



ISFR Regional Chapter for Europe

Basic Requirements for the Site and Organization of the ISFR European Ski Meeting

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www.isfrski.org

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Preface

Once each year, (January, February, or March), the European Rotarian Ski Meeting of the International Skiing Fellowship of Rotarians (ISFR) is held at a major ski resort in Europe. Optional each year but at least every second year the ISFR Championship will be organized during the European Ski meeting.

Bids

At the annual ISFR European Chapter Committee meeting, bids, in the English language, are received from local Rotary Club(s) for a future site two years ahead. Bids will be developed in cooperation with the resort proposing to attract 200 plus members, spouses and guests of ISFR. Providing one or more of the proposals meet sufficiently the requirements, the bid will be accepted that best complies with the requirements for the site and organization.

Rotary Club(s) interested in hosting an ISFR week event should develop their bid based on what the Rotary Club(s) can reasonably expect to accomplish.

The primary purpose of ISFR is:

To provide an opportunity for fun, fellowship, and skiing activities at the gathering held once each year.

The success of the growth and esprit de corps at each ISFR European Ski Meeting and Ski Week hinges on the attendance of ISFR members and the participation of the local Rotary Club(s) whose members are encouraged to become ISFR members.

Charity

The European ski meeting provides a good opportunity to organise special fundraising events for the benefit of mentally or physically challenged persons.

Registration of members and Dues (membership fees)

Rotarians who participate in an ISFR European ski event must be, or become, a member of ISFR for at least the year of their participation. By becoming a member they will receive an ISFR Rotary pin. The Organizing Committee shall be responsible for registering any Rotarian participant, who is not yet a member or has let lapse his/her ISFR membership.

The Organizing committee is also responsible for collecting the annual dues. The amount of the due will depend on whether the participant is joining the European Chapter, or the home office as a full member. (See for detailed guidance and amount of dues **Annex 2**).

Requirement Checklist

Prerequisite: Responsible Rotary Club

- At least one active and supportive Rotary Club in the area that is committed to take full responsibility for the organization of the ISFR European Ski Meeting.
- At least one active and supportive Rotary Club in the area that is willing to share in the week's activities.

Accessibility of the Ski resort

- Reasonable proximity to an international airport with good scheduled national and international connections.
- Shuttle services to the Ski resort arranged for by the organizing Rotary Club(s) or,
- good railway train connection

Ski Area

- Snow secure December-March.
- Area includes slopes with substantial vertical drops (preferable over 1000 m)
- These two preceding requirements translate for the Alps/Dolomites area in the following: **Resort around 1500 m with ski possibilities at least up to 2500 m.** (The altitude is most important in March but also in January lower altitudes may be less snow secure)
- Ski area should have a broad range of facilities and slopes (blue, red and black runs) for various levels of experience and ability and enough runs not to get bored.
- The entire ski area should be accessible preferably without additional (bus) transport.

Ski resort and Lodging

- Village should be **attractive for spending time off the slopes**, i.e. good possibilities for walking around, **shopping, sightseeing**, visiting museums etc.
- Suitable other winter activities e.g. cross country skiing, ice skating, hiking.
- Accommodations of participants should be concentrated in a limited number of hotels while allowing for participants to choose among various categories of hotels, e.g. 5 star, 4 star, 3 star, Half Board and Hotel Garni.
- Ski lift(s) and/or ski runs should be easily accessible from the hotels.

Period and packages

- A seven day period is appreciated particularly by those who have a long travel time. Some Rotarians with short travel time wish to participate for only four days. The Organising Committee should try to offer two packages if possible: one for 7 days (seven nights), and another for 4 days (3 nights).
- It is recommended to **establish a basic package with minimum costs** e.g. hotel; 6 out of 7 day ski pass; gala diner (dress code for men: jacket obliged; tie is recommended) and candle light diner at the mountain. In addition optional upgrades may be offered (more expensive hotels and modules of activities which would add to the costs).
- The ISFR ski meetings in North America and Europe should be, preferably, at least three weeks apart.
- Avoid busy European ski seasons

Meeting facilities

- A meeting point shall be established to allow participants to meet each other daily at the end of the afternoon, e.g. between 4:00 and 6:00 pm, to enjoy the hospitality of the organizing clubs and their sponsors, e.g. wine, beer, snacks from the region.

- The Meeting point should be a short walking distance from the hotels.
- Suitable space for:
 - meetings of the organizing committee;
 - meetings of the ISFR European Chapter Committee;
 - the annual Gala dinner for approximately 200 plus people

Competition

- During the ISFR European Ski Meeting the ISFR Championship shall take place at least once every two years.
- The ISFR Championship shall be organized according to the rules established in the document "ISFR Championship, competition elements and rules".
- The organizing Committee should urge participants of the ISFR Championship to register and sign up for at least a 3 night package. This should be a condition for participation in the competition unless there is an urgent and compelling reason why a person could arrange to come just for the race and not for at least three nights.

Selection of the Resort

- At least one, but preferable more candidates for hosting the next meeting in two years make a presentation, to support the submitted bids in writing, for the ISFR European Chapter Committee and the other participants of the ISFR European Ski Meeting. Candidates are expected to host a reception during or after the presentations.
- Providing one or more of the proposals will sufficiently meet the requirements, the Committee will decide which bid will be accepted for organizing the next ISFR European Ski Meeting in two years.

