party is held at lodge. Here we celebrate the achievements of all racers - no matter what the times indicate. Our junior members are awarded a medal or trophy to commemorate this event for the top three times.

The race coordinator seeks members to volunteer their assistance for both races.



OTHER EVENTS

In the past the club has gathered, informally, in either Cape Cod in June or Vermont in the fall, or both. Here members can hike, bike or just relax.

In August of each year, the club has a summer picnic. This picnic has been held “almost” consecutively for the last 10 to 15 years at a member’s home. Please contact the Picnic Coordinator if you are interested in helping with this event.

The club has in past years informally participated in the Mt. Sunapee Ski Races held in New Hampshire in March each year as well as the Monday Night SCS racing at Southington Mountain in Southington CT. Please contact a board member if you are interested in volunteering to revive our participation in these events.

THE CONNECTICUT SKI COUNCIL

MSC member may participate in all CSC functions.

www.skiclub.com

The purpose of the Connecticut Ski Council (CSC) is to foster and encourage organized amateur skiing, to assist in the development of new clubs, to sponsor and run inter-club competition, promote club activity both on and off the snow, and teach skiing and ski safety skills to others. The Council offers discounts on lift tickets, lodging, ski trips, competition racing, Nordic programs, ski instruction, social and sporting events, community involvement, physical conditioning, meeting people and having fun. The Council has a current membership of 38 not-for-profit ski clubs in the state and over 20,000 ski members. CSC holds meetings the second Tuesday of each month, September to May in the Newington area. Each club has one or more representatives that make up the Council. CSC offers the following events to all members:

Ambassador’s Meeting and the Annual CSC Snow Ball - *November*

Monday Night Racing at Mt. Southington - *December to March*

State Giant Slalom Race - Mohawk Mt. - *January*

State Downhill Race - Okemo - *March*

Race Awards Night/Banquet - Connecticut TBD - *April or May*

John Lysobey Inter-Club Race – *February*

Kids Council Days and Council Awareness Days - *Various Ski Areas*

XC Skiing Party - Plymouth, VT - *February*

On Snow Winter Carnival – *March*

Eastern Regional Ski Conference - TBD - *April*

WORK UNITS

WORK UNITS - WHAT ARE THEY?

Work units are voluntary “jobs” that all members are encouraged to do, to help maintain and grow our ski club.

A work unit is defined as approximately 5-7 hours of volunteer work. Some jobs that require more hours will be compensated with a voucher for one night at the lodge for every 5-7 additional hours.

CLUB POSITIONS

VOLUNTEER/WORK-UNIT COORDINATOR

The volunteer/work-unit coordinator is a newly created position. The position responsibilities are to assist the Board of Directors in managing all of the volunteer positions and to assist the membership chairperson in tracking the new member work units. If interested, please call a member of the Board of Directors.

LODGE CHAIRPERSON

The lodge chairperson is a position created only a few years ago when the club experienced difficulty in finding a suitable lodge manager for the Vermont ski lodge. This person is responsible for overseeing the functioning and maintenance of the lodge in Vermont. This person is a member of the Board of Directors, communicating issues that are of importance as it relates to the lodge, the general condition of the lodge and the safety of the club members staying at the lodge.

Overseeing the work weekends that are conducted approximately twice a year is another function of this position. One work weekend is usually held in the spring and one in the fall. These work weekends give members the opportunity to earn a voucher for one nights lodge stay.

SATURDAY NIGHT DINNER COORDINATOR

A long standing tradition and a means to encourage socialization between the members is the Manchester Ski Club Saturday Night Dinners. The “dinner season” begins in January and ends sometime in March, each ski season.

The Saturday Night Dinner Coordinator schedules, coordinates meal planning, purchase and reimbursement by club members who wish to earn a work unit and make a “home-cooked” meal at the Blake House in Vermont on a Saturday night from January to mid-March. The Dinner Coordinator communicates with the Lodge Reservation Chairperson regarding reservations and cancellations for the meal.

LODGE RESERVATION CHAIRPERSON

A very important volunteer position for the club, the lodge reservation chairperson is one that involves a very dedicated individual who is willing to give freely of his time to help the club exist each ski season. Without this person, the club’s Vermont lodge would just about grind to a halt.

