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"The Voice of the Western Skier"



## FAR WEST SKI ASSOCIATION

April 04, 2022

# OPERATIONS MANUAL

Forms displayed in this document are for information only.

Contact respective office for current forms in use

# FWSA OPERATIONS MANUAL

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## **POLICY AND PRACTICE:**

### INTRODUCTION:

Material for this section came from the Bylaws and reflects historic practices and procedures developed and used by this Association over the decades of its existence. Additionally, this format enables the Board of Directors to alter policies and procedures to meet changing circumstances without going through an annual process of a Bylaws change, as detailed in the Association's Bylaws. Finally, the change process provides for member input directly to the Board of Directors prior to approval of the proposed change.

## Section 100

### History and background

#### BACKGROUND:

Far West Ski Association (FWSA) is a non-profit, volunteer organization with emphasis on skier safety, ski travel, ski area development, communications, club programs and family ski involvement. Since our beginning in 1930, FWSA has made its purpose to develop and provide benefits for all affiliated clubs and members. Far West Ski Association is an autonomous non-profit corporation incorporated under the laws of the state of California and operating under section 501© 7, of the IRS code. We welcome all snow sport enthusiasts, young and old regardless of socioeconomic background, race, culture, religion, political party, sexual orientation, marital status, health condition, etc.

FWSA encourages participation in all snow sports, as well as providing numerous other activities. We encourage involvement in local Snowsports clubs and Councils. Most clubs have active, year-round recreational and social events. The Far West Ski Association is sometimes referred to herein as "FWSA" or the "Association".

Far West Ski Association is one of the country's largest associations. Ten(10) active councils represent more than 50,000 skiers and boarders in more than 150 clubs in twelve states --- Alaska, Arizona, California, Colorado, Hawaii, Idaho, Nevada, Oregon, South Dakota, Utah, Washington and Wyoming.

In California, there are five individual councils—Bay Area, Central, Los Angeles, Orange, San Diego.

Arizona Council is headquartered in Phoenix.

Sierra Council covers Reno and Los Vegas I Nevada, parts of Northern California and a small portion of the central valley of California.

Northwest Council has member clubs in Oregon, Washington, and Hawaii.

Intermountain Ski Council is spread throughout Colorado, Idaho, Dakota, Utah, and Wyoming.

The National Brotherhood od Skiers Western Region is comprised of clubs of underrepresented Snowsports enthusiasts in states including California, Nevada, Oregon, Washington, and Arizona.

Member of clubs and Councils or FWSA Direct members may participate in FWSA activities.

Each year FWSA provides several trips to domestic and international locations, ski and board racing for adults and juniors, and other recreational activities.

Members also have an opportunity to attend the annual Convention and Silent Auction to bid on ski vacations and products.

# FWSA OPERATIONS MANUAL

## Purpose:

The Far West Ski Association was formed, and is operated and conducted, exclusively for charitable, educational, civic, recreational and social objectives; and its primary objectives are to take an active civil interest in and to encourage, develop, and maintain the sport of skiing as healthful outdoor recreation for the whole family.

## Mission:

To promote, encourage and maintain friendly relations between skiers, members and other organizations interested in the sport of skiing.

To cooperate with other such organizations instituted and maintained for purposes comparable to the purposes of this Association.

To cooperate, if required, with any governmental or other agency engaged in activities affecting the sport of skiing and winter sports, to the end that the public at large may obtain the fullest appropriate use and enjoyment of areas particularly adapted to wintertime use and recreation.

To develop skill in skiing and to standardize rules governing ski competitions, races, and other ski events.

To establish and maintain uniform tests of amateur standing among skiers in conformity.

To render such services as do not contemplate the distributions of gains, profits or dividends to its members and for all the purposes for which individuals may associate themselves subject to the laws and regulations applicable to non-profit corporations of the State of California.

To promote Snowsport safety.

## Affiliations:

Far West Ski Association is a member of the National Ski Council Federation (NSCF). Far West is associated with the Far West Ski Foundation (FWSF), Far West Racing Association (FWRA) and National Ski Patrol (NSP).

## History of the Far West Ski Association

### History:

The inception of the Far West Ski Association has been tracked back to the beginning of the California Ski Association [CSA]. The CSA came into being as a direct result of losing the 1932 Winter Olympic Games to Lake Placid, NY. Both Yosemite and Big Pines made a bid for the Olympics, but the world saw California as the "Land of Sunshine and Flowers" and couldn't believe there was any snow in the state. Skiers in the state wanted an opportunity to secure a sanctioned meet

and invite the world to experience what California had to offer. To do this, California needed a statewide organization affiliated with the National Ski Association. A special meeting of the Winter Sports Committee of the California State Chamber of Commerce was held on Tuesday, October 7, 1930 at the Palace Hotel in San Francisco. Wendell Robie of Auburn Ski Club was elected president of the newly formed California Ski Association.

A resolution was passed asking that there be an entrance fee of \$20 for each club

# FWSA OPERATIONS MANUAL

1 desiring to affiliate with CSA. California was admitted into the National Ski  
2 Association at the annual convention held on December 14, 1930.

3  
4  
5 CSA organized its first annual championships on February 21-23, 1931 at the  
6 Olympic Hill of the Lake Tahoe Ski Club. This event was sanctioned by NSA  
7 and used as the 1932 US team "California Olympic Tryouts." In 1947, the first  
8 professional ski instructor organization in the US was the California Ski Instructor's  
9 Association organized at Donner Summit.

10  
11 At the CSA convention on October 29, 1948, the association officially changed  
12 its name to Far West Ski Association to conform to the designations of the other  
13 divisions of NSA encompassed—California, Nevada and Hawaii.

14  
15 By 1960, FWSA had grown to 80 affiliated clubs, with approximately 4,500  
16 members of whom 1,250 were competitive skiers. The emphasis of the association  
17 was moving more toward recreation. Two things contributed greatly to the growth  
18 of skiing in the Far West during the early 60's— the Far West Flight Charter

19  
20 Program and the televised coverage of the VIII Winter Olympics at Squaw Valley.

21  
22 Thousands of new California skiers joined the ranks and in 1966 FWSA  
23 implemented bylaw changes at its Las Vegas Convention, enabling the  
24 organization to expand its professional staff and develop a broad spectrum  
25 of programs attractive to recreational skiers.

26  
27 The Far West Flight Charter Program began with one flight from Los Angeles  
28 to Zurich and Paris in 1958. By 1964, Far West had ten charters leaving from

29  
30 Los Angeles and San Francisco to Switzerland, Germany, and France. In 1962,  
31 Far West used the proceeds from previous flights to send seven junior racers,  
32 with their coach Dave McCoy, to Europe on one of the charter flights, allowing  
33 these young racers to ski in Europe and get a taste of international racing.

34  
35 In the beginning the Association was divided into districts. In 1941, the 5th District  
36 was added to cover the Bay Area. District 4 began calling itself the Southern  
37 Council of the FWSA in the 40s. In 1947, the Bay Area Ski Federation was  
38 organized "for the welfare of Bay Area skiers" but they didn't vote to join Far  
39 West as the Bay Area Council of FWSA until 1961. Far West recognized Central  
40 and San Diego Councils in the 1960s.

41  
42 The council development program of the 70s, hoped to bring the purposes of the  
43 councils and the association into alignment within Far West. This process began  
44 in 1969 with the *Southern Council that regarded itself as a district arm of the*  
45 *association* and promoted the programs of the Far West, even creating council  
46 positions mirroring the program positions at the regional level. This resulted in  
47 a synergistic benefit to both council and Far West.

48  
49 As a result of an emphasis on smaller councils, there was a spinoff from Southern  
50 Council of the Inland and Orange Councils in 1971. The realignment of Southern  
51 Council [later renamed Los Angeles Council] made it far easier for club  
52 representatives to make it to meetings and ensure meaningful involvement and  
53 activities.

54  
55 Throughout the 60s and 70s, Far West continued to develop programs for the  
56 recreational skier that included a Membership Benefit Book, Ski Theft Insurance,  
57 Ski Weeks, Flight Charters to Europe and within the US, Public Affairs, and

58  
59 Intramural Racing. In return, the clubs sponsored events that raised money for  
60 junior racers and US Olympians.

61  
62 By the mid-70s, Far West expanded to the point where recreational skiers far  
63 out numbered competitive skiers. In 1976 Far West was divided into two separate  
64 operating organizations, one concentrating on the recreational and political aspects

# FWSA OPERATIONS MANUAL

1  
2 of skiing and the other directing the operation of the sanctioned race programs  
3 that developed the youth of America for the US Ski Teams. Far West Ski  
4 Competition, the official sanctioning body for junior racers, was founded.  
5

6 Today, Far West Skiing, a division of USSA, is the body that develops young  
7 athletes from all clubs in the Far West with the objective of placing elite  
8 competitors onto the US Ski Team. Following the 1983 USSA convention in  
9 Boston [referred to by some as the Boston Tea Party, USSA voted to  
10 de-emphasize their recreational programs and concentrate on supporting  
11 the US Ski Teams.  
12

13 The Amateur Athletic Act of 1978 was used to create a national governing body that  
14 required a focus on the national competitive effort. The United States Recreational  
15 Ski Association [USRSA] was founded as the national recreational organization  
16 and Far West withdrew from USSA to begin rebuilding the association.  
17

18 Meanwhile, the race leagues of Far West formed an independent nonprofit  
19 corporation, named the Far West Racing Association [FWRA], to focus on  
20 their specialized programs. FWRA continued to generate operating funds  
21 through sponsorship, the Los Angeles Ski Dazzle ski swap, and race fees.  
22

23 On November 6, 1984, the Executive Committee of Far West met to decide on  
24 the direction the association should take. This committee proposed a new set  
25 of bylaws that were approved at the 53rd Annual Far West Convention held at  
26 the Oakland Airport Hilton, May 17-19, 1985. Far West was restored as an  
27 all-volunteer organization. To encourage clubs to stay with Far West, dues  
28 were waived and are not required by clubs if they belong to a member Council.  
29

30 The 90s saw the rebuilding of the Far West travel program with both domestic and  
31 international trips being offered. The public affairs program was rejuvenated  
32 and has assumed a significant role on the national stage on a wide variety  
33 of issues—area development, safety, transportation, insurance, taxation,  
34 consumer advocacy and Snowsports history.  
35

36 The council development program has had dramatic successes in the last two  
37 decades. Arizona Ski Council and Northwest Ski Club Council [then Portland  
38 Area Ski Club Council or PASCC] joined Far West in 1991 and 1992, respectively.  
39 Sierra Council built a strong race program and in 1996 once again became  
40 actively involved in Far West. In 1999, Far West became one of the founding  
41 members of the National Ski Council Federation [NSCF]. The Intermountain  
42 Council, covering Colorado, Idaho, Utah, South Dakota, and Wyoming joined  
43 in 2008.  
44

45 Far West has embraced social media to expand its membership base. We can  
46 be found on Facebook, we have a Twitter account, we are posting videos on  
47 YouTube, we have added QR codes to our print materials and our web site  
48 has been redesigned, overhauled, and updated. In 2013, PayPal was added for  
49 trip and convention payments.  
50

51 The Western Region of the National Brotherhood of Skiers joined as the tenth  
52 council of the Far West Ski Association in September 2018.  
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# Chapter One (1)

15

# FWSA OPERATIONS MANUAL

## CHAPTER 1

### Administration Program, Policies, Procedures, Exhibits

#### 1.0 MEMBERSHIP:

Individual members may attend the annual Convention, express their opinions of matters considered at those meetings, hold an elected Board of Directors, Board of Trustees, or committee positions within the Association, receive regularly issued publications of the Association, and any special benefits offered by the Association. Members may also attend Far West Ski Association North American and International trips. Individual membership is available through many affiliated ski clubs belonging to Far West Ski Association or any of the membership categories outlined in this section.

#### 1.1 Individual "Direct Membership":

All applicants for direct membership will conform to the FWSA **Operation Manual, Articles of Incorporation, and FWSA Bylaws.**

A "Direct Member" shall be any individual who is not a member of an FWSA affiliated ski club/council. He/she shall complete the FWSA's Direct Membership Application Form (**Form 201**) accompanied by the appropriate annual fees, if any, prescribed by the Association, and addressed to the Vice President of Membership of FWSA. There are three types of Direct Membership:

- (1) Individual;
- (2) Couple; and
- (3) Family. (A family is defined as "Parent/Guardian and their children under 18 years of age").

Spots on the FWSA sponsored trips will be based on availability.

Direct Members, unless an elected FWSA Board Member, do not have voting rights on the FWSA Board of Directors.

Direct Members may attend the annual membership meeting at the Convention and have all the rights as ski club members noted in 200 Membership above, including the right to vote at the annual Convention Membership meeting.

Direct Members will be encouraged to join a club or council if one is available within their geographical area as defined by the Vice President of Council Services.

# FWSA OPERATIONS MANUAL

## FAR WEST SKI ASSOCIATION

"The Voice of the Western Skier"



FOUNDED 1913

### BBB **DIRECT MEMBER APPLICATION**

For an individual or family who is not a member of a FWSA affiliated Snowsports club.

**2020 - 2021**

Effective May 1, 2020 Through April 30, 2021

### **DIRECT MEMBER BENEFITS**

- |  |  |
|--|--|
| <input type="checkbox"/> FWSA Membership Card                | <input type="checkbox"/> Member Services & Discounts             |
| <input type="checkbox"/> Far West Skier's Guide Subscription | <input type="checkbox"/> The Councilman Newsletter Subscription  |
| <input type="checkbox"/> Far West Travel Program             | <input type="checkbox"/> FWSA Annual Convention & Silent Auction |
- Annual Direct Member Dues (check one) \_\_ \$30 / Individual \_\_ \$50 / couple \_\_ \$60 / family  
(Family= present/guardian and their minor children under 18)

Make Check payable to FWSA and mail to:

(name) \_\_\_\_\_, FWSA VP Membership, (address) \_\_\_\_\_

For more information contact \_\_\_\_\_ at \_\_\_/\_\_\_-\_\_\_ or VP membership@fwsa.org

**First Name [1]:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_ **Birth Date** \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City / State / Zip: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Day Time Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Mobile Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_ Male \_\_\_ Female \_\_\_  
**First Name [2]** \_\_\_\_\_ **Last Name:** \_\_\_\_\_ **Birth Date:** \_\_\_\_\_  
Mobile Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_ Male \_\_\_ Female \_\_\_  
**First Name [3]** \_\_\_\_\_ **Last Name:** \_\_\_\_\_ **Birth Date:** \_\_\_\_\_  
Mobile Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_ Male \_\_\_ Female \_\_\_  
**First Name [4]** \_\_\_\_\_ **Last Name:** \_\_\_\_\_ **Birth Date:** \_\_\_\_\_  
Mobile Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_ Male \_\_\_ Female \_\_\_ **Signature [1]:** \_\_\_\_\_  
**Date:** \_\_\_\_\_ **Signature[2]:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Signature [3]:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Signature [4]:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
\_\_\_\_ I/We are interested in information about Ski or Snowboard Clubs in the area.  
Please list the FWSA trip(s) you plan to attend in 2020-2021

This form is modified for illustrative use in this document only. Contact the FWSA VP Membership or go to the FWSA.org for the current version in use.

**Form 201**

# FWSA OPERATIONS MANUAL

## 1.2 Affiliated “Direct Club” Membership:

Clubs applying for “Direct Club Membership” will conform to the FWSA Operations Manual, Articles of Incorporation, and the FWSA Bylaws.

A “Ski Club” shall be a ski club, ski association, or ski organization that has at least ten (1) individual members in good standing in accordance with membership requirements of that club, association, or organization.

They shall submit the FWSA’s Membership Application Form (**Form 202**) accompanied by the appropriate fees, if any, prescribed by the association, and addressed to the Vice President of Membership of the FWSA.

Spots on the FWSA sponsored trips will be based on availability.

“Direct Clubs” do not have voting rights on the FWSA Board of Directors.

Any ski club, whether incorporated or unincorporated with its regular meeting place within the membership recruitment area of the FWSA, may apply to become an affiliated “Direct Club” of the FWSA by following procedures set forth herein.

Application for “Direct Club” affiliation shall be accompanied by a copy of the applicant’s Articles of Incorporation, Partnership Agreement, Unincorporated Association Agreement, Constitution or similar document, a copy of its Bylaws, if any, and a membership roster (names only) at the time of application.

All members of the “Direct Club” shall be members of the FWSA by association.

FWSA will refund that year’s “Direct Club” membership fee if the club joins an FWSA Council within that fiscal year.

# FWSA OPERATIONS MANUAL

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"The Voice of the Western Skier"



Far West Ski Association

## Direct Club Member Application

For a club that is NOT a member of an FWSA Council.

Initial application requires FWSA Board Approval.

7

2020- 2021

8

Effective May 1, 2020 to April 30, 2021

9

## Direct Club Member Benefits

10

FWSA Membership Card

Membership Services & Discounts

11

Far West Skier's Guide online access

The Councilman Newsletter online access

12

Far West Travel Program

FWSA Annual Convention & Silent Auction

13

**Annual Direct Club Member Dues \$100.**

14

**Make check payable to FWSA and mail to:**

15

(name) \_\_\_\_\_, FWSA VP of Membership, (address) \_\_\_\_\_

16

For more information contact \_\_\_\_\_ at \_\_\_/\_\_\_-\_\_\_ or [vpmembership@fwsa.org](mailto:vpmembership@fwsa.org)

17

**Club Name:** \_\_\_\_\_

18

City / State/ Zip: \_\_\_\_\_

19

Phone: Home \_\_\_\_\_ Day Time: \_\_\_\_\_

20

E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

21

**President** First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

22

Mobile Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

23

**Travel** First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

24

Mobile Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

25

**Webmaster** First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

26

Mobile Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

27

**Editor** First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

28

Mobile Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

29

Signature [President]: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

30

List FWSA trip(s) your club plan to attend in 20\_\_20\_\_

31

This form is modified for illustrative use in this document only. Contact the FWSA VP Membership or go to the FWSA.org for the current version in use.

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# FWSA OPERATIONS MANUAL

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**Form 202**

# FWSA OPERATIONS MANUAL

## 1.3 Affiliated Council Membership:

Ski councils seeking membership in the Far West Ski Association will conform to the FWSA Operations Manual, Articles of Incorporation, and FWSA Bylaws.

Any ski council whether incorporated or unincorporated, with its regular meeting place within the membership recruitment area of the FWSA, may apply to become an affiliated council of the FWSA.

Councils applying must have an established membership of three (3) or more clubs in good standing in accordance with the membership requirements of that council association or organization.

They shall submit the FWSA Affiliated Council Membership Form (**Exhibit 203**) and address the application to the Vice President of Membership.

Spots on FWSA sponsored trips will be based on availability.

Affiliated Councils will have rights on the FWSA Board of Directors.

Application for Council affiliation shall be accompanied by a copy of the applicant's Article of Incorporation, Partnership Agreement, unincorporated Association Agreement, Constitution, or similar document, a copy of its Bylaws, if any, and a membership roster (names only) at the time of application.

All members of the affiliated Council shall be members of the Far West Ski Association.

# FWSA OPERATIONS MANUAL

## 1.31 Affiliated Council Guidelines:

Application fee is typically waived for councils, but fee structure can be established by FWSA President and VP of Councils.

The application for council affiliation must be submitted in writing on the Association's Council Affiliation Application Form (**Form 203**) accompanied by appropriate fees, if any. The Form should be signed by the responsible executive officer of the applicant ski council and sent to the FWSA VP of Membership.

The Application for Council Affiliation must be accompanied by the following documents.

Articles of incorporation, constitution, or other similar enabling documentation filed with state where they the organization is domiciled.

### By-laws.

Listing of all members and officers. ( Name only???)

Councils applying must have an established membership of three(3) or more clubs.

VP of Membership will submit application and required documentation for BOD approval.

Spots on FWSA Ski Week will be allocated to each council per the current policies defined by VP of Travel.

All affiliated council presidents (responsible executive officer) shall be a voting member of the FWSA Board of Directors.

All affiliated councils will be entitled to an allocated supply of Far West Skier's Guides.

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## Council Affiliation with Far West Ski Association Application Form

Name of Council: \_\_\_\_\_

Address: \_\_\_\_\_

Name and contact information for Council President: \_\_\_\_\_

Number of Clubs in Council: \_\_\_\_\_

Website Address: \_\_\_\_\_

The following documents must be submitted with this application:

- Name and contact information of all Council Officers and Directors
- Membership directory or listing of all Clubs in Council
- Copy of Council Articles of Incorporation
- Copy of Council Bylaws

Mail this application and required documents to:

\_\_\_\_\_  
FWSA VP of Membership

Email: \_\_\_\_\_

**This form is modified for illustrative use in this document.  
Contact the VP Membership or  
go to the FWSA.ORG web site for the current version in use**

**Form 203**

# FWSA OPERATIONS MANUAL

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**1.4 Honorary Member:**

An “Honorary Member” is any deserving individual who by affirmative vote of the Board of Directors is so designated. Honorary Members are lifetime members and should be listed on the Direct membership, so they receive publications and convention information.

**1.5 Additional Categories of Membership:**

The Board of Directors is authorized to create additional categories of membership that will be subject to ratification by the Delegates at the next Annual Meeting of the Association.

**1.6 Expulsion:**

Any Member, Affiliated Ski Club, or Council may be expelled from membership or affiliation by a two-thirds (2/3) affirmative vote of all votes cast on the issue at a Special Meeting of the Board of Directors called for such purpose.

# FWSA OPERATIONS MANUAL

## SECTION 200

### 2.0 FINANCE:

#### 2.1 Membership Dues:

The Board of Directors is authorized to establish appropriate fees and membership dues for any category of membership. Dues for Direct Members shall be set annually by the Board of Directors and will be at least five dollars (\$5.00) higher than the cost to maintain their membership.

#### 2.2 Reimbursement Policies: (INVITED ATTENDEES)

##### 2.21 Meeting Expenses:

The Treasurer is authorized by the FWSA BOD to reimburse invited attendees to FWSA Board meetings for specific expenses. Meetings covered under the policy are the Spring, Summer, and Fall Board of Director and Trustee meetings and approved committee meetings.

This policy excludes Far West Ski Week and convention expenses approved are as follows:

**(a.) MILEAGE:** Gasoline expense for all trips over 50 miles at 20 cents per mile, or coach airline ticket whichever is less. All airline tickets must be purchased through the 14-day advance sales program or special discount rates. No last-minute purchases or changes will be considered for reimbursement. Any exceptions to this rule must be approved by the President and the Treasurer prior to the purchase of the ticket. For example, many times the cost of a ticket is greatly reduced if you stay overnight and the savings is greater than the cost of a hotel room. Under these conditions the FWSA will cover the cost of the hotel room plus tax and the cheaper airline ticket, but no other charges. If two or more people are sharing a ride, only the driver will be reimbursed.

**(b.) AIRPORT PARKING:** Only long-term discount parking lot charges will be paid. Taxi, shuttle, ride share, or bus fares are not covered unless the cost is less than the parking fees. Ground transportation to and from meetings is not covered unless your round trip to the airport is over the fifty (50)-mile rule.

**(c.) LODGING:** If the meeting is a two-day, overnight meeting, double room with attending members sharing a room will be paid for by FWSA. This does not mean husband/wife sharing rooms, (the exception would be, if both are directors and required to attend) and it does not provide lodging for those members who are living within a 50-mile radius of the meeting. The lodging and room rates will be arranged and obtained by FWSA. No reimbursement will be made to those attendees that make their own arrangements.

**(d.) MEALS:** Only meals planned and provided for by FWSA to those attending the

# FWSA OPERATIONS MANUAL

meeting (i.e., luncheons, banquets) will be covered under this policy. All other meals (i.e., prior to and after the meeting) are not covered including those meals incurred during travel to and from meeting.

(e.) **TELEPHONE:** Charges are covered for those matters pertaining to FWSA expected for these charges. No calls will be covered that exceed 20 minutes in length and wherever there is the necessity for a lengthy call, it is expected that written correspondence will be used in preference to the telephone. All charges must be submitted with a telephone bill as the receipt. Telephone charges for internet access will not be reimbursed.

(f.) **POSTAGE:** All postage that is related to FWSA business is covered and must be submitted with a receipt for the expense. Overnight Express, Special Delivery and Registered Mail will be covered in emergency situations only.

## **2.22 Exclusions from Reimbursement:**

(a.) Appointed positions without voting rights may attend any regularly scheduled Board of Directors (BOD) meeting. These individuals will not be reimbursed for their travel expenses, unless the FWSA President has specifically requested they attend the meeting.

(b.) Any individual under contract to the Far West Ski Association will not be reimbursed for travel expenses to a BOD (Board of Directors) meeting, unless the FWSA President has specifically requested they attend the meeting.

(c.) Spouses or guests attending a BOD meeting will be required to pay for their travel, meals, and lodging costs. If some costs are complimentary, such as lodging, ski lift tickets, the FWSA President and Treasurer will calculate the required payment to FWSA.

(d.) The minimum out-of-pocket cost, if any, for all individuals attending a Board of Director's meeting will be determined by the President.

(e.) Any BOD or BOT meeting at the Annual Convention, or Ski Week, is not reimbursable.

## **2.23 Reimbursement Procedures:**

(a.) **Final accounting:** Final accounting for all trips and events is to be submitted to the Treasurer within 30 days following the event and a financial report is to be supplied at the following Board of Directors meeting. The exception to this time frame is the annual convention which accounting is to be submitted to the Treasurer within 120 days following the event. Ski Week accounting is to be submitted to the Treasurer along with all requests for payments due out and all checks for all monies due in, within 30 days of the event or by the upcoming April 30th fiscal year end or whichever comes first.

(b.) **Budget:** All officers and functional VP's must submit proposed budgets to the Treasurer prior to the summer FWSA Board of Directors meeting. Budgets for all activities, events, special events, and programs within an area of responsibility, whether new, one-time, or annual, must be pre-approved annually by the Board prior to any work being started, promotion being done, or expenses being incurred. Included in this are Convention, The Councilman, Far West Skiers' Guide, other official FWSA publications, the FWSA Web site and membership promotional material. The Board must approve/set all fees to be charged for any of the

# FWSA OPERATIONS MANUAL

1 aforesaid items, usually based on the proposed budgets.  
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7 **(c.) Check Request:** All requests for reimbursement must be accompanied with a Check  
8 Request Form and be submitted to the Treasurer for approval and a check will be issued with the  
9 President's approval and signature. The Treasurer will evaluate the submitted expenses to be  
10 certain they fall within the guidelines of this policy and that they are not excessive. If the  
11 requests do not fall within the parameters of this policy, they will be excluded from the  
12 amount of the check issued with the President's approval.  
13

14 **(i.) Check Request Form:** All requests for reimbursement must be submitted to the  
15 Treasurer on a Check Request Form within thirty (30) days of incurring the expense and  
16 must be accompanied with all receipts for the charge.  
17

18 **(d.)** The President and Treasurer may approve exceptions in advance on a case-by-case basis.  
19  
20

## 21 **2.3 Finance Policies and Forms:**

22  
23 **2.31 Reimbursement Policy:** FWSA adopted a Reimbursement Policy on August 1  
24 2015. The policy is included in this section (2.311 policy)  
25

### 26 **2.311 FWSA REIMBURSEMENT POLICY (APPROVED MEETINGS)** 27 **Adopted August 1, 2015**

28  
29 The Far West Ski Association Reimbursement Policy pertains to regular and special meetings of the  
30 FWSA Board of Directors and other meetings approved by the Board of Directors. If approval by the  
31 Board has not been obtained, any reimbursement is not authorized. Individuals authorized to request  
32 reimbursement include voting members of the Board of Directors and other persons specifically  
33 authorized by the Board to attend an authorized meeting, as defined above.  
34

35 Meetings covered under this policy are scheduled Board of Directors/Trustees Meetings and approved  
36 special committee meetings. This policy excludes Far West Ski Week, Annual Convention, or other  
37 special event of the Far West Ski Association.  
38

39 The anticipated expenses for general operation of the specific area of responsibility for each  
40 Board of Directors member, Board of Trustee member, Council President and voting representatives  
41 must be defined in a proposed budget submitted to the Board of Directors and approved at the Budget  
42 Session conducted at the Board of Directors meeting.  
43  
44

#### 45 **1.) Definitions:**

46  
47 **(a.) Reimbursable Expenses:** Those expenses incurred by an individual whose  
48 attendance at a meeting is required and approved by the FWSA Board of Directors,  
49 as defined above.  
50

51 **(b.) Airfare:** Cost of a round trip airline ticket from the commercial airport closest

# FWSA OPERATIONS MANUAL

1 to the individual's Home of Record (HOR) to the commercial airport closest to the  
2 meeting site.

3  
4 **(c.) Home of Record (HOR):** The primary residence of the individual requesting  
5 reimbursement of expenses under this policy.

6  
7  
8 **(d.) Ground Transportation:** This mode of travel includes, but is not limited to,  
9 a privately owned vehicle (POV), taxi, bus, and shuttle service.

10  
11 **(e.) Parking:** Temporary storage of the individual's privately owned vehicle (POV)  
12 either at a commercial airport or at the meeting site.

13  
14 **(f.) Lodging:** Overnight accommodations for the individual authorized to attend  
15 an approved meeting.

16  
17 **(g.) Meals:** Cost of breakfast, lunch and/or dinner of an individual authorized  
18 to attend an approved meeting.

19  
20 **(h.) Incidental Expenses:** Expenses such as tips/gratuities, bridge tolls and other  
21 expenses deemed necessary to complete travel.

22 **2.) Reimbursable expenses:** Only those expenses conforming to the guidelines below  
23 will be reimbursed.

24  
25 **(a.) Travel:** Attendees are expected to select a mode of travel, air, or ground, that is  
26 the most cost effective to the Association so that the individual arrives at the meeting site  
27 prior to the stated start time of the meeting. Only the most cost-effective mode of travel  
28 will be reimbursed.

29  
30 **(1.) Meeting Attendance:** It is expected that meeting attendees will be available  
31 to attend all required meetings. If the attendee is not available to attend all required  
32 meetings, travel expenses will not be reimbursed.

33  
34 **(2.) Airfare:** Airline tickets must be purchased prior to 21 days of the meeting, and must  
35 be the least expensive airfare available, regardless of airline. Tickets purchased less than  
36 21 days prior to the meeting will only be reimbursed at the least expensive minimum fare for  
37 the route.

38  
39 **(3.) Changed/Unused Airline Ticket:** Airline change fees or an unused airline ticket  
40 will not be reimbursed. The meeting attendee will convert an unused ticket to the next  
41 scheduled meeting, with change fees paid by the ticket holder.

42  
43 **(4.) Ground Transportation:** Regardless of the mode of ground transportation used,  
44 it will be reimbursed at the rate of \$0.20 per mile from the attendees HOR to the meeting  
45 site and return, or round trip from the airport to the meeting site when a *complimentary*  
46 *service is not provided. Mileage will be based on Google Maps.* If an individual's POV  
47 (privately owned vehicle) is used for travel to the airport, only one round trip from the  
48 attendee's HOR to the airport will be reimbursed. If two or more people are sharing a  
49 ride, only the driver will be reimbursed.

50  
51 **(5.) Luggage Fees:** It is expected that checked-in luggage will be free on the airline  
52 chosen and if not, carry-on luggage will be used to avoid airline luggage fees. Luggage  
53 fees will be reimbursed when carry-on luggage is not feasible (i.e. transport of meeting

# FWSA OPERATIONS MANUAL

documents, health concerns). Fees for the transport of snowsports equipment to a meeting will not be reimbursed.

(6.) **Long Term Parking:** Long term discount airport parking is reimbursable, but only when attendees use their own POV for travel to/from the airport. Cost of parking at the meeting site is reimbursable, but attendees must use self-parking when reasonably available.

(b.) **Lodging:** Lodging at the meeting site is typically contracted by the Association, so this expense is, therefore, not reimbursable. When contracted, lodging will be double occupancy for two persons required to attend the meeting. However, should an authorized attendee wish to bring a spouse or significant other to the meeting, a separate room may be made available, but the cost of the second occupant will be borne by the individual.

(c.) **Meals:** A designated number of meals are planned and provided for by FWSA to those attending a meeting. All other meals, including prior to and after the meeting and meals incurred during travel to and from meetings are not reimbursed.

### **3. Reimbursement Procedures:**

a.) **Requests for Reimbursement:** All requests for reimbursement must be submitted to the Treasurer on a Check Request Form within 30 days of incurring the expense and must be accompanied with all receipts for the charge.

b.) **Budgets:** Budgets for all activities/events, special events, programs within an area of responsibility, whether new, one-time, or annual, must be pre-approved annually by the Board prior to any work being started, promotion being done, or expenses being incurred. The Board must approve/set all fees to be charged for any of the aforesaid items, usually based on the proposed budgets.

c.) **Final Accounting:** Final accounting for all events is to be submitted to the Treasurer within 30 days following the event, with copies to be supplied to the members of the Board as requested by the President. The exception to this timeframe is the Annual Convention and Far West Ski week, whereby accounting is to be submitted to the Treasurer within 60 days following the event. Accounting for North American Ski Trip (mini ski week), International Ski Week, and adventure trips are to be submitted to the Treasurer within 30 days of the event or by the upcoming April 30<sup>th</sup> fiscal year end, or whichever comes first.

d.) **Approval:** All requests for reimbursement must be accompanied by the Check Request Form and be submitted to the Treasurer for approval, and a check will be issued with Board approved signatories. The Treasurer will evaluate the submitted expenses to be certain they fall within the guidelines of this policy and that they are not excessive. If the requests do not fall within the parameters of this policy, they will be excluded from the amount of the check issued.

e.) **Exceptions:** The proponent for this policy is the Board of Trustees. Exceptions hereto should be directed to the Chairman of that Board. Typically, "after the fact" exceptions will not be considered.