Advanced Information and registration for the meeting

- Announcement on the ISFR website soon after the decision of the Committee.
- Direct E-mailing with attachments, or a link to the web site that contains the registration forms will be distributed to ISFR members on a reasonable time notification (see directory), from the ISFR office. Any additional e-mail distribution will be handled by Chapter administration. Upon request, the ISFR home office will make available a list of members and their addresses to the Chapter administration that is authorized to use any legitimate medium to promote the Chapter events. Only events that pertain directly to the ISFR European Chapter skiing events are authorized for broadcast to the ISFR membership. No other secondary non-related promotions are allowed to be distributed or listed on a Rotary related website. (Rotary International Rulings)
- First announcement will be made before the next ISFR European Meeting.

Registration of new ISFR members

- The Organizing Committee will register any Rotarian participant, who is not yet a member or has let lapse his/her ISFR membership. By becoming a member they will receive an ISFR Rotary pin from the Organizing committee.
- The Organizing committee will collect the annual dues. (See for detailed guidance and amount of dues **Annex 2**).

Rotary ski meeting participants

- The organizing Committee shall communicate to the participants that they are highly encouraged to show up daily at the meeting point and join the various events which are being organized by the host rotary club.

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EXPECTATIONS OF THE HOST ROTARY CLUB(S)

Organizing Committee

To host an ISFR European Ski Meeting, the hosting Rotary Club(s) will nominate a Chairman of their Organising Committee who will be designated by the Chairman of the ISFR European Chapter Committee as the official contact point to the ISFR European Chapter Committee.

Liability (see Annex 1)

The ISFR European Chapter Committee will sanction, and approve the scheduling and other various activities presented by the Host Organizing Committee, but will not assume direction or control over these activities, as they will be directed and controlled exclusively by the Host Organizing Committee. Similarly Rotary International will not assume any responsibility and liability for the event and any claims related to the event.

Rotary International, the ISFR International Board of Directors and the ISFR European Chapter Committee as a whole and its individual members shall be indemnified of any liability through liability insurance by the responsible Organizing Committee for the specific ISFR European event. (see tasks below)

Further more indemnify Rotary International of any liability by avoiding to mention the word *Rotary* and *Rotary International* and using a disclaimer in any of the means of promotional communication. (see tasks below)

Tasks

Host Rotary Club and the Chairman of the Organizing Committee, in cooperation with a Ski Resort, are expected to:

- Promote the event at the district level and to other Rotary Clubs in the area.
- Assist with the promotion of the event throughout Rotary International.
- Indemnify Rotary International, the ISFR International Board of Directors and the ISFR European Chapter Committee as a whole and its individual members of any liability through liability insurance by the responsible Rotary Clubs or Organizing Committee for the specific ISFR European event. Copy the certificate of insurance with the appropriate indemnification to the ISFR Board of Directors and ISFR European Chapter Committee three (3) months prior to the event.
- Indemnify Rotary International of any liability by avoiding the name *Rotary* and *Rotary International* and using the following disclaimer in any of the means of promotional communication: "***The International Skiing Fellowship of Rotarians, European Chapter, is a group of Rotarians dedicated to promoting skiing as an opportunity for fellowship and service. This Fellowship operates in accordance with Rotary International policy, but is not an agency of, or controlled by, Rotary International.***"
- Have at least one representative for the proposed ISFR European Ski Meeting present during both the year the bid is made and the following year(s) to help promote the future event. Representation is at no expense to ISFR or the European Committee.
- Encourage and register many local Rotarians to be active participants in the ISFR European Ski Meeting.
- Plan a joint Rotary meeting with the participants of the ISFR European Ski Meeting and the host Rotary Club(s).

- Provide on-mountain guiding by members of the host club for at least the first couple of days of skiing.
- Arrange for the week's program to include activities for both spouses and non-skier attendees. Recruit sufficient number of Rotary and non-Rotary (if needed) homes for a successful Home Hospitality event.
- Assist in compiling list of suitable restaurants and attractions in the area.
- Provide a **Registration Form** for participants to fill in and pay the package costs and the annual membership dues. (See **Appendix A to Annex 2**) The Registration forms should be made available on the ISFR website.
- Provide adequate registration personnel for the ISFR registration desk on the first and second days of the event, aided by the local Rotarians on the first day.
- Provide a **list of all participants** to each participant upon arrival. The list should contain name, including spouse name, e-mail address, Name of the RC and country.
- Register any Rotarian participant, which is not yet a member or has let lapse his/her membership in ISFR. By becoming a member they will receive an ISFR Rotary pin from the Organizing committee.
- Collect the appropriate annual dues. Annual dues are shown on the registration form for the meeting and have to be paid together with and in addition to the package costs. The Organising Committee shall transfer the dues within three weeks after the closure of the ski meeting, along with the complete listing of these members containing all their personal data to the Treasurer of the ISFR European Chapter. (See for detailed guidance and amount of dues **Annex 2**).
- Provide assistance to Tourist Agency to ensure adequate transfer/transportation arrangements are in place for all Ski Meeting events, and for airport greeting and/or transportation.
- Provide assistance in planning and conducting fundraising events which support Rotarian goals of the host clubs for the benefit of mentally or physically challenged persons. If and when appropriate, donating the funds to a "Adaptive Ski" program. Fundraising may be through e.g. auction items and designing and operating fund raising ski performances. However fundraising should not be integrated in the package costs and/or the costs of meals.
- Set up a local bank account for cash flow during the ISFR European ski week.
- Establish a budget for the event showing a nominal increase to cover deposits and other expenses that might occur unexpectedly.
- Negotiate prices and accommodations with lodging facilities.
- When requested, to assist the Tourist Agency with negotiating prices and accommodations with lodging facilities.
- Rotary Club(s) interested in hosting an ISFR European Meeting should develop their bid based on what the Rotary Club(s) can reasonably expect to accomplish.

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