This person is responsible for accepting lodge and dinner reservations Monday evening to Thursday evening each week during ski season and at random times during the off-season. During the ski season, the reservation chairperson will take a reservation from a qualified lodge use member, who may or may not have a guest wishing to use the lodge on a certain weekend, record the information, assign rooms on a first come, first serve basis until the lodge is at full capacity.

The lodge reservation chairperson is also responsible for informing members calling in about the Saturday night dinner, discussing the menu and taking dinner reservations. The dinner reservation information is then communicated to the member(s) that are preparing that Saturday night dinner from January to March each ski season.

An individual or married couple can hold the lodge reservation chairperson position. This position receives free accommodations at the lodge during the ski season for which they are doing this very important volunteer function.

MSC DATABASE COORDINATOR

Another very important volunteer position for the club is the database coordinator. It is a position that works closely with the membership chairperson. This person inputs all the member personal information given to them by the membership chairperson, into a database, keeping the information current with change of address information, etc. The database coordinator generates a label list each month that is given to the newsletter chairperson. This person also is responsible for preparing the general member roster that is distributed to the club members each year as well as preparing the yearly membership cards.

NEWSLETTER CHAIRPERSON

This person is responsible for collecting information pertinent to the Manchester Ski Club, writing the newsletter, and having the newsletter printed each month. The newsletter chair is an appointed position on the Board of Directors and works closely with all members of the Board as well as most of the volunteer positions of the club. Members are encouraged to submit "news-worthy" information to the newsletter chair. Information can be submitted in writing via USPS or e-mail.

The newsletter chair works closely with the newsletter distribution volunteer. The distribution volunteer is responsible for obtaining the newsletter from the editor and then printing, folding, labeling, stapling and stamping the newsletter -and then finally mailing it, each month. **Beginning in January 2005 the newsletter will be sent via email to the majority of members. Members who do not have email will continue to receive their newsletter via USPS.**

These positions are also responsible for the creation and publication of the Manchester Ski Club Handbook. The handbook was created and designed to provide extensive information about Manchester Ski Club to both existing members and for new members when they join the club. After the initial publication of the handbook, the intent will be to publish and distribute only pages that contain information that may change from year to year.

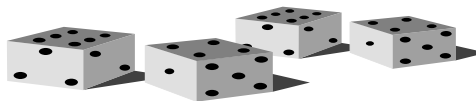
Additional responsibility may also include the creation and publication of miscellaneous publications as deemed necessary by the Board of Directors.

SUMMER PICNIC COORDINATOR

This volunteer is responsible for working with the Board of Directors in planning the annual summer picnic. The picnic is usually held in August. The activities include swimming (if available) volleyball, horseshoes and games for children. The club provides hamburgers, hot dogs, condiments and refreshments and members are asked to bring salads and desserts.

MEETING PROGRAM COORDINATOR

Each year from October until April the club holds a meeting on the first Monday of each month. The club's program chairperson plans a different and informative meeting format that is held either before or after the regular club meeting. The topics vary from getting in shape for the ski season, tuning equipment to lecturers on hiking and biking. The meeting program coordinator will help organize the December meeting/Holiday Party program agenda.



RAFFLE COORDINATOR

Ski related raffle items or ski lift tickets have been raffled off at the regular MSC monthly meetings for years. These items are not just automatically sent to us because we are a ski club. A member of the club has been volunteering year after year to write letters during the summer months to all these ski related industries and ski areas, asking them on behalf of the Manchester Ski Club to donate an item. The Raffle Coordinator receives these items and gives them to the *raffle master of ceremonies*.

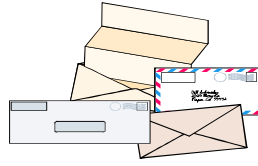
MSC MEETING REFRESHMENT COORDINATOR

This volunteer is responsible for obtaining, preparing and overseeing the refreshments served at each of the MSC monthly meetings that are held from October to April each ski season. This person is also responsible for coordinating the MSC Holiday Party refreshments, working with several other members who volunteer to work on this particular event.