### **4. Forms Attached:**

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**a.) Check Request Form:** This form must be used for all reimbursements. FWSA will not reimburse anyone without completing this form. The form can be e-mailed to the Treasurer if request is urgent. (Form 2.313)

**b.) Cash Receipts and accountability Form:** When sending/giving checks or cash to the Treasurer, please supply this form, or a spreadsheet specifically designed for the program, and if possible, photocopy all the checks.

**2.32 Check Request form—Board Meeting:** This form must be used for all requests for reimbursements. FWSA will not reimburse anyone without completing this form. The form should be presented to the Treasurer for payment at any board meeting or it can be e-mailed to the Treasurer if the request is urgent. **(Form 2.312)**

**2.33 Check Request form—GENERAL-- FWSA Expenses:** This form must be used for all requests for general FWSA reimbursements. FWSA will not reimburse anyone without completing this form. The form should be presented to the Treasurer for payment at any board meeting or it can be e-mailed to the Treasurer if the request is urgent. **(Form 2.313)**

# FWSA OPERATIONS MANUAL



## FAR WEST SKI ASSOCIATION CHECK REQUEST BOARD MEETING Purpose

**PAYEE/Pay to**  
**the Order of:** \_\_\_\_\_

**Total Amount:\$** \_\_\_\_\_

**Attach receipts to back of this form**

Date	Acct#	Description of Expenses Incurred	Amount
	864-A	Airfare	.
	864-B	Milage @ \$.20 per mile	.
	864-D	BOD Meeting Reimbursement Deduction	.
	864-D	BOD Wed., Thur or Sun Lodging Reimbursement	.
	864-D	Spouse/Guest Lodging Reimbursement	.

This form modified for illustrative use in this document only  
Contact FWSA Treasurer or go to  
FWSA.org for current version.

**Approval: Approval by Board of Directors: at meeting on**    /    /    **or**  
**Approval by President (signature & date):** \_\_\_\_\_ /    /    \_\_\_\_\_

**Check request by:** \_\_\_\_\_  
**Title:** \_\_\_\_\_

**1: \_\_return/ \_\_ mail check to**  
**person who requested it, at**

Check No. \_\_\_\_\_

Date Paid: \_\_\_\_\_

Center/Event: BOARD OF DIRECTORS

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**-OR-**

**2: X mail check to payee at:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FORM 2.312**

# FWSA OPERATIONS MANUAL



## FAR WEST SKI ASSOCIATION CHECK REQUEST GENERAL Purpose

**PAYEE/Pay to**  
**the Order of:** \_\_\_\_\_ **Total Amount:\$** \_\_\_\_\_

**Attach receipts to back of this form**

**Date      Acct#      Description of Expenses Incurred      Amount**

<b>This form modified for illustrative use in this document only Contact FWSA Treasurer or go to FWSA.org for current version.</b>			

**Approval: Approval by Board of Directors: at meeting on** \_\_\_/\_\_\_/\_\_\_ **or**

**Approval by President (signature & date):** \_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_

**Check request by:** \_\_\_\_\_ **1: \_\_\_ return / \_\_\_ mail check to**  
**Title:** \_\_\_\_\_ **person who requested it, at**

Check No: \_\_\_\_\_

Date Paid: \_\_\_\_\_

Cost Center/event: \_\_\_\_\_

-OR-

**2: X mail check to payee at:**

**FORM 2.313**

# FWSA OPERATIONS MANUAL

## **2.34 CREDIT CARD PROCEDURES:**

(a.) The FWSA Credit Card is a Bank of America WorldPoints Travel Rewards for Business VISA credit card. It is a pay in full type account that is not allowed to have any balances carried and has 4% fees for any type of cash advances. The account has a monthly credit limit of \$10,000 with individual credit limits as follows:

(name) \_\_\_\_\_ (VP of NA Travel) \$5,000;  
(name) \_\_\_\_\_ (VP of Int'l Travel) \$5,000; and  
(name) \_\_\_\_\_ (Convention Chair) \$2,500.

(b.) The FWSA credit card use policy and procedures are as follows:

**(1.)** The FWSA credit card will only be used for appropriate FWSA business expenses.

**(2.)** No personal expenditures are allowed.

**(3.)** Detailed information of the charge is to be sent to the FWSA Treasurer immediately.

**(4.)** Payments to Bank of America should be made from the appropriate FWSA bank account within two (2) weeks of the charge.

### **Accounting process for making payments for the charges:**

(a.) Set up the following QuickBooks account under account type "Credit Card":

(i) 203-B B of A VISA – Convention

(ii) 203-C B of A VISA – NA Travel

(iii) 203-D B of A VISA – Int'l Travel

(b.) You will need to Set up a vendor "B of A VISA Card"

(c.) All charges must be immediately reported on the FWSA Credit Card Request (**Form 2.34**) and scanned with backup documentation and uploaded to the Dropbox files under "Checks". Use the naming convention ""CC\_date\_vendor" (ex CC\_2016-11-18\_Sun Peaks). This is basically the same procedure used for checks.

(d.) Record the credit card charge to QuickBooks using "Enter Credit Card Charges" instead of "Write Checks".

(e.) FWSA Treasurer will make payment online using the B of A system transferring the funds from the appropriate checking account within one (1) week.

(f.) FWSA Treasurer will send an information email with the date and the amount transferred and the bank account transferred from.



# FWSA OPERATIONS MANUAL

## FWSA Connect Online Payment System:

- (a.) FWSA Connect was the first online registration and payment system for FWSA, developed in 2013. It was designed and programmed by Jim Nachbar and is custom programmed in the Ruby programming language using the Ruby on Rails web framework and the MongoDB database.
- (b.) FWSA Connect collects payments to FWSA using several PayPal accounts, segregating the payments received for Convention, North American Travel, International Travel, and Dive Travel into different PayPal accounts, for subsequent transfer to different bank accounts.
- (c.) Anyone can create a user account on FWSA Connect by going to <https://connect.fwsa.org> and signing up. However, the functionality of each account is limited to making payments and registering for events as well as searching for existing Upcoming Events.

## Presently Implemented Functionality Includes:

- (a.) Online registration for the FWSA Convention, including processing registration details and payments for both member registrations and for industry registrations. This includes online downloading of registration information to a custom-programmed Windows application that merges the downloaded online registrations with the manually processed registrations into a single Excel spreadsheet that is automatically updated with new online registrations as they occur and are downloaded.
- (b.) Online registration for FWSA trips in the various departments, including Dive trips, international trips, and North American trips. This can collect all the custom information necessary for each trip. In practice, these departments have continued to handle their registrations manually, although this functionality is available.
- (c.) Online collection of credit card payments for various FWSA events and trips, simplifying the repeated payments required of our members. This has automated and greatly simplified collection of these payments, especially for the various International trips, and has been especially useful. This section of FWSA Connect is updated with the names of new events by the FWSA Connect manager, with which it associates each payment and directs each payment into the appropriate PayPal account, segregating Convention, North American, International, and Dive event.
- (d.) Shared Upcoming Event calendar for the various clubs and councils that make up FWSA. This functionality was created after being specifically requested by several of the councils, although in practice only Arizona Council has used this. This calendar allows anyone with a FWSA Connect account to request authorization to post new trips. When if authorization, those individuals can post any future trips to the Upcoming

# FWSA OPERATIONS MANUAL

1 Event page, so that FWSA members from around the region can view them. Therefore,  
2 any number of Club and Council leaders can be authorized to directly post events to  
3 this calendar.  
4

## 5 6 7 8 9 The Upcoming Event calendar:

- 10
- 11 (a.) The Upcoming Event calendar allows posting details of each event, including date  
12 or date range, Council (using a lookup table), Club (using a lookup table by Council),  
13 and text and links. Fliers and other documents can be uploaded; these are hosted by  
14 the platform on AWS but can be downloaded by users through FWSA Connect.  
15 Users can search for events with a single field for name, description, destination,  
16 Council, Club, Trip Leader, etc. as well as by date and other criteria.  
17
  - 18 (b.) Events can be posted as FWSA events, events specific to a single Council, or specific  
19 to a single Club in a specific Council.  
20
  - 21 (c.) In addition, this system is designed to provide the Events for any specific council in an  
22 embedded web frame, so that Councils, such as ASC, can post their events once,  
23 only to FWSA Connect, and the events for that Council (and for FWSA) are  
24 automatically posted to the Council's website  
25 (for example, see <https://arizona-ski-council.org/events.html>)  
26
  - 27 (d.) As this system is programmed in the Ruby programming language using the Ruby on  
28 Rails web programming framework and the MongoDB database, the next FWSA  
29 manager for this system will need to know the Ruby programming language, the Ruby  
30 on Rails web programming framework, and the MongoDB database.  
31

## 32 PayPal accounts:

- 33
- 34 (a.) Of the four PayPal accounts used by FWSA Connect, three are in the name of Jim  
35 Nachbar PayPal does not recognize transferring PayPal accounts to different  
36 individuals, so it will not be possible to transfer these accounts. However, new FWSA  
37 representatives can create new PayPal accounts, the API key can be generated for  
38 that account, and that API key and API password (i.e., not the account username and  
39 password but a specific API key and password generated from the PayPal website)  
40 sent to the FWSA Connect manager for entry into and use by FWSA Connect.  
41
  - 42 (b.) Also, PayPal has security systems that may require verification of the organization,  
43 especially when large amounts of money are collected. For example, when about  
44 \$50,000 had been collected for the International Travel Safari Trip, this tripped their  
45 verification, and PayPal suspended operation of that PayPal account (and thus  
46 additional collection of funds) until we had submitted proof of our ability to fulfill the  
47 obligation to provide the trip. If new PayPal accounts are created, it is to be expected  
48 that such verification will likely eventually be required.  
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# FWSA OPERATIONS MANUAL

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Meetings: (In Progress)

# FWSA OPERATIONS MANUAL

## Preparation and Guidelines for Board Meetings using Go to Meeting (GTM).

### (1.) Preparation:

#### (a) Plan for the GTM

- (i) Who is the Presenter/Organizer?
- (ii) Prepare for those who will be presenting documents on the screen and practice how to do so.
- (iii) Pre-set a time schedule for all agenda items and assign person to monitor.
- (iv) Identify who will be providing guidelines at the beginning of the meeting.

### (2.) Guidelines:

- (a.) This meeting will be recorded, so please be respectful and watch what you say.
- (b.) top of your screen—saya “Show everyone”. Click on it and mark to “Show who’s talking”.
- (c.) Mute your microphone. This is important as the mics are overly sensitive and if there is any noise or movement when the mic is on, your picture will go up on the screen. Example: if your mic is on and you get up and start moving or opening drawers or talk, your picture will pop up on the screen since we have it marked that we will only show the picture of the person who is talking.
- (d.) When you are recognized to speak either by the Presenter or the “Chat” monitor, you may turn on your mic to talk. Your picture will be on everyone’s screen except your own.
- (e.) The “Chat “ monitor will explain how to be recognized to speak and how to vote when we have motions. Monitor will inform Presenter when someone wants to speak or collates similar chat content, then provides content to the presenter.
- (f.) Voting: “Chat” monitor will keep track of the “NO” and “Abstain” votes. The monitor will ask if they want their vote recorded or not in the minutes.
- (g.) FWSA is a non-political organization and as such, does not take political stands. Please refrain from making any political statements during the virtual meeting.

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**Governance: (In Progress)**

# FWSA OPERATIONS MANUAL

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**Nominations and Elections: (In Progress)**

# FWSA OPERATIONS MANUAL

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**Succession Planning and Job Descriptions: (In Progress)**

# FWSA OPERATIONS MANUAL

## DUTIES OF DIRECTORS:

The Directors in carrying out their functions for the Far West Ski Association are subject to two primary obligations: a Duty of Care and a Duty of Loyalty. The Duties of Care and Loyalty are common terms for the standards which guide all actions a director takes.

### (A) THE DUTY OF CARE:

The Duty of Care calls upon a director to participate in decisions of the board and to be informed as to data relevant to such decisions.

- (1.) The Duty of Care requires that a director be informed and exercise independent judgement.
  - (a.) Regular attendance at meetings of the board of directors is a basic element of prudent performance as a director.
  - (b.) Each director, no matter how selected, shares in all the responsibilities and powers of the directors. Each director should exercise her or his independent judgement on all corporate decisions.
  - (c.) To function effectively a director needs to be informed.
- (2.) In the ordinary course of business, a director may act in reliance on information and reports received from regular sources whom the director reasonably regards as trustworthy.
- (3.) The board of directors may delegate the operation of portions of the day to day business of the association. In delegating that function to others, it must set policies and oversee the corporate agents. The individual director may not delegate his or her responsibilities as a director.

### (B) THE DUTY OF LOYALTY:

The Duty of Loyalty requires directors to exercise their powers in the interest of the association not in their own interest or interest of another entity or person.

- (1.) Directors of nonprofit corporations may have interest in conflict with those of the corporation. The Duty of Loyalty requires that a director be conscious of the potential for such conflicts and act with candor and care in dealing with such situations.

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- (2.) When a director has an interest in a transaction being considered by the board of directors, the director should disclose the conflict before the board of directors takes action on the matter.
- (3.) Before a director engages in a transaction which he or she reasonably should know may be of interest to the corporation, the director should disclose the transaction to the board of directors in sufficient detail and adequate time to enable the board to act or decline to act with regard to such transaction.
- (4.) A director should not, in the regular course of business, disclose information about the corporation's legitimate activities unless they are already known by the public or are of public record.

# FWSA OPERATIONS MANUAL

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Governance Agreements, Documents, and Policies: (In Progress)

# FWSA OPERATIONS MANUAL

**This Non-Disclosure Agreement is a six (6) page document modified for illustrative use in this document section. It is required to be read and signed by selected members of the FWSA.**

## FWSA NON-DISCLOSURE AGREEMENT:

This Far West Ski Association (referred to herein as FWSA) Non-Disclosure Agreement controls the communication and dissemination of FWSA information. Authors of reports and documents, as well as speakers and facilitators at FWSA Board Meetings, must submit advance copies of their reports, documents and expected presentations to the designated Board Member to obtain determinations as to whether a subject report, document or proposed presentation contains sensitive information and must be considered confidential. The designated Board Member will mark confidential materials with a “Confidential” stamp.

Each Board Member will be required to consent to this agreement by executing the Agreement Not to Divulge portion of this agreement prior to attending their first board meeting.

Individuals appointed to positions as chairs of FWSA committees are also subject to this Non-Disclosure Agreement and will be required to consent to this agreement prior to attending meetings by executing the Agreement Not to Divulge.

In the event a council president cannot attend a board meeting and selects someone to attend a meeting in their place, that replacement will be required to consent to this agreement prior to attending any meeting by executing the Agreement Not to Divulge.

Occasional visitors to FWSA Board Meetings are also subject to this agreement and will be required to consent to this agreement prior to attending any meeting by executing the Agreement Not to Divulge.

The information subject to this non-disclosure agreement is valuable to FWSA and requires protection from the general public. FWSA makes every effort to keep the information subject to this agreement confidential and this agreement is part of that effort.

This six (6) page Non-Disclosure Agreement covers both written and oral disclosures.

FWSA will make every reasonable effort to limit the scope of what is disclosed to any recipient to that information which is absolutely necessary for the recipient to perform assigned duties and responsibilities.

# FWSA OPERATIONS MANUAL

## FWSA Recognizes Three (3) Separate Categories of FWSA Information.

### (1.) General Use:

This category includes information that can be shared freely with FWSA membership, industry partners and the general public, without the necessity for a non-disclosure agreement.

General Use Information includes information on FWSA objectives and goals, programs, events, achievements and general membership information and statistics. FWSA encourages sharing this information, which will assist in keeping members and partners well-informed, and further FWSA efforts to maintain a positive image of the organization.

### (2.) FWSA Controlled:

This category includes information that requires restricted or limited distribution, and will require a non-disclosure agreement.

FWSA Controlled Information includes information on travel program bids; convention planning pre-release data, such as evaluations of properties being considered; marketing and sponsorship contact data; and financial information relating to FWSA service providers.

Controlled data may be restricted to FWSA board members, FWSA trustees, the travel committee and the convention committee. It may also be extended to non-board members, or those recognized as being in "need-to-know" positions.

FWSA will make every reasonable effort to ensure that all FWSA Controlled information is designated as Confidential.

Individuals disseminating FWSA controlled information are responsible for explaining and enforcing such restricted use. An example of authorized sharing of controlled information with non-FWSA board members is Council Presidents discussing the pros and cons of Ski Week bids with their club presidents to aid in good decision making. Council Presidents can discuss information in this context, but must ensure that the individuals receiving the information use it for intended purposes only.

### (3.) FWSA Internal Use Only:

This category includes information that is limited to distribution within the FWSA Board of Directors, committee chairpersons, and guests who have executed a non-disclosure agreement.

FWSA Internal Use Only information includes sensitive financial reports, tax reports, contracts, marketing concepts, pricing information or other information designated "For Internal Use Only" by the FWSA President. General financial reports, such as those published in the Annual Delegate Manual, do not fall within this category.

# FWSA OPERATIONS MANUAL

1  
2 FWSA will make every reasonable effort to ensure that all FWSA Internal  
3 Use Only information is designated as Confidential.  
4

## Ownership of Confidential Information:

5  
6  
7 FWSA retains the ownership rights to all documents, materials and things,  
8 including presentation notes, which are the subject of this non-disclosure  
9 agreement. These ownership rights extend not only to the documents, materials  
10 and things in which the confidential information is contained, i.e., the underlying  
11 intellectual property rights, but also to the physical embodiment of such rights  
12 whether in the form of a paper document or an electronic copy.  
13

## Identification of Confidential Information:

14  
15  
16 As used in this agreement, "Confidential Information" means:

- 17  
18 (a.) information identified in Exhibit A attached hereto,  
19  
20 (b.) any information marked by FWSA as confidential or otherwise identified  
21 as confidential, and  
22  
23 (c.) information treated by FWSA as confidential  
24

## Retention of this Non-Disclosure Agreement:

25  
26  
27 FWSA will serve as the custodian of the original of this executed non-disclosure  
28 agreement. The signing party will be provided with a copy of the dated and  
29 signed document. In the event the original signed copy of this agreement  
30 becomes unavailable, a copy may be used in its place.  
31  
32

## Exclusions from This Agreement:

33  
34 Notwithstanding the foregoing, the party identified below shall not be required to  
35 protect or hold in confidence, nor shall he/she be prevented from using any  
36 information which  
37

- 38  
39 (a.) is or becomes part of the public domain,  
40  
41 (b.) is subsequently received by him/her from a third party, or  
42  
43 (c.) is independently developed by him/her.  
44

45 In any dispute with respect to these exclusions, the burden of proof will be  
46 on the party signing below and such proof shall be by clear and convincing  
47 evidence.  
48

## Return of Documents:

49  
50  
51 When the relationship which was the basis for disclosure of confidential  
52 information ends, the party identified below shall return all confidential

# FWSA OPERATIONS MANUAL

1  
2 documents, materials and things to FWSA.  
3

4 **Duration of Agreement:**

5  
6 This agreement shall remain in force and effect for a period of ten (10)  
7 years from the date of execution below.  
8

9 **Resolution of Disputes:**

10  
11 The parties to this agreement agree that any disputes related to this  
12 non-disclosure agreement will be resolved through mediation.  
13

14 **Choice of Law:**

15  
16 Far West Ski Association is a California corporation, with a current Statement  
17 of has a reasonable relationship with the State of California and thereby selects  
18 the law of California to be applied in any dispute resulting from this  
19 non-disclosure agreement.  
20

21 **Venue:**

22  
23 Far West Ski Association selects the City of Los Angeles, State of California,  
24 as the appropriate venue for the resolution of any dispute resulting from this  
25 non-disclosure agreement.  
26

27 **Attorneys' Fees:**

28  
29 In the event it becomes necessary for FWSA to participate in mediation to  
30 enforce this non-disclosure agreement, FWSA shall be entitled to recover its  
31 attorneys' fees in addition to compensatory and other damages.  
32

33 **Agreement Not to Divulge:**

34  
35 In consideration of my election and/or appointment to the Far West Ski  
36 Association Board of Directors and/or Board of Trustees, or my attendance at  
37 a FWSA Board Meeting in some other capacity, I hereby agree that I will not  
38 divulge or appropriate to my own use or the use of any non-authorized persons  
39 any Controlled or Internal Use Only information or knowledge obtained by me  
40 during board meetings, except as specifically allowed by the definitions of these  
41 classifications of information.  
42

43 I further acknowledge that I understand and will abide by the Far West Ski  
44 Association Non-Disclosure Agreement. I also understand and agree that the  
45 breach of this agreement or the inappropriate distribution of Controlled or  
46 Internal Use Only information, whether intentional or inadvertence, is a serious  
47 offense and may be grounds for termination of my position.  
48

49 I acknowledge that this non-disclosure constitutes a written contract between  
50 me and Far West Ski Association.  
51

52 **Individual's Signature Verifying Understanding of the Non-Disclosure**

# FWSA OPERATIONS MANUAL

**Agreement and Agreeing Not to Divulge**

**Dated:** \_\_\_\_\_ **Signature** \_\_\_\_\_

**Printed Name** \_\_\_\_\_

**Position** \_\_\_\_\_

**I witnessed** \_\_\_\_\_ **'s execution of this document.**

**Dated:** \_\_\_\_\_ \_\_\_\_\_

**Signature**

**Printed Name**

**FWSA Title**

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# FWSA OPERATIONS MANUAL

**Policy on Record Retention for FWSA:**

**General:**

This Records Retention Policy establishes the time periods required for retaining of the various records of the Far West Ski Association. It also describes where and how the records will be stored and who is responsible for keeping them.

Resources used to prepare this policy:

National Council of Nonprofits: [www.councilofnonprofits.org/document-retention-policies](http://www.councilofnonprofits.org/document-retention-policies)

NOLO: [www.nolo.com/legal-encyclopedia/statute-of-limitations-state-laws-chart-29941.html](http://www.nolo.com/legal-encyclopedia/statute-of-limitations-state-laws-chart-29941.html)

Presentation to National Ski Council Federation by Pam Korenwyh, Cleveland Metro Ski Council

**FWSA Record Retention Policy**

Type of Record	Who keeps it?	Retention
Any document ever filed with the State of California which includes, but not limited to, the following: Articles of Incorporation; Amendments to Articles, Appointment of statutory agent, Change of statutory agent, Statements of continued existence, and trade name registration	President	Permanently
Insurance policies Great American Insurance Group (Broker: Michael Ehrenfeld Co.) Others?	President	Permanently
BOD/BOT Meeting Minutes	Secretary	Permanently
Contracts for convention meeting	Convention chair	5 years
Contracts for BOD meetings	President	5 years
Financial Records:		
Payment request forms & receipts		3 years
Bank statements		3 years
Treasurer's reconciliation reports		3 years
Deposit slips and records		3 years
Treasurer's ledger		7 years

# FWSA OPERATIONS MANUAL

Budget for year		3 years Permanently
Tax Return for IRS		
Correspondence from and to IRS (& associated records)	Tax Preparer	Permanently
Membership: Officers, member clubs & councils Direct Members	VP Membership	Permanently <hr/> Discretion of Membership VP
Constitution and Bylaws Current version and all previous versions	President	Permanently
Racing	VP Racing	The Far West Race Association is a separate organization from FWSA. The FWRA President serves as the VP Racing on the FWSA BOD and is responsible for maintaining records of FWSA Ski Week races according to FWRA policies.
Items of historical nature	History Chair	Appropriate items are archived in the appropriate ski museum.
Photos	Website/Electronic Archives	Officer and award recipient photos should be permanently saved
Disciplinary: warnings of misbehavior and/removal from club/council	BOT Chair	Permanently
Asset List	Treasurer	Updated annually
Trips	VP NA Travel VP Int'l Travel	Use policy developed by travel staff

1 *Approved by Board of Directors*

2 **Records maintained by individual offices shall be pass to successor upon change of**  
 3 **office/position.**

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# **Chapter Two (2)**

# FWSA OPERATIONS MANUAL

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## CHAPTER 2

### CONVENTION PROGRAM, POLICIES, PROCEDURES, EXHIBITS

#### 1.0—1.1 CONVENTION OVERVIEW & PLANNING

Far West Ski Association was formerly a division of the United States Ski Association. At the Oakland Annual Meeting in 1985, the attending delegates voted to take the name of Far West and become an all-volunteer organization. The organization has been holding annual conventions since its' inception in 1930, only missing 2 years...1942 and 1944 due to World War II, and again in 2020, due to the Covid-19 Pandemic.

Far West looks to its member clubs and councils to host the annual meeting, providing a remuneration agreement for payment for the Convention volunteer work as a fundraising opportunity.

Planning the Annual Convention requires putting a lot of puzzle pieces together to join as one finished product. There are many moving parts to the Convention, with many different people, who each have a special area to concentrate on. When all those moving parts come together, we can pull off a successful event.

Each year's Convention is planned, anywhere from 2-3 years in advance. We do this to get the best location and venue, the best room rates, the best pricing on Food and Beverage service. The activities that we plan to host, need to align with the location that we are in. The location is determined by which Regional Council will be hosting, i.e. San Diego, Northwest, Arizona, Sierra, joint-Council hosts. The dates for the event

typically fall into the first or second week in June, coordinating our efforts with Florida Ski Council, so as not to over-lap. Florida has, for years, hosted their event the first weekend following Memorial Day each year.

Once the decision has been made, of which Council(s) will host, that Council is tasked with looking for possible sites that will meet our convention criteria. They then select 2 or 3 possible location sites which fit, and then the Convention Chairperson will send an RFP to those hotels or convention centers.

# FWSA OPERATIONS MANUAL

## Site Selection:

- 1.) Selected possible sites should include:
  - (a.) Ballroom space of 10,000 square feet minimum + 6 meeting rooms.
  - (b.) Lodging nights \$139-179 per night.
  - (c.) Available dates within our timeline - (typically the 1<sup>st</sup> or 2<sup>nd</sup> weekend in June...Thursday-Sunday).
  - (d.) Easy Access to Airport.
- 2.) Further requirements to meet FWSA RFP:
  - (a.) A manageable room block, with 80% attrition rate.
  - (b.) Equitable room rates, with 3 days pre-convention and post-convention rates.
  - (c.) An equitable comp agreement – 1 comp'd room for every 35 reserved room nights.
  - (d.) Minimum of one Complimentary Far West Suite.
  - (e.) Up to 5 complimentary room upgrades.
  - (f.) Food & Beverage pricing inclusive of all tax and service fees.
  - (g.) No meeting room rental fees.
  - (h.) No resort fees.
  - (i.) Force Majeure (Cancellation) clause to include epidemic or pandemic.
- 3.) **Execution of Contract:**
  - (a.) Review the contract to insure all the requirements above are mentioned and are correct.
  - (b.) Review the room block, making sure the number of rooms is correct and the deadline for the contracted Convention Room rates agree, as well as attrition dates (180 days out, 120 days out).
  - (c.) Review for meeting spaces: individual meeting rooms, the working office for Convention Committee, Ballroom space,

# FWSA OPERATIONS MANUAL

1 any outdoor space being used.  
2

- 3 (d.) In addition to Food and Beverage pricing, include cost of  
4 corkage for wine and beer  
5  
6 (e.) Stage set-up. Is the cost of risers included in over-all costs.  
7  
8 (f.) Once all this has been reviewed and is correct, send the  
9 contract to Far West President and Treasurer for review.  
10 (Extra sets of eyes help catch errors and/or omissions).  
11  
12  
13 (g.) AFTER review by Treasurer and President, FWSA  
14 President executes the final contract and sends it to the  
15 venue for their sign-off.  
16

#### 17 4.) Convention Chair Duties:

- 18  
19 (a.) Create *Schedule of Events* with Hotel Sales Manager for  
20 layout of meeting rooms & space.  
21  
22 (i.) Prepare Schedule of Event with times of all activities  
23 happening from Wednesday through Sunday  
24  
25 (b.) Create *Sponsorship Opportunities Page*. Add to website  
26  
27 (i.) Update Sponsorship Page as new sponsors commit.  
28  
29 (c.) Prepare "*Save the Date*" letter to send to Industry Partners  
30 mid-October, alerting them of date and location of next  
31 Convention, requirements for participation, etc. Include  
32 Sponsorship Opportunities Page.  
33  
34 (d.) Seek out sponsors for product, activities and events  
35 throughout Convention weekend.  
36  
37 (e.) Update Schedule of Events (to go on website) to list  
38 sponsors or any changes as they come up.  
39  
40 (f.) Coordinate with person in charge of registration documents  
41 to prepare all timely, correctly.  
42  
43 (g.) Prepare Contract Management Spreadsheet (contracts,  
44 details of times, deposits, contact names).  
45  
46 (h.) Prepare Convention Budget - (to be presented to Board of  
47 Directors [BOD] for approval at Winter Meeting).  
48  
49 (i.) Prepare Master Planner (has Banquet Event Orders [BEO's]  
50 for ALL events happening throughout weekend – set up  
51 requirements, space needed, number of tables needed for

# FWSA OPERATIONS MANUAL

1 meetings, menu selections, pricing, Audio Visual [AV]  
2 requirements, etc.) to be presented at Pre-Convention  
3 meeting.

4  
5 (j.) Coordinate with Convention Registrar on sending delegate  
6 packets to club presidents & sign ups.

7  
8 (k.) Coordinate with V.P. of Marketing on Industry Registration.

9  
10 (l.) Work with hotel AV (and Randy) to plan all required AV for  
11 meetings, banquet, accounting, etc.)

12  
13  
14 (m.) Plan Ballroom/hotel set-up with Convention Chair and Host  
15 Hotel Sales Manager.

16  
17 (n.) Coordinate with Accounting Supervisor to ensure tables for  
18  
19 Silent Auction are set up properly (with all necessary phone  
20 lines, card readers, etc.).

21  
22 (o.) Plan Business Events:

23  
24 1.) Educational Sessions (2 or 3), working with VP of  
25 Membership.

26  
27 2.) Public Affairs Panels (2) working VP Public Affairs,  
28 **Treasurer, President.**

## 30 **5.) Hold periodic Convention Committee Meetings:**

31  
32 (a.) Meet with those Board Members involved in various areas  
33 of Convention: Travel Expo Coordinator, Silent Auction  
34 Chair, Treasurer, Awards Chairperson, VP of Marketing &  
35 Sponsorship, Registrar, Host Council Chair and Future Host  
36 Council Chairperson. These meetings are typically done at  
37 the Quarterly Board meetings, designed to check on  
38 progress of the planning for the event, how things are going  
39 with getting things done such as registration materials, pins,  
40 vendors, how Sponsorships are coming, any registration  
41 issues, any issues with the Convention Venue, answer any  
42 questions that may come up.

43  
44 (b.) Meet periodically with Host Council Convention Planning  
45 Committee to check on their progress: more of the same as  
46 above, volunteer positions filling up, Photographer, Band or  
47 Disk Jockey [DJ], Host Council gift for Tote Bags and for  
48 sale, and see if and where help may be needed.

## 50 **6.) ON-SITE SATURDAY ACTIVITIES:**

# FWSA OPERATIONS MANUAL

1  
2 (a.) General Meeting, Continental Breakfast – follow script:

3  
4 (i.) President welcomes everyone.

5  
6 (ii.) Sponsor invited to speak briefly and show short video.  
7

8 **7.) Business Activities:**

9  
10 (a.) Snowsports Leadership Academy

11  
12 (b.) Travel Expo

13  
14  
15 (c.) Bid Presentation (by invitation only

16  
17 (d.) Man & Woman of the Year Judging (by invitation only

18  
19 (e.) Public Affairs Panel

20  
21 (f.) Race Meeting (by invitation only)

22  
23 **8.) Lunch:**

24  
25 (a.) Welcome - - follow Script.

