



THE MANCHESTER SKI CLUB, INC.  
P.O. Box 1267  
MANCHESTER, CONNECTICUT 06045

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## **Manchester Ski Club (MSC) Handbook**

### **Introduction**

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

If you are a new member, you will receive a complete handbook. The handbook will be kept on the website and updated periodically.

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

When you join or renew your membership you must fill out and sign an Acknowledgement of Responsibility and Release of Liability waiver (found with the renewal application). There is also a racing Waiver.

### **DIRECTIONS TO THE LODGE**

From Rt 91, take Exit 6- Take VT #103 to Ludlow VT. Once in town, take a left at Ludlow's traffic light in Ludlow Center onto Depot St. - first right on Pleasant St. - Proceed to #4 (second to last house on right, gray with red shutters, maroon MSC sign on front) – Approximately 125 miles from Hartford area.

### **STAYING AT THE LODGE “The Blake House”**

4 Pleasant St., Ludlow, VT

What you need to know, What you need to Bring

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

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

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

## **LODGE PROCEDURES AND REGULATIONS**

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

## **LODGE RESERVATION PROCEDURES**

*No reservation will be accepted unless the lodge membership fee has been paid.*

Room assignments are determined by lodge reservation chairperson and posted on kitchen bulletin board and may only be changed by reservation chairperson or lodge coordinator.

1. Making reservations: Go to the Manchester Ski Club web site: [www.manchesterskiclub.org](http://www.manchesterskiclub.org), where you need to log in with your ID and password. Or, contact the Lodge Reservation Chairperson: manchesterskiclub@gmail.com

Reservations made by e-mail will be confirmed by e-mail.

2. Indicate number of reservations with first and last names, ages and whether they are members or guests. Room rent must be paid prior to acceptance of another reservation. Normally no more than two reservation bookings are held by any party at any one time. It is suggested that you book one ahead for busy holidays and or race weekends.

confirmations/reservations for guests, please make your reservation by Tuesday of the upcoming weekend. When making reservations for members or guests, please make your reservations by Thursday of the upcoming weekend. Members who make reservations after Thursday 8:00 PM will not be able to bump guests who confirmed their reservations by the specified date and time. Reservations after Thursday are first come first served for members and guests. A calendar is available to show you who is staying at the lodge.

3. Canceling reservations: In the event of a full Lodge, cancellations will be accepted up to 8:00 p.m. of the Thursday preceding the desired weekend or vacation. Late cancellations will be billed for the room fee and if the fee has been paid, no refund will be made.

4. Upon Arrival at the Lodge, it is required that all members sign in when first arriving. The sign-in sheets are located in the kitchen on the counter. Each member must sign in, indicate the number of days they will be staying and provide the auto license plate of the vehicle they wish to park on the lodge property.

5. All members must also register their guests on the same sign-in sheet, indicating that they are a guest. All fees must be paid for by a member check only (or VENMO). NO CASH ACCEPTED. All payments are payable and due to the treasurer as soon after entering the Lodge as possible. Payments must be paid by CHECK ONLY OR VENMO (NO CASH) payable to MSC. ONLY MEMBER'S CHECKS WILL BE ACCEPTED. Write check number and dollar amount or voucher number in appropriate column of sign in sheet.

## **LODGE REGULATIONS**

1. In general, the rules of common courtesy and safety apply.
2. FIRE OR OPEN FLAME of any sort is absolutely prohibited in the lodge and basement. Violators will be liable to disciplinary action.
3. No food or beverages are permitted on the second or third floors, or in the barn area.
4. No heat generating appliances may be used anywhere in the lodge. Hair dryers may be used in the designated area(s) between the hours of 7 a.m. and 10 p.m.
5. Quiet hours shall be observed between 10:00 p.m. and 7:00 a.m. This is not a curfew. Quiet activity may continue in areas other than sleeping areas.
6. Children are the responsibility of their parents and are to respect the rights and property of others. Their activity should be confined to that which would be accepted in any public lodging facility.
7. "Early Risers" are to engage in quiet activity on the first floor until 7:00 am.
8. Adequate precautions are to be taken to protect the mattresses on those bunks occupied by very young children.
9. Children younger than 18 years old must be accompanied at the lodge by one of their parents, or an adult specifically designated as being responsible for the child while he or she is at the lodge.
10. Guests/Members suffering from an illness should cancel their reservations or terminate their stay at the lodge rather than expose the other guests to the illness.
11. Each guest/member is responsible for contributing to the maintenance of a tidy and orderly lodge.
- 12. Dishes and all other kitchen utensils are to be washed, dried and put away immediately after their use. Eating areas are to be left clean.**
- 13. Each member and/or guest is to remove all personal food items from the refrigerator and storage areas before leaving. This includes recycling.**
- 14. At the end of your stay all personal items: food, beverages, toiletries, towels, sleeping bags, clothing, all equipment, etc. must be removed from the lodge. At the end of the ski season, all items must be removed.**
- 15. Shoes are to be removed upon entering boot room prior to going into kitchen.** Ski boots shall not be worn in the living or sleeping areas of the lodge.
16. No persons under the legal Vermont drinking age will drink any alcoholic beverages on the premises of the lodge.
17. Absolutely no smoking or vaping is allowed anywhere in the lodge.
18. The use of cannabis or any products containing THC is prohibited in the MSC Lodge and on the property. Any MSC members, or their guests who have a medical provider's prescription for medications containing cannabis or THC products may request an exemption in writing from the Board of Directors. The exemption does not supersede existing lodge rules prohibiting smoking of any kind.
19. Guests must be accompanied by a club member.
20. All Fire Doors are to remain closed when not in use.