CONNECTICUT SKI COUNCIL REPRESENTATIVES

These individuals are responsible for attending the monthly Connecticut Ski Council (CSC) meeting held each month from September to April each year. Manchester Ski Club's total enrollment figure determines the number of representatives that are allowed by CSC. Manchester currently has four positions allotted for Council reps.

The responsibilities include attending the meetings held at the Polish American Club in Newington on the second Tuesday of each month, September through May from 8-9 PM. These individuals will represent the club's position and opinions on various topics that often times may require a council vote. They may be required to or be asked to sit on a sub-committee of the Council. The information discussed at each meeting is to be reported back to the Board of Directors each month. These individuals are also responsible to work with the *MSC Mountain ticket voucher coordinator*, making sure that information surrounding this program is communicated and that the ticket return/buy is done in a timely fashion. Members of the MSC Club as well as its council reps are eligible to run for an officer's position on the Connecticut Ski Council.



TICKET COORDINATOR

This volunteer is responsible for collecting, recording and communicating all information pertaining to the very important task of the mountain ticket voucher “return and purchase” that takes place each fall through the Connecticut Ski Council. (S)he receive the ticket return forms via the USPS that contain all prior season tickets that are being returned, and posts credits against the number of tickets that being purchased for the upcoming season by a club member in good standing. The coordinator is also responsible for balancing the finances of this function, working with the club treasurer(s) and the CSC reps.

MEMBERSHIP CHAIRPERSON

The membership chair is responsible for processing memberships and the acceptance of new members into the club. Each year membership renewals are accepted up to September 1st. After that date and based on the number of members returning from the previous year, the number of vacancies for club membership and lodge use are determined. These vacancies are available to membership applicants who have submitted the application form, application fee and lodge use fee (if applicable) and who have a sponsoring club member. The vacancies are filled on a first come basis, which starts with any applicant on the waiting list from the prior year.

This person also disseminates information to new prospective club members and maintains membership records in conjunction with the database coordinator. The club membership and lodge use capacities are limited, based on lodge capacity and overall club size. New member packets, which include welcome letters, by-laws and lodge regulations, are sent out to new members after they have been accepted. The membership chairperson also answers phone inquiries and send out application forms.



MSC Chairpersons/Coordinators

Below is a list of the 2009-2010 Chairpersons/Coordinators. If interested in a position or if you have a desire to volunteer, please contact either the Chairperson/Coordinator listed or a Board Member.

WORK UNIT FUNCTION	CHAIRPERSON	CHAIRPERSON E-MAIL
Lodge Chairperson	Bill Jones	bill.jones1@Cox.net
Saturday Night Lodge Dinner Coordinator (cooks for January-March weekends)	Sandra Thorne	sgt40@charter.net
Reservations Chairperson	Jon Orzolek/ Loisann Sisson	manchesterskiclub@gmail.com
Club Race-Trophy Chairperson	Open	
Club Race Coordinator	Don Eberhardt	manskiclub@aol.com
Newsletter Editor	Joan Raynor	jsraynor@cox.net
Newsletter Distribution	Kathy Eberhardt	manskiclub@aol.com
Club Meeting Program Coordinator	Donna Wertenbach	d.wertenbach@cedf.com
Summer Picnic Coordinator	Open	
Meeting <i>Refreshments</i> Coordinator	Open	
Ticket Voucher Chairperson	Gary M Sylvestre	slyone@snet.net
MSC Database Coordinator/Webmaster	Mark Nowakowski	mark.a.nowakowski@comcast.net
Raffle Coordinator	open	



SAMPLE WAIVER

Below is a sample of the waiver that is signed by each member when they either join the club or renew their annual membership. This waiver releases the club of any liability. No one is allowed into the club that does not sign this waiver.