26  
27 (b.) Awards

28  
29 (c.) Introduce Sponsor for brief talk and video

30  
31 (d.) Continue with Awards  
32

33 **9.) Keynote Speaker:**

34  
35 (a.) Sponsor Speaks briefly, show short video, introduces  
36 Keynote Speaker

37  
38 (b.) Keynote speaker(s)  
39

40 **10.) Continued Business Activities / Break-out Sessions**

41  
42 **11.) Council Caucuses:**

43  
44 **12.) Cocktail Hour**

45  
46 **13.) Awards Banquet – follow script**

47  
48 (a.) Photos of Award Winners to be taken with FWSA President,  
49 Silent Auction Chair or VP Marketing

50  
51 (b.) Industry Award Certificates to be signed by Silent Auction

# FWSA OPERATIONS MANUAL

Chair or VP of Marketing AND President

1  
2  
3 **14.) Dancing.**  
4

5 **15.) SUNDAY ACTIVITIES:**  
6

7 (a.) . Eye Opener  
8

9 (b.) Sunday Morning General Meeting.  
10

11 (i.) General meeting and elections  
12

13 (ii.) Sunday Brunch (possible guest speaker, awards,  
14 door prizes).  
15

16 (iii.) General Meeting continued  
17

18 (iv.) Skit or presentation from next year's Host  
19 Council\_  
20

21 16.) Board Meeting for current and newly elected Board Members.  
22  
23  
24

# FWSA OPERATIONS MANUAL

## SECTION 2

### **2.0 Convention Financials (in progress—write overview—what does Convention fund for FWSA?)**

#### **2.1 FWSA Host Council Remuneration:**

The Convention Host Council is awarded remuneration for providing volunteers to assist with the activities and events that take place throughout the Convention weekend. They also receive monies for providing Donors for wine and beer, as well as finders fees for garnering local vendors to the Silent Auction and/or Sponsors. The breakout of these fees is listed below:

#### **FWSA Host Council Remuneration:**

*(The following is for information only and is presented as a guide for potential remunerations )*

Following, is a proposed remuneration agreement for the **San Diego Council of Ski Clubs** to host the 2021 FWSA Convention. The payment for Silent Auction Walk-Ins remains at \$3.00 for any walk-ins up to 100; \$5 per walk-in over 100. For Registered Delegates over 200, there will be a \$3 payment per person to better match Convention attendance in recent years.

<b><u>AMOUNT:</u></b>	<b><u>RESPOSIBILITY:</u></b>	<b><u>COMMENTS:</u></b>
\$700.00	Optional Events/Social Operations Volunteers.	
\$500.00	Registration Volunteers.	FWSA Registrar to prepare and distribute Delegate Registration materials, maintain database and collect fees. Host Council to provide registration volunteers.
\$500.00	Silent Auction Volunteers.	It has become traditional, that the host council donate a portion of, or the entire \$500 to whichever local organization that provides the Bid Runners. HOST COUNCIL is to recommend which charity group will serve as bid runners and decide how much of the \$500 will be donated to the group.
\$200.00	Travel Expo Volunteers.	Host Council must provide volunteers to help set up and have at least six (6) Travel Expo "Floaters" at the event.

# FWSA OPERATIONS MANUAL

1			
2	\$3.00	Per Silent Auction Walk-in	Host Council must follow Walk-in Coupon
3		up to one hundred (100)	Count Process per FWSA.
4			
5			
6	\$5.00	Per Silent Auction Walk-in	Host Council must follow Walk-in Coupon
7		over one hundred (100)	Count Process per FWSA.
8			
9	\$3.00	Per Registered Delegates	
10		over 200.	
11			
12	\$100.00	Per Wine and/or Beer Product	Wine and/or Beer to be donated
13		Company Donation.	By a company to Convention
14			event(s) to receive fee. Product
15			<b>must be donated</b> , not provided
16			at a discounted price.
17			
18	\$100.00 or	Finder's Fee for Local Silent	Based on net price of the sale of the
19	\$75.00	Auction Vendors.	Item(s) donated: \$100.00 paid for over
20			\$250.00 / \$75.00 for under \$250.00.
21			
22	\$400.00	Expense Reimbursement for	Host Council to purchase all liquor,
23		Suite Parties / Events.	Beverages, and food for parties:
24			Friday evening Councils' MWOY
25			Year Reception ~\$100.00
26			Friday evening FWSA Suite Party,
27			Saturday evening FWSA Suite
28			Party, Sunday morning Eye
29			Opener Party – TOTAL ~\$300.00 .
30			Getting liquor donated for the Suite
31			Parties helps with the budget.
32			

**Note:** \*Councils' Man and Woman of the Year Meeting (Reception) expenses to be allocated to Far West Council's budget. Any overage of expenses not approved by the FWSA Convention Chairperson will be paid by the **Host Council**.

## 2.2 Convention Reimbursement Policy

## 2.3 FWSA Credit Card Procedures

### 2.31 Credit Card Request Form

## 3.0 Convention Host Council Responsibilities

The Host Council is responsible for planning and executing the Optional Activities during pre-convention. It is tradition, that we kick off the weekend event with a *Pub Crawl*\* on Thursday evening, and hold our annual *Michael German Memorial Golf Tournament*\* on Friday morning.

- (a.) Kayaking or rafting
- (b.) Bike riding
- (c.) Shopping expedition

# FWSA OPERATIONS MANUAL

- (d.) Lunch or dinner cruise
- (e.) Museum tour
- (f.) Wine tasting
- (g.) Hiking
- (h.) City Tour

Whatever activities are in the local area, and that the Host Council would like to highlight to the attendees, and that you feel will draw at least fifteen (15) people to attend.

## Trip Leader or Leaders: **(TOUR GUIDES????)**

Trip Leaders are selected from the Host Council for each of the activities. The Trip Leaders **(TOUR GUIDES????)** will reach out to local vendors to set up an event for our delegates and industry partners to participate in on Thursday and/or Friday. Depending upon the Convention location, we have occasionally held an event on Wednesday night for those who come in early.

The Trip Leader **(TOUR GUIDES????)** works with the venue to set a time, price (including gratuity), a limit on attendees, transportation (if necessary) for that particular activity, and obtain a written agreement/contract to be reviewed by the Convention Chair for final approval. **No more than two (2) outside activities** during the day on Thursday, keeping Thursday evening for the Pub Crawl, and **no more than two (2) on Friday**, besides the Golf Tournament should be planned. Too many options create lower attendance on each of the various activities. Depending upon the activity, the number of participants should be limited to around twenty to twenty five (20-25). The Pub Crawl is usually set at one hundred (100) attendees.

## Sponsors:

Often times, an industry partner will come forward to sponsor the various activities. This provides them additional networking time with club members to talk about their resorts. *Sponsors* are comp'd the cost of that activity, so you'll need to take that into consideration when pricing the event, to insure you have enough to cover the entire cost without going into the red.

## Registrants:

Registration Databases are kept for both Industry and Delegate Registrants. Trip/Activity leaders will be provided periodic copies of their particular Activity Sign-up sheets. As we get closer to the event, those reports will come weekly from the Far West Treasurer. A confirming email should be sent to each registrant, letting them know the details of their particular event: Trip Leader name/contact info; meeting time/place, what to wear/bring (kayakers will want to bring dry clothes), what is included in the event (lunch, snacks, water), and what time the event they will arrive back at the hotel.

# FWSA OPERATIONS MANUAL

## Pool Party:

A Pool Party is typically planned for late afternoon on Friday, prior to the start of the Silent Auction, so daytime activities should be set between the hours of 9 a.m. to 3 p.m. in order to get everyone back to the hotel before the Pool Party, which typically runs from 4:00 to 5:00, with the Silent Auction beginning at 6:30 p.m. The Host Council plans food, drinks, and games for the Pool Party. Central Council has run the games in past years and may be willing to assist. Game prizes may be handed out.

## Pub Crawl:

The Pub Crawl is, by far, our most popular event! It began in 1998, when Northwest Ski Club Council hosted the Convention in Portland, and has been extremely popular throughout the years. We try to limit the number of attendees to a hundred to hundred ten (100-110), depending upon the venues. In 2015, San Diego Council hosted it on the USS Midway. We had almost two hundred (200) people in attendance, and it was a huge hit!

The Pub Crawl can be on-site, or in a select area of the Host city. Select up to three (3) stops for the event, planning food and beverage at each stop. Typically, choose a drink and appetizer at the first stop; entrée (sliders, pizza & salad, heavy hors d'ouvres) at the 2<sup>nd</sup> stop; followed by dessert and drink at the 3<sup>rd</sup> stop. If you choose to have it on-site, choose a couple different stations for a variety of food and beverages.

You can divide the group into three (3) smaller groups, having each one start at a different place, or just stagger the start time by 45 minutes, but it is nice to have either the First stop, or Last stop be large enough to hold the entire group, so that we can all be together at some point.

If you'll be off-site, you will need to plan for transportation, unless it is somewhere within walking distance of the hotel (5-6 blocks). The cost of the transportation will need to be included in the price.

## 4.0 Optional Activities and Michael German Golf Tournament:

Beginning in 2007, The Golf Tournament was named for Michael German, a past Board Member of Far West. Michael was long-time member of San Diego Council of Ski Clubs. He was a Board member for many years, and an avid golfer. His wife, Barbara, continues to help run the tournament each year in his name.

The Golf Trip Leader will select a golf course/club within a short distance to the host hotel. The plan is to set up a "shotgun" start, so that everyone can finish around the same time. This way, you can have lunch and an award presentation from the sponsor and time for Barbara to speak about the Tournament.

# FWSA OPERATIONS MANUAL

1 Golf courses/clubs differ in the number of players needed for a shotgun  
2 start. Depending upon the course, if you don't have enough registered  
3 Convention attendees to play, the course may allow outsiders to add on  
4 in order to keep that start time. It's best to have someone who is familiar  
5 with working, or having helped work, a tournament before, so you know  
6 how to handicap the players to set up the teams. Mix the delegates and  
7 industry so that you have one (1) or two (2) on each team of four (4).  
8

9 Arrange for rental clubs for those who won't be bringing their own. That  
10 fee will be a separate fee from the price you come up with for the  
11 tournament itself.  
12  
13  
14

## **4.1 Best Practices Annual Michael German Memorial Golf Tournament**

15 Find golf course and work with FWSA Convention Chair on a contract.  
16

- 17 (a.) Try to include food in contract or work with the golf course/Convention  
18 Committee Staff on a separate food contract.  
19  
20 (1.) At a minimum include a lunch with a venue for awards  
21  
22 (2.) Try to include a light breakfast (i.e., continental or breakfast  
23 burrito) if it doesn't drive the price too high.  
24  
25 (b.) Try to include a reverse shotgun start (first group starts at first hole and  
26 remaining groups start at 18, 17, etc.).  
27  
28 (1.) This allows for flexibility in number of golfers that ultimately  
29 sign up.  
30  
31 (c.) Try to get as late a date as possible for final number of participants  
32 given to the golf course.  
33  
34 (d.) Send the contract to the FWSA Convention Chair to approve and  
35 forward to the FWSA President to sign, and to prepare a Check  
36 Request for a deposit (if applicable).  
37  
38 (e.) Give the FWSA Convention Chair the starting time for participants to  
39 gather in the lobby of the hotel the morning of the Golf Tournament,  
40 for the Convention Schedule of Events.  
41

42 Remember to have a prize budget I your overall cost.  
43

- 44 (a.) Decide what prizes you want to provide:  
45  
46 (1.) 1<sup>st</sup> through 3<sup>rd</sup> for places is normal, maybe a last place (most  
47 honest scorecard).  
48  
49 (2.) Long drives and KPs (men and women, do more than one of  
50 each if you have the budget for it).  
51

# FWSA OPERATIONS MANUAL

1 (3.) Door Prizes.

2  
3 (b.) The golf course may provide some amount of the prizes from the  
4 pro shop—it would be in the contract.

5  
6 (c.) See if the convention can provide anything.

7  
8 (d.) Sleeves of golf balls are good—ask host Council Club members if  
9 they have any sitting around to give you to use as prizes.

10  
11 (e.) Ask Host Council Club members if they have any other potential prizes  
12 sitting around to give you to use as prizes.

13  
14  
15 Try to keep overall cost of event near or under \$100 per person.

16  
17 (a.) Figure out the cost per person (course fee + food cost + prize  
18 allocation + sponsor rep cost + Audio Video (if applicable) + bartender  
19 (if applicable).

20  
21 (1.) If you need to pay for transportation don't forget to include in  
22 the overall fee.

23  
24 (b.) Figure out ways to bring the cost down.

25  
26 (1.) Sell hole sponsorships.

27  
28 (2.) Prior tournaments have sold hole sponsorships at \$25 to clubs  
29 or area businesses.

30  
31 (3.) You will need to come up with a way to acknowledge the  
32 sponsors at their holes (i.e., wire house-for-sale sign stands,  
33 some sort of poster board, 8.5 x 11 sticker paper to print  
34 acknowledgement on).

35  
36 (4.) Sell Mulligans on the day of the event. Maybe \$5 per team for  
37 one mulligan for each player. You can decide if you want to  
38 allow teams to buy two (don't go higher than two). Mulligans  
39 can be used on any shot (including putts).

40  
41 (5.) Solicit prizes from host council/ski clubs, businesses, etc.

42  
43 (c.) Send the proposed budget and a registration fee to the FWSA  
44 Convention Chair for approval.

45  
46 Get sign up information from players on Registration Form.

47  
48 (a.) Ask for handicap, average 18- hole score, ability (never played,  
49 beginner, intermediate, advanced).

50  
51 (b.) Do they need rental clubs? Make sure to include charge for

# FWSA OPERATIONS MANUAL

1 additional cost (golf course will tell you how much rental clubs cost).

2  
3 (c.) Will they need a ride to the course?

4  
5 (d.) Maybe ask for email addresses to help with last second questions.

6  
7 Set up four person teams.

8  
9 (a.) This isn't a pick your own team event.

10  
11 (b.) Don't allow any "stacked" teams.

12  
13  
14 (c.) If a group of less experienced players specifically ask to play  
15 together just for fun try to allow it.

16  
17 (d.) Make sure to include at least one industry rep on each team.

18  
19 (e.) Try to let couples play on the same team.

20  
21 (f.) Try to make teams balanced from a competitive standpoint.

22  
23 (i.) Use the handicap/ability information.

24 (ii.) Next tier up.

25 (iii.) Next tier up.

26 (iv.) High handicap/beginner.

27  
28 (g.) Try to have one player from each grouping on each team.

29  
30 (i.) If a couple in on the same team and both are good players,  
31 put two players from the lower tier on the team.

32  
33 (h.) There are usually more men than women playing—try to spread the  
34 ladies out amongst all the teams.

35  
36 **?? (i.) At the end of the day, use your bet judgement to set up even teams. ??**

37  
38 Decide what the rules will be (have a one page print out available on the  
39 day of the event).

40  
41 (a.) The event is typically a four-person scramble.

42 (i.) Everyone tees off (men from white tee, ladies from women's tee).

43 (ii.) Pick which drive you to use and everyone hits from there.

44 (iii.) Do the same on the next shot and each remaining shot  
45 until you have holes out.

46  
47 (b.) Include a rule that you have at least one drive from each player  
48 on the team (tee shots on par three count as drives). You can  
49 make it a little more interesting by requiring one drive from each  
50 player on the front nine and the back nine.

# FWSA OPERATIONS MANUAL

1 (c.) Consider making a rule that the maximum score on a hole is a  
2 bogie (i.e., if they are putting for a bogie, don't bother putting;  
3 pick the ball up and move on.) This will help with speed of play.  
4

5 (i.) If you get any flack for this, a score above a bogie in a  
6 four-person scramble is rare and won't impact the  
7 standings amongst the top teams.  
8

9 (d.) Designate a player on each team to keep score and keep track  
10 of drives and mulligans (usually the lowest handicap player on  
11 the team).  
12

13  
14  
15 (e.) Decide how many special hole awards to use and what holes to  
16 use them on (long drive, KP, longest putt, etc.). The golf course  
17 can help with what holes work best.  
18

19  
20 (f.) Let your contact at the golf course know what rules you are  
21 using. They will usually help with the set-up.  
22

23 Contact Barbara Blase (Mike German's widow) to coordinate special  
24 memorial activities (she has her own committee of helpers).  
25

26 (a.) Barbara might have a memorial item for each player to include  
27 in the goodie bag.  
28

29 (b.) Arrange for a golf cart (or two) for their use during the  
30 tournament.  
31

32 (c.) Include time at the awards event for Barbara to speak with participants  
33

34 Communications with participants:  
35

36 (a.) The FWSA Convention Treasurer will send out a participant list  
37 for optional events starting the first week of May prior to the Convention.  
38

39 (b.) Send out an E-mail to all participants a couple weeks prior to the Convention, with  
40 a welcome and instructions. Be sure to include the meeting time in the lobby of the hotel.  
41

42 Day of Event:  
43

44 (a.) Have an event committee to help.  
45

46 (b.) Try to include a goodie bag for each player.  
47

48 (i.) Include things like a bottle of water, lip balm, sunscreen,  
49 a golf ball or two, tees, etc.  
50

51 (ii.) Check with council convention committee for items that

# FWSA OPERATIONS MANUAL

1 might be available to include from convention sponsors.

2  
3 (iii.) Solicit items from host council/ski clubs, businesses, etc.

4  
5 (iv.) Make sure to put it together prior to the event so you aren't scrambling last minute.

6  
7 (c.) Have a plan for transportation.

8  
9 (i.) Check with hotel to see if they have a shuttle vehicle available (hopefully at no  
10 additional cost). Convention Committee Staff will be of assistance here.

11  
12 (ii.) Line up local players to provide rides to the golf course if it's within a mile of the hotel.

13  
14 (iii.) Last resort is to hire a shuttle/bus—but this adds to the overall cost.

15  
16 (iv.) Someone on the Convention Committee Staff will be at the lobby/meeting area to help.

17  
18 (d.) Have one or more helpers at the course early to be set-up to check people in.

19  
20 (i.) Have a list of teams so everyone knows who they are playing with.

21  
22 (ii.) Let them know where the carts are.

23  
24 (iii.) Make sure carts have signs identifying players/foursomes  
25 (course should do this for you).

26  
27 (e.) Make announcements to teams prior to the start when teams are  
28 in their carts.

29  
30 (i.) Go over the rules.

31  
32 (ii.) Let them know where the awards event will be.

33  
34 (iii.) Let them know how transportation back to hotel will work.

35  
36 (iv.) Remind teams to keep up with the group in front of them.

37  
38 (f.) Awards Event

39  
40 (i.) Let Barbara Blase say a few words and have her help  
41 with awards if she **would like too. ????**

42 (ii.) Introduce the sponsor rep to say a few words.

43 (iii.) Give out special hole awards.

44 (iv.) Give out team awards.

45 (v.) Mix in door prizes as you go.

46 (vi.) Be sure to get a picture of the winning team with the sponsor, taken by the Official  
47 Convention Photographer.

48  
49 (g.) Golf Course Payment

50  
51 (i.) The FWSA Treasurer will give you a Final Check (or total

# FWSA OPERATIONS MANUAL

if there was no deposit) for the golf course.

## Post Golf Tournament:

- (a.) Before leaving the FWSA Convention, give the FWSA Convention Treasurer a Master Registration List with all participants marked off. List additional participants with payment, and note any no shows.
- (b.) Give the names of the winning team(s) and special awards to the FWSA Convention Committee Chair for publicity purposes.

Feel free to contact prior tournament organizers with questions.

# FWSA OPERATIONS MANUAL

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## 4.2 Optional Activities Flyer—Sample

### 88<sup>th</sup> Annual FWSA Convention 2020

May 28-31, 2020, Red Lion Hotel on the River, Portland, OR



## OPTIONAL ACTIVITIES



### Dinner Cruise on the Willamette

**River** Wednesday, May 27, 2020, 5:30 pm – 10:00

pm

Includes: Transportation, guided tour, and dinner

12 Leader: Debbi Kor; [fwsadebbi@comcast.net](mailto:fwsadebbi@comcast.net); 503-314-7078

13 Sponsor: Brian Head Resort



### Mt. Hood Adventure

Thursday, May 28, 2020, 8:30 am – 3:00 pm

Includes: Transportation, admission to all attractions, and

lunch Leader: Steve Coxen; [sacoxen2000@gmail.com](mailto:sacoxen2000@gmail.com); 503-679-9022

Sponsor: Grouse Mountain Lodge

18



GROUSE MOUNTAIN  
LODGE



### Pub Crawl in the "Couve"

Thursday, May 28, 2020, 5:30 pm – 10:30 pm

Includes: Transportation, 3 drinks, hors d'oeuvres, dinner, dessert

Leader: Shawn Storey; [irishcatty@gmail.com](mailto:irishcatty@gmail.com); 360-910-8709

Sponsor: Steamboat Ski & Resort Corporation



### 14th Annual Michael German (Not Your Daddy's) Golf Tournament

Friday, May 29, 2020, 6:30 am – 2:30 pm at McMenamins Edgefield

Includes: Transportation, continental breakfast, golf clubs, lunch, awards

Leader: Sheri Parshall; [cougskier@aol.com](mailto:cougskier@aol.com); 503-706-0522

Sponsor: Aspen Snowmass & Snowmass Tourism

30 Sign up for 2020 FWSA Optional Activities by **May 1, 2020** using the **Registration Form** or **online** at  
31 **[fwsa.org](http://fwsa.org)**.

This form modified for illustration use in this document only.  
This is a partial illustration only. Contact convention Chair  
for detailed information of form.

32  
33  
34  
35

Exhibit A

# FWSA OPERATIONS MANUAL

## **5.0 Delegate Registration Procedures and Supplies:**

- (a.) The Convention Registrar is an integral part of the Annual Convention. He or she is responsible for taking care of all the Delegate Registrations that come into Far West, either by scanned documents, U.S. mail or on-line registrations. The Registrar gathers the information provided by the Convention Chair and sends it to each club contact person in mid-February.
- (b.) Regional Council Presidents are required to provide updated Club addresses to the Skiers Guide editor in August, so that mailings can be done from that list. Documents that go into the Registration Packet include:
- (i.) Welcome letter.
  - (ii.) Convention Delegate Registration Instructions.
  - (iii.) Convention Delegate Credentials Form.(Exhibit 5.3)
  - (iv.) Draft Convention Schedule of Events.
  - (v.) Convention Registration Form.(Exhibit 5.2)
  - (vi.) Convention Flyer.(Exhibit 5.1)
  - (vii.) Optional Events Brochure.

### **Preparing Registration Packet:**

- (a.) Once you have all the necessary registration documents from the Convention Chair, contact Far West VP of Communications to set a date for sending the documents out via *Club Express*. The **Goal Mailing Date is February 15<sup>th</sup>** to have everything OUT. You may want to print a small number (25) to have on hand for anyone asking for one at a club meeting or elsewhere.

### **Receipt of forms and payments:**

- (A.) Once the forms and payments begin coming in, prepare Database to track all info. This must be sent to the Far West Treasurer periodically from March through April. Beginning May 1<sup>st</sup>, a weekly update is to be sent:
- (i.) Add all registration info to the spreadsheet (names, contact info, activities, payment info).
  - (ii.) Send a confirming email to each registrant, confirming payment and registration received.
  - (iii.) Gather all checks, stamp them and complete deposit

# FWSA OPERATIONS MANUAL

1 slip for bank deposit—making copies of ALL checks  
2 received. (Weekly or twice-weekly deposits,  
3 depending upon number of checks received).  
4

5 (iv.) Email Treasurer with bank deposit info  
6

## 7 On site of Convention:

8  
9 (A.) Once you arrive at the Convention location, set up your work space.  
10 This will be your work area for the entire weekend. Host Council will  
11 provide you with volunteers to assist.

12 (B.) Be sure to have all items that you need on hand:

13 (i.) Computer

14 (ii.) Printer (extra batteries, charger, etc.)

15 (iii.) Plenty of ink.

16 (iv.) Office supplies: stapler, tape, pens, paper clips, folders.

17 (v.) Indicator Signs (A-G, H-N, O-T, U-Z) for easier access  
18 for registrants to pick up materials.

19 (vi.) Proper number of volunteers to assist (3 hours shifts).  
20

21 (C.) Prepare a list of all registered Voting Delegates on Saturday, for voting  
22 on Sunday.  
23  
24  
25  
26  
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# FWSA OPERATIONS MANUAL



## 88<sup>th</sup> Annual Far West Ski Association Convention & 90th Anniversary Celebration



**May 28 - 31, 2020**

at the  
**Red Lion Hotel on the River  
Jantzen Beach**



Hosted by the **Northwest Ski Club Council:**

### Red Lion on the River - Jantzen Beach Highlights

909 N Hayden Island Dr., P

**Reservations** <https://book>

Or

call **1-503-283-4466**, Group Name: **Far West Ski Association.**

**Room Rates per night plus tax** single or double occupancy —

**\$149** per night

**Room Registration Deadline** May 1, 2020

### Hotel Features

- Located on the Columbia River
- Breathtaking views of Mt. Hood & Mt. St. Helens
- Outdoor Pool and jacuzzi
- Riverside deck for Friday Night Happy Hour
- Restaurant & Lounge • JB's Night Club
- Business Center

### Transportation

- Fly into Portland International Airport
- 12 miles to Hotel via Uber, Cab, Red/Yellow Max Line

### Convention

- Auction & Trade Show
- Expo
- Sports Leadership Academy
- Celebrity Speakers
- Public Affairs Panels
- Saturday Awards Luncheon
- Saturday Awards Banquet
- FWSA General Meeting & Election

### Optional Activities

#### Thursday

- Mt. Hood Adventure
- Pub Crawl in Downtown Vancouver

#### Friday

- 14<sup>th</sup> Annual Michael German Memorial Golf Tournament
- Bike Ride
- Wine Tour
- Pool Party

Debbie Kor  
FWSA Convention Chairperson  
E-mail Address  
Phone number

Mary Olhausen  
Silent Auction/Travel Expo Manager  
E-mail Address  
Phone number

Sheri Parshall  
Host Council Coordinator  
E-mail Address  
Phone number

## 5.1 Flyer – Sample

# FWSA OPERATIONS MANUAL

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2



## 88<sup>th</sup> Annual FWSA Convention 2020

May 28 - 31, Red Lion Hotel on the River -

Jantzen Beach, Portland OR

### REGISTRATION FORM

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Name \_\_\_\_\_  
Street/Apt. # \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Email \_\_\_\_\_  
Mobile Phone \_\_\_\_\_  
Club \_\_\_\_\_  
Council \_\_\_\_\_

Delegate Status  Voting  Non Voting  Alternate  
 Guest  FWSA Direct Member  
Dietary Requirements  Vegan  Vegetarian  Gluten Free

Except for you **This form for illustration in the document only.**  
information at **Contact Convention Chairperson for detailed**  
to the Silent A **instructions for this form layout.**  
by checking th

**This is my first FWSA Convention**

**Convention Packages** (Fri: May 29 — Sun: May 31)

**Full Package** if paid by May 1, 2020 \$169 \_\_\_\_\_  
– \$180 after 5/1, \$195 after 5/10

**Meetings Only** (No meals or parties) \$50 \_\_\_\_\_

**Awards Luncheon Only** (Must be purchased in advance ) \$37 \_\_\_\_\_

**Awards Dinner & Dance Only** (Must purchase in advance) \$65 \_\_\_\_\_

#### Extras

**Full Delegate Book** (All Reports) \$13 \_\_\_\_\_  
– Electronic copy available on fwsa.org

**Optional Activities** Priority given to Registered Delegates/Industry

**Cruise on the Willamette River** (Wed: May 27) \$78 \_\_\_\_\_

**Mt. Hood Adventure** (Thurs: May 28) \$69 \_\_\_\_\_

**Pub Crawl in the "Couve"** (Thurs: May 28) \$68 \_\_\_\_\_

**"Not Your Daddy's Golf" Tournament** (Fri: May 29) \$85 \_\_\_\_\_

Specify Handicap \_\_\_\_\_ OR Novice  OR Last 3 Scores \_\_\_\_\_

Need Transportation to the Golf Course

**Western Washington Wine Tour** (Fri: May 29) \$79 \_\_\_\_\_

**m the Columbia River Gorge** (Fri: May 29) \$77 \_\_\_\_\_

**GRAND TOTAL** \$ \_\_\_\_\_

You can pay & register online at  
fwsa.org



**You can also submit this form** Ski  
**with your payment to:**

**FWSA Convention Registrar**

Jean McCasey  
10635 Esmeraldas Drive  
San Diego, CA 92124  
[Jlmc Casey@yahoo.com](mailto:Jlmc Casey@yahoo.com)  
858-560-8722

For additional information visit  
[www.fwsa.org](http://www.fwsa.org).

**Full Package** Includes—  
All FWSA business meetings,  
elections and panel sessions,  
convention pin convention  
delegate book, hosted  
parties, 4 meals, complimen-  
tary beverages and activities.

• **Friday** - Pool Party, Silent  
Auction & Snowsports Trade Show

**Saturday** - Continental Dinner

Breakfast. General Meeting,  
Travel Expo, Awards  
Luncheon, Keynote Speake  
presentation, Snowsports  
leadership Academy, Public  
Affairs Panel. Awards

**Sunday** - Eye Opener, Buffet  
Brunch, FWSA Business  
Meeting & Elections

## 5.2 REGISTRATION FORM SAMPLE

# FWSA OPERATIONS MANUAL

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2

## CREDENTIAL FORM

### Delegate Chairperson:

Complete this form to officially register your club's **Affiliated Members Voting Bloc**. Use the Affiliated Member Voting Bloc Schedule (below) to determine the number of voting delegates allowed for your club based on club membership as of April 15, 2019.

### -- Affiliated Member Voting Bloc Schedule --

NUMBER OF MEMBERS	< 10	10-14	15-19	20-29	30-39	40-49	50-59	60-69	70-79	80-89	90-99	100-124	125-149	150-174	175-199	200-249	250-299	300-349	350-399	400+
VOTES	0	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

**You MUST attach your Club's current Member Roster (names only, please) to this Credentials Form.**

**You may also attach a "Roll of Remembrance" in memory of your club members who passed away this year. These names will be honored at the Saturday Awards Banquet.**

<b>Ski Club Name</b>						
<b>Ski Club Council</b>		<b># Club Members</b>				
<b>Delegation Chairperson</b>	<b>First Name</b>	<b>Last Name</b>				
<b>Chairperson's Address</b>	<b>Street</b>	<b>Apt #</b>	<b>City</b>	<b>St</b>	<b>Zip</b>	
<b>Chairperson's Contact Info</b>	<b>Phone ( )</b>		<b>Email</b>			
<b>Chairperson's Club Office</b>						

### Voting Delegates:

1. _____	11. _____
2. _____	12. _____
3. _____	13. _____
4. _____	14. _____
5. _____	15. _____
6. _____	16. _____
7. _____	17. _____
8. _____	18. _____
9. _____	19. _____
10. _____	20. _____

This form for illustration in the document only.  
Contact Convention Chairperson for detailed instructions for this form layout.

**Delegate numbers will be issued to those Voting Delegates listed above for whom payment of Convention Registration has been received, an Individual Registration Form has been submitted, and who are listed in your club's attached Member Roster.** By signing below you certify to the FWSA 2019 Annual Meeting and Convention that your Delegates listed above are in good standing with your club and that they are officially entitled to vote and express the opinions of your club at the 2019 Annual Meeting and Convention.

Officer's Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Officer's Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Submit all forms and payments to:**  
FWSA Convention Registrar, Jean McCassey, 10635 Esmeraldas Drive, San Diego, CA 92124  
email: [Jlmccassey@yahoo.com](mailto:Jlmccassey@yahoo.com)

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4  
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8

### 5.3 CREDENTIAL FORM SAMPLE

# FWSA OPERATIONS MANUAL

## **6.0 Industry Registration**

- (a.) The V.P. of Marketing takes care of the *Industry Registration* for the Annual Convention. He or she is responsible for taking care of all those registrations that come into Far West, either by U.S. mail or on-line registrations.
- (b.) Mid-January is the time to begin working on all the Registration Materials, both Delegate and Industry. These forms are done by a designated person who works with the Convention Chair and VP of Marketing. The industry registration form varies somewhat, as it will ask for those who plan to attend the Banquet, or for a 3<sup>rd</sup> representative and the cost for each meal, which is typically a reduced amount. Industry registration allows for 2 reps to receive breakfast and lunch with their registration, which is their donated Silent Auction package. The Industry Registration Form also asks if electricity is needed for the Silent Auction. (This needs to be coordinated with Silent Auction Chair).