## Off Ski Season Lodge Use: Procedures Opening and Closing

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

Please be familiar with these procedures. Review them with all members of your party and be aware of what to do during an emergency. Members failing to follow procedures will have their membership standing reviewed by the Board of Directors and could possibly lose their membership status.

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

Be Safe, know the procedures, read the book.

### WORK UNITS

#### WORK UNITS - WHAT ARE THEY?

Work units are voluntary “jobs” that all members are encouraged to do, to help maintain and grow our ski club. Volunteering is the key to the success of the Club.

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

### CLUB VOLUNTEER POSITIONS

If interested, please call a member of the Board of Directors.

Work Units:

Membership Chairperson

Lodge Maintenance Chairperson

Reservations Chairperson

Club Race Trophy Chairperson

Club Race Coordinator  
Newsletter writer/editor  
Website  
Club Meeting Program Coordinator  
Summer Picnic Coordinator  
Meeting Refreshment Coordinator  
Ticket Voucher Chairperson  
CSC Representative  
Raffle Coordinator

### **MEMBERSHIP CHAIRPERSON**

The membership chair is responsible for processing memberships and the acceptance of new members into the club. Each year membership renewals are accepted up to September 1st. After that date and based on the number of members returning from the previous year, the number of vacancies for club membership and lodge use are determined. These vacancies are available to membership applicants who have submitted the application form, application fee and lodge use fee (if applicable). The vacancies are filled on a first come basis, which starts with any applicant on the waiting list from the prior year. This person also disseminates information to new prospective club members and maintains membership records in conjunction with the database coordinator. The club membership and lodge use capacities are limited, based on lodge capacity and overall club size. The membership chairperson also answers phone inquiries and send out application forms. **All members are required to read the MSC By-Laws and the MSC Handbook and indicate their compliance by signing where required on the annual waiver form.**

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

Benefits of membership in the Manchester Ski Club include:

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

### **LODGE MAINTENANCE CHAIRPERSON**

This person is responsible for overseeing the overall functioning and maintenance of the lodge in Vermont. This person is a member of the Board of Directors, communicating issues that are of importance as it relates to the lodge, the general condition of the lodge and the safety of the club members staying at the lodge. Overseeing the work weekends that are conducted

approximately twice a year is another function of this position. One work weekend is usually held in the spring and one in the fall.

### **LODGE RESERVATION CHAIRPERSON**

The lodge reservation chairperson is one that involves a very dedicated individual who is willing to give freely of his time to help the club exist each ski season. This position may include more than one person. This person is responsible for accepting lodge reservations via the club website Monday evening to Thursday evening each week during ski season and at random times during the off-season. During the ski season, the reservation chairperson will take a reservation from a qualified lodge use member, who may or may not have a guest wishing to use the lodge on a certain weekend, record the information, assign rooms on a first come, first serve basis until the lodge is at full capacity.

### **DATABASE COORDINATOR**

It is a position that works closely with the Membership chairperson. This person inputs all the member personal information given to them by the Membership Chairperson, into a database located in the club website, keeping the information current with change of address information, etc. This person also is responsible for preparing the yearly membership cards.

### **WEBSITE COORDINATOR**

This person organizes and updates the website as directed by the Board of Directors.

### **NEWSLETTER CHAIRPERSON**

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

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

### **SUMMER PICNIC COORDINATOR**

This volunteer is responsible for working with the Board of Directors in planning the annual summer picnic.

### **MEETING PROGRAM COORDINATOR**

Each year from October until April the club holds at least three meetings. Locations vary. The club's program chairperson plans a different and informative meeting format that is held either before or after the regular club meeting. The topics vary from getting in shape for the ski season, tuning equipment to lecturers on hiking and biking. The meeting program coordinator will help organize the December meeting/Holiday Party program agenda. Members are encouraged to arrive any time after 6 p.m. to socialize prior to meeting. Beginning in December, members attending the meetings are eligible to win any of the numerous raffle items that are donated to club each year.

No meetings are held May through September.

### **RAFFLE COORDINATOR**

Ski related raffle items or ski lift tickets have been raffled off at the regular MSC meetings for years. These items are not just automatically sent to us because we are a ski club. The Raffle Coordinator receives these items and gives them to the raffle master of ceremonies.

### **MEETING REFRESHMENT COORDINATOR**

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

### **CONNECTICUT SKI COUNCIL REPRESENTATIVES**

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

### **TICKET COORDINATOR**

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