ACKNOWLEDGMENT OF RESPONSIBILITY and RELEASE OF LIABILITY

The Manchester Ski Club is a year-round social/sports club providing a variety of activities for it's members. Many of the club activities are, to varying degrees, hazardous. By making application for initial or continued membership, I/We voluntarily assume all the risks involved. By assuming all risks involved, I/We agree to not hold THE MANCHESTER SKI CLUB, it's officers or Board Members liable for any accident or injury resulting from my (or other family members) participation in a club activity or use of club facilities. This release shall be binding on my distributees, heirs, next of kin, executors, administrators and personal representatives. I have read this release in full and understand it, and I hereby (we) apply for membership in THE MANCHESTER SKI CLUB, INC.

Signature: _____

Date: _____

Print Name: _____

Signature (spouse): _____

Date: _____

Print Name: _____

RACING WAIVER

All members that wish to participate in one of the two races that Manchester Ski Club is involved with each year are required to sign a race waiver. This race waiver form is distributed to the member racing just prior to the race, during registration.

Members not signing a race waiver will not be permitted to race.

Off Season Lodge Use Procedures Opening and Closing



The lodge has certain opening and closing procedures that must be followed by all lodge use members using the lodge. These procedures were put into place for the good of the club, the safety of the club and you and your family or guests.

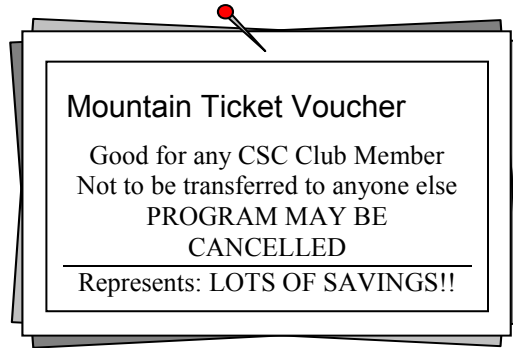
Please be familiar with these procedures. Please review them with all members of your party and be aware of what to do during an emergency.

Members failing to follow procedures will have their membership standing reviewed by the Board of Directors and could possibly lose their membership status.

- Turn heat on/off when you enter/leave the lodge. (Switch is in hall at top of stairs leading to basement.)
- Turn the water heater on/off when you enter/leave the lodge. (Switch is in hall at top of stairs leading to basement.)
- During off-season, all trash “generated” should be taken home with you for disposal.
- Any windows, doors or locks opened should be closed when departing.
- Do not give out the combination to the MSC lodge to anyone!
- Make sure all appliances are turned off, and unplugged during the off season.
- During off-season, refrigerators should be cleaned out, unplugged, and doors left open for them to air out.
- Turn off all lights – check the barn, all floors and the basement.
- All fire doors are to remain closed during all times except when used for passage.
- Any emergency that arises should be handled to the best of the member’s ability. An emergency contact list for plumbers, electricians and snow plowing is posted on the bulletin board in the kitchen, upper left corner.
- Fire alarm procedures – special procedures to handle the fire alarm will be posted at the lodge. In the event the alarm sounds, consult the procedures manual.
- Any *extreme* or *serious* emergency situation, please contact (in order) Bill Jones (860) 649-0345, Mary Sylvestre (860) 633-2261.
- Make sure all faucets are off.
- Dishes and utensils used should be washed and put away. Discard all food items that may perish or take them with you.

Be Safe, know the procedures, read the book.

Mountain Resort Ticket Vouchers



Coordinated by and offered to members of The Connecticut Ski Council

Okemo Mountain Resort began offering the discounted pre-season ticket voucher purchase during the mid 1990's to clubs holding a membership in good standing the Connecticut Ski Council. It has now been expanded to seven other mountains. Each club coordinates the ticket voucher purchase individually. This purchase is then presented to The Connecticut Ski Council coordinator who then presents the Connecticut Ski Council with one pre-season ticket purchase.

In 2004, the Connecticut Ski Council purchased over 1.5 million dollars worth of pre-season tickets on behalf of all council clubs that participate in the voucher program.

The tickets are good all season, both weekdays and weekends. All unused ticket vouchers can be turned in at the end of the season towards one-for-one ticket credit (plus voucher cost differential) towards the purchase of ticket vouchers for the following ski season.

This program is a tremendous benefit for the ski clubs. Any member that is caught violating the procedures and policies of the program will have their membership reviewed by the Board of Directors and face possible expulsion from the club.