### **Preparing documents:**

- (a.) Once the registration materials are finalized, send out, via email, to all the Industry Partners in the Industry Database. (This database is updated on a regular basis to have the most recent mailing info for all Partners). Documents to be included in the mailing are:
- (1.) Invitation to Convention.
  - (2.) Convention Registration Form
  - (3.) Optional Events Brochure
  - (4.) Sponsorship Opportunities List
  - (5.) Silent Auction Donation Form
  - (6.) Shipping Instructions for booth set up, literature, and product being sent to hotel

### **Receipt of forms and payments:**

- (a.) Once the forms and payments begin coming in, add them into the Database to track all info. This must be sent to the Far West Treasurer periodically from March through April. Beginning May 1<sup>st</sup>, a weekly update is to be sent. He then sends weekly reports to the activity Leaders for their records:
- (1.) Add all registration info to the spreadsheet (activities requested,

# FWSA OPERATIONS MANUAL

1 payment info), or send invoice  
2  
3

4 (2.) Send a confirming email to each registrant, confirming payment,  
5 registration, and activities  
6

7 (3.) Coordinate with Silent Auction Chair to confirm names of reps  
8 attending and packages received.  
9

10 (4.) Gather all checks—making copies of EACH checks received  
11 and make deposit. (Weekly or twice-weekly deposits,  
12 depending upon number of checks received)  
13

14 (5.) Email Treasurer with bank deposit info  
15

## On site of Convention:

16

17  
18 (a.) Once you arrive at the Convention location, set up your workspace. The  
19 Industry Registration is typically across from that for the Delegates. On  
20 Friday, it moves inside the Ballroom. The Silent Auction Coordinator is  
21 usually there to assist, and to collect any outstanding Bid Packages  
22 that the Rep needs to turn in for Friday night.  
23

24 (b.) Be sure to have all items that you need on hand:

25 (1.) Copy of Data Base.  
26

27 (2.) Individual lists of activities with names of who is doing what.  
28

29 (3.) Bank bag for any outstanding registration payments needing to be collected.  
30

31 (4.) Name Badges, neck wallets, Coupon Books, stuffed tote bags for distribution.  
32

33 (5.) Collect any Sponsor or club/council banner for hanging on Friday  
34 (THEY MUST BE IN BY 5 PM, THURSDAY).  
35

36 (c.) Industry Names, Titles, and Company Name will be printed on the name  
37 badges. These are done by the Silent Auction Chair.  
38

39 (d.) The Neck Wallets are ordered by the V.P. of Marketing once a sponsor  
40 is secured for the product. Sponsor chooses color of wallet and text to  
41 be printed on it. *FWSA, XXXX Annual Convention, and location* are  
42 usually listed as well. Typically ordered 6 weeks in advance of event.  
43

44 (e.) Tote Bags are ordered by the V.P. of Marketing once a sponsor is  
45 obtained for the bags. Sponsors chooses style and color of the bags,  
46 along with text. Typically, just the sponsor name, along with *XXXX Far*  
47 *West Annual Convention, and location*. Typically ordered 6 weeks in  
48 advance of event.  
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# FWSA OPERATIONS MANUAL

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- (f.) Host Council, or other designee, will prepare coupon books for:
  - (i) Delegates,
  - (ii) Industry,
  - (iii) Very Important People (VIP's)

## V.I.P. Registration

- (a.) Randy Lew usually handles getting the V.I.P.'s registered for the Convention. These are speakers, and special invitees to the Convention either for lunch on Saturday or to the Awards Banquet on Saturday night. Their registration forms are like those of the Delegates and Industry, but do not have the Optional Activities listed out on them, since they are typically only there on Saturday. The forms will list out the meals, and what the costs of those meals are, or whether their lunch, and/or dinner will be comp'd.
- (b.) Once a Special Guest has been determined, Randy will send them the registration materials, along with a letter confirming their attendance, and what area they will be assigned (Public Affairs Panelist, Keynote Speaker, VIP for Saturday Banquet, etc.). Documents to be included in the mailing are:
  - (1.) Invitation to Convention
  - (2.) V.I.P. Registration Form

# FWSA OPERATIONS MANUAL



87<sup>th</sup> Annual FWSA Convention 2019  
June 13-16, 2019, Hyatt Regency Indian Wells Resort & Spa



## 6.1 CONVENTION INVITATION

Dear Owner / Marketing Director,

On behalf of the **Far West Ski Association**, we would like to invite your company to participate in our 87th Annual FWSA Convention, June 13 - 16, 2019, in Indian Wells, CA.

Convention activities include our 34th Annual Silent Auction & Snowsports Trade Show, our 17th Annual Travel Expo, optional events, awards banquet, and sponsorship opportunities. The Silent Auction is open to the public.

### Silent Auction & Trade Show Friday evening, June 14, 6:30 –11:00 pm

To reserve booth space for the Silent Auction and participation in the Travel To Expo, your company will donate a package(s) to be auctioned off at our Silent Auction. Packages may be a single donation, or not more than three (3) individual packages, totaling \$1,600 in value. A portion of the proceeds from Silent Auction will benefit the US Adaptive Recreation Center (USARC).

As a participant in the Silent Auction & Travel Expo, your company will receive two (2) complimentary registration packets, which includes the Saturday continental breakfast, luncheon, and social events.

Industry participants receive publicity through the FWSA website and publications, council and ski club newsletters. You can register, pay online, and upload all forms and certificates beginning March 20th. You'll receive an email with the link and instructions 3-5 day before then. To participate in this year's programs, please complete the enclosed Donation Form and return with your donation certificates by April 15, 2019. An early response will result in more extensive publicity through our publications, promotions and direct contact with all our clubs and councils.

**Deadline to reserve booth space is April 15, 2019.** Donation Forms received after this date will be accepted on a space available basis.

### Travel Expo Saturday Morning, June 15, 8:30 – 10:25 am

The Travel Expo provides an opportunity for industry to meet Convention delegates in person, in a pre-scheduled format. Appointments will be scheduled on Friday night during the Silent Auction and early Saturday morning before the Travel Expo. Convention delegates are the leaders and decision-makers of their ski clubs who gather information to plan their future ski trips and adventure travel.

### Sponsorship Opportunities

Sponsorship Opportunities are available for Convention activities and events. Please see the attached Sponsorship Opportunities flyer.

We look forward to your participation in our Convention programs. Additional information about FWSA can be found at [www.fwsa.org](http://www.fwsa.org). As a nonprofit organization FWSA appreciates your support in our efforts to provide valuable programs for our membership and the snowsports indus-

### Hyatt Regency Indian Wells Resort & Spa

44-600 Indian Wells Lane,  
Indian Wells, CA 92210

### Reservations:

<https://www.hyatt.com/en-US/group-booking/CHAMP/G-FSKI> or  
call 1-760-776-1234,  
Group name: Far West Ski Association.

### Room Rates per night plus tax

single or double occupancy —  
**\$139** per night

### Room Registration Deadline

May 17, 2019.

### Shipping info:

Ship to: Hyatt Regency Indian Wells  
Resort and Spa  
44-600 Indian Wells Lane  
Indian Wells, CA 92210

Industry Partner Return Address  
Far West Ski Association  
Debbi Kor, Convention Chair  
Hyatt Regency Convention Center

Industry Partner Name and Date of  
Arrival  
# of packages (box 1 of 2, etc.)

### Transportation

- \* Air transportation is via Palm Springs (30 minutes), or Ontario (1.5 hours) or Los Angeles LAX (2.5 hours).
- \* Transportation to/from the resort is available by car rental or shuttle.

# FWSA OPERATIONS MANUAL



## 87<sup>th</sup> Annual FWSA Convention 2019 June 13-16, 2019, Hyatt Regency Indian Wells Resort & Spa **Sponsor/Exhibitor REGISTRATION FORM** **Due before May 6, 2019**



We would like to participate in the 2019 FWSA Silent Auction & Travel Expo. Exhibit space, 8'x10' with one table and two chairs, is reserved by donating \$1,600 in value of ski/travel/hard goods package(s). **Donation Form is due no later than April 15, 2019.**

(2) Two complimentary registration packets are provided for each booth. Registration packets contain coupons Convention activities, Saturday continental breakfast and luncheon. Should you wish to attend the Saturday Evening Awards Banquet, there is a charge of \$45 per person Banquet Theme is "Swing & Sway in the Desert Breeze".

IF MORE THAN 2 representatives are attending the Convention, their charge is \$35 per person for lunch and \$65 for the awards banquet.

**Make check payable to Far West Ski and send to:**

Far West Ski Association  
3021 NE 72nd Dr., Suite 9, Box #207  
Vancouver, WA 98661

### Information

- **Jeannine Davis**  
Silent Auction Chair 415-328-2333  
[silentauction@fwsa.org](mailto:silentauction@fwsa.org)
- **Debbi Kor** VP Marketing/  
Sponsorship 503-314-7078  
[fwsadebbi@comcast.net](mailto:fwsadebbi@comcast.net)

[www.fwsa.org](http://www.fwsa.org)

**Registration Form & Payment is due before May 6, 2019**

*. Banquet Theme is "Swing & Sway in the Desert Breeze". Banquet includes Reception, Dinner, Ski Celebrities, Far West Service Awards, Industry Awards & Recognition, some Club & Council Awards and Dancing.*

Company \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Website \_\_\_\_\_ Phone \_\_\_\_\_  
**Exhibit Booth**  **Wi-Fi Required**  Friday  Saturday  
**Electricity** (\$45) \_\_\_\_\_ \$45 \_\_\_\_\_  
**Banner to be Hung** (\$45) No cost to sponsor \$45 \_\_\_\_\_

**(1) Name** \_\_\_\_\_ Title \_\_\_\_\_ for  
Email \_\_\_\_\_ Mobile Phone \_\_\_\_\_

**MEALS** - Attending  Sat. Lunch (incl.)  Sat. Banquet (\$45) \_\_\_\_\_

Dietary requirements  Vegan  Vegetarian  Gluten free

**ACTIVITIES - Thursday:**  Legends & Icons Homes Tour (\$51) \_\_\_\_\_

Air Museum (\$35)  Pub Crawl (\$69) \_\_\_\_\_

**Friday:**  Golf (\$145)  Club rental (\$75)  Left  Right handed \_\_\_\_\_

Handicap \_\_\_ or  Novice or Last 3 scores \_\_, \_\_, \_\_,  Need transport

San Jacinto Tram Ride (\$56) \_\_\_\_\_

Spa Day  Facial or  Massage (\$150)  Mani (\$80)  Pedi (\$80) \_\_\_\_\_

**(2) Name** \_\_\_\_\_ Title \_\_\_\_\_ **Association**

Email \_\_\_\_\_ Mobile Phone \_\_\_\_\_

**MEALS** - Attending  Sat. Lunch (incl.)  Sat. Banquet (\$45) \_\_\_\_\_

Dietary requirements  Vegan  Vegetarian  Gluten free

**ACTIVITIES - Thursday:**  Legends & Icons Homes Tour (\$51) \_\_\_\_\_

Air Museum (\$35)  Pub Crawl (\$69) \_\_\_\_\_

**Friday:**  Golf (\$145)  Club rental (\$75)  Left  Right handed \_\_\_\_\_

Handicap \_\_\_ or  Novice or Last 3 scores \_\_, \_\_, \_\_,  Need transport.

San Jacinto Tram Ride (\$56) \_\_\_\_\_

Spa Day  Facial or  Massage (\$150)  Mani (\$80)  Pedi (\$80) \_\_\_\_\_

**(3) Name** \_\_\_\_\_ Title \_\_\_\_\_

Email \_\_\_\_\_ Mobile Phone \_\_\_\_\_

**MEALS** - Attending  Sat. Lunch (\$35)  Sat. Banquet (\$65) \_\_\_\_\_

Dietary requirements  Vegan  Vegetarian  Gluten free

**ACTIVITIES - Thursday:**  Legends & Icons Homes Tour (\$51) \_\_\_\_\_

Air Museum (\$35)  Pub Crawl (\$69) \_\_\_\_\_

**Friday:**  Golf (\$145)  Club rental (\$75)  Left  Right handed \_\_\_\_\_

Handicap \_\_\_ or  Novice or Last 3 scores \_\_, \_\_, \_\_,  Need transport.

San Jacinto Tram Ride (\$56) \_\_\_\_\_

Spa Day  Facial or  Massage (\$150)  Mani (\$80)  Pedi (\$80) \_\_\_\_\_

**GRAND TOTAL**

\$ \_\_\_\_\_

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2 **6.2 Registration Form Sample**

# FWSA OPERATIONS MANUAL

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## 88 Annual FWSA Convention 2020 May 28 - 31, Red Lion Hotel on the River - Jantzen Beach, Portland OR



### GUEST REGISTRATION

**Please complete one form for each person.** Guests attending the FWSA 88th Annual Convention and Programs will register through **Randy Lew**, FWSA Past President. This form is for signing up for Optional Activities and Meal Options of the FWSA Convention. We welcome and encourage you to participate in these events.

Name \_\_\_\_\_  
Company \_\_\_\_\_  
Street/Apt. # \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Email \_\_\_\_\_  
Mobile Phone \_\_\_\_\_

#### Guest Meal Options

**Awards Luncheon Only** (Sat., May 30 12:30 pm) \$37 \_\_\_\_\_  
 **Awards Dinner & Dance** (Sat., May 30, 7:00 pm) \$65 \_\_\_\_\_  
Dietary Requirements  Vegan  Vegetarian  Gluten Free  
For Meals & Optional Activities-



#### Optional Activities Priority given to Registered Delegates/Industry

**Dinner Cruise on the Willamette** (Wed.: May 27) \$78 \_\_\_\_\_  
**Mt. Hood Adventure** (Thurs: May 28) \$69 \_\_\_\_\_  
**Pub Crawl in the "Couve"** (Thurs: May 28) \$68 \_\_\_\_\_  
**"Not Your Daddy's" Golf Tournament** (Fri: May 29) \$85 \_\_\_\_\_  
Handicap\_\_\_ OR Last 3 Scores \_\_\_ \_\_\_ \_\_\_ OR  Novice  
 Need Transportation to the Golf Course  
Club Rental (included): Left  or Right  Handed

**Western Washington Wine Tour** (Fri: May 29) \$79 \_\_\_\_\_

**Biking the Columbia River Gorge** (Fri: May 29) \$77 \_\_\_\_\_

**GRAND TOTAL** \$ \_\_\_\_\_

Make check payable to FWSA.  
Submit this form with payment  
Submit this form with payment  
to:

Far West Convention  
Randy Lew  
FWSA Past President  
829 SE 11th Pl.  
Battle Ground, WA 98604

[fwsa13randy@telis.org](mailto:fwsa13randy@telis.org)  
530.304.0802

**DEADLINE: May 15,  
2020.**

For additional information visit

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### 6.3 Guest Registration Sample

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# FWSA OPERATIONS MANUAL

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## 88 Annual FWSA Convention 2020

May 28 - 31, Red Lion Hotel on the River - Jantzen Beach, Portland OR



### GUEST REGISTRATION (comp)

**Please complete one form for each person.** Guests attending the FWSA 88th Annual Convention and Programs will register through **Randy Lew**, FWSA Past President. This form is for signing up for Optional Activities and Meal Options of the FWSA Convention. We welcome and encourage you to participate in these events.

Name \_\_\_\_\_  
Company \_\_\_\_\_  
Street/Apt. # \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Email \_\_\_\_\_  
Mobile Phone \_\_\_\_\_

#### Guest Meal Options

**Awards Luncheon Only** (Sat., May 30 12:30 pm) COMP \_\_\_\_\_  
 **Awards Dinner & Dance** (Sat., May 30, 7:00 pm) COMP \_\_\_\_\_  
Dietary Requirements  Vegan  Vegetarian  Gluten Free  
For Meals & Optional Activities-



**Optional Activities** Priority given to Registered Delegates/Industry  
**Dinner Cruise on the Willamette** (Wed.: May 27) \$78 \_\_\_\_\_  
**Mt. Hood Adventure** (Thurs: May 28) \$69 \_\_\_\_\_  
**Pub Crawl in the "Couve"** (Thurs: May 28) \$68 \_\_\_\_\_  
**"Not Your Daddy's" Golf Tournament** (Fri: May 29) \$85 \_\_\_\_\_  
Handicap \_\_\_\_\_ OR Last 3 Scores \_\_\_\_\_ OR  Novice  
 Need Transportation to the Golf Course  
Club Rental (included): Left  or Right  Handed

**Western Washington Wine Tour** (Fri: May 29) \$79 \_\_\_\_\_

**Biking the Columbia River Gorge** (Fri: May 29) \$77 \_\_\_\_\_

**GRAND TOTAL** \$ \_\_\_\_\_

Make check payable to FWSA.  
Submit this form with payment  
Submit this form with payment  
to:

Far West Convention  
Randy Lew  
FWSA Past President  
829 SE 11th Pl.  
Battle Ground, WA 98604

[fwsa13randy@telis.org](mailto:fwsa13randy@telis.org)  
530.304.0802

**DEADLINE: May 15,  
2020.**

For additional information visit

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**Guest (comp) Registration Sample**

# FWSA OPERATIONS MANUAL

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## 88th ANNUAL FAR WEST SKI ASSOCIATION CONVENTION

Red Lion Hotel on the River- Jantzen Beach  
Portland, Oregon – May 28-31, 2020



### 7.0 VIP Invitation--SAMPLE

#### You Are Invited:

To join us for the 90<sup>th</sup> celebration of Far West Ski Association, and participate in Far West's 88<sup>th</sup> Annual Convention.

This event will be held in Portland, Oregon, at the beautiful Red Lion Hotel on the River – Jantzen Beach, from May 28-31, 2020, where we will be "Rollin On The River".

Our **Optional Events** on Thursday and Friday are always popular and all of our guests are welcome to participate. Thursday's Pub Crawl (our most popular event) and the 14<sup>th</sup> Annual Michael German Golf Tournament on Friday are just two of the events that will be available. We also plan to have a Bike Ride in the Gorge, a Mt. Hood Adventure, and a Wine Tour on Friday as optional events. For those who plan to come in early, we will be doing a Dinner Cruise along the Willamette River on Wednesday evening. More information will be made available as the events are finalized.

Prepare now for your trip to Portland, and be a part of Convention 2020. Additional information about Far West Ski Association can be found at [www.fwsa.org](http://www.fwsa.org) or contact one of us if you have any questions about FWSA and/or the Convention.

#### Contact Information:

**Sheri Parshall**, Northwest Ski Club Council Convention Coordinator: [cougskier@aol.com](mailto:cougskier@aol.com), or 503-706-0522

**Debbi Kor**, FWSA Convention Chairperson: [fwsadebbi@comcast.net](mailto:fwsadebbi@comcast.net) or 503-314-7078

*Welcome to the 88th Annual FWSA Convention, and the 90<sup>th</sup> Anniversary of Far West Ski Association*

!



*Sheri Parshall, Debbi Kor*

# FWSA OPERATIONS MANUAL

## 8.0 Convention Sponsorships

Sponsorships and sponsor dollars provide for a financially successful convention. The funds raised from Sponsorships help offset the total cost of the event. Far West provides a variety of sponsorships available to our Industry Partners, and local businesses.

While we currently only have Program and Convention Sponsors, the others are something that we are continuously working on building and implementing (Corporate and Products).

A list of Convention Sponsorship Opportunities is prepared by reviewing all of the activities and events that will be happening throughout the entire Convention Weekend – which is typically Thursday – Sunday, *BUT* could also include an activity on Wednesday evening. This is a good thing to do to encourage early arrival of attendees, which will help with the room block.

The “*Sponsorship Fee*” is based on a percentage of the cost of the activity, event, or product. The fee is not a dollar-for-dollar offset, but goes into a general pot from which the activities are paid for. While we plan all of our Optional Activities to *break-even*, we also plan for the inevitable *something* that may come up, that will need to be covered.

To give all of our Industry partners, a fair chance at signing up as a sponsor, the Sponsorship Opportunities list is sent out, as an attachment, with the email blast of the “*Save the Date*” letter, which is the announcement to our partners of the date and location of the upcoming Convention. It is typically sent mid-October, as that is when a lot of the resorts are reviewing their budgets for the coming year. With each email blast to the Industry October-May, send the updated Sponsorship Opportunities list, to continue adding sponsors. This is done by the *V.P. of Marketing & Sponsorship*.

Once a commitment is received for a Sponsorship, the *V.P. of Marketing & Sponsorship* proceeds accordingly to ensure the sponsor receives maximum sponsorship benefits. He/she prepares the following, and sends via email as soon as possible, in order to lock in *that* sponsorship.

- (i) Cover letter, thanking them for the Sponsorship, confirming what activity/event they have agreed to sponsor; the sponsorship fee, and payment details.
- (ii) Sponsorship letter outlining the details of the sponsorship and sponsor benefits.
- (iii) Invoice for the sponsorship fee.

Far West has four categories of sponsorship:

### Corporate Sponsor:

A local business, or business that has done extensive work with Far West, and has offered to donate a cash amount to add their name to our Annual Convention. Dependent upon the level of sponsorship (Gold, Silver or Bronze), sponsor will receive a FREE ad in the Annual Far West Skier’s Guide (1/4, 1/3 or 1/2 page), accordingly. Sponsor is seated at the Head Table on Saturday evening.

### Convention Sponsor:

# FWSA OPERATIONS MANUAL

Typically an Industry partner, named as official sponsor of an activity or event for the FWSA Annual Convention. Dependent upon the particular sponsorship, the sponsor may be given the opportunity to speak briefly and show a short video. (These are typically the higher-end sponsorships, such as Continental Breakfast, Luncheon, Keynote Speaker, Awards Banquet, Golf Tournament and/or Pub Crawl, or Sunday Brunch sponsors). Award Banquet Sponsor is seated at the Head Table.

## **Program Sponsor:**

Typically a two or three-year contracted sponsor for one of the many Programs that Far West offers. Our current programs are: *the Far West Man and Woman of the Year*, the *Safety Person of the Year*; *the Western Ski Heritage Award*; the *Environment Award*, and the *Athletic Scholarship Program*.

## **Product Sponsor:**

A local business, or Industry Partner, named as the official sponsor of a product (hat, goggles, ski clothing, hard goods, etc.) for Far West, at the Convention.

## **Sponsor benefits for ALL sponsors include:**

- (1.) Named as the official sponsor of the FWSA in the annual *Far West Skier's Guide*, *The Councilman* (a twice-yearly publication), the *Far West NewsFlash* (a monthly subscription-based newsletter), pre- and post-convention media promotion and public announcements.
- (2.) Their banner hung in the Convention Hall or Ballroom throughout the weekend of Convention at no cost. (Banner provided by sponsor).
- (3.) Booth space for the Annual FWSA Convention and Travel Expo
- (4.) Registration for one representative to attend the annual meeting and convention events.
- (5.) Placement on the Far West website ([www.fwsa.org](http://www.fwsa.org)) for the calendar year of sponsorship.
- (6.) An opportunity for table placement of materials at lunch, or in Delegate Tote Bag. (Materials for Tote Bags must be sent to hotel or a designee) by Wednesday for placement).

Sponsors are recognized at the Annual Convention on Saturday night at the Awards Banquet, receiving a Certificate of Participation.

## **8.1 Sample Sponsorship opportunities**

# FWSA OPERATIONS MANUAL

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## 88th ANNUAL FAR WEST SKI ASSOCIATION CONVENTION

Red Lion Hotel on the River- Jantzen Beach  
Portland, Oregon – May 28-31, 2020



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### SPONSORSHIP OPPORTUNITIES

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*As a non-profit organization, the FWSA programs and services are funded through sponsorship support. Active programs are conducted in ski safety, ski history, public lands development, industry relations, athletic development, recreational racing, travel, communications, council development, education, community support and awards. Following are sponsorship opportunities for the 88th Annual FWSA Convention in Portland, Oregon:*

#### DELEGATE TOTE BAGS – SPONSORED BY MOUNT HOOD MEADOWS, TIMBERLINE RESORT & MT. HOOD SKI BOWL

Company name and logo printed in color on tote bags, distributed to all Convention attendees, carried with Convention materials throughout the weekend and used by delegates post-Convention.

#### DELEGATE NECK WALLET – \$1,500

Specially-ordered neck wallets, with sponsor's name and logo. Used by all Convention Delegates.

#### DELEGATE BOOK PRINTING – \$1,250

Company name and logo printed in color on back cover page of Convention Delegate Book.

#### PORTLAND SPIRIT DINNER CRUISE - (Wednesday) - SPONSORED BY BRIAN HEAD RESORT

Sponsor hosts the event. Sponsor receives one complimentary registration for event.

#### MT. HOOD ADVENTURE - (Thursday) - SPONSORED BY GROUSE MOUNTAIN LODGE

Sponsor hosts the event. Sponsor receives one complimentary registration for event.

#### PUB CRAWL (Thursday) – SPONSORED BY STEAMBOAT SKI & RESORT CORPORATION

Sponsor hosts the annual event. Sponsor receives one complimentary registration for the event.

#### COLUMBIA GORGE BIKE RIDE- (Friday) - SPONSORED BY SPORTS AMERICA TOURS

Sponsor hosts the event, which includes lunch and transportation. Sponsor receives one complimentary registration for event.

#### NORTHWEST WINE TOUR (Friday) – SPONSORED BY MAMMOTH MOUNTAIN SKI AREA

Sponsor hosts the event, which includes beverage and transportation. Sponsor receives one complimentary registration for event.

#### MICHAEL GERMAN MEMORIAL 14<sup>TH</sup> ANNUAL GOLF TOURNAMENT (Friday) – SPONSORED BY ASPEN/SNOWMASS & SNOWMASS TOURISM

Sponsor hosts the 14<sup>th</sup> Annual Michael German Memorial Golf Tournament McMenamin's Edgefield. Continental Breakfast and lunch provided. Sponsor receives one tournament entry fee and participation in the awards' presentation

POOL PARTY (Friday) – SPONSORED BY JACKSON HOLE MOUNTAIN RESORT Sponsor hosts the event. Outdoor activities hosted by Central Council of California.

#### SILENT AUCTION HAPPY HOUR (Friday) – \$1,250

Sponsor hosts Silent Auction Welcome Party prior to the 34th Annual Silent Auction.

#### SILENT AUCTION – BEER SPONSOR (Friday) SPONSORED BY SUN VALLEY RESORT

Sponsor hosts beverage station at Friday Night's Silent Auction.

#### SILENT AUCTION – WINE SPONSOR (Friday) – SPONSORED BY WINTER SKI & SPORT

Sponsor hosts beverage station at Friday Night's Silent Auction.

#### SILENT AUCTION – CASINO SPONSOR (Friday) – \$1,000

Sponsor hosts Casino Tables at Friday Night's Silent Auction.

#### CONTINENTAL BREAKFAST (Saturday) – \$1,500

Sponsor hosts the Continental Breakfast, shows a brief video presentation, and participates in the opening session of the Convention.

#### LUNCHEON (Saturday) – \$1,750

Sponsor hosts Saturday Luncheon, welcomes delegates and shows a brief video presentation. Sponsor give-away placed on all tables (optional).

#### LUNCHEON BEER SPONSOR (Saturday) - \$1,000

Sponsor hosts Saturday lunch beverage. Sponsor give-away placed on all tables (optional).

#### LUNCHEON WINE SPONSOR (Saturday) - \$1,000

Sponsor hosts Saturday lunch beverage. Sponsor give-away placed on all tables (optional).

#### KEYNOTE SPEAKER PRESENTATION (Saturday) - SPONSORED BY BIKE TOURS.COM

Sponsor hosts the Keynote speaker for multi-media presentation. Sponsor shows a brief video presentation and introduces speaker.

#### BANQUET SPONSOR (Saturday) - \$1,500

Sponsor hosts the Awards Banquet. Sponsor is seated at the head table. Sponsor give-away placed on all tables (optional).

#### BANQUET WINE SERVICE (Saturday) - \$1,250

Sponsor hosts wine corkage for the Awards Banquet. Sponsor is seated at the head table. Sponsor give-away placed on all tables (optional).

# FWSA OPERATIONS MANUAL

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**BANQUET WINE (Saturday) – \$1,500**

Sponsor hosts dinner wine for the Awards Banquet. Sponsor is seated at the head table. Sponsor give-away placed on all tables (optional).

**BANQUET MUSICAL ENTERTAINMENT (Saturday) – \$1,500**

Sponsor hosts the musical entertainment for the Awards Banquet. Sponsor is seated at the head table and introduces the band.

**BRUNCH (Sunday) – \$1,500**

Sponsor hosts the Brunch, welcomes delegates, and shows a brief video presentation. Sponsor give-away placed on all tables (optional).

***ALL SPONSORS are given the opportunity to place give-aways in the Delegate Tote Bags. For additional information: Debbi Kor, VP of Marketing & Sponsorship, Far West Ski Association \* 503.314.7078 \* [fwsadebbi@comcast.net](mailto:fwsadebbi@comcast.net)***

# FWSA OPERATIONS MANUAL

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**88th ANNUAL FAR WEST SKI ASSOCIATION**  
**Red Lion on the River- Jantzen Beach**  
**Portland, Oregon – May 28-31, 2020**  
***“Rollin’ On The River”***



## **8.2 SPONSORSHIP APPLICATION**

9 Thank you for your interest in sponsorship support of the Far West Ski Association’s 88th Annual Convention, to be  
10 held May 28-31, 2020 at the Rd Lion on the River – Jantzen Beach, Portland, Oregon, hosted by the Northwest Ski Club  
11 Council.

12

13 **IN ORDER TO SECURE A SPONSORSHIP, PLEASE DO THE FOLLOWING:**

- 14 • Complete the information below and return via email or mail to the address at the bottom of this sponsorship  
15 application form. It is very important that you list the names of the company (companies) participating in the  
16 sponsorship EXACTLY as you wish the names published for promotional purposes.
- 17
- 18 • E-mail electronic copies of your logo(s) and a brief statement about your company  
19 (100 words or less) to: **Debbi Kor** at [fwsadebbi@comcast.net](mailto:fwsadebbi@comcast.net).
- 20

21

Sponsorship Requested: \_\_\_\_\_

22

23 Authorized by: \_\_\_\_\_ / \_\_\_\_\_  
24 Print Name Signature

25

26 Title: \_\_\_\_\_

27

28 Company: \_\_\_\_\_

29

30 Street Address: \_\_\_\_\_

31

32 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

33

34 Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

35

36 Email Address: \_\_\_\_\_

37

38 Website: \_\_\_\_\_

39

40 Companies to be credited with the sponsorship:

41

\_\_\_\_\_

42

For additional information contact:

43

**Debbi Kor, VP of Marketing and Sponsorship,**

44

**3021 NE 72nd Drive, Suite #9, PMB #207, Vancouver, WA 98661**

45

**Cell: 503.314.7078**

46

**E-mail: [fwsadebbi@comcast.net](mailto:fwsadebbi@comcast.net)**

**FWSA Website: [www.fwsa.org](http://www.fwsa.org)**

47

## **9.0 CONVENTION DONATIONS:**

48

49 The expense of putting on the Annual Far West Convention is great. We depend on the income  
50 from our Club Delegates and Industry Partners’ registrations and hotel reservations to help pay  
51

51

# FWSA OPERATIONS MANUAL

1 for some of the expenses. However, to defray other costs, such as that of the Food and  
2 Beverage, Optional Activities, audio visual, banner hanging, Suite Parties, and a myriad of other  
3 things, donations are certainly welcomed.  
4

5 Donations can come in many ways. Whether that be through cash or kind (product). Far West  
6 handles the donations differently than we do Sponsorships. These two are often-times  
7 confused with one another. Sponsors are local businesses or Industry Partners looking to put  
8 their name on an activity or event, for a sponsorship fee. However, on rare occasion, a sponsor  
9 will provide product worth the value of the named sponsorship that they are doing (i.e., tote  
10 bags, wine).  
11

12 Donors are typically local businesses, who donate an amount of cash or product to assist with  
13 the overall expenses of Convention. We often get donated beer or wine for the event. The  
14 Host Council is encouraged to find a Donor, so that Far West won't have to go out and  
15 purchase the beverages for the weekend, which includes covering the Pool Party on Friday,  
16 Friday Night Silent Auction Welcome, Saturday Lunch, and the Award Banquet on Saturday  
17 night. Beverage donors are invited to attend lunch on Saturday, with their meal being comp'd,  
18 or could be seated at the Head Table on Saturday, with their dinner comp'd.  
19

20 Beverage Donors will receive benefits such as those afforded all our sponsors, including their  
21 banner displayed for the weekend, taking photos with their banner for one of our publications,  
22 and mentioning them in printed materials. They will also receive a Certificate of Participation  
23 at the Awards Banquet.  
24

25 The Host Council is responsible for reaching out to local businesses to garner donated items  
26 for our Travel Expo door prizes on Sunday morning (Higher valued items can go into the  
27 Athletic Scholarship Raffle). The V.P. of Marketing can, and will assist with this, through  
28 connections with annual ski shows and trade shows. Quite often, our Industry Partners will  
29 bring giveaways to place on the table on Sunday at Brunch. ALL donors will be recognized  
30 by Far West in post-convention printed materials.  
31

## 32 **10.0 Silent Auction Guidelines**

### 33 **OVERVIEW:**

34 The duties and responsibilities of the Silent Auction Chair fall into one of these categories:  
35 pre-convention; convention; and post-convention. Most of the pre-convention duties  
36 require coordination with the Convention Chairperson (CC) and/or the VP of Marketing  
37 and Sponsorship (VP).  
38

### 39 **MASTER DATABASE:**

40 Obtain a copy of the prior year's Master Database from the VP. Update Master Database  
41 for current year, from information gathered from communications with industry, ski shows,  
42 referrals, etc. Database is maintained in Excel. Note the column for "type" of company –  
43 used for sorting by "type". Consistently maintain a working copy and a saved copy of  
44 the Master Database.  
45

### 46 **INDUSTRY/EXHIBITOR SAVE-THE-DATE LETTER:**

47 Coordinating with the VP, update the Save-The-Date Letter. Email blast, about late  
48 October/early November, to industry, with Convention Flyer.  
49

# FWSA OPERATIONS MANUAL

## INDUSTRY/EXHIBITOR PACKETS:

Update all materials for Industry/Exhibitor Packet in coordination with the Convention Chairperson and Vice President.

Materials will be produced in PDF format and sent back to you as:

- (1.) Full Industry/Exhibitor Packet (all pages in one PDF document).
- (2.) Individual Industry/Exhibitor Packet pages (each page separately in PDF format).

Materials will be designed and branded for current convention. Webmaster will post all files to website.

## Industry/Exhibitor Packet Includes:

- (i) Convention Flyer
- (ii) Convention Invitation
- (iii) Schedule of Events
- (iv) Travel Expo Industry Instructions
- (v) Optional Activities Listings
- (vi) Donation Form
- (vii) Registration Form
- (viii) Silent Auction Flyer
- (ix) Sponsorship Opportunities

Prepare and send the Industry/Exhibitor Packet. Be selective in which industry names receive these packets - not all need to receive the mailing.

## INDUSTRY/EXHIBITOR EMAIL BLASTS:

Send email blasts to industry each month, highlighting different things of interest about the specific convention. Include links to website for downloading materials. Coordinate with Vice President.

