

SCC “Out of Cycle” Activities Guidelines

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Approved

This topic was discussed at the Jan 31, 2018 Board meeting as part of the overall ***Event Registration and Payment system*** review process. This document is meant to clarify the definition of Club-Sponsored Activities, the level of support the Club provides to them, and NCCC Insurance consideration.

NCCC Insurance Considerations –

The FAQ for our NCCC Insurance makes the following points related to the types of Events that the SCC is normally involved in.

- A Club-Sponsored Event is one that is offered to all Members and is covered by NCCC insurance and requires signing of the waiver.
- An “Impromptu” Event is one that comes up spontaneously, without inviting the entire Membership, and is not covered by NCCC Insurance. Thus no waiver is required, but considered good Risk Management.
- If the Club sponsors a trip to an event sponsored by someone else, Members are not required to sign waivers, but considered good Risk Management.
- Non-Members participating in Club-Sponsored Events are not covered by NCCC.
- Waivers need to be held for 3 years.

Process for SCC “Out of Cycle” Activities –

Types of Activities

- **“Baseline Activities”** are those Activities approved by the Board at the end of each year and constitute the Annual Calendar of Events. These Activities are typically fully supported with our Online Registration and Payment systems.
- **“Out of Cycle Activities”** that come up during the year will be proposed to the Activities Director who will determine if the activity should be recommended to the Board as a Club Sponsored event. The recommendation will also include the **level of support** the Club should provide; **“Full”** or **“Lite”** (defined below). The determination will include things such as appropriateness to Club, expected level of Membership interest and compatibility with baseline Activities schedule.
- The Activities Director may alternatively determine that the activity should be treated as a **non-Club Sponsored “Impromptu event”**. As such, the Leader of the event has responsibility for all aspects of the activity within the Club Guidelines. At the discretion of the Activities Director, an announcement can be made at a Club Dinner to help publicize the event.
- **Non-Club Sponsored “Impromptu Activities”** – The Activities Director may alternatively determine that the activity should be treated as Impromptu. As such, the proponent has responsibility for all aspects of the activity. This is typically a smaller, special interest, shorter lead time activities, not covered by our NCCC Insurance, but which may be announced at a Monthly Dinner to engage more participation. The proponent can directly email Members that they think would be interested. The number of emails going out to Members must be limited to reasonable amounts.

Level of support provided for Club-Sponsored Activities –

- **Full – *Same as we do for the baseline Annual Calendar of Events***
 - Club-wide Announcement
 - Club Dinner announcements
 - Link to EZ Event on Website
 - Covered by NCCC Insurance
 - Waivers required
 - Activities write-ups published in Newsletter
 - Online Registration/Payment System (EZ) Event creation/monitoring/reporting/payment (if needed)
 - Support for payment processing and invoicing

- **Lite – *Limited support by Club, Lead takes major responsibility***
 - Club-wide Announcement
 - Club Dinner announcements
 - Link to EZ Event on Website
 - Covered by NCCC Insurance
 - Waivers required
 - Activities write-ups published in Newsletter
 - ***Online Registration/Payment System (EZ) Event created for activity with Registration-Only (no payments, no waiting lists) and Lead is the identified Contact (gets EZ Registration Notifications directly)***
 - ***No support for collecting payments, depositing funds, nor invoicing***
 - ***Lead responsible for payments, execution of activity and any required follow up.***