DON'T JEOPARDIZE THE PROGRAM!!!!!!

THE MANCHESTER SKI CLUB, INC.

MANCHESTER, CONNECTICUT

MSC BY-LAWS

ARTICLE I

The name of this Club shall be the Manchester Ski Club, Inc.

ARTICLE II

Objectives

The objectives of this Club shall be, in general, to foster interest in recreational and competitive skiing and, in particular, to promote the development and improvement of skiing technique and safety among the members.

ARTICLE III

Membership

Section 1: All persons shall be eligible for membership who are in sympathy with the ideals of the Club and who wish to promote its objectives. However, the membership may be limited as recommended by the Board of Directors. In establishing a limit the Board of Directors shall be guided by the extent of the then current Club facilities and services, but the limit may in no case be less than the existing membership. Further, the limit shall not serve to exclude eighteen-years olds transferring from family to single status.

Section 2: The following types of membership exist: Full Lodge Use, Mid-Week Lodge Use, and Non Lodge Use Membership of either family or single class. All memberships have the same voting rights, one vote per membership, but may have different fees as defined by the Board of Directors.

- A. Full Lodge Use Membership provides the right for use of the club lodge at any time, based on availability.
- B. Mid-Week Lodge Use Membership restricts the use of the club lodge to Sunday through Thursday nights during the skiing season, based on availability. All other rights are the same.
- C. Non Lodge Use Membership rights differ from Lodge Use Memberships only in the lack of the right to use the club lodge. All other rights are the same.
- D. Family membership shall include parents and children under twenty-three years of age or in college who have been elected to membership status in the Club.
- E. Single membership shall include all individuals eighteen years of age or over who are not included in a Family membership and whom the Club has elected to membership status.

ARTICLE IV

Election of Members

Application for membership shall be by sponsorship of a member of the Club and shall first be submitted to the Membership Committee, which Committee shall present to the Board of Directors at any meeting thereof a list of recommended candidates. Election to membership shall be by the Board of Directors from such recommended lists.

ARTICLE V

Meetings

Section 1: The last regularly scheduled meeting of the year shall be the Annual Meeting.

Section 2: Regular monthly meetings shall be held between October and the Annual Meeting and at such place and upon reasonable written notice as the Board of Directors may determine.

Section 3: Special meetings of the Club may be called by the President at any time or shall be called by the President on a written request of at least ten percent of the voting membership, at such time and upon such reasonable notice as the Board of Directors may determine.

Section 4: One sixth of the voting members shall constitute a quorum at any meeting which meets the requirements of Sections 1, 2, and 3 of this Article. A majority vote of this quorum shall be binding on the entire membership except as noted in Articles VIII and XV.

ARTICLE VI

Dues

Section 1: The annual dues for membership shall be in such reasonable amount as the Board of Directors shall recommend.

Section 2: Payment of membership dues for the fiscal year will be accepted from the commencement date of that fiscal year. Not later than August 1st, Club members will be notified in writing that annual dues are due and payable. Members who have not paid their dues by September 1st will be automatically dropped from the club rolls. Reinstatement can then only be attained through the provisions outlined in Article IV, or by vote of the Board of Directors.

ARTICLE VII

Club Lodge Facilities

Section 1: When the number of club memberships significantly exceeds the club lodge occupancy limit, the Board of Directors may restrict the number of lodge use memberships.

Section 2: Lodge Use Memberships shall be continued for those memberships that had lodge use membership in the previous year and who have paid in full fees for the new season by the date specified in Article VI, Section 2, and have no past due debts to the club. Any remaining Lodge Use Memberships shall be offered to those who are on the waiting list maintained for this purpose. The order of the waiting list shall be based on the date of receipt of a written request for Lodge Use Membership.

Section 3: Applicants from the waiting list offered Lodge Use Membership must pay all dues and fees owed the club within one month from the date of this offer or lose the offer for the Lodge Use Membership.

ARTICLE VIII

Election of Officers

Section 1: The officers of the Club shall be a President, Vice-president, Secretary, and Treasurer, who by virtue of the offices become members of the Board of Directors together with three other members of the Club, all as elected at the Annual Meeting. In addition to the above members of the Board of Directors as elected, the retiring President shall become a member of said Board of Directors, to serve in such capacity until the inducted President's retirement. At their discretion the Board of Directors may elect by a majority vote of those present, not more than five additional members to said Board of Directors.