## DONATION FORMS / REGISTRATION FORMS / CERTIFICATE COPIES:

Collect donation forms, registration forms, and copies of certificates. Maintain electronic and paper copies of all these documents. Make sure one person has paper copies and electronic copies and at least two people have electronic copies.

Complete a Donation Checklist Cover Sheet for each company that donates.

Keep together—Donation Checklist Cover Sheet, forms, copies of certificates, all emails/communications.

File alphabetically in an Auction Packages Binder. Update as necessary—as items arrive. Collect/Maintain original certificates in alpha order by company name – in separate folders

# FWSA OPERATIONS MANUAL

(see instructions).

Note that some exhibitors donate more than one package - these become "Package A", "Package B", or "Package C", etc. All certificates and copies must be labeled with correct Package Letter for differentiation.

Communicate/follow up with industry/exhibitors to let them know their paperwork and/or certificates have arrived or not arrived. Follow up for missing items. Follow up on any certificates that deviate from what was stated on Donation Form, or have missing, bad, or conflicting information. Determine the value of all packages – such that it matches up with what the donor is stating. For comparisons, use a variety of methods, including research donor's prior donations and their website. If discrepancies, contact donor for clarification and/or ask for/discuss increase or change in donation value, or re-arranging the donation from multiple to one single donation, or adding more items to bring the value up.

Update the Booth Count document (maintain in Excel for sorting by Region). This document assists with total number of tables needed in Silent Auction room and with Travel Expo regions.

Update the Participant List. Every entity that donates (except restaurants) is listed on this document (regardless of if they attend convention). Keep this updated as it is eventually submitted to the Delegate Book Printing. Be sure company names are spelled correctly – do not use nick names, use abbreviations only when necessary.

Update/maintain Donations Quick List. This is the at-a-glance picture of what has been donated, showing Company Name, Package Description and Value. This is the tracking document until the Bid Program is built. The list is eventually sent to all FWSA board members during last half April, May, and June. Council Presidents utilize the list to send to their Club Presidents.

Update / maintain Master database.

## **CERTIFICATES – ORIGINALS:**

Collect/Maintain original certificates in alpha order by company name – in separate folders. Include one black & white copy of every certificate – stamp "COPY" on the copies (will be used in Accounting Folders).

In early May, prepare envelopes with space for the Package Description. After the room layout has been completed and booth numbers have been determined, label the envelopes with the Booth/Package Number, Package Name, and Package Description.

## **BID PROGRAM – DRAFT:**

For the draft Bid Program, maintain columns for Booth/Package Number, Package Description, Closing Time, Value, Starting Bid, and Minimum Raise. All descriptions must follow same format (list lodging first, then skiing, then amenities, then number of people the package is for, then restrictions/blackout dates/expiration dates). Starting

bids are usually about 1/3 of the stated value. Start bidding lower if package appears overvalued. The Booth/Package Numbers are assigned last.

Finalize and print the Bid Program Final by noon on Friday of Convention.

# FWSA OPERATIONS MANUAL

1  
2 Post-Convention, prepare Bid Program with Final Bids/Payments to show method of  
3 payment and what the final bid payment amount was. This document should match that  
4 of the FWSA Treasurer in payments received.  
5

6 Update Bid Instructions Cover Page for Bid Program. Confirm with CC on number of  
7 closings and closing times, opening bid amounts, and bid increments. Currently, closing  
8 times are 8:15pm (Blue), and 9:30pm (Red). Print enough Bid Instructions Cover Pages  
9 (about 250), in color, to be stapled to the final Bid Program. The 8:15pm closing has  
10 lower valued items – with fewer bid sheet pulls, and 9:30pm closing has higher values.

11 Guideline:

- 12  
13 (i) 8:15 (Blue Folders) 15-35 closings - values up to \$600--\$800  
14 (ii) 9:30 (Red Folders) 35+ closings - values over \$600--\$800  
15

## 16 **BID FOLDERS / BID SHEETS:**

17  
18 Prepare enough Bid Folders for each closing. Prepare 2 sets of File Folder labels with  
19 Booth/Package Number, Name of Package - to attach to Bid Folders and Accounting  
20 Folders. Prepare Bid Sheets with complete package descriptions for every donation  
21 package in silent auction. Affix Bid Sheets to colored Bid Folders. Write in minimum  
22 bid on first line.  
23

## 24 **ACCOUNTING FOLDERS / ACCOUNTING PURCHASE AGREEMENT FORMS:**

25  
26 Prepare Accounting Folders – one for each donation package (manila, 1/3 cut, far right  
27 side). Affix File Folder Label on each Accounting Folder – Booth/Package Number and  
28 Name of Package. Include black & white copy of Certificate (must be stamped with  
29 “COPY” stamper). Purchase Agreement with Package Description (Two copies – one for  
30 Accounting and one for Winner). Payment Pocket (affix payment pockets to inside of  
31 folder, left side, centered).  
32

## 33 **ROOM LAYOUT / BID CLOSING TIME LAYOUT / ELECTRICITY LAYOUT:**

34  
35 Preliminary room layout is prepared by the Convention Chairperson. The preliminary room  
36 layout will show the permanent placement of special tables needed to stay up through the  
37 weekend, where electricity is located, where the podium and stage will be located, and  
38 where the bars and food will be located. When room layout is final with above, review and  
39 number all tables used in the silent auction room (exhibitors, accounting, special tables,  
40 etc.). Using this finalized layout, build the Room Layout Master. When assigning exhibitors  
41 to tables, consider sponsors, geography, special requests, competitors, and flow. Do not  
42 place tour operators next to each other (unless they request). Give preferential treatment  
43 to sponsors. Note who has ordered electricity and where it is in the room. Exhibit/Booth  
44 space is 10 feet wide and 8 feet deep. 4 feet apart. 2 feet of space, plus a 6 foot table,  
45 plus another 2 feet of space = 10 feet.  
46

47 When Room Layout Master is final, create the Bid Closing Times Layouts. Prepare one Bid  
48 Closing Time Layout for each closing time, with appropriate color applied to each booth  
49 closing. Bid runners will use Bid Closing Time Layouts to collect bid sheets. The Bid  
50

51  
52 Closing Time Layouts allow you to see the spread of tables throughout the room for all  
53 closings of a given time (don't want all of one closing time to be all the tables on one side  
54 of the room). Prepare a Room Layout Electricity and give to Convention Chairman—  
55 before the Pre-Convention Meeting.

# FWSA OPERATIONS MANUAL

## BOOTH CLOSING SIGNS & BOOTH NUMBERS:

Review supply of Booth Closing Signs. Make sure you have enough of each color. Review supply of Booth Numbers. Make sure there is one of each booth number and in sequence (#'s 1-100).

## AUCTIONEER:

Invite someone to be the Auctioneer/MC of the Bid Closings. Provide Auctioneer with Bid Program so they can familiarize themselves with content/auction items. Important to announce the Donator of each item. Remind Auctioneer to repeat closing times, to promote bidding. Feed announcements to Auctioneer – such as packages with no bids. Make sure Auctioneer is aware of procedures – refer to the Bid Runner Best Practices document. (prepared by Convention Chairperson).

## BID RUNNERS:

Bid runners for silent auction are critical to the success and integrity of the Bid Sheet closing process. Bid Sheets must be pulled in a very efficient, quick, and consistent manner for all closings. Refer to the Bid Runners Best Practices document (prepared by Convention Chairperson). In December, establish which organization will provide Bid Runners - typically USARC/Adaptive Ski Organizations. Bid runners home organization always gets a table in Silent Auction. A Supervisor is named and oversees the Bid Runners Process. This Supervisor will coordinate with the contact person from the organization and be on site to manage the bid closing process and runners.

Important Supplies: Racing Bibs, Closing Time Layouts, Black Felt Pens.

## ACCOUNTING CHECKOUT:

The Accounting Checkout is set up in four stations. A Supervisor is named and oversees the Auction Accounting Team. Payments are accepted by check, cash, or credit card. FWSA Treasurer sets up the acceptance of credit cards. Refer to Silent Auction Accounting Team Checkout Best Practices (prepared by Convention Chairperson) for specific details related to checkout processes and station duties.

Important Supplies: Paid Stampers, pens.

Station 1: Accounting Folder Pull.

Station 2: Certificate Verification & Purchase Agreement Forms.

Station 3: Payment Processed.

Station 4: Original Certificate Distribution/Pickup.

Only one person (two maximum) should be responsible for distributing original certificates.

## SIGNS:

Take orders at April board meeting from board members/committee members who need signs for their programs and events. One full month is needed to receive orders for signs, prepare a master list of signs to be ordered, submit to sign maker. Each sign is generated from a template. FWSA and Convention logos are consistent on all signs. These signs are affixed to large foam-core boards. Prepare a Sponsorship Sign for each Sponsor (8.5 x 11 size), printed on card stock. Place these signs in stanchions and put on sponsor's Silent Auction tables.

# FWSA OPERATIONS MANUAL

## NAME BADGES / INDUSTRY TOTE BAGS:

Prepare a name badge for each exhibitor signed up to attend Convention. Show first and last name and company name. Affix "Exhibitor" ribbons to each name badge, and "Sponsor" ribbons to those who are sponsors. Name badges are given out at the Thursday afternoon Industry Registration. Give each exhibitor an Industry Tote Bag. As exhibitors arrive, double check if they owe any forms or original certificates.

## DOOR INSTRUCTIONS:

The doors to Silent Auction open at 6:30pm. No one is allowed in the room until the Silent Auction Chairman gives the "OK" to open the doors. Refer to the Silent Auction Door Instructions for specific details on manning the doors for Silent Auction (updated by Convention Chairperson). A host of things happens at the entrance to the event--- Copies of Bid Programs are placed near the door and handed to each incoming guest. An event coupon is collected from each attendee. Walk-Ins are given an event coupon and a drink coupon. VIP's and Guests are handled properly (VIP Coordinator handles).

## PRE-CON MEETING:

If invited, attend the Pre-Con Meeting, hosted by the venue. This meeting is designed for key players from the venue (chef, banquet captains, registration captain, etc.), and FWSA, to meet and review final details of room setup, flow of weekend, etc. (everything we have ordered from the venue to execute our event). The Banquet Event Orders (BEO's ---a list of room set up such as number of chairs and tables, water stations, bar set up, prices for each, extension cords, table cloths, screens, projectors, microphones, food orders, ect. and includes a layout of room) will be reviewed, each page agreed to by both parties. Be sure to discuss any discrepancies, problems, concerns with the Convention Chairman BEFORE the pre-convention starts!! Time is limited in the meeting so pre-discussion of problems/concerns will facilitate for a smoother meeting. At the point of Pre-Con Meeting, BEO's have been carefully reviewed by the Convention Chairman, so that little to no corrections are needed during the meeting.

## TRAVEL EXPO:

Work closely with Travel Expo Chair as to which companies will participate in Travel Expo. Be sure the Travel Expo Chair has the full/correct names of companies. Travel Expo Chair will prepare Industry Signup Sheets based on this Regions List.

## ROOM SETUP / EVENT DAY:

The Convention Chairperson will determine when access can be had to the Silent Auction room. Make sure everything in the room is set to your satisfaction and according to the layout. Ensure that all site lines are appropriate. Make sure isles are set to Fire Code. Make sure to know where all exit doors lead to (in case of emergency). At this point, only small changes can be made (deleting or adding 1-2 tables). Meet with Fire Marshall if venue advises of such and/or be prepared for visit from Fire Marshall.

Place and tape Table Number Signs and Bid Closing Times Signs on each table according to the layout. Organize the tasks that need to be done and work with volunteers to accomplish. As exhibitors arrive, double check if they owe any forms or original certificates. Exhibitors should pick up their own boxes from shipping. Instruct them according to venue rules/instructions. If volunteers can assist with signing

# FWSA OPERATIONS MANUAL

1 for shipments and get boxes to tables, that expedites the work for all. Help exhibitors  
2 who have questions about booth space, shipping/boxes, schedules, etc.

3  
4 Prepare script for the Friday afternoon Exhibitor Meeting.

5  
6 Place Bid Folders/Sheets and Travel Expo Signup Sheets on tables by 6:00pm.

## 7 8 BOARD MEETING REPORTS:

9  
10 Prepare and distribute a Silent Auction/Travel Expo report for every board meeting.

## 11 12 DELEGATE BOOK INDUSTRY MARKETING REPORT:

13  
14 Prepare, in conjunction with VP Marketing, the Industry Marketing Report for the  
15 Delegate Book.

## 16 17 10.1 TIMELINE: Planning Timeline

### 18 19 **OCTOBER**

- 20 ❖ Update/edit industry database.
- 21 ❖ Draft and send the industry/exhibitor save-the-date letter in coordination with the VP of Marketing.

### 22 23 **NOVEMBER**

- 24 ❖ Update/edit industry database.
- 25 ❖ Prepare board report.
- 26 ❖ Update and finalize Silent Auction documents
  - 27 ▪ Purchase Agreement
  - 28 ▪ Bid Sheets – Pages 1 and 2

### 29 30 **DECEMBER**

- 31 ❖ Update industry/exhibitor packets – draft
- 32 ❖ Update/edit industry database.
- 33 ❖ Confirm with Host Council which organization will provide Bid Runners and get contact info.

### 34 35 **JANUARY**

- 36 ❖ Update industry/exhibitor packets – final
- 37 ❖ Update/edit industry database.
- 38 ❖ Send industry/exhibitor packets.
- 39 ❖ Collect & follow up donation forms, certificates, registration forms.
- 40 ❖ Update participant list, update database

### 41 42 **FEBRUARY**

- 43 ❖ Email blast – industry/exhibitor packets have been sent.
- 44 ❖ Collect & follow up donation forms, certificates, registration forms.
- 45 ❖ Update participant list, update database
- 46 ❖ Prepare bid program – draft.
- 47 ❖ Invite bid runners organization.

### 48 49 **MARCH**

- 50 ❖ Collect & follow up donation forms, certificates, registration forms.
- 51 ❖ Email Blast – solicit participation in Convention/Silent Auction, room reserve deadline, etc.
- 52 ❖ Secure Auctioneer
- 53 ❖ Update participant list, update database

# FWSA OPERATIONS MANUAL

- ❖ Prepare bid program – draft.

## APRIL

- ❖ Collect & follow up donation forms, certificates, registration forms.
- ❖ Email Blast – solicit participation in Convention/Silent Auction, room reserve deadline, etc.
- ❖ Order signs
- ❖ Review all supplies for Silent Auction – purchase if necessary.
- ❖ Update participant list, update database.
- ❖ Prepare bid program – draft.
- ❖ Prepare accounting files.
- ❖ Prepare certificate envelopes.
- ❖ Prepare board report.
- ❖ Prepare delegate book Participation List – get deadline from whoever is responsible for printing the delegate books.

## MAY/JUNE – 1 Week Before Convention at latest

- ❖ Collect & Follow up donation forms, certificates, registration forms.
- ❖ Email Blast – solicit participation in Convention/Silent Auction, room reserve deadline, shipping instructions, etc.
- ❖ Finalize bid closings.
- ❖ Finalize bid closing maps.
- ❖ Finalize room layout.
- ❖ Prepare name badges for exhibitors.
- ❖ Prepare bid program – final – print.
- ❖ Prepare accounting files.
- ❖ Prepare certificate envelopes.
- ❖ Prepare bid folders.
- ❖ Prepare bid sheets.
- ❖ Industry meeting script
- ❖ General sessions script

## JULY

- ❖ Prepare Silent Auction files for storage.
- ❖ Councilman, Skier's Guide, and Board Report due
- ❖ Send thank-you messages to industry and special people/volunteers.
- ❖ Update SA Guidelines document
- ❖ Send copy of bid program to FWSA Treasurer.

**AUCTIONEER GUIDELINES (IN PROCESS)**

# FWSA OPERATIONS MANUAL

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**BID RUNNER PROCESS (IN PROCESS)**

# FWSA OPERATIONS MANUAL

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## FORMS

**(NOTE: THESE WILL BE ADDED AT A LATER DATE BUT HERE'S A LIST)**

10.5 Purchase Agreement (2 pages)

10.6 Silent Auction Bid Instructions Cover Sheet (1 page)

10.7 Contact Donor Reminder Labels

10.8 Questions or Problems Labels

# FWSA OPERATIONS MANUAL

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## 87 Annual FWSA Convention 2019

June 13-16, 2019, Hyatt Regency Indian Wells Resort & Spa

### 10.9 Silent Auction & Travel Expo Donation Form



**Due before April 15, 2019**

I would like to participate in the 2019 FWSA Silent Auction & Travel Expo.

**Silent Auction:** Friday, June 14, 6:30pm -- 10:30pm

**Travel Expo:** Saturday, June 15, 8:30am – 10:25am

I require Wi-Fi on  Friday  Saturday

#### Donations

Be sure to list company names(s) to be credited with each donation.

(1) Donation Package \_\_\_\_\_

(2) Donation Package \_\_\_\_\_

(3) Donation Package \_\_\_\_\_

(Optional) Travel Expo Door Prize Donation \_\_\_\_\_  
\_\_\_\_\_

#### Company Information

(1) Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Website \_\_\_\_\_ Phone \_\_\_\_\_

Signature \_\_\_\_\_ Print Name \_\_\_\_\_

(2) Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

#### Certificates

- o Certificates are enclosed.
- o Certificates will be sent before April 15, 2019.

#### Exhibit Space

Exhibit space, 8'x10' with one table and two chairs, is reserved by donating \$1,600 in value of

ski/travel /hardgood package(s).

#### Donation Values

(1) Donation Value \$-----

(2) Donation Value \$-----

(3) Donation Value \$-----

Total Value \$-----

**The total value of the combined donations must be a minimum of \$1,600.**

**Please return this Completed Form to Far West Ski Association before April 15, 2019 at:**

Far West Ski Association  
3021 NE 72nd Dr., Suite #9, Box #207  
Vancouver, WA 98661

#### Information

Jeannine Davis

# FWSA OPERATIONS MANUAL

## 11.0 Travel Expo

### **PURPOSE OF PROGRAM:**

Travel Expo serves snow sports club members and the recreational industry.

The main purpose of Travel Expo is to connect club members and recreational industry for planning trips to resorts and destinations around the world.

Travel Expo is an “experience”, that is sold to the industry for facilitating the opportunity for access to club members.

FWSA has engaged in an obligation to provide access to club members.

### **PROGRAM IMPLEMENTATION:**

The Travel Expo program is implemented by coordinating industry representatives and club members to meet in pre-planned appointments for mutual discussion about travel resorts and destinations and club travel needs and desires.

### **PROGRAM EVALUATION:**

Program evaluation for Travel Expo is accomplished by analyzing year-to-year data of how many industry reps attend Travel Expo and how many club members attend Travel Expo.

Total number of club members attending should also be compared to total number of Convention attendees, since Travel Expo is only available to those who attend Convention in person.

All industry and club members are provided a survey for providing feedback for improving Travel Expo.

## 12.0 Leadership Academy; Publi Affairs Panels; Speakers (in progress)

## 13.0 Settin up Business Events (in progress—need introduction section)

### 13.1 SAMPLE SCRIPTS -- CONVENTION GENERAL SESSION MEETINGS

81st FWSA Annual Convention  
Reno,, NV.....June 8-9, 2013

#### SATURDAY, June 8, 2013

#### **GENERAL SESSION**

**Call to Order – 8:00 am.....Randy Lew**

**Introduce Michael Green of Mammoth Mountain Ski Area who sponsored the Continental Breakfast**



# FWSA OPERATIONS MANUAL

1	President	Gloria Raminha, Linda Scott
2	Trustee	Steve Coxen
3	Trustee	Jane Wyckoff
4	Secretary	Wanda Ross
5	Treasurer	Linda Coxen
6	VP Council Services	Jo Simpson
7	VP Public Affairs	Mike Sanford
8	VP NA Travel	Nancy Ellis
9	VP Communications	James Nachber

10  
11 Treasurer's Report.....Linda Coxen

12  
13  
14 **Introduce Jane to introduce Grand Sierra Resort & Bay Area Snowsports Council**

15  
16 **Introduce Travis Weber & Todd Campbell of Taos Ski Valley who sponsored the Brunch**

## 17 18 BRUNCH

19	Charities Award	Sigrid Noack
20	Club/Council Communication Awards	Crissymarie King
21	Club History Award	John Watson

22  
23  
24 President's Report.....Randy Lew

### 25 Accomplishments:

26 Athletic Scholarship Program – Dick Shawkey, \$11,925 16 racers

27 Aspen/Snowmass Ski Week (516) – Gloria Raminha

28 Mt Bachelor mini ski trip – Fran Long / Gloria Raminha

29 Innsbruck (86) – Debbie Stewart

30 Communication Awards – Crissymarie King (new digital award)

31 Economy – financial model, industry changes

32 Value marketing for travel programs

33 4 conventions !! proposals for 2016 & 2017, RFP for 2018

34 Press Releases – 17

35 Continued building of relationships with our Industry Partners

36 Strong US Ski Team relationship – donation to Athletic Scholarship

### 37 38 Challenges in the Future:

39 Convention location – affordable cost of lodging and necessary  
40 meeting space requirements

41 Generational communication

42 Funding the organization

43  
44 Norm Azevedo, Barbara Bryant, Ken Calkins, Lynnell Calkins, Ray Craig,  
45 Karen Davis, Nancy Kelly, Cindy Krupp

46  
47 Dino – elected FWSA Treasurer in 1990 – 23 years on BOT or BOT

48  
49 Tax methodology saved \$150k since 2001 IRS audit

**(Green= changes I made for clarity.)**

50 Convention sponsorships increase from \$6,100 av to \$15,800 av 260%

51 Athletic Scholarships increase from \$2,400 av to 9,900 av 408%

52 Press Releases increase from 3 av to 14 av

53 Incr of \$31k in Equity from \$229K in 2006 to 260 in 2013

54 \$59K in Athletic Scholarships

55 Worse US economy since the depression

# FWSA OPERATIONS MANUAL

1		
2	<b>Board of Trustees Report.....</b>	<b>Linda Westlund</b>
3		
4	<b>Industry Sponsorship/Silent Auction.....</b>	<b>Debbi Kor / Mary Olhausen</b>
5		
6	<b>FWSA 2014 Convention Report.....</b>	<b>Jane Wyckoff / Mary Olhausen</b>
7		
8	<b>FWSA Officers' Reports.....</b>	<b>FWSA VP's</b>
9	<b>VP Communications</b>	<b>Linda Scott</b>
10	<b>VP Council Services</b>	<b>Eileen Sanford</b>
11	<b>VP Marketing/Sponsorship</b>	<b>Debbi Kor</b>
12	<b>VP Membership</b>	<b>Mary Azevedo</b>
13	<b>VP Public Affairs</b>	<b>Scott Bowker</b>
14	<b>VP NA Travel</b>	<b>Gloria Raminha</b>
15	<b>VP International Travel</b>	<b>Debbie Stewart</b>
16		
17	<b>FWRA President Report.....</b>	<b>Bob Ellis</b>
18		
19	<b>FWSA Committee Reports.....</b>	<b>Committee Chairs</b>
20	<b>Athletic Scholarship</b>	<b>Dick Shawkey</b>
21	<b>Awards</b>	<b>Catherine Ohl</b>
22	<b>Charities</b>	<b>Sigrid Noack</b>
23	<b>Councils MWOY</b>	<b>Donn Bryant</b>
24	<b>Councils Communications Awards</b>	<b>Crissymarie King</b>
25	<b>Snowsports Leadership Academy</b>	<b>Mary Azevedo</b>
26	<b>Youth/Family Involvement</b>	<b>Fran Long</b>
27		
28	<b>Old Business.....</b>	<b>Randy Lew</b>
29		
30	<b>New Business.....</b>	<b>Randy Lew</b>
31		
32	<b>Introduction of Newly Elected Officers and Trustees.....</b>	<b>Randy Lew</b>
33		
34	<b>Adjournment.....</b>	<b>FWSA President</b>

**END of SCRIPTS SAMPLE CONVENTION GENERAL SESSION MEETINGS**

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# FWSA OPERATIONS MANUAL

## 13.2 SAMPLE SCRIPTS – CONVENTION LUNCHEON SESSION MEETINGS

FWSA Convention – Reno, NV, June 8, 2013  
12:30 – 2:30 PM–SAMPLE  
(Includes Celebrity Presentation 1:30 pm to 2:30 pm)

Speaker	Description	Time
	Vail Resorts video playing – 12:15 PM – 12:30 PM	
Randy Lew	Randy Lew opens Luncheon and serves as MC. Randy welcomes delegates, ski industry partners and special guests. Randy introduces Mike Sanford to introduce all special guests and VIPs	1 min
Mike Sanford	Mike introduces all special guests & VIPs: Billy Kidd, Wayne Wong, Candace Cable, Dave Ludwig founder of Hope on the Slopes, Bill Dunkleberger from US Forest Service, Val Rios from 10th Mountain Division, Doug Pringle from DSUSA, Kayleigh MacGregor the LAC Athletic Scholarship recipient, Bob Wilbanks from National Ski Club Newsletter, and Joe Harvis from National Ski Council Federation.. Mike then introduces Mary Olhausen	3 min
Mary Olhausen	Mary recognizes the industry for their participation in the Silent Auction and asks the industry rep's to stand for a round of applause. Mary introduces Luncheon Sponsor – Andrew Kwang & Jennifer Van Gilder, Vail Resorts	2 min
Andrew Kwang Jennifer Van Gilder	Andrew Kwang welcomes the Convention delegates to Reno and gives short talk. Mary returns to the microphone and introduces Debbi Kor, FWSA VP of Marketing.	5 min
Debbi Kor	Debbi recognizes all convention sponsors including Wyle, Great Basin Brewing Company (beer), Whistler/Blackcomb & Coast Blackcomb Suites & The Fairmont Hotel & Resorts (beer service). Debbi explains the Program Sponsorships. Whitefish Mountain Resort, Grouse Mountain Lodge, and Schure Sports USA sponsorship of Athletic Scholarship Program and Big White sponsorship of Councils' Man & Woman of the Year. Debbi also mentions Steamboat sponsorship of Western Ski Heritage Award and Aspen sponsorship of Safety Person of the Year Award. Debbi will give a brief thank you to all the donors of prizes. Debbi will introduce Andrew Kwang from Beaver Creek (Vail Resorts) to draw the Grand Prize for the Travel Expo. Debbi explains how prizes will be distributed. Debbi hands the microphone back to Randy	4 min
Gloria Raminha	Randy & Gloria recognize Aspen / Snowmass and Mary Manning for FWSA 2013 Ski Week. Gloria then announces 2014 Beaver Creek Ski Week and 2014 Snowbasin/Davis Area CVB Mini Trip.	2 min
Randy Lew	Randy introduces Donn Bryant, Chairman of Councils' Man & Woman of the Year Program.	1 min
Donn Bryant	Donn introduces Jim Loyd from Big White sponsor of the Councils' Man & Woman of the Year Program.	1 min
Jim Loyd	Jim Loyd discusses sponsorship of the Councils' Man & Woman of the Year Award and gives a short speech. Jim turns the microphone back to Donn Bryant.	3 min
Donn Bryant	Donn explains the procedures for the Man and Woman of the Year Contest and introduces each honoree. As introduced each approaches the front of the room by the podium.	8 min

# FWSA OPERATIONS MANUAL

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3	Powerpoint	Donn asks all judges to stand. Donn concludes the introductions explaining the winner	
4	presentation	will be announced at the Awards Banquet. Donn turns the microphone back to Randy.	
5			
6	Crissymarie King	Randy introduces Crissymarie King, Communication Awards Chairperson who will	4 min
7	Powerpoint	read the recipients of the Club/Council Communication Awards which will be presented	
8	presentation	on Sunday.	
9			
10			
11	Woody Hogan	Randy introduces Woody Hogan & Bob Ellis, Golf Tournament Chairman and	1 min
12	Powerpoint	Barbara Blasé Barbara speaks and gives microphone back to Charlie.	
13	presentation		
14			
15	Woody Hogan	Woody mentions Bay Area Snowsports Council, Los Angeles Council, Northwest	5 min
16	Barbara Blasé	Council, Orange Council & San Diego Council as sponsors of the Golf Tournament	
17		and asks Presidents to stand. Barbara presents winners who have pictures taken	
18		with VIPs. Woody gives the microphone back to Randy who introduces Jane Wyckoff.	
19			
20	Jane Wyckoff	Jane presents certificate to the Grand Sierra Resort	1 min
21			
22	Dennis Heffley	Randy introduces Dennis Heffley who will present donation to Doug Pringle from	1 min
23	Doug Pringle	Disabled Sports USA	
24			
25	John Watson	Randy introduces John Watson to present the Western Ski Heritage Award sponsored	3 min
26	Billy Kidd	by Steamboat Ski & Resort Corporation	
27			
28	Randy Lew	Randy Lew recognizes Dennis Heffley & Cathy Wilson for Bay Area Snow Sports	1 min
29		Council Convention leadership.	
30			
31	Dennis Heffley	Dennis introduces Bay Area Snow Sports Council Convention Committee then gives	3 min
32		microphone to Randy.	
33			
34	Kayleigh	Randy introduces Kayleigh MacGregor, LAC Athletic Scholarship recipient. Kayleigh	3 min
35	MacGregor	speaks.	
36			
37	Randy Lew	Randy introduces Dick Shawkey, Chair of the Athletic Scholarship Program.	1 min
38			
39	Dick Shawkey	Dick talks briefly about the Athletic Scholarship program then introduces Harry	4 min
40	Harry Davis	Davis & Jason Forrest from Whitefish Mountain Resort	
41	Jason Forest		
42			
43	Harry Davis	Harry Davis will auction the Whitefish Mountain Resort & Grouse Mountain Lodge	7 min
44		Athletic Scholarship packages with Jason Forrest from Whitefish Mountain Resort	
45			
46	Randy Lew	Randy closes luncheon	Total 64 min
47			
48	Randy Lew	Randy introduces Celebrity Presentation Sponsors Drew Jackson from Mt Bachelor	6 min
49	Drew Jackson	and Peter Korstad from Sunriver Resorts	
50	Peter Korstad		
51			
52	Randy Lew	Randy introduces Candace Cable.	45 min
53	Candace Cable		
54	<b><u>END – SAMPLE SCRIPTS – CONVENTION LUNCHEON SESSION MEETINGS</u></b>		
55			
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# FWSA OPERATIONS MANUAL

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## 13.3 SAMPLE SCRIPTS -- AWARDS BANQUET SCRIPT--SAMPLE

81<sup>st</sup> Annual FWSA Convention  
AWARDS BANQUET SCRIPT--SAMPLE  
Reno, NV, June 8, 2013

Time	Person at Microphone	Activity	Award Presenter In Front
6:50 pm	Dennis Heffley	Welcome to the 81 <sup>st</sup> Annual FWSA Convention & asks everyone to be seated.	
7:00 pm	Dennis Heffley	Final call to find a seat – <b>Dennis Heffley, Bay Area Snow Sports Council President</b> , welcomes everyone and introduces FWSA President <b>Randy Lew</b> .	
7:05 pm	Randy Lew	<b>Randy</b> welcomes everyone and introduces all past presidents <b>Steve Coxen, Harry Davis, Mike Sanford, John Watson, and Jane Wyckoff</b> . <b>Randy</b> turns the microphone over to <b>John Watson</b> .	
7:06 pm	John Watson	<b>John</b> presents the Skier's Prayer and tribute to skiers who have passed on. <b>John</b> gives the microphone back to <b>Randy</b> .	
7:09 pm	Randy Lew	<b>Randy</b> introduces the Head Table (Left to Right) <b>Billy Kidd from Steamboat</b> both Western Ski Heritage & Pub Crawl sponsor; <b>Wayne Wong &amp; Karen Wong original hot-dog skier and US Ski Hall of Fame inductee</b> , <b>Mary Manning from Aspen</b> Safety POY sponsor, <b>Jim Loyd from Big White</b> Councils MWOY sponsor, <b>Mike Hibbard from Sports America</b> , wine sponsor and <b>Patrick Rothe from Telluride and Bob McErlean from Holiday Ski Tours</b> band sponsors	
7:12 pm	Randy Lew	<b>Randy</b> , who introduces <b>Debbi Kor, FWSA VP of Marketing &amp; Sponsorship</b>	
7:13 pm	Debbi Kor	<b>Debbi</b> announces 5, 10, 15, 20 and 25 year Silent Auction Participant Certificates. <b>Debbi</b> introduces <b>Jane Wyckoff</b> . <b>Randy</b>	Mary Olhausen
7:25 pm	Jane Wyckoff	<b>Jane</b> then announces <b>Sponsor Certificates</b> . <b>Jane</b> gives microphone back to <b>Randy</b>	Debbi Kor
7:34 pm	Randy Lew	<b>Randy</b> introduces special guests, <b>Dave Ludwig (Hope on the Slopes), Candace Cable (former US Paralympian Alpine &amp; Nordic), Bill Clark (Director Auburn Ski Club Training &amp; Western Skisports Museum), Doug Pringle (President of DSUSA Far West Division), Val Rios (10<sup>th</sup> Mountain Division), Kayleigh MacGregor (LAC scholarship recipient), Lila Lipanja (FWSA scholarship recipient), Sylas Wright (sports editor for the Sierra Sun), Bob Wilbanks (National Ski Club Newsletter) and Joe Harvis (National Ski Council Federation)</b> .	
7:36	Lila Lipanja	<b>Randy</b> introduces <b>Lila Lipanja</b> . <b>Lila</b> briefly speaks	
7:39 pm	Donn Bryant Jim Loyd	<b>Randy</b> recognizes <b>Donn Bryant</b> as coordinator of <b>Councils' Man &amp; Woman of the Year Awards</b> and <b>Randy</b> asks the sponsor, <b>Jim Loyd from Big White</b> , to come forward to present the award. <b>Donn</b> introduces all nominees and then announces the <b>Councils' Man &amp; Woman of the Year</b> (Jim has proceeded to floor for presentation).	Jim Loyd Donn Bryant
7:50 pm	Bob Ellis	<b>Randy introduces Bob Ellis, FWRA President</b> . <b>Bob</b> announces the <b>Joe Ross Memorial Club Championship Trophy, Roma McCoy Award</b> . and asks ?? to come forward to present the <b>Terry Smith Award</b> . Afterward <b>Bob</b> hands the microphone over to <b>Randy</b> .	Nancy Ellis
7:55 pm	Mike Sanford Richard Lubin Mary Manning	<b>Randy</b> introduces <b>Mike Sanford &amp; Richard Lubin</b> , Chairman of the FWSA Safety Program), for the presentation of the Safety Award. Richard explains the origin of the Safety Award and asks <b>Mary Manning of Aspen Ski Corp</b> ,	Richard Lubin

# FWSA OPERATIONS MANUAL

		Safety Award Sponsor. Mike will announce the winner and Mary will present the certificate to the winner.	Mary Manning
8:00 pm	Randy Lew	<b>Randy</b> introduces <b>Steve Coxen</b> FWSA Awards Host	
8:01 pm	Steve Coxen	<b>Steve</b> explains the FWSA Awards program	
8:03 pm	Steve Coxen	<b>Steve</b> announces the recipient of the <b>Bill Berry Award</b> .	Randy Lew
8:07 pm	Steve Coxen	<b>Steve</b> announces the recipient of the <b>Warren Miller Award</b> . Afterward <b>Steve</b> hands the microphone to <b>Randy Lew</b> .	Randy Lew
8:11 pm	Randy Lew	<b>Randy</b> announces the recipients of the <b>President's Award</b> to <b>TL, MS</b> and <b>??</b> . Afterward <b>Randy</b> hands the microphone to <b>Steve Coxen</b> .	Randy Lew
8:17 pm	Steve Coxen	<b>Steve</b> announces the recipient of the <b>Jordan-Reily Award</b> .	Randy Lew
8:18 pm	Steve Coxen	<b>Steve</b> announces the recipient of the <b>Jimmie Huega Award</b> . Steve then asks <b>Candace Cable to present the award</b> to speak about Jimmie	Candace Cable
8:25 pm	Steve Coxen	<b>Steve</b> announces the recipient of the <b>Tommi Tyndall Award</b> .	Randy Lew
8:29 pm	Steve Coxen	<b>Steve asks all prior recipients of the Bill Mackey Award to stand</b> . <b>Steve</b> then announces the recipient of the <b>Bill Mackey Award</b> .	Randy Lew
8:33 pm	Steve Coxen	<b>Steve asks all prior recipients of the Elizabeth "Schatzi" Wood Award to stand</b> . <b>Steve</b> then announces the recipient of the <b>Elizabeth "Schatzi" Wood Award</b> .	Randy Lew
8:37 pm	Steve Coxen	<b>Steve asks all prior recipients of the J. Stanley Mullin Award to stand</b> . <b>Steve</b> then announces the recipient of the <b>J. Stanley Mullin Award</b> .	Randy Lew
8:41 pm	Steve Coxen	<b>Steve asks all prior recipients of the Hans Georg Award to stand</b> . <b>Steve</b> then announces the recipient of the <b>Hans Georg Award</b> . <b>Steve</b> then introduces and gives the microphone to <b>John Watson</b>	Randy Lew
8:45 pm	John Watson	<b>John</b> announces the recipient of the <b>Snowsports Builder Awards</b> . Afterward <b>John</b> hands the microphone back to <b>Steve Coxen</b> .	Randy Lew
8:58 pm	Steve Coxen	<b>Steve</b> congratulates all the winners and hands the microphone over to <b>Randy</b> .	
8:59 pm	Randy Lew	<b>Randy</b> asks industry partners to stand and recognizes them. Then mentions industry friends Blue Eyes, Schnied, Flick, MB, Patrick, Bangster, Manning	
9:02 Pm	Mike Sanford	<b>Mike</b> has industry & RKL rap	
9:05 pm	Randy Lew Bob McErlean Patrick Rothe	<b>Randy</b> calls <b>Bob McErlean from Holiday Ski Tours</b> and <b>Patrick Rothe from Telluride Ski &amp; Golf</b> the podium. <b>Randy</b> wishes everyone a good evening and <b>Bob &amp; Patrick</b> introduces the band <b>One Track Mind</b> .	

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# FWSA OPERATIONS MANUAL

## 14.0 CONVENTION PHOTOGRAPHER

The Host Council is in charge of securing a professional photographer for the Convention. The photographer is needed for events and activities on Friday and Saturday evenings, for a total of approximately 10 hours of work. The photographer may be compensated for 1 night's lodging, at Convention Rate, as well as lunch and dinner on Saturday.

A "scribe" is assigned to work with the photographer for the Silent Auction on Friday Night, as well as the Banquet on Saturday. The Scribe should be someone who is familiar with the Industry Partners, in order to identify those whose photos are being taken, according to the Photographer's Schedule.

Those events and activities that the photographer should make themselves available for include:

Friday: Golf Tournament  
 Pool Party  
 Silent Auction.

Saturday: Continental Breakfast  
 Travel Expo  
 Public Affairs Sessions - morning and afternoon  
 Snowsports Leadership Academy Sessions – morning and afternoon sessions  
 Luncheon and Keynote Speaker  
 Awards Banquet

## 14.1 Photo Schedule—Sample

Time	Location	Activity	Photo Subjects	Contact	Photo #	Prof Photo	Hours
<b>Friday</b>							
12:00PM - 1:30 PM	Quail Hollow Golf Course	<b>Golf Tournament</b>	Golfers; Award Winners	Vince Zappy		Yes	1.50
		Hole Sponsors	Group				
3:30 PM - 4:00 PM	110 A	<b>Convention 101</b>	Group	Jane Gutierrez		Yes	0.25
5:00 PM - 6:15 PM	The Grove Plaza	<b>Fountain Party</b>	Group	Michael Bouton		Yes	1.50
		Bogus Basin Mtn. Recreation Area	Susan Saad, Brad Wilson				
		Jackson Hole Mountain Resort	Shawn Daus				
		Commercial Tire	Brad Hansen				
6:45PM to 8:00 PM	Forum	<b>Silent Auction &amp; Snowsports Trade Show</b>	Exhibitors Pics of Crowded Booths	Jeannine Davis		Yes	1.25
		Aspen Skiing Co./Snowmas s Tourism	Mary Manning/Karla Baker				

# FWSA OPERATIONS MANUAL

		Sun Valley Resort	Kevin Bracken				
		Telluride Ski Resort	Ryan Dohnal				

**Saturday**

<b>11:30 AM to 12:00 PM</b>	120 A-B	Panel Sessions	Snowsports Leadership Academy	Jane Gutierrez		Yes	0.50
	110 A-B	Panel Sessions	Public Affairs	Mike Sanford			

<b>12:30PM to 1:30PM</b>	Forum	<b>Awards Luncheon</b>	FWSA President - Steve Coxen	Steve Coxen		Yes	1.00
		Celebrities	Various	Steve Coxen			
		Silent Auction	Jeannine Davis	Jeannine Davis			
		Sponsors	Debbi Kor	Debbi Kor			
		Sponsor - Vail Resorts	Andrew Kwang / David Bessette	Debbi Kor			

		Sponsor - Ski.Com	Gloria Saiya-Wood				
		Sponsor - Copper Mountain	not in attendance				
		Sponsor - Big Sky Resort	Josh Pelczar				
		Sponsor - Sports America	Mike Hibbard / Gretchen Muller				
		Travel Expo Drawing	Fran Long	Fran Long			
		Sponsor - Vail Resorts	Andrew Kwang	Fran Long			
		Councils' MWOY Recognition Program	Gene Fulkerson & Honorees	Gene Fulkerson			
		Sponsor - Big White/Silver Star	Katie Balkwill				
		Golf Tournament Announcement	Vince Zappy	Vince Zappy			
		The Grove Hotel/Boise Center	Jane Wyckoff/Kathy Schofield/Stacie Adams	Jane Wyckoff			
		College of Idaho Ski Team	Present Check to ????	Michael Bouton			
		History - Western Ski Heritage Award	Mike Sanford / Winner	Mike Sanford			
		Sponsor - Steamboat	Billy Kidd / Larry Young/April Bruder	Mike Sanford			
		Safety Award	Richard Lubin / Winner	Mike Sanford			
		Sponsor - Telluride & Mt	Ryan Dohnal	Mike Sanford			

# FWSA OPERATIONS MANUAL

		Lodge Telluride					
		Athletic Scholarship Raffle	David Krupp	David Krupp			
		Sponsor - Whitefish Mountain Resort &	Brant Giovanetti	David Krupp			
		Grouse Mountain Lodge	not in attendance				
1:30PM to 2:30PM	Grand Ballroom 100 B-E	<b>Keynote Speaker</b>	Charlie Linville	Michael Bouton		Yes	1.00
		Sponsor - Bike Tours	Brittany Williamson/Matt Lesperance	Debbi Kor			
3:00PM to 4:00PM	120 A-B	Panel Sessions	Snowsports Leadership Academy	Jane Gutierrez		Yes	1.00
	110 A-B	Panel Sessions	Public Affairs	Mike Sanford			
4:45 PM to 5:15 PM		<b>Council Caucuses</b>				Yes	0.50
	110 C-D	Intermountain / Northwest / Direct Members	Group / Election Candidates	Paul Markowitz / Colleen Stroeder			
	120 A-B	BAC / Central / Sierra	Group / Election Candidates	Paul Vlasveld / Fran Long / Jo Simpson			
	110 A-B	LAC / Orange / San Diego / Arizona	Group / Election Candidates	David Krupp / Sheila Van Guilder / Chris Gill / Arleigh Meiners			
			<b>Candidate Photos</b>				
			President	Steve Coxen			
			Secretary	Sheri Parshall			
			Treasurer	Randy Lew			
			Trustees	Jane Wyckoff			
				Tom Bundgard			
		VP North American Travel	Nancy Ellis				
		VP of Councils	Jo Simpson				
		VP of Public Affairs	Paula Hazzard				

# FWSA OPERATIONS MANUAL

**Saturday**

6:45PM to 7:00 PM	Grand Ballroom 100 B-E	Cocktail Party	Casual Pictures	Jane Wyckoff		Yes	2.75
7:00PM to 9:30 PM	Grand Ballroom 100 B-E	<b>Awards Banquet Dinner Dance</b>					
		Head Table	President	Steve Coxen			
		Skiers Prayer					
		Sponsors - Idaho Ski Area Association, Ski Banff-Lake Louise-Sunshine, Fairmont Banff Springs, SkiGroup.net, Payette Brewing Company, Proletariat Wine Company	Jared Montague - ISAA / Megan Shafer - Ski Banff-Lake Louise-Sunshine / Sandy Gaudette & Stphen Hall - Ski Group.Net / ?? Payette and Proletariat	Debbi Kor			
		5 yr Silent Auction Participant Certificates	Jeannine Davis & Winners	Jeannine Davis			
		10 yr Silent Auction Participant Certificates	Jeannine Davis & Winners	Jeannine Davis			
		15 yr Silent Auction Participant Certificates	Jeannine Davis & Winners	Jeannine Davis			
		25 yr Silent Auction Participant Certificates	Jeannine Davis & Winners	Jeannine Davis			
		30 yr Silent Auction Participant Certificates	Jeannine Davis & Winners	Jeannine Davis			
		Sponsor Certificates	Debbi Kor & Sponsors	Debbi Kor			
		Councils' Man & Woman of the Year	Group Photo	Gene Fulkerson			
			Councils' MWOY Winners				
		Sponsor - Big White	Katie Balkwill	Gene Fulkerson			
		Roma McCoy Award	Bob Ellis & Recipient	Bob Ellis			
		Terry Smith Award	Bob Ellis & Recipient	Bob Ellis			
		Major Awards MC	Todd Hood	Todd Hood			
		Bill Berry Awards	Steve Coxen & Recipients	Steve Coxen			

# FWSA OPERATIONS MANUAL

		Warren Miller Award	Steve Coxen & Recipient	Steve Coxen			
		Presidents Awards	Steve Coxen & Recipients	Steve Coxen			
		Jimmie Heuga Award	Steve Coxen & Recipient	Steve Coxen			
		Jordan-Reily Award	Steve Coxen & Recipient	Steve Coxen			
		Tommi Tyndall Award	Steve Coxen & Recipient	Steve Coxen			
		Bill Mackey Award	Steve Coxen & Recipient	Steve Coxen			
		Snowsports Builder Award - Bob Greenwood	Randy Lew / Bob Greenwood	Steve Coxen			
		Snowsports Builder Award - Nancy Ingalsbee	John Watson & Jimmie Nunn	Steve Coxen			
		Elizabeth "Schatzi" Wood Award	Karen James & Recipient	Steve Coxen			
		J. Stanley Mullin Award	George Kish & Recipient	Steve Coxen			
		Hans Georg Award	Debbi Kor & Recipient	Steve Coxen			
		<b>Post Awards Banquet</b>					
		FWSA Presidents	Group Photo of President & Past Presidents - Steve Coxen, Randy Lew, Mike Sanford, Jane Wyckoff	Steve Coxen			
		All Past Hans Georg Award Recipients	Group Photo	Steve Coxen			
		All Past Elizabeth "Schatzi" Wood Award Recipients	Group Photo	Steve Coxen			
		All Past J. Stanley Mullin Award Recipients	Group Photo	Steve Coxen			
		Other Award Groups	Group Photo	Steve Coxen			
		Dancing	Various				
		Please take pictures of these individuals sometime during the Convention.					
			President	Steve Coxen			
			Secretary	Sheri Parshall			
			Treasurer	Randy Lew			
			VP Communications	Cindy Krupp			

# FWSA OPERATIONS MANUAL

			VP Council Services	Jo Simpson			
			VP Public Affairs	Mike Sanford			
			VP Membership	Jane Gutierrez			
			VP Racing	Bob Ellis			
			VP North American Travel	Nancy Ellis			
			VP International Travel	Debbie Stewart			
			VP Marketing/Sponsorships	Debbi Kor			
			Trustee Chairperson	Gloria Raminha			
			Trustee	Tom Bundgard			
			Trustee & Convention Chair	Jane Wyckoff			
			Athletic Scholarship Chair	David Krupp			
			Awards Chair & Website	Catherine Ohl			
			Charities Chair	Sigrid Noack			
			Councils MWOY Chair	Gene Fulkerson			
			Marketing Media Coordinator	George Stewart			
			Safety Chair	Richard Lubin			
			Skiers Guide Editor	Leigh Gieringer			
			Silent Auction Chair	Jeannine Davis			
			Tax Advisor	John Reinhardt			

Sunday-

Volunteer, not Professional Photographer

7:00AM to 8:00AM	FWSA Suite	<b>Eye Opener Party</b>				No	
9:00 AM to 12:00 PM	Golden Ballroom	<b>Business Meetings</b>					
		Sponsor - Brundage Mountain Resort	Michael Hayes				
		Elections	Group Photo	Jane Wyckoff			
			2017 Convention Host Committee	Mike Bouton			

# FWSA OPERATIONS MANUAL

		2018 Bay Area Council Skit	Paul Vlasveld			
	Awards	Outstanding Club & Council Awards	Jo Simpson			
		Charity Award	Sigrid Noack			
		Club History Awards				
		Outgoing BOD				
		Incoming BOD				

<b>Total Hours</b>	<b>11.25</b>
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# FWSA OPERATIONS MANUAL

## Far West Ski Association Exemption to Use Participant Photographs for Promotional Purposes



I, \_\_\_\_\_  
(Print Full Name)

do not grant permission for Far West Ski Association to use pictures of me taken at  
\_\_\_\_\_  
(Name of FWSA Event and Dates of Event)

for FWSA presentations, website, or promotional purposes of the Far West Ski Association. It is my responsibility to inform individuals taking my picture at the above noted event that I have an exemption on file regarding use of my photographs.

Signature of Participant \_\_\_\_\_

Date \_\_\_\_\_

FWSA 11/8/15

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### 14.2 Photo Exemption Form

# FWSA OPERATIONS MANUAL

## 15.0 FWSA CONVENTION CREDENTIAL AND VOTING PROCEDURES

### A. Convention Credential Procedures

1. The Convention Registrar must provide the following to the V.P. of Membership as soon as possible after registration closes:
  - Copy of final and complete delegate registry master list sorted alphabetically by Club.
  - All Club delegate master sheets.
  - A copy of a Club roster (names only) attached to the delegate sheet.
2. The Convention Registrar must provide 2 sets of printouts of Delegates printed alphabetically BY NAME in groups A-E, F-J, etc., for use on Sunday when handing out ballots. One set is for the tables and one set is the master list to be retained by the V.P. of Membership. (see "Materials Needed")
3. The V.P. of Membership needs to COMPARE ALL DELEGATES listed on the master registry to Club delegate lists and rosters. All registered delegates must show on the master delegate sheet submitted by the Club, as well as the Club roster. Club delegates who are not on their Club roster are not eligible to vote (per FWSA Bylaws). Changes made during registration (e.g., making a non -delegate a delegate because another delegate couldn't come) are allowed if the new/revised delegates are on the Club roster.
4. RECOMMENDATION: Clubs may NOT revise the delegate list after 10 p.m. on Saturday night preceding election. (This used to be allowed in the past until the business meeting started and wreaked havoc with the delegate count).
5. The V.P. of Membership is to advise the FWSA President and Board of Trustees Chairperson of the actual number of voting delegates at the start of the business meeting. An estimate of delegates should be given if additional time has been allowed for delegate changes such that an exact count may not be available.

### B. Materials Needed for the Election

1. Registration sheets divided into 5 or 6 manageable alphabetical groups to check off when ballots have been distributed. These should be placed on the head tables.
2. Signage ("A-F", etc.) so people know where to go to pick up their ballots.
3. Ballots: Make packets of 10 "ballots" with each ballot a different color. Ballots should be about the size of a business card. Prepare enough ballots for the number of "voting" delegates as well as about 25 extras.
4. Supplies: 15—20 pens; stapler; extra ballots
5. Delegates are required to show their credentials to pick up their ballots. Report any problems/complaints to the FWSA President.
6. It's important to count ALL ballots in a close election to make sure that the number of ballots turned in does not exceed the number of voting delegates.

# FWSA OPERATIONS MANUAL

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7. Request 5-8 volunteers to help collect, and count ballots. Staple 10 ballots together for easy counting. Ballots should be retained in case of disputes and until the meeting is adjourned.

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# Chapter Three (3)

# FWSA OPERATIONS MANUAL

## Chapter 3

### TRAVEL

#### NORTH AMERICAN TRAVEL TIMELINE:

Month	Task	Who
<b>May</b>	Seller of Travel Renewal due by May 4th annually	VP NA Travel
	Ski Week Proposals due (for Convention Bid Presentation)	VP NA Travel
	Mini Trip and Adventure Trip Proposals due	VP NA Travel
<b>June</b>	Convention--Bid Presentations (plan and in charge of bid process)	VP NA Travel
	Convention--Silent Auction--NA Travel Display	VP NA Travel
	Convention --Travel Expo Participant--NA Trips	VP NA Travel
	Convention--luncheon presentation--acknowledge ski week/mini trip industry partners	VP NA Travel
	Trip Leader Trainings	VP NA Travel
	FWSA Meeting--sign signature cards	VP NA Travel
<b>July</b>	FWSA Board Meeting--NA Travel Budget due	VP NA Travel
	Board Approval of NA Ski Week; Mini Trip; Adventure Trip (every other yr)--Announce	VP NA Travel
	Voting Ballot pkg. sent to Councils to vote for NA Ski Week--due prior to July Board mtg.	VP NA Travel
	Far West Skier's Guide articles due end of month	
<b>Sept.</b>	Councilman Article Due--Fall Issue	
<b>Oct.</b>	Set date for NA Ski Week Site Trip; Contact Council Trip Leaders to attend	VP NA Travel



# FWSA OPERATIONS MANUAL

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1	
2	<b><u>VP Travel Job Descriptions</u></b> (IN Progress)
3	
4	Trip Leader/Trip Assistant Guidelines/Job Task – International (In Progress)
5	
6	Trip Leader/Trip Assistant Guidelines/Job Task – North American (In Progress)
7	
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# FWSA OPERATIONS MANUAL

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**Determining Travel Destinations** (In Progress)

**Familiarization Trips (FAM)** (In Progress)

# FWSA OPERATIONS MANUAL

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**Request for Proposal (RFP)** (In Progress)

North American Trips RFP Sample

# FWSA OPERATIONS MANUAL

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1	
2	<b><u>Bid Process—North American travel; International Travel</u></b> (In Progress)
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4	Bid Analysis Worksheet
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# FWSA OPERATIONS MANUAL

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- 1
- 2 Bid Proposal – regret Letter Sample (InProgress)
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- 4 Bid Congratulations Letter - Sample (In Progress)
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# FWSA OPERATIONS MANUAL

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**Site Inspections:**

**Intranational Travel Site inspections: (In Progress)**

**Intranational Travel Site inspections Form: (In Progress)**

# FWSA OPERATIONS MANUAL

## North American Travel Site Inspections:

### I. Background

- The purpose of the site inspection is to review the lodging, party/event venues, race arena, picnic location, and shuttle/transportation services. A first-hand look of the resort amenities and surrounding area gives one the background knowledge to plan a successful trip for the ski week.
- FWSA Ski Week Staff, Ski Week Tour Operators, and the FWSA Travel Executive Committee have given input into what makes a successful site inspection and this document outlines who attends, how openings are filled, and expectations for attendees.

### II. Who Attends and Expectations

- **One** Council Trip Leader or other Council Representative and Ski Week Staff who will be responsible to plan and implement the trip, market the trip, and sell the trip to FWSA membership. Councils must commit to bringing 20 people to ski week. **Additional people may not attend the site inspection or associated events at their own expense.**
- **Expectations of Attendees**
  - Attend all site inspection functions (e.g., view lodging properties; attend mountain tour; attend dinners and receptions). Check the schedule for “free time”.
  - Attend trip leader meetings and trainings.
  - Stay in assigned lodging properties with other attendees. This permits attendees to network with one another and to participate in teambuilding activities to support positive ski week experiences for FWSA Ski Week Participants.
  - Be actively involved in lodging inspections (e.g., take notes; ask questions; look at the room units; take pictures).
  - Return the **Lodging Selection** request form by the deadline set by the VP of North American Travel.
  - Attendees are to keep their discussions with the tour operator and resort vendors focused on the FWSA Ski Week. Council and club trip planning should be reserved for another time. **Exception:** Council Trip Leaders may use site inspection time to look for a council party location and discuss anything relating to selecting and planning the council party with the tour operator and resort vendors.
  - The VP of North American Travel is the primary contact person for FWSA Ski Week and the tour operator and ski resort. Trip participants should direct all requests for lodging and amenities pricing and sponsorship/donations to the VP of North American Travel.
  - The Ski Resort, resort vendors, and Tour Operator have sponsored our lodging, ground transportation, lift tickets, some meals, and equipment rental to defray a portion of attendees’ costs to attend the site inspection. Please take opportunities to thank them for their generosity.
  - Trip attendees will use good judgment and not take advantage of our hosts’ generosity to request additional “freebies”. Be prudent in your food and beverage selections and order the “norm” for your group. Please don’t order the most expensive item just because it’s “free” to you.
  - Council Trip Leaders, Ski Week Staff, and the VP of North American Travel work together as a team to plan and implement a ski week for the benefit of our FWSA membership. It is expected that everyone will ask questions when they don’t understand something, when they need clarification, or when they feel the information does not support their program goals. Everyone wants the best experience for FWSA trip participants.

### III. Filling Openings on the Site Inspection

- There may be openings from time to time on the site inspection when there is an open bed in a room due to cancelation or an uneven number of men/women on the trip.
- The VP of North American Travel may fill these openings to support FWSA Ski Week program goals, Council Travel Program goals, or overall FWSA program goals.

# FWSA OPERATIONS MANUAL

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- Councils may request a second person on the site inspection at the time they receive the *Site Inspection Invitation*. The invitation letter will include information on filling openings, how to submit requests, and when to expect notification that the request has been granted or not.
  - Filling vacant spots will be considered for various reasons, some of which include:
    - ✓ Training an assistant council trip leader
    - ✓ Training a trip leader who will be replacing one who is retiring
    - ✓ Training people to take positions on FWSA Travel Staff or potential VP of North American Travel
    - ✓ FWSA Board Members interested in becoming part of the NA Travel Staff or VP of North American Travel
    - ✓ FWSA Marketing Media person or other person to take pictures, videos, or gather information for marketing purposes.

# FWSA OPERATIONS MANUAL

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- 7.210 North American Travel Site Booklet: **(In Progress)**
- 8.000 Travel Contacts: **(In Progress)**
- 9.000 Marketing FWSA Trips: **(In Progress)**
- 9.100 Definition of Family and Club Membership: **(In Progress)**
- 9.110 Marketing Materials/Promotional Products: **(In Progress)**
- 9.120 Trip Information Request Form: **(In Progress)**
- 9.130 Flyers: **(In Progress)**
- 9.140 Registration Form: **(In Progress)**
- 9.150 Trip options: **(In Progress)**
- 9.160 Roommate Choices/Optional Activities: **(In Progress)**
- 9.170 Payment Plan/Cancellation Policy: **(In Progress)**

# FWSA OPERATIONS MANUAL

## 9.180 FWSA TRIP CONDUCT POLICY

This policy applies to all persons participating on a Far West Ski Association ski week or trip. It is intended to maximize the enjoyment for all trip participants and provide guidelines for the FWSA Travel Staff, Council Trip Leaders, and assigned Trip Assistants. All trip participants are requested to observe common courtesy and generally accepted standards of social and moral behavior.

In accordance with Federal and State laws, the Far West Ski Association will enforce a "Zero Tolerance Policy" on illegal drug use at any FWSA sponsored event or trip. Failure to observe this policy will automatically remove you from participation in future FWSA events.

Participants shall adhere to the requirements of FWSA trip packages (e.g., lift tickets) and participants agree not to transfer, resell, or barter all or portions of that package. Only FWSA, or the issuing agency may compensate the participant for the unused portion or permit transfer. Failure to comply may result in exclusion from future FWSA events.

Alcohol and tobacco use is allowed in moderation and where permitted by law. FWSA Travel Staff, Council Trip Leaders, or assigned Trip Assistants, will ask a participant to cease any loud, obnoxious, or offensive behavior. Participants who refuse to cooperate will be reported to local security or local police.

Far West Ski Association maintains a strict policy prohibiting sexual harassment and harassment because of race, religion, color, national origin, ancestry, disability, medical condition, marital status, sexual orientation, age, or any other basis made unlawful by any applicable law or ordinance or regulation. Prohibited harassment in any form, including verbal, physical and visual conduct, threats, demands, and retaliation is unlawful and will not be tolerated. If, after a request to refrain from this behavior, the participant continues, FWSA Travel Staff, Council Trip Leaders, and assigned Trip Assistants may contact local security or local police. Profanity and off-color humor is only permitted if it is not offensive to other participants. Please stop the offensive behavior if asked by another participant, FWSA Travel Staff, Council Trip Leader, or assigned Trip Assistant.

Parents/Legal Guardians of minor children under the age of 18 are responsible for the supervision and behavior of their children. Children under 12 years will be under the direct supervision of their parents/legal guardians at all FWSA events. Parents/Legal Guardians are responsible for providing supervision of their children under 12 years of age during the time that they are attending a FWSA function without their children (e.g., children under 12 will not be left alone in the lodging rooms).

FWSA Travel Staff, Trip Leaders, assigned Trip Assistants, and/or FWSA Board of Directors will attempt to resolve problems in a mutually beneficial manner. When resolution cannot be achieved, FWSA Travel Staff, Trip Leaders, and assigned Trip Assistants have the authority to call on-site security or local police to resolve the problem. Participants may be excluded from a trip at their own expense and without reimbursement of trip expenses.

I have read and approve the above Code of Conduct.

\_\_\_\_\_  
Print Participant Name

\_\_\_\_\_  
Council

\_\_\_\_\_  
Signature

FOR PARTICIPANTS OF MINORITY AGE  
(UNDER AGE 18 AT TIME OF REGISTRATION)

*This is to certify that I, as parent/guardian with legal responsibility for this participant, have read the above Code of Conduct and have reviewed the information, as appropriate, with my child.*

# FWSA OPERATIONS MANUAL

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**9.190** Travel Waivers: **(In Progress)**

**9.200** Order Form: **(In Progress)**

# FWSA OPERATIONS MANUAL

## CHAPTER 3

### Travel Program, Policies, Procedures, Exhibits

#### Exemption To Use Participants Photographs



### Far West Ski Association Exemption to Use Participant Photographs for Promotional Purposes

I, \_\_\_\_\_  
(Print Full Name)

do not grant permission for Far West Ski Association to use pictures of me taken at  
\_\_\_\_\_  
(Name of FWSA Event and Dates of Event)

for FWSA presentations, website, or promotional purposes of the Far West Ski Association. It is my responsibility to inform individuals taking my picture at the above noted event that I have an exemption on file regarding use of my photographs.

Signature of Participant \_\_\_\_\_

Date \_\_\_\_\_

FWSA 11/8/15

# FWSA OPERATIONS MANUAL

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**9.220 Important Trip Information: (In Progress)**

**9.221 International Travel: (In Progress)**

**9.222 North American Travel: (In Progress)**

**10.000 Licenses – Seller of Travel/Travel Consumer Resatution Corporation (TCRC)**

**11.000 Finances and Budgets: (In Progress)**

# FWSA OPERATIONS MANUAL

## 11.100 FWSA CREDIT CARD PROCEDURES

"The Voice of the Western Skier"



### FAR WEST SKI ASSOCIATION CREDIT CARD PROCEDURES

The FWSA Credit Card is a Bank of America WorldPoints Travel Rewards for Business VISA credit card. It is a pay in full type account that is not allowed to have any balances carried and has 4% fees for any type of cash advances. The account has a monthly credit limit of \$10,000 with individual credit limits as follows:

(name) \_\_\_\_\_ (VP of NA Travel) \$5,000;  
(name) \_\_\_\_\_ (VP of Int'l Travel) \$5,000;  
(name) \_\_\_\_\_ (Convention Chair) \$2,500.

The FWSA credit card use policy and procedures are as follows:

- 1) The FWSA credit card will only be used for appropriate FWSA business expenses.
- 2) No personal expenditures are allowed
- 3) Detailed information of the charge is to be sent to the FWSA Treasurer immediately.
- 4) Payments to Bank of America should be made from the appropriate FWSA bank account within two (2) weeks of the charge.

I propose the following detailed process in accounting and making payments for the charges:

1. You will need to set up the following QuickBooks account under account type "Credit Card":
  - 203-B B of A VISA – Convention
  - 203-C B of A VISA – NA Travel
  - 203-D B of A VISA – Int'l Travel
2. You will need to set up a vendor "B of A VISA Card"
3. All charges must be immediately reported on the FWSA Credit Card Request Form and scanned with backup documentation and uploaded to your DropBox files under "Checks". Please use the naming convention ""CC\_date\_vendor" (ex CC\_2016-11-18\_Sun Peaks). This is basically the same procedure you use for checks.
4. Record the credit card charge to your QuickBooks using the Enter Credit Card Charges instead of Write Checks
5. FWSA Treasurer will make payment online using the B of A system transferring the funds from the appropriate checking account within one (1) week.
6. FWSA Treasurer will send you in information email on date and the amount transferred and the back account transferred from.
7. Record the credit card payment to your QuickBooks using the Write Checks with a check number "CC\_date" (ex CC\_2016-11-18) instead of an actual check number.