Section 2: The President shall each year at the December board meeting, appoint a Nominating Committee of three members. The Nominating Committee shall submit a report at the February board meeting placing in nomination candidates for officers and directors to be acted upon, a copy of which slate shall be sent to every member of the Club with the notification of the Annual Meeting. Members of the Club desiring to make additional nominations must obtain consent of the nominee and may then make such nominations from the floor during the Annual meeting. If no additional nominations are made, the Secretary shall cast one ballot at the Annual Meeting, thereby officially electing all officers and elected members of the Board of Directors.

The election results are effective the day after the annual meeting.

Section 3: Any officer or committee chairman can be removed from office for any defection of his duties by the affirmative vote of two-thirds of a quorum of the membership at any meeting.

ARTICLE IX

Duties of Officers

Section 1: The President shall be the general executive officer of the Club and shall preside at all meetings of the Club and of the Board of Directors, and shall be, ex-officio, a member of all committees except the Nominating Committee. Except as otherwise provided in these By-Laws, he shall appoint all committee chairpersons. He shall be required to make an Annual Report at the Annual Meeting. The President shall assume all the duties of the Treasurer in the latter's absence or disability.

Section 2: The Vice President shall assume all duties of the President in the latter's absence or disability.

Section 3: The Secretary shall keep the minutes of all meetings and is responsible for correspondence as directed by the Board of Directors.

Section 4: The Treasurer shall be the custodian of all funds of the Club and shall collect all dues. He shall sign bank checks, and disburse the funds of the Club upon the authorization of the Board of Directors and shall render an Annual Report. The Board of Directors may require a fidelity bond of any officer or employee handling funds of the Club; the expense of such bond shall be borne by the Club.

ARTICLE X

Board of Directors

Section 1: The Board of Directors shall control all matters relating to the management and development of the Club, including the right to expel members for any cause deemed sufficient by the Board of Directors

Section 2: The Board of Directors shall meet upon the call of the President, and any four members of the Board of Directors constitute a quorum. The President shall call a meeting of the Board of Directors upon the written request of any three members of the Board of Directors. The Board of Directors or the President may request others (such as committee chairpersons) to attend board meetings.

Section 3: On all questions concerning interpretation of the By-Laws, the decision of the Board of Directors shall be final.

Section 4: Any vacancy on the Board of Directors may be filled by the affirmative vote of a majority of the Board of Directors at any meeting of the Board of Directors at which a quorum is present.

ARTICLE XI

Committees

The President shall appoint such committees as, in his judgment, may be necessary to carry on the work of the Club.

ARTICLE XII

Calendar

The fiscal year of the Club shall extend from June 1st through May 31st.

ARTICLE XIII

Connecticut Ski Council

Subject to approval at the beginning of each fiscal year, the Manchester Ski Club shall maintain a membership in the Connecticut Ski Council for the benefit of its members.

ARTICLE XIV

Indemnification of Officers and Directors

Section 1: No officer or director of this Club shall be held personally liable for monetary damage to the Club for any action taken, or any failure to take any action, unless: (1) the officer or Director has breached or failed to perform the duties of his/her office under these By-Laws; and (2) the breach or failure to perform constitutes self-dealing, willful misconduct or recklessness.

Section 2: The Club shall indemnify and hold harmless any Officer or Director from monetary damages incurred and/or the cost of defense of legal actions arising out of such officer's or Director's activities in carrying out his/her duties as such Officer or Director.

Section 3: The provisions of Section 1 and Section 2 of this Article XIII shall not apply to: (1) the responsibility or liability of an Officer or Director pursuant to any criminal statute or (2) the liability of an Officer, or Director for the payment of taxes pursuant to local, state, or federal law.

ARTICLE XV

Amendments

These By-Laws may be amended by an affirming vote of two-thirds of those members present and voting at any regular or special meeting, previous notice of which shall have contained the substance of the proposed amendment.