# FWSA OPERATIONS MANUAL



## FAR WEST SKI ASSOCIATION

### CREDIT CARD CHARGE

Purpose

PAYEE/Pay to the Order of: \_\_\_\_\_

Total Amount: \$ \_\_\_\_\_

**Attach receipts to back of this form**

<u>Date</u>	<u>Acct#</u>	<u>Description of Expenses Incurred</u>	<u>Amount</u>
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<b>This form modified for illustrative use in this document only Contact FWSA Treasurer or go to FWSA.org for current version.</b>			

Approval by President (signature & date): \_\_\_\_\_ \_/ \_/ \_

CC Used by: \_\_\_\_\_

Title: \_\_\_\_\_

**Credit Card Vendor Address**

CC Charge Ref: _____
CC Charge Date: _____
Cost Center: _____

\_\_\_\_\_  
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# FWSA OPERATIONS MANUAL

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11.120 Credit Card Fees and Cash Rebates: **(In Progress)**

# FWSA OPERATIONS MANUAL

## 11.200 TRAVEL REIMBURSEMENT POLICY

### 1. Definitions

- A. Reimbursable Expenses:** Those expenses incurred by an individual whose attendance on a trip is approved by the FWSA V.P. of Travel.
- B. Airfare:** Cost of a round trip airline ticket from the commercial airport closest to the individual's HOR to the commercial airport closest to the meeting site.
- C. Home of Record (HOR):** The primary residence of the individual requesting reimbursement of expenses under this policy.
- D. Ground Transportation:** This mode of travel includes, but is not limited to, a privately owned vehicle (POV), taxi, bus, and shuttle service.
- E. Parking:** Temporary storage of the individual's privately owned vehicle (POV) either at a commercial airport or at the trip site.
- F. Lodging:** Overnight accommodations for the individual authorized to attend an approved trip.
- G. Meals:** Cost of breakfast, lunch, and/or dinner of an individual authorized to attend an approved trip.
- H. Incidental Expenses:** Expenses such as tips/gratuities, bridge tolls, portage, and other expenses deemed necessary as part of a trip or travel to the trip location.
- I. Trip Leader:** The primary person appointed by the V.P.'s of Travel to guide or direct a trip when the V.P. of Travel is not leading the trip.
- J. Staff:** Volunteers appointed by the V.P.'s of Travel to coordinate events or tasks of a trip. Examples include and are not limited to: Registrar; Photographer; Transportation Coordinator; Banquets/Parties Coordinator; Activities Coordinator; Lodging Coordinator.
- K. Ski Weeks:** Annual North American and International Ski Trips 1 or more weeks in duration.
- L. Ski Trips:** North American and International Ski Trips other than annual ski weeks. Examples include North American Mini Trip or adventure trips that may include a ski trip with it, e.g., Iditarod Adventure Trip with side ski trip to Alyeska.
- M. Adventure Trips:** Specialty trips conducted by either North American or International Travel that may include skiing. Examples include and are not limited to the following: Dive Trips; Cruises; African Safari; Iditarod; Bike & Barge Trips; Camping.
- N. Site Inspections and FAMS:** Trips done by V.P.s of Travel or designated FWSA Board members to preview a future trip destination. The purpose of the trip is (1) to inspect lodging and event venues listed in the contract (Site Inspection); or (2) to become familiar with a future trip destination for the purpose of writing a Request for Proposal (Site Inspection/FAM).

### 2. Reimbursable Expenses

- A. Ground Transportation:** Ground transportation for VP's of Travel, Ski Week Staff, and Trip Leaders is reimbursable to attend Ski Week, Site Inspections/FAMS, and adventure trips. Mileage may be reimbursed at \$0.20 per mile as provided for in the North American and International Travel budgets.

# FWSA OPERATIONS MANUAL

The V.P.'s of Travel may approve reimbursement to individuals who transport ski week supplies to the ski week location at the reimbursement rate of \$0.20 per mile as provided for in the Ski Week budget.

- B. **Long Term Parking:** Long term discount airport parking is reimbursable as provided for in the travel budget. V.P.'s of Travel, Trip Leaders, and Staff will use their own POV for travel to/from the airport. Self-parking will be used when reasonably available and the cost for parking at the trip location is reimbursable as provided for in the travel budget.
- C. **Airfare:** Airfare is reimbursable pursuant to the guidelines below.
- (i) **Ski Weeks:** Airfare shall be provided for the V.P.'s of Travel and Ski Week Staff for the purposes of Site Inspection/FAMS for future Ski Week locations and to attend ski week. Airfare should be booked at least 30 days in advance of travel and be at the lowest rate available.
  - (ii) **Adventure and Ski Trips:** Reimbursement to the V.P.'s of Travel and Trip Leaders shall be provided for in the trip budget. Reimbursement will be based on the number of people on the trip and amount of work performed as provided for in the trip budget.
  - (iii) **Changed/Unused Airline Ticket:** Airline change fees or an unused airline ticket will not be reimbursed. The V.P.'s of Travel, Ski Week Staff, and/or Trip leaders will convert an unused ticket for use of a future FWSA trip with change fees paid by the ticket holder
  - (iv) **Luggage Fees:**
    - (a) The V.P.'s of Travel, Ski Week Staff, and Trip Leaders may be reimbursed for checked luggage fees as provided for in the trip budget. Reimbursement will be limited to two (2) checked pieces of luggage (e.g., 1 suitcase, 1 boot bag/1 ski bag) for ski trips and one (1) checked bags for all other trips.
    - (b) Designated volunteers may receive reimbursement for luggage fees as long as it is provided in the trip budget and they are transporting trip supplies to the trip location. It is expected that use of checked baggage is the least expensive option to transport supplies to the trip location.
    - (c) The V.P.'s of Travel and designated Travel Staff or FWSA Board Members may be reimbursed for up to one (1) checked bag when attending Mountain Travel Symposium (MTS) and Site Inspections/FAMS as provided for in the travel budget.
- D. **Lodging:** Lodging is reimbursable pursuant to the guidelines below.
- (i) **Complimentary Lodging:** The V.P.'s of Travel, Ski Week Staff, and Trip Leaders may receive complimentary lodging as outlined in the trip contracts. Occupants of the complimentary rooms must be approved by the V.P.'s of Travel. A spouse or significant other in these rooms shall compensate FWSA for his/her half of the room fees at the FWSA group rate. **Exception:** A spouse or significant other who has been assigned as staff on a ski week may receive complimentary lodging as outlined in the trip contract and as provided for in the travel budget.
  - (ii) **Other Lodging:**
    - (a) V.P.'s of Travel, Ski Week Staff, and Trip leaders shall be eligible for lodging reimbursement if they are assigned to transport trip supplies to the trip location. The amount of lodging reimbursement shall be determined by the V.P.'s of Travel based upon the number of lodging nights required to drive to the trip destination with consideration for miles to the destination and weather conditions.
    - (b) V.P.'s of Travel and designated Travel Staff and FWSA Board Members may receive lodging reimbursement if they attend Site Inspections/FAMS for future trip locations as provided for in the travel budget.
- E. **Meals:**
- (i) **Ski Week:** A designated number of meals are planned and provided for in the trip program or ski week budget for Staff while they perform their work. Any additional meals are with the discretion of the VP of Travel.
  - (ii) **Ski Trips/Adventure Trips:** V.P.'s of Travel and Trip Leaders will not be reimbursed for meals that are in addition to those included as part of the trip program unless provided for in the trip budget.

# FWSA OPERATIONS MANUAL

1 (iii) **Mountain Travel Symposium (MTS), Site Inspections/FAMS:** V.P.'s of Travel and designated  
2 Travel Staff and FWSA Board members may be reimbursed for meals not included as part of the  
3 particular program package and as budgeted for in the travel budget. The V.P.'s of Travel,  
4 designated FWSA Board members, and Travel Staff will be responsible for all meals while attending  
5 the pre/post session of the MTS Group Exchange or any extensions to Site Inspections and FAM  
6 trips that are for personal benefit.

7 (iv) **Alcohol:** V.P.'s of Travel, Travel Staff, and Trip Leaders will not be reimbursed for alcohol  
8 expenditures whether purchased with a meal or separately during any FWSA related travel.  
9 **Exceptions--**Meals/beverages, including alcohol, purchased for industry/resort personnel may be  
10 reimbursed if provided for in the Travel budgets and with prior approval of the V.P.'s of Travel.  
11 Reimbursements may also be given for food/beverage, including alcohol, provided for hospitality  
12 rooms during ski week, ski trips, and adventure trips when provided for in the budget and with prior  
13 approval of the VP's of Travel.

14  
15 F. **International Phone:** Reimbursement to V.P.'s of Travel and Trip Leaders for International  
16 Calling/Data Plans will be based on Provider Plans that offer the most reasonable service/options to  
17 meet FWSA trip needs. The amount of reimbursement to be approved by the V.P. of Travel as provided  
18 for in the trip budget.

## 19 G. **Other Expenses:**

20 (i) Expenses paid by the V.P.'s of Travel, Travel Staff, Trip Leaders, and  
21 volunteers in the performance of their travel duties are reimbursable if provided  
22 for in the trip budget. It is preferred that vendor expenses be paid directly to the  
23 vendor, rather than a volunteer advancing money for the services.

24 (ii) All North American Travel Staff will be invited to attend the FWSA  
25 Convention to participate in the North American Ski Week bid presentations. The  
26 V.P. of North American Travel and Ski Week Staff shall pay for all convention  
27 fees, lodging, air, ground transportation, and parking fees.

## 28 3. **Reimbursement Procedures**

29  
30 A. **Budget:** Draft Annual Travel Budgets shall be submitted to the Board of Directors at the July Board of  
31 Directors meeting with final approval at the December Board of Directors meeting.

32 B. **Reimbursement Deadline:** All reimbursements to V.P.s of Travel, Trip Leaders, and Staff must be  
33 submitted within 30 days from the close of the trip to be eligible for reimbursement.

34 **Exceptions—**The V.P.'s of Travel and/or FWSA President may extend the 30 day requirement for items  
35 in the reimbursement request that are in dispute or have been delayed by the vendor and beyond the  
36 control of the requester to submit within the 30 days.

## 37 4. **Final Trip Accounting**

38 A. The V.P.'s of Travel will provide a final accounting of each trip to the FWSA Board of Trustees and  
39 FWSA Board of Directors within 60 days from the close of the trip or at a regularly scheduled meeting of  
40 the Board of Directors, whichever is later.

41 B. The V.P.'s of Travel may request an extension of this deadline should there be disputed  
42 invoices/reimbursements with trip vendors or unnecessary delays in invoicing from Tour Operators or  
43 Vendors for the trip.

44 C. The V.P.'s of Travel will provide a preliminary accounting of a trip in lieu of the final report whenever  
45 there are pending invoices and/or reimbursements preventing a final trip accounting within 60 days from  
46 the close of the trip.

# FWSA OPERATIONS MANUAL

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# FWSA OPERATIONS MANUAL

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**11.210 International Travel Reimbursement Form: (In Progress)**

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North American Travel reimbursement Form: **(In Progress)**

# FWSA OPERATIONS MANUAL

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## 11.300 FWSA North American Ski Week Compensation Program

**Introduction:** FWSA Coordinates an annual ski week to a North American ski resort. Councils are invited to participate at ski week, using the trip to build comradery amongst club members, to meet other FWSA council members, as well as an opportunity to make money for their council.

### Part A: TRIP COMPS--Councils Receive Money for the Number of People Signing up for Their Ski Week Trip

1. FWSA receives compensation for the total number of people staying in the various lodging properties and for the number of 5-day and 6-day group lift tickets that are sold.
2. FWSA passes this compensation back to the councils. The Councils' comp portions are based on the number of pillows sold in each lodging property and the number and type of lift tickets purchased by council members.
3. Unallocated lodging and lift ticket comps will be distributed at the discretion of the VP of North American Travel.
4. The amount of lodging and lift ticket compensation will be noted on the final Council invoice at the conclusion of ski week and FWSA will write a check to the Council for this compensation pending any outstanding Council trip costs owed FWSA.

### Part B: COUNCIL TRIP LEADER REIMBURSEMENT PACKAGE

1. The Council Trip Leader will be reimbursed for some of their FWSA ski week trip package proportional to meeting trip compensation thresholds:
  - ✓ Sign up 32 trip participants = 1.00 Council Trip Leader Reimbursement Package
  - ✓ Sign up 12 trip participants = 0.38 Council Trip Leader Reimbursement Package
2. Selling 32 spots is 100% of eligible Council Trip Leader reimbursement (see item 6). Selling more than 32 spots will increase your Council lodging and lift ticket comps noted in Part A.
3. Councils are encouraged to sell more than 32 trip spots to increase what they receive for lodging and lift ticket compensation.
4. The purpose of the reimbursement program is to offset some of a trip leader's (co-trip leaders') trip expenses so that councils keep more money from their lodging/lift compensation to use for other purposes. The council may still have costs for their trip leader(s) for council events or costs not covered by the FWSA reimbursement program.
5. Co-Council Trip Leaders for Ski Week may be reimbursed a portion of their ski week trip package expenses and it may not exceed one-half their qualifying expenses as long as the following guidelines have been met;
  - ✓ Both have been selected by their council to share the Ski Week Trip Position
  - ✓ Both share the ski week job responsibilities outlined in this document. The Council decides which of the co-trip leaders will perform the various job tasks.
  - ✓ They both attend ski week and manage the trip for their council while at ski week.
  - ✓ The amount of the reimbursement will be one-half of their individual costs for lodging/FWSA events; 5-day lift ticket; and transportation.
  - ✓ The amount of the reimbursement may not be the same for each if they stay in different lodging, or select different modes of transportation, or select different lift tickets. Reimbursement is based on actual expenses incurred.
6. **Trip Leader Reimbursement Package:** Trip leaders must purchase their FWSA Lodging/FWSA Event Package, lift ticket, and FWSA Group Air/Ground and will be reimbursed for these expenses at the conclusion of ski week.
  - ✓ **Lodging:** Trip Leaders will stay in lodging that is part of their council inventory and where most of the council participants are staying. Trip leaders electing to have their own room or to upgrade their room may do so and will be responsible to pay the single supplement or difference in cost for the upgraded room. Any variation in this will be with the approval of the VP of North American Travel. Example: The majority of the council participants are staying in a standard hotel room and the trip leader elects to

# FWSA OPERATIONS MANUAL

- 1 stay in a 1-bedroom room at the same property at a higher room rate. The Trip Leader's reimbursement  
2 will be based on the hotel room rate where most of the council is staying. The Trip leader or the Council  
3 will be responsible to pay the difference in the room rates.
- 4 ✓ **Lift Tickets:** Trip Leaders will be reimbursed for purchasing a 5-day group lift ticket. Trip Leaders may  
5 purchase additional days by paying the difference in price for the extra days. Any lift ticket refunds due  
6 to illness or injury will be given to FWSA.
  - 7 ✓ **Lift Passes:** A Trip Leader who opts to purchase an IKON, EPIC, or other super pass being sold by the  
8 Tour Operator for the FWSA Ski Week will be reimbursed \$100. This credit is not valid when the Trip  
9 Leader purchases the PASS directly from IKON, EPIC, or another pass vendor not connected with the  
10 FWSA Ski Week. *(This will start with 2020 Ski Week) For 2019 Big Sky, Trip Leaders will be*  
11 *reimbursed the value of the 5-day lift ticket if they purchase the IKON through Sports America Tours).*
  - 12 ✓ **Air/Ground:** Trip leaders will use FWSA group air/ground when available. The Ski Week  
13 Transportation Coordinator will arrange the air/ground transportation for those council trip leaders when  
14 group air is not available.
  - 15 ✓ **Mileage:** Trip leaders who drive to ski week will be reimbursed for their roundtrip mileage from their  
16 "Home of Record" (HOR) to their ski week lodging property at \$.20/mile. (Ref. ***FWSA Travel***  
17 ***Reimbursement Policy adopted 12/5/15***).
  - 18 ✓ **Lodging while traveling:** A Trip Leader may turn in a request for reimbursement for lodging "on the  
19 road" when mileage one-way to the ski week location is 520 or more miles. Trip leaders will receive a  
20 maximum of \$50 credit (\$100 RT) towards their reimbursement for lodging while driving to/from ski  
21 week.
  - 22 ✓ **Maximum Trip Leader Reimbursement:** The VP of North American Travel may cap the amount of the  
23 Trip Leader reimbursement based on the ski week budget. Council Trip Leaders and Presidents will be  
24 informed of this maximum amount in the Council lodging allocation letter for Council Trip budget  
25 planning.
- 26 7. Trip leaders will complete an "FWSA Request for Reimbursement" form and return it to the VP of North  
27 American Travel with receipts, council invoices, or copies of check payments as part of their reimbursement  
28 request.

29

## 30 Part C: SKI WEEK TRIP LEADER JOB DESCRIPTION

- 31 1. Council Trip Leaders are a valued and important staff member of the FWSA Ski Week Trip Program and  
32 are expected to perform specific duties for their councils and FWSA as outlined by the VP of North  
33 American Travel for the FWSA Ski Week.
- 34 ➤ FWSA Ski Week Council Trip Leader Job Description
    - 35 ✓ Primary contact for their council to the VP North American Travel and ski week staff  
36 coordinators (e.g., lodging coordinator; transportation coordinator; VP of Travel).
    - 37 ✓ Have and use a cell phone to communicate with their trip participants, the VP of North  
38 American Travel, and FWSA Travel Staff. They must also have phone service when  
39 the ski week is out of the country, e.g., Canada. Trip Leaders will give their cell number  
40 to all their trip participants, the VP of North American Travel, and Travel Staff. They  
41 need to be accessible on the arrival travel day, during ski week, and on the departure  
42 travel day.
    - 43 ✓ Coordinate and manage the ski week travel program for their council.
    - 44 ✓ Highly recommended that the Trip Leader uses group air, if available, to oversee the  
45 council's group travelers as well as be the bus captain for the council ground  
46 transportation.
    - 47 ✓ Maintain trip records for VP NA Travel such as badge lists; bedding lists; lift ticket  
48 orders; air/ground lists.
    - 49 ✓ When on-line registration is not used: Collect registrations, waivers, and other  
50 paperwork relating to registration. Send copies (e.g., scanned, faxed, email) to the VP  
51 North American Travel or person designated by VP of North American Travel.
    - 52 ✓ When on-line registration is not used: Collect all council trip funds; make deposits;  
53 request payments to FWSA from their councils to pay all trip costs to FWSA.

# FWSA OPERATIONS MANUAL

- 1 ✓ When on-line registration is used: Provide requested registration and price information  
2 to set up the Council on-line site. Use the on-line program to monitor trip payments; to  
3 provide reports to the VP of North American Travel, and to manage the Council's ski  
4 week trip program.
- 5 ✓ Complete and provide copies to VP of North American Travel, *FWSA Injury/Incident*  
6 reports and include required documentation.
- 7 ✓ Review all FWSA trip paperwork and on-line registration information for accuracy and  
8 completion.
- 9 ✓ Confirm club membership and provide direct FWSA membership information or  
10 information about potential clubs to join to people who are not club members.
- 11 ✓ Responsible for overseeing and providing guidance and support to their council trip  
12 participants.
- 13 ✓ Responsible to make sure that their trip participants adhere to the ***FWSA Trip Conduct***  
14 ***Policy*** and follow up on infractions to the policy as requested by FWSA VP North  
15 American Travel.
- 16 ✓ Assist the VP North American Travel and Ski Week staff in tasks during ski week as  
17 requested (e.g., registration; event check ins; general supervision; bus captains).
- 18 ✓ Attend site inspections for future ski week locations to review lodging, event venues,  
19 resort amenities, council party venues, and participate in team building and training  
20 activities. Trip leaders will complete lodging requests forms indicating their lodging  
21 choices for their council trip participants. Council Representatives need to have both  
22 text and voice mobile phone service for communicating during the site inspection.
- 23 ✓ Attend the ski week bid presentation at the annual convention and bring proposals and  
24 information back to the council for their review.
- 25 ✓ Councils have the option to designate an alternate council representative to attend the  
26 ski week site inspection and/or the ski week bid presentation if the trip leader is unable  
27 to attend.
- 28
- 29 ➤ Trip Leader Behavior Expectations
- 30 ✓ Be a positive role model for their council and for FWSA
- 31 ✓ Treat all trip participants, resort, and industry partners and employees with respect. All  
32 interactions should be positive (e.g., no bad language, yelling, aggressive, or  
33 threatening behavior)
- 34 ✓ Ask questions to understand or clarify information and identify information that is  
35 contrary to or in conflict with Council or FWSA program goals
- 36 ✓ Expect that everyone is doing their best and that they want the best experience for  
37 FWSA trip participants
- 38 ✓ Expect that everyone will work together on the "Team" to resolve disagreements and to  
39 develop solutions
- 40
- 41 2. Trip Leader Training and Support
- 42 ➤ FWSA Travel Staff and Council Presidents will be responsible to provide training and support to the  
43 Council Trip Leader so that they are knowledgeable of the duties and responsibilities of their position and  
44 perform their duties in a successful manner.
- 45 ➤ Training may take the form of attending workshops, convention leadership trainings, providing copies of  
46 the FWSA Ski Week Trip Leader Guidelines, or providing opportunities for the trip leader to contact  
47 other council/club trip leaders.
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# FWSA OPERATIONS MANUAL

## 11.400 Incentives for Clubs/Councils on FWSA Trips

### Who is Eligible?

1. Non-FWSA clubs/councils wanting to bring a group on a North American(NA) and/or Int'l trip (excluding North American Ski Week) (group = 12).
2. FWSA clubs/councils/FWSA Direct Clubs wanting to bring a group on NA and Int'l trip (excluding NA Ski Week) (group = 12. When an FWSA council and its member clubs apply for the same FWSA trip, the council will be the primary entity to receive the trip incentive.
3. Individual club/council members must work with their clubs/councils to sponsor the trip, i.e., FWSA will work directly with clubs/councils to receive the compensation (e.g., individuals may not form their own groups and apply for the compensation)
4. All trip participants must be a member of an FWSA club or be a direct member. Non-FWSA groups must have each person join as a Direct Member.

### Compensation:

1. A minimum group number of 12 people will earn a flat rate compensation for the group based on a per person value (e.g., \$20/person). The per person rate will be determined by the VP of Travel at the time the price for the trip is determined.
2. The compensation will be given to the club/council to be used as they so designate. FWSA may request that the club/council president complete a form confirming their sponsorship of a group on an FWSA trip (excluding NA Ski Week).
3. The club/council will designate a person to be the contact person to work with the VP of Travel to coordinate signups for their group e.g., to market the trip, to distribute trip paperwork. Individuals will then send paperwork and payments to the FWSA Trip Leader or use PayPal to complete trip sign up.

## FWSA Ski Week

### Who is Eligible?

1. FWSA Councils may enter into a partnership with FWSA to sell the NA Ski Week trip to their members and earn lodging and lift comps for their councils based on reaching certain thresholds of pillows or lift tickets sold. Council trip leaders will also receive reimbursement for their lodging, lift tickets, transportation, and amenities package based on reaching certain participant signups thresholds as outlined in the FWSA policy "FWSA Ski Week Compensation Program".
2. FWSA Direct Clubs, FWSA Clubs whose councils are not selling the NA Ski Week trip and non-FWSA Ski Clubs/Councils may bring groups to the NA Ski Week and earn lodging and lift comps for their clubs/councils. Participation will be based on space available for events and availability for lodging for the group. A minimum of **20 people** is required for a club/council to be designated an "Independent Club/Council" and be eligible to earn lodging/lift comps. Clubs bringing less than 20 people will be partnered with another FWSA Council. It will be at the discretion of the host council whether the club receives any type of compensation.
3. An "Independent Club/Council" is one with a dedicated trip leader approved by the club/council and who will function in the same manner as an FWSA Council Trip Leader or Direct Club Trip

# FWSA OPERATIONS MANUAL

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Leader. They will work directly with the VP of NA Travel and other ski week travel staff to arrange lodging, lift tickets, and transportation.

4. All lodging and lift comps will be paid directly to the FWSA Council, Direct Club, or Independent Club/Council. FWSA Direct Clubs and Independent Clubs/Councils are not eligible to receive reimbursement for the Trip Leader's Lodging, lift tickets, amenities, and transportation. They may be invited to attend the FWSA Ski Week Site Inspection Trip on a space available basis.

# FWSA OPERATIONS MANUAL

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## Who is Eligible?

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1. Non-FWSA clubs/councils wanting to bring a group on a NA and/or Int'l trip (excluding NA Ski Week) (group = 12).

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2. FWSA clubs/councils/FWSA Direct Clubs wanting to bring a group on NA and Int'l trip (excluding NA Ski Week) (group = 12. When an FWSA council and its member clubs apply for the same FWSA trip, the council will be the primary entity to receive the trip incentive.

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3. Individual club/council members must work with their clubs/councils to sponsor the trip, i.e., FWSA will work directly with clubs/councils to receive the compensation (e.g., individuals may not form their own groups and apply for the compensation)

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4. All trip participants must be a member of an FWSA club or be a direct member. Non-FWSA groups must have each person join as a Direct Member.

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## Compensation:

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1. A minimum group number of 12 people will earn a flat rate compensation for the group based on a per person value (e.g., \$20/person). The per person rate will be determined by the VP of Travel at the time the price for the trip is determined.

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2. The compensation will be given to the club/council to be used as they so designate. FWSA may request that the club/council president complete a form confirming their sponsorship of a group on an FWSA trip (excluding NA Ski Week).

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3. The club/council will designate a person to be the contact person to work with the VP of Travel to coordinate signups for their group e.g., to market the trip, to distribute trip paperwork. Individuals will then send paperwork and payments to the FWSA Trip Leader or use PayPal to complete trip sign up.

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## FWSA Ski Week

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## Who is Eligible?

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1. FWSA Councils may enter into a partnership with FWSA to sell the NA Ski Week trip to their members and earn lodging and lift comps for their councils based on reaching certain thresholds of pillows or lift tickets sold. Council trip leaders will also receive reimbursement for their lodging, lift tickets, transportation, and amenities package based on reaching certain participant signups thresholds as outlined in the FWSA policy "FWSA Ski Week Compensation Program".

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2. FWSA Direct Clubs, FWSA Clubs whose councils are not selling the NA Ski Week trip and non-FWSA Ski Clubs/Councils may bring groups to the NA Ski Week and earn lodging and lift comps for their clubs/councils. Participation will be based on space available for events and availability for lodging for the group. A minimum of **20 people** is required for a club/council to be designated an "Independent Club/Council" and be eligible to earn lodging/lift comps. Clubs bringing less than 20 people will be partnered with another FWSA Council. It will be at the discretion of the host council whether the club receives any type of compensation.

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3. An "Independent Club/Council" is one with a dedicated trip leader approved by the club/council and who will function in the same manner as an FWSA Council Trip Leader or Direct Club Trip Leader. They will work directly with the VP of NA Travel and other ski week travel staff to arrange lodging, lift tickets, and transportation.

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4. All lodging and lift comps will be paid directly to the FWSA Council, Direct Club, or Independent Club/Council. FWSA Direct Clubs and Independent Clubs/Councils are not eligible to receive reimbursement for the Trip Leader's Lodging, lift tickets, amenities, and transportation. They may be invited to attend the FWSA Ski Week Site Inspection Trip on a space available basis.

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# FWSA OPERATIONS MANUAL

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# FWSA OPERATIONS MANUAL

"The Voice of the Western Skier"



## FWSA TRIP INCENTIVES AGREEMENT

\_\_\_\_\_ will be participating in the FWSA Trip Incentives Program  
Name of Club/Council

for the FWSA Trip: \_\_\_\_\_  
Name of Trip Dates of Trip

The club/council agrees to do the tasks listed below in order to earn the trip incentive of: \_\_\_\_\_ per person, payable after the conclusion of the trip.

1. Market the trip to club/council members. Please indicate the ways you will market the trip e.g., email notification; club meetings; website. \_\_\_\_\_
2. Distribute the trip flyer, trip registration forms, and any initial information sheets provided by the FWSA Trip Leader.
3. Sign up 12 or more club/council members for the above named trip.
4. Collect registration forms, related documents (e.g., copies of passports), and personal checks/cashier checks for initial trip deposit.
5. Submit club rosters (names only) confirming that those signing up for the trip will be current members during the dates of the trip. Councils must submit membership rosters for clubs within their council. Non-club members must either join a club or become a direct member of FWSA. The contact person is responsible to distribute Direct Membership forms and confirm that the membership is valid.
6. Mail registration forms and checks to FWSA Trip Leader coordinating the trip.

Official Club/Council Name (for check at conclusion of trip): \_\_\_\_\_

Club/Council Coordinator: \_\_\_\_\_  
Print Name

Coordinator's Contact: \_\_\_\_\_  
Email Phone

***I certify that the above information is accurate and that the club/council named above is participating in the FWSA Incentives Program.***

Club/Council President: \_\_\_\_\_  
Print Name Signature

FWSA 5/19/17

# FWSA OPERATIONS MANUAL

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# **FWSA**



## **Trip Incentive Program**

**What:** Clubs/Councils earn money if they have 12 or more members sign up for designated FWSA trips:

- >North American Mini and Adventure Trips
- >International Ski Week, Adventure Trips, and Dive Trips

### **Club/Council Responsibilities:**

- >President completes FWSA Trip Incentives form to confirm participation in the incentives program
- >Assign one member to be the contact person with the FWSA Trip Leader
- >Promote the trip to members of the club or council
- >Pass out and collect the registration forms and initial trip deposits
- >Send the trip forms and trip deposit checks to the FWSA Trip Leader coordinating the trip
- >Submit club membership lists (names only) to confirm that those signed up for the trip are current FWSA club members
- >Thereafter, the FWSA Trip Leader will work with the Club or Council members about trip details and future trip payments.

*Contact Debbie Stewart, VP International Travel ([fwsaintltrvl@prodigy.net](mailto:fwsaintltrvl@prodigy.net)) and Nancy Ellis, VP North American Travel ([fwsatravelnancy@sbcglobal.net](mailto:fwsatravelnancy@sbcglobal.net)) for more information on the FWSA Trip Incentives Program*



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# FWSA TRAVEL VOUCHER

**11.430 This voucher is good towards one Far West Ski Association trip taken during the 20\_\_-20\_\_ year**

***Note: This voucher is transferable by the winner to a designee of their choice. The designee must be a member of a Far West affiliated ski club or an FWSA direct member. The winner MAY NOT SELL NOR RECEIVE MONEY OR GOODS IN TRADE for this trip. This trip may not be used by Clubs/Groups as a fundraiser for club/group business. The FWSA VP of Travel must be notified with the name of the designee using this certificate as partial payment for the FWSA trip when signing up for the trip. A name change fee may apply if the winner gives this prize to another person after the penalty deadlines of the trip. There will be NO CASH VALUE if the trip is not taken. This certificate expires 12/31/20\_\_ and has no value after that date.***

Name of Traveler: \_\_\_\_\_

Name of Trip: \_\_\_\_\_

Date of Trip: \_\_\_\_\_

*FWSA Internal Use Only*

# FWSA OPERATIONS MANUAL

## 11.500 FWSA North American Ski Week Amenities Only Policy

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FWSA may and is not obligated to sell amenities-only packages to people who reside in the vicinity where an FWSA North American Ski Week is taking place. Residence is defined as owning or long-term leasing of a property. Participants may not trade a Timeshare property to get a local residence for ski week lodging. Only the owner and his/her immediate family members are eligible to apply for amenities for amenities only packages.

Amenities-only packages may be sold if party/event space is available. Two types of Amenities-only packages will be available: (1) All Parties/Events and lift tickets; (2) All Parties/Events without lift tickets. Events and lift tickets will not be sold separately.

Individuals requesting Amenities-only Packages will complete a written application and submit it along with an acceptable proof of residency forms to the V.P. of North American Travel not later than six (6) weeks prior to the beginning of the trip.

# FWSA OPERATIONS MANUAL

## 11.510 FWSA Ski Week Amenities Only Form

*To Purchase Amenities Only Ski Week Package, a participant must reside in the vicinity where ski week is taking place. Residence is defined as owning or long term leasing of a property. Participants may not trade a Timeshare property to get a local residence for ski week lodging. Only the owner and his/her immediate family members are eligible to apply for amenities only packages.*

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Cell # \_\_\_\_\_

Email: \_\_\_\_\_

I am a member of \_\_\_\_\_ Ski Club in \_\_\_\_\_ Council

or FWSA Direct Member \_\_\_\_\_ Direct Member

Indicate which applies: \_\_\_\_\_ Own a home or reside in the area

\_\_\_\_\_ Own a timeshare in the

Name of Owner (if personal residence or who you're leasing from)

\_\_\_\_\_

Property Address: \_\_\_\_\_

\_\_\_\_\_

Attach one (1) of the following as proof of ownership or leasing:

- Current Utility Bill;
- Copy of Tax Bill;
- Lease agreement indicating dates of lease;
- Copy of driver's license showing residence address;
- Copy of timeshare tax bill for current tax year;
- Copy of current HOA assessment invoice;
- Copy of certificate of timeshare ownership with home resort address;
- Other: \_\_\_\_\_

***I certify that I am staying at my personal residence or home timeshare during the FWSA Ski Week.***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# FWSA OPERATIONS MANUAL

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***11.600 Travel Program Budget (In Progress)***

***11.700 International Travel Trip Budget (In Progress)***

***11.800 North American Travel Trip Budget (In Progress)***

# FWSA OPERATIONS MANUAL

## 12.000 FWSA Trip Cancellation Policy

FWSA recommends that all participants purchase trip insurance appropriate to the type of trip they have purchased with FWSA so that they can recover most, or all their trip expenses should they need to cancel. Cancellations should be given in writing to the VP of Travel or Trip Leader responsible for the trip.

### 1. Participant Trip Cancellation

- Participants may be refunded for most or all their trip purchase if cancellations are done prior to the cancellation date noted in the payment/cancellation section of the trip disclosures. Refunds cannot be given for trip insurance fees, credit card/PayPal/Online Payment fees, IKON/EPIC pass purchases, or non-refundable deposits paid to travel vendors, e.g., lodging, air/ground transportation. An FWSA processing fee may apply.
- Participants may receive most or all their trip purchase if a suitable replacement is found to fill cancelled portions of the participant's trip. Refunds cannot be given for trip insurance fees, credit card/PayPal/Online Payment fees, IKON/EPIC pass purchases, or non-refundable deposits/payments paid to travel vendors, e.g., air/ground transportation, not transferred to the replacement participant or other trip participants. An FWSA processing fee may apply.

### 2. Cancellation without Replacement

- Participants cancelling with no replacement will be responsible to pay for Single Supplement fee plus any other non-refundable costs that may have been incurred.

### 3. FWSA, Resort, or Travel Company Cancellation of Trip

- Participants may be refunded for most or all their trip purchase if an FWSA Trip has been cancelled by FWSA, Resort, or a Travel Company. Refunds cannot be given for trip insurance fees or IKON/EPIC pass purchases. Credit card/PayPal/Online Payment fees may be reimbursed if refunded by those vendors. FWSA will not charge any processing fees.
- FWSA will process all refunds as soon as trip funds have been returned to FWSA from the various travel vendors or within 60 days of the trip being cancelled.
- Participants who arranged their own air/ground transportation are responsible for contacting those vendors.
- Participants are responsible to file their own travel insurance claims for unrecovered travel expenses.

### 4. Cancellation Policy for North American Ski Week

- Council trip cancellation policies should align with the FWSA cancellation policy.
- All deadlines should align with the NA Ski Week cancellation policy.

FWSA will not be responsible for any discrepancies in Council trip cancellation policies including any/all monetary costs.

# FWSA OPERATIONS MANUAL

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## 3 12.100 FWSA Trip Policy—Filling Cancelled Spots

4 *FWSA trip participants are informed of payment due dates and terms for return of full,*  
5 *partial, or no trip payments they have paid for a trip should they cancel. FWSA trips do*  
6 *not include travel insurance and it is highly recommended that participants purchase trip*  
7 *insurance so that they may receive full or partial fees that they have paid for the trip*  
8 *should they need to cancel the trip after the final cancellation date.*

9 Steps to cancel a trip:

- 10 • Trip participant notifies the Trip Leader in writing to inform them that they need to  
11 cancel the trip. The Trip Leader will determine if the participant is eligible for a trip  
12 reimbursement per the FWSA cancellation policy. The Trip Leader may charge a  
13 cancellation fee.
- 14 • The Trip Leader will try to fill the spot with a suitable replacement person from a wait  
15 list or advertise that there is an open trip spot.
- 16 • FWSA Trip Leaders are the authorized representative to sell Far West travel and as  
17 such will handle all trip transactions such as: (1) Registration; (2) Collect trip fees; (3)  
18 Administer trip reimbursements; (4) Assign lodging and roommates; (5) Determine  
19 whether people meet sign up requirements for the trip e.g., passports; FWSA  
20 membership; completed registration/waiver; (5) Handle cancellations; (6) Fill cancelled  
21 spots.
- 22 • Participants who have cancelled their trip attendance should consult with the Trip  
23 Leader in finding a replacement for their spot. They may provide the name(s) of people  
24 and their contact information and the Trip Leader will determine if the person is a good  
25 fit with a roommate, meets FWSA membership requirements, and completes  
26 appropriate paperwork and fees.
- 27 • FWSA Trip Leaders are responsible financially and liability-wise for all people signing  
28 up for a trip, including those who replace a cancelled person; hence, they must be  
29 actively involved in the selection and the approval of the replacement person
- 30 • Individuals cancelling from a trip and who did not purchase trip insurance may receive  
31 none of their trip fees/payments if a suitable replacement person is not found to fill  
32 their spot.
- 33 • FWSA registration paperwork should include the following language so that trip  
34 participants are aware that they are financially responsible for any trip spot they  
35 purchase and then cancel once the trip cancellation date has passed.

36 *“FWSA doesn’t discount trips in order to fill cancelled spots and FWSA Trip Leaders will do everything*  
37 *possible to help fill a cancelled spot. Contact your Trip Leader should you need to cancel the trip and ask*  
38 *how you can help fill your vacant spot. All replacements for cancellations must go through the FWSA Trip*  
39 *Leader. It is highly encouraged that you purchase trip insurance to protect yourself from an unexpected*

# FWSA OPERATIONS MANUAL

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1 *cancellation.”*

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4 **13.000 Mountain Travel Symposium (MTS) (In Progress)**

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# FWSA OPERATIONS MANUAL

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## 14.000 FWSA Trip Exclusion Policy

FWSA reserves the right to exclude or limit people from activities during an FWSA trip due to medical illness or injury whenever the following circumstances occur:

- Doctor recommendations to exclude, limit, or modify a person's participation in activities (i.e., skiing; biking; hiking).
- An individual becomes ill or injured while on the FWSA trip and does not get medical assistance, and FWSA staff determines that the illness/injury may affect the safety of the individual if they were to participate in an activity/event.
- FWSA staff becomes aware of an illness/injury suffered by an individual prior to an FWSA trip and FWSA staff determines that the participant's prior illness/incident may affect their participation in an activity/event during the trip.

The FWSA VP of Travel or Trip Leader will complete an Incident/Injury form and attach documentation relating to the incident/injury/illness file forms for future reference.

The FWSA VP of Travel in consultation with the FWSA President will determine if a participant will receive reimbursement for activities from which they have been excluded.

# FWSA OPERATIONS MANUAL



## 14.100 FWSA Incident/Injury Report

Complete Entire Form and Return to the FWSA VP of Travel

8 Name: \_\_\_\_\_

9  
10 Address: \_\_\_\_\_

11  
12 \_\_\_\_\_

13  
14 Phone #: \_\_\_\_\_

15  
16 Email: \_\_\_\_\_

17  
18

19 Date of Incident/Injury: \_\_\_\_\_

20  
21 Describe Incident/Injury (*use back of form if needed*):

22  
23

24  
25 How did it happen? (*injury only*)

26  
27

28 Name(s) of Witness(es):

29  
30

31 Did you see a doctor?    YES            NO

32  
33 If "NO" explain:

34  
35

36 Did the doctor recommend exclusions from activities or modified activities while on this trip?

37 YES    NO

38  
39 If "YES" explain (*use back of form if needed*):

40  
41 \_\_\_\_\_

Signature of Participant

Date

42  
43  
44 \_\_\_\_\_  
45 Print Name/Title of Person Completing Form (*if other than Participant*)

# FWSA OPERATIONS MANUAL

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Paper / Digital Records	Responsibility for retention	Retention duration
<u>VENDORS</u>		
RFP correspondence and addressees	Trip Leader & VP Travel	3 months after trip
RFP responses	Trip Leader & VP Travel	3 months after trip
Analysis of RFP Responses & choice rationale	Trip Leader & VP Travel	1 year
Notice to RFP respondees	Trip Leader & VP Travel	3 months after trip
Signed vendor contract as executed	VP Travel	indefinite
Documentation to mutually agreed contract changes/additions	VP Travel	indefinite
<u>PARTICIPANTS</u>		
Trip participants registration information and responsibility waiver	VP Travel	indefinite
Flyers & letters to participants & vendor	Trip Leader	3 months after trip
Participant cancellation letters & check refund requests	Trip Leader	1 year
Signed Conduct policy statements	Trip Leader	3 months after trip
Participant post trip surveys	Trip Leader & VP Travel	1 year
Flight schedules	Trip Leader	3 months after trip
flight deviation correspondence	Trip Leader	3 months after trip
<u>TRIP ACCOUNTING</u>		
Check requests & payment records	Treasurer	7 years
Individual trip participant payment records	Trip Leader & VP Travel	7 years
Bank checking account ledger, balance and reconciliation	Treasurer	7 years
Participant deposit & vendor payment records	Trip Leader & VP Travel	7 years
Document trip for historical records (history folder to include flyers, participants, itinerary, significant events, etc.)	VP Travel	indefinite
<u>LEGAL REQUIREMENTS</u>		
State of California Seller of Travel Certificate of Registration (CST)		
CST forms and permits	No. American VP Travel	indefinite

# FWSA OPERATIONS MANUAL

Record of CST payments

Treasurer

7 years

TRVL rev. 2020-11-1

<b>16.00 FWSA Travel History</b>						rev. 2020-11-1
Year	TRIP TYPE	Trip	Coordinator	Type	Participants	Date
2024	Int'l Adventure Trip	Galapagos Islands		Adventure		Fall 2024
2024	NA Mini Trip	TBD	Nancy Ellis/Gloria Raminha	Ski		Mar. 2024
2024	Int'l Ski Trip	TBD	Debbie Stewart	Ski		Feb. 2024
2024	NA Ski Week	TBD	Nancy Ellis	Ski		Jan/Feb. 2024
2023	Int'l Adven-Dive Trip					
2023	Int'l Ski Trip	Valle Nevado, Chile & Santiago	Debbie Stewart	Ski/Adventure		tbd
	Extension	Atacama Desert		Adventure		"
2023	NA Adventure Trip	TBD	Nancy Ellis	Adventure		Summer 2023
2023	No Am Mini Trip		Nancy Ellis/Gloria Raminha	Ski		Mar. 2023
2023	Int'l Ski Trip					
	Extension Trip					
2023	No Am Ski Week					
2022	Int'l Adven-Dive Trip		Debbie Stewart/Randy Lew	Dive		Fall 2022
2022	Int'l Adventure Trip	Central Eastern Africa	Debbie Stewart	Adventure		Fall 2022
2022	No Am Mini Trip	Big White	Nancy Ellis/Gloria Raminha	Ski		Mar. 2022
2022	Int'l Ski Trip	Madonna di Campiglio, Italy	Debbie Stewart	Ski		Feb. 2022
	Extension trip	Italy				

# FWSA OPERATIONS MANUAL

<b>2022</b>	No Am Ski Week	Snowmass, CO	Nancy Ellis	Ski		Jan. 22-29, 2022
<b>2021</b>	Int'l Adven-Dive Trip	Roatan, Honduras	Debbie Stewart/Randy Lew	Dive		Oct. 9-16, 2021
<b>2021</b>	Int'l Adventure Trip	Croatia	Debbie Stewart	Adventure	40	Sept. 10-19, 2021
<b>2021</b>	No Am Adventure Trip	Alaska Cruise/Denali Tour	Nancy Ellis	Cruise/Adventure		June 19--30, 2021
<b>2021</b>	No Am Mini Trip	Zermatt Utah Resort	Nancy Ellis/Gloria Raminha	Ski		Mar. 21-26, 2021
<b>2021</b>	Int'l Ski Week	Solden, Austria	Debbie Stewart	Ski		Feb. 19-27, 2021
	Extension Trip	So. Spain		Adventure		Feb. 27-Mar. 7, 2021
<b>2021</b>	No Am Ski Week	Sun Valley, ID	Nancy Ellis	Ski		Jan. 30-Feb. 6, 2021
<b>2020</b>	Int'l Adven-Dive Trip	Cozumel, Mexico	Debbie Stewart/Randy Lew	Dive	20	CANCELLED - COVID-19
<b>2020</b>	Int'l Adventure	Croatia adventure trip	Debbie Stewart	Adventure		Postponed to Sept. 2021
<b>2020</b>	No Am Mini Trip	Big White, Canada	Nancy Ellis/Gloria Raminha	Ski	20	Cancelled-- COVID-19
<b>2020</b>	Int'l Ski Week	Davos, Switzerland	Debbie Stewart	Ski	83	Feb. 28-Mar. 7, 2020
	Int'l Adventure	Lisbon & Porto, Portugal	Debbie Stewart	Adventure	53	Mar. 7-13, 2020
<b>2020</b>	No Am Ski Week	Big Sky Resort, Montana	Nancy Ellis	Ski	246	Jan. 25-Feb. 1, 2020
<b>2019</b>	No Am Adventure Trip	Windjammer British Virgin Islands	Nancy Ellis	Adventure	19	May 19--26, 2019
<b>2019</b>	Int'l Adven-Dive Trip	Philippines	Debbie Stewart/Randy Lew	Dive	17	Sept. 28-Oct. 12, 2019
<b>2019</b>	Pre-trip Ski	Niseko pre-trip	Debbie Stewart/Wanda Ross		43	Mar. 4-9, 2019
	Int'l Ski Week	Hakuba Int'l Ski Week	Debbie Stewart		76	Mar. 9-16, 2019
	Post adventure trip	Kanazawa, Kyoto & Tokyo	"		45	Mar. 16-23, 2019

# FWSA OPERATIONS MANUAL

<b>2019</b>	No Am Mini Trip	Winter Park, CO	Nancy Ellis/Gloria Raminha	Ski	24	Mar. 24--29, 2019
	No Am Ski Week	Steamboat, CO	Nancy Ellis	Ski	361	Feb. 2--9, 2019
<b>2018</b>	Int'l Adven-Dive Trip	Grand Cayman	Debbie Stewart/Randy Lew	Dive	30	Sept. 15-22, 2018
	Int'l Adventure Trip	India - Golden Triangle & Kerala Region	Debbie Stewart	Adventure	37	Oct. 5-21, 2018
	Int'l. Ski Week	Les Trois Vallee, France	Debbie Stewart	Ski	117	Mar. 4-11, 2018
	Extension Trip	Lyon, Beaune & Paris, France		Adventure	54	Mar. 11-18, 2018
	No Am Mini/Advent Trip	Iditarod's Advent/Ski Alyeska, AK	Nancy Ellis/Gloria Raminha	Advent-Ski	41	Feb. 25--Mar. 4, 2018
	No Am Ski Week	Banff/Lake Louise, Canada	Nancy Ellis	Ski	280	Feb. 3--9, 2018
<b>2017</b>	Int'l Adven-Dive Trip	Roatan, Honduras	Debbie Stewart/Randy Lew		35	Sept. 23-30, 2017
	No AM Mini Trip	Cahilty Lodge at Sun Peaks, Canada	Nancy Ellis/Gloria Raminha	Ski	19	Mar. 21-26, 2017
	Int'l Ski Week	St. Anton, Austria	Debbie Stewart	Ski	47	Mar. 12-19-2017
	Extension trip	Vienna, Austria & Budapest, Hungary		Adventure	31	Mar. 19-26-2017
	No Am Ski Week	Breckenridge, CO	Nancy Ellis	Ski	305	Jan. 28--Feb. 4, 2017
<b>2016</b>	Int'l. Adven-Dive Trip	Fiji - Week 1	Debbie Stewart/Randy Lew	Dive Trip-Adventure	12	Sept. 24-Oct. 1, 2016
		Fiji - Week 2				Oct. 1-8, 2016
	Int'l Adventure Trip	England/Ireland	Debbie Stewart	Adventure	23	Sept. 11-22, 2016
		Ireland Bicycling Tour		Adventure	14	Sept. 22-26, 2016
	Int'l Ski Week	Cortina de Ampezzo, Italy		Ski	86	Mar. 5-12, 2016

# FWSA OPERATIONS MANUAL

	Extension trip	Florence & Rome, Italy	Debbie Stewart	Adventure	62	Mar. 12-19, 2016
	No Am Ski Week	Telluride, CO	Nancy Ellis	ski	406	Jan. 30-Feb 6, 2016
<b>2015</b>	Int'l Adven-Dive trip	Plaza Resort - Bonaire	Debbie Stewart/Randy Lew	Dive trip - adventure	36	Sept 26-Oct 3, 2015
	No Am Adventure trip	Mississippi Cruise - New Orleans	Nancy Ellis	Adventure	10	June 19--25, 2015
	No Am Mini trip	Whitefish, MT	Nancy Ellis/Gloria Raminha	ski	22	March 30-Apr. 4, 2015
	Pre-trip	Paris	Debbie Stewart	Adventure	33	March 10-14, 2015
	Int'l Ski Week	Val d'Isere, France		Ski	67	March 14-21, 2015
	Extension trip	Provence/French Riviera		Adventure	22	March 21-28, 2015
	No Am Ski Week	Whistler/Blackcomb	Nancy Ellis	Ski	369	Jan. 31 - Feb 7, 2015
<b>2014</b>	Int'l Adven-Dive trip	Cozumel	Debbie Stewart/Randy Lew	Dive trip - adventure	20	Oct. 11--18, 2014
	Int'l Adven trip	African Safari - South Africa	Debbie Stewart	Adventure	34	Sept. 5-16, 2014
	Extension - Adventure	African Safari - Victoria Falls, Zimbabwe		Adventure	34	Sept. 16-20, 2014
	Int'l Ski Week	Zermatt, Switzerland	Debbie Stewart	ski	108	March 6-15, 2014
	Post Int'l Trip	Barcelona & Madrid, Spain		adventure	37	March 15-23, 2014
	No Am Mini trip	Snowbasin, UT	Nancy Ellis/Gloria Raminha	ski	42	Feb. 22-27, 2014
	No Am Ski Week	Beaver Creek, CO	Nancy Ellis	ski	489	Jan 25- Feb 1, 2014
<b>2013</b>	No Am Adventure	Caribbean Cruise	Gloria Raminha	Adventure	2	Nov. 9--16, 2013
	Int'l Adven-Dive trip	Ramon's Village - Ambergris, Belize	Debbie Stewart/Randy Lew	Dive trip - adventure	23	Sept 7-14, 2013
	No. Am Summer Trip	Mammoth, CA	Gloria Raminha/Fran Long	Adventure		June 27--30, 2013

# FWSA OPERATIONS MANUAL

Year	TRIP TYPE	Trip		Type	Participants	Date
<b>2013</b>	No Am Mini Ski trip	Mt. Bachelor OR	Gloria Raminha	ski	26	Mar. 25--30, 2013
	Int'l Ski Week	Innsbruck & Garmisch-Partenkirchen, Germany	Debbie Stewart	ski	86	Mar. 2-10, 2013
	Post Int'l Trip	Munich		adventure	57	Mar. 10-17, 2013
	No Am Ski Week	Aspen/Snowmass, CO	Gloria Raminha	ski	516	Feb 2-9, 2013
<b>2012</b>	No Am Advent trip	Panama Canal Cruise	Gloria Raminha	adventure	2	Sept. 28--Oct. 12, 2012
	Int'l Adven trip	Cayman Brac - dive trip	Debbie Stewart/Randy Lew	adventure	13	Sept 1-8, 2012
	No Am Mini Ski trip	Big White, Canada	Gloria Raminha/Fran Long	ski	15	Mar. 27-Apr. 1, 2012
	Int'l Ski Week	Int'l Ski Week - Chamonix, France	Norm Azevedo/Debbie Stewart	ski	131	Mar. 9-17-2012
	Post int'l Trip - 1 wk	Post trip - 1 wk Morocco		adventure	44	Mar. 17-25, 2012
	Post Int'l Trip - 2 wks	Post trip - 2 wks Morocco		adventure	33	Mar. 17-31,2012
	No Am Ski Week	Jackson Hole, WY	Gloria Raminha	ski	375	Jan. 8-15, 2012
<b>2011</b>	No Am/Int'l Advent trip	New Zealand / Australia	Norm Azevedo/Gloria Raminha	adventure	17	Oct. 25-Nov. 9, 2011
	Int'l Adven trip	Roatan Dive trip	Norm Azevedo/Randy Lew	adventure	14	Oct. 22-29, 2011
	Int'l Ski Week -	Engleberg & Interlaken, Switzerland	Norm Azevedo	ski	73	Feb. 26-Mar 7, 2011
	Post trip -	Bansko, Bulgaria		ski/adventure		Mar. 7-12, 2011
	Post trip -	Bucharest & Transylvania, Romania		ski/adventure		Mar. 12-16, 2011
No Am Ski Week	Sun Valley, ID	Gloria Raminha	ski	575	Jan. 22-29, 2011	
<b>2010</b>	Int'l Adventure Trip	Antarctica Adventure Trip	Norm Azevedo	adventure	37	Dec. 29, 2010 - Jan. 14, 2011

# FWSA OPERATIONS MANUAL

	No Am Adventure	New England/Canadian Cruise	Gloria Raminha	adventure	10	Sept. 25-Oct. 2, 2010
	Int'l Adven-Dive trip	Cozumel Dive Trip (1st Dive Trip)	Norm Azevedo/Randy Lew	adventure	17	Sept. 5--10, 2010
	Int'l Ski Week Trip	Venice, Italy	Norm Azevedo	adventure	42	Feb. 27-Mar 2, 2010
	Int'l Ski Week Trip	Cortina, Italy		ski	61	Mar. 2-9. 2010
	Int'l Ski Week Trip	Klagenfurt, Budapest & Vienna		adventure	28	Mar 9-12, 2010
	No Am Ski Week	Keystone, CO	Gloria Raminha	ski	372	Jan. 30--Feb. 6, 2010
<b>2009</b>	No Am Adven trip	Baltic Cruise	Norm Azevedo/Gloria Raminha	adventure	18	Sept. 13-23, 2009
	Int'l Ski Week	Bad Gastein, Austria	Norm Azevedo	ski	104	Feb. 27-Mar 6, 2009
	Post ski week	Munich & Prague		adventure	58	Mar. 6-13, 2009
	No Am Ski Week	Big Sky, MT	Gloria Raminha	ski	353	Jan. 24--31, 2009
<b>Year</b>	<b>TRIP TYPE</b>	<b>Trip</b>		<b>Type</b>	<b>Participants</b>	<b>Date</b>
<b>2008</b>	Int'l Advent Trip	Greek Isles	Norm Azevedo	Adventure	66	Oct. 1--17, 2008
	Int'l Advent exten.	Turkey		adventure	41	Oct. 17--24, 2008
<b>2008</b>	No Am Adven trip	Alaska Cruise	Gloria Raminha	adventure	25	June 8-15, 2008
	Int'l Ski Week	Les Trois Vallees, France	Norm Azevedo	ski	163	Mar. 7-15, 2008
	post Int'l trip	Aix-en-Provence & Paris		adventure	109	Mar. 15-20, 2008
	No Am Ski Week	Whistler/Blackcomb	Gloria Raminha	ski	743	Mar 3-11, 2008
<b>2007</b>	Int'l Advent trip	China & Tibet by train	Norm Azevedo	adventure	91	Sept. 14-Oct. 4, 2007
	pre - Int'l Trip	Rome, Italy	Norm Azevedo	adventure	44	Feb. 24-Mar. 3, 2007
	Int'l Ski Week Trip	Bormio, Italy		ski	110	Mar. 3-11, 2007
	post- Int'l trip	Interlaken, Switzerland		ski	33	Mar. 11-16, 2007

# FWSA OPERATIONS MANUAL

	No Am adven trip	Panama Cruise	Lynnell Calkins	adventure	64	Mar 19-26, 2007
	No Am Ski Week	Steamboat Springs, CO	Lynnell Calkins	ski	600	January 1, 2007
<b>2006</b>	Int'l Advent trip	Galapagos/Machu Picchu	Tucker Hoffmann	adventure	68	May 22 - June 6, 2006
	pre - Int'l Trip	Davos/Zermatt	Tucker Hoffmann	ski	58	Mar 6-11, 2006
	Int'l Ski Week Trip	Zermatt		ski	168	Mar 10-18, 2006
	post- Int'l trip	Egypt/Zermatt		adventure	94	Mar 18-27, 2006
	No Am Adven trip?	Hawaii Cruise	Tucker Hoffmann	adventure	10	Feb 16-19, 2006
	No Am Ski Week	Telluride, CO	Lynnell Calkins	ski	489	Feb 4-11, 2006
<b>2005</b>	Int'l Advent trip	China	Tucker Hoffmann	adventure	76	Sept, 2005
	"-post trip	China		adventure		Sept, 2005
	Int'l Ski Week Trip	St. Moritz, Switzerland	Tucker Hoffmann	ski	112	Mar. 12-19, 2005
	" post trip	Malta & Gozo		adventure	49	Mar. 18-26, 2005
	Pre - trip Int'l	Kyoto/Nagano	Tucker Hoffmann	adventure	53	Feb. 16-10, 2005
	Int'l Ski Trip	Nagano-Hakuba, Japan		ski	84	Feb. 19-27, 2005
	Post - trip Int'l	Hong Kong		adventure	58	Feb. 27-Mar. 2, 2005
	No Am Ski Week	Aspen /Snowmass, CO	Lynnell Calkins	ski	715	Jan. 29-Feb. 5, 2005
<b>2004</b>	Int'l Adven. Trip	Scandinavian Explorer	Tucker Hoffman	adventure	46	Sep 8-26, 2004
	Int'l Ski Week Trip	Andorra & Barcelona	Kathy Hoffmann	ski/adventure	76	Feb. 27-Mar. 6, 2004
	Int'l Ski Week Trip	Morzine, France		ski	147	Mar. 6-13, 2004
	Int'l Ski Week Trip	Rhone River to Nice		adventure	50	Mar. 14-20, 2004
	No Am Adven. Trip	Alaska Cruise	Lynnell Calkins	adventure	55	Mar 6-13, 2004

# FWSA OPERATIONS MANUAL

	No Am Ski Week	Lake Louise, Canada	Lynnell Calkins	ski	410	Jan. 24-31, 2004
<b>2003</b>	Int'l Advent trip	Victoria Falls - Africa	Kathy Hoffmann	adventure	38	Sept 8-13, 2003
		Kenya Safari		adventure	50	Sept 11- 23, 2003
	"	Tanzania		adventure	36	Sept 21-16, 2003
	Pre - trip Int'l	St. Petersburg	Kathy Hoffmann	adventure	73	Mar 3-8, 2003
	Int'l Ski Trip	Schladming, Austria		ski	134	Mar 7-15, 2003
	Post - trip Int'l	Ljubljana/Munich/Rothenberg		adventure	62	Mar 15-22, 2003
	No Am Ski Week	Big Mountain, MT	Susie Vetter	ski	264	Jan. 25--Feb. 1, 2003
<b>2002</b>	Int'l Adven trip	Thailand	Tucker Hoffmann	adventure	55	Nov. 7-26, 2002
	Pre-trip	Prague & Budapest		adventure	63	Mar. 1-9, 2002
	Int'l Ski Week	Ski Grindelwald, Switzerland		ski	154	Mar. 9-16, 2002
	Post-trip	Lisbon & Costa del Sol		adventure	64	Mar. 15-24, 2002
	No Am Ski Week	Copper Mountain, CO	Susie Vetter	ski	434	Jan. 26--Feb. 2, 2002
<b>2001</b>	Int'l post trip	Taormina, Sicily & Sorrento	Tucker Hoffmann	adventure	57	March 3-10, 2001
	Int'l Ski Week	Ski Val Gardena, Italy		ski	153	March 10-17, 2001
	Int'l Pre- Ski Week	Athens & Greek Isle Cruise		adventure	89	March 17-25, 2001
	No Am Ski Week	Sun Valley, ID	Tucker Hoffmann	ski	638	Feb. 3-10, 2001
<b>2000</b>	Int'l Adventure Trip	Costa Rica - Group 1	Tucker Hoffmann	adventure	38	Nov 4-12, 2000
		Costa Rica - Group 2		adventure	36	Nov 11-19, 2000
<b>2000</b>		Vienna, Austria	Tucker Hoffmann	adventure	64	Mar. 7-11, 2000
	Int'l Ski Week	St. Anton, Austria		ski	113	Mar, 11-18, 2000
		Barcelona, Spain		adventure	63	Mar. 18-22, 2000
	No Am Ski Week	Whistler, Canada	Tucker Hoffmann	ski	740	Jan. 22--29, 2000

# FWSA OPERATIONS MANUAL

<b>1999</b>	Pre - trip Int'l	Rarotonga	Tucker Hoffmann	ski/adventure	38	July 23-29, 1999
	Int'l Ski Trip	Australia		adventure	69	July 30-Aug, 4, 1999
	Post - trip Int'l	Ski New Zealand & Fiji		adventure	89	Aug. 5-14, 1999
	Pre - trip Int'l	Paris	Tucker Hoffmann	adventure	80	March 16-20, 1999
	Int'l Ski Trip	Ski Val d' Isere, France		ski	142	Mar. 20-27, 1999
	Post - trip Int'l	Nice		adventure	64	Mar. 27-31, 1999
	No Am Ski Week	Lake Louise, Canada	Tucker Hoffmann	ski	497	Jan. 23--30, 1999
<b>1998</b>	Int'l ski trip	Iguazu Falls	Tucker Hoffmann	adventure	15	Aug 5-8, 1998
		Ski Bariloche, Argentina		ski	30	Aug 7-15, 1998
		Buenos Aires		adventure	23	Aug 15-17, 1998
<b>1998</b>	Pre - trip Int'l	Sorrento, Italy	Tucker Hoffmann	adventure	78	Mar 2-7, 1998
	Int'l Ski Trip	Ski Moena, Italy		ski	180	Mar 7-14, 1998
	Post - trip Int'l	Florence, Italy		adventure	80	Mar 13-18, 1998
	No Am Ski Week	Jackson Hole, WY	Tucker Hoffmann	ski	454	Jan 24-31, 1998
<b>Year</b>	<b>TRIP TYPE</b>	<b>Trip</b>		<b>Type</b>	<b>Participants</b>	<b>Date</b>
<b>1997</b>	Int'l Ski Week	Davos, Switzerland	Gene Fulkerson?	ski		
<b>1997</b>	No Am Ski Week	Steamboat Springs, CO	Gene Fulkerson	ski		Jan. 25--Feb. 1, 1997
<b>1996</b>	Int'l Ski Week	Cortina, Italy	Gene Fulkerson?	ski		
	No Am Ski Week	Mt. Bachelor, OR	Gene Fulkerson	ski		Jan. 20--27, 1996
<b>1995</b>	Int'l trip	Caribbean Cruise	Gene Fulkerson?	adventure		
	Int'l Ski Week	Chamonix, France	Gene Fulkerson?	ski		
	No Am Ski Week	Whistler, Canada	Gene Fulkerson	ski		Jan.. 21--28, 1995

# FWSA OPERATIONS MANUAL

<b>1994</b>	Int'l Ski Week	New Zealand	Gene Fulkerson?	ski/adventure		
	North Am. Ski Week	Banff, Lake Louise, Canada	Gene Fulkerson	ski		Mar. 12--19, 1994
<b>1993</b>	Int'l Ski Week		Gene Fulkerson?	ski/adventure		
	North Am. Ski Week	Aspen/Snowmass	Gene Fulkerson	ski		Jan. 16--23, 1993
<b>1992</b>	Int'l Ski Week		Gene Fulkerson?	ski/adventure		
	North Am. Ski Week	Vail, CO	Gene Fulkerson	ski		Jan. 25--Feb. 1, 1992
<b>1991</b>	Int'l Ski Week		Gene Fulkerson?	ski/adventure		
	North Am. Ski Week	Breckenridge, CO	Lauren Nagel	ski		Jan. 26--Feb. 2, 1991
<b>1990</b>	Int'l Ski Week		?	ski/adventure		
	North Am. Ski Week	Telluride, CO	Lauren Nagel	ski		Jan. 27--Feb. 3, 1990
<b>1989</b>	Int'l Ski Week			ski/adventure		
	North Am. Ski Week	Banff, Canada	Fay Mumbauer	ski		Jan. 27--Feb. 3, 1989
<b>1988</b>	Int'l Ski Week			ski/adventure		
	North Am. Ski Week	The Summit, CO	Fay Mumbauer	ski		Jan. 30--Feb. 5, 1988
<b>1987</b>	Int'l Ski Week			ski/adventure		
	North Am. Ski Week	Park City, UT	John James	ski		Jan. 31--Feb. 7, 1987
<b>1986</b>	Int'l Ski Week			ski/adventure		
	North Am. Ski Week	Jackson Hole, WY	John James	ski		
<b>1985</b>	Int'l Ski Week			ski/adventure		
	North Am. Ski Week	Jackson Hole, WY	John James	ski		

# FWSA OPERATIONS MANUAL

<b>1984</b>	Int'l Ski Week			ski/adventure	
	North Am. Ski Week	Breckenridge, CO		ski	Feb. 26--Mar. 4, 1984
<b>1983</b>	Int'l Ski Week			ski/adventure	
	North Am. Ski Week	Telluride, CO		ski	Mar. 4--12, 1983
<b>1982</b>	Int'l Ski Week	Neweswift, Austria	John James	ski/adventure	
<b>1981</b>	Int'l Ski Week			ski/adventure	
	North Am. Ski Week	Park City, UT		ski	Feb. 28--Mar. 8, 1981
<b>1980</b>	Int'l Ski Week			ski/adventure	
	North Am. Ski Week				
<b>1979</b>	Int'l Ski Week			ski/adventure	
	North Am. Ski Week				
<b>1978</b>	Int'l Ski Week			ski/adventure	
	North Am. Ski Week				
<b>1977</b>	Int'l Ski Week			ski/adventure	
	North Am. Ski Week	Bogus Basin, ID		ski	Mar. 6--13, 1977
<b>1976</b>	Int'l Ski Week			ski/adventure	
	North Am. Ski Week	Bear Valley, CA	John James	ski	Mar. 14--21, 1976
<b>1975</b>	Int'l Ski Week			ski/adventure	
	North Am. Ski Week	Bear Valley, CA		ski	Mar. 9--16, 1975
<b>1974</b>	Int'l Ski Week			ski/adventure	

# FWSA OPERATIONS MANUAL

	North Am. Ski Week	Bear Valley, CA		ski		Mar. 17--24, 1974
<b>1973</b>	Int'l Ski Week			ski/adventure		
	North Am. Ski Week	Bear Valley, CA		ski		Mar. 4-11, 1973
<b>1972</b>	Int'l Ski Week			ski/adventure		
	North Am. Ski Week	Not Held				
<b>1971</b>	Int'l Ski Week			ski/adventure		
	North Am. Ski Week	Bear Valley, CA	Chuck Morse	ski		Dec. 1971

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