



ISFR

INTERNATIONAL SKIING FELLOWSHIP of ROTARIANS

North American SKI WEEK PLANNING HANDBOOK

Updated January 2019

PREFACE

Once each year, (late January or early February), the North American Ski Week of the International Skiing Fellowship of Rotarians (ISFR) is held at a major ski resort in North America.

At an annual ISFR Board meeting, bids are received, and one is accepted from resorts and local supporting Rotary Club(s) proposing to attract approximately 100-200 members, spouses and guests of ISFR for a future site **two years ahead**. The ISFR Ski Host Selection Committee has been designated as the committee responsible for the solicitation, coordination and subsequent presentation to the ISFR Board for any and all proposals that are offered for consideration in any given year.

This planning handbook, while not a comprehensive document, begins to outline the protocols, expectations, and timelines necessary for a successful bid to be presented to the ISFR Board of Directors at the Annual Ski week.

There are two primary purposes of ISFR:

1. To provide an opportunity for fun, fellowship, and skiing activities at the gathering held each year.
2. To financially support the “Adaptive Ski” program for mentally and physically challenged skiers at the visited ski area location or encourage the development of such a program should the ski area not have such a program through the Davis Boyd Memorial Foundation.

The success of the growth and esprit de corps at each Annual 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.

SKI WEEK SITE

In an ideal situation, the site selected should have as many of the following attributes as possible:

- Reasonable proximity to at least a secondary or regional airport with good scheduled national and international connections.
- At least one active and supportive Rotary Club in the area willing to share in the week's activities.
- At least one, if not more, large ski resort(s) able to provide a broad range of facilities for various levels of experience and ability levels, cooperation in arranging a fundraising auction for the banquet.
- Suitable lodging in the immediate area.
- The host resort should provide a week of lodging for for two for the upcoming ski week which will be included for our live auction the year before visiting.
- Suitable other winter activities such as cross-country skiing, snowmobiling, ice-skating, etc.
- Suitable space for: Board meetings (total of 4) that could involve up to 20 individuals; the required receptions; the annual general membership meeting, and the annual Gala Banquet for up to 200 people.
- A community of enough size to offer a variety of restaurants and other amenities nearby.
- Alternative activities for the non-skiing attendees, i.e. shopping, sightseeing, visiting museums, etc.
- The site should have an active Adaptive Ski Program at the area or a strong commitment to develop an Adaptive Ski Program. (see further details below.)

EXPECTATIONS OF THE HOST ROTARY CLUB(S)

To host an ISFR Ski Week, the hosting Rotary Club(s) in cooperation with a Ski Resort will need to accomplish the following:

Designate a POINT PERSON(s) to assist with local arrangements. The POINT PERSON will interact with the ISFR President, ISFR Trip Coordinator and ISFR Auction Committee to accomplish the following items.

Host Rotary Club(s) and/or Point Person is expected to:

- Have at least one representative for the proposed Ski Week 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.)
- It is recommended that a representative attend at least one ISFR ski week prior to the year that the bid is being made in order to fully understand the expectations for hosting an ISFR ski week. A “Letter of Intent to Host” could be submitted at that time.
- Recruit enough Rotary and non-Rotary (as needed) homes for a successful Home Hospitality event.
- Promotion of the event at the district level and to other Rotary Clubs in the area.
- Provide on-mountain guiding by members of the host club for at least the first couple of days of skiing.
- Plan a joint Rotary meeting with ISFR and the host Rotary Club(s).
- Encourage and register many local Rotarians to be active participants in the ISFR Ski Week.
- Assist in arranging for the week’s program to include activities for both spouses and non-skier attendees, to include a home hospitality evening, based upon local club’s recommendations.
- Assist with the promotion of the event throughout Rotary International.
- Recommend suitable, potential hotels and meeting sites, transportation firms, etc. for Trip Coordinator to contact. May be called upon by Trip Coordinator to assist with negotiating prices and accommodations with lodging facilities.

- Assist in compiling list of suitable restaurants and attractions in the area.
- Assist with the ISFR Registration desk the first day of the event.
- Aid Trip Coordinator to ensure adequate transfer/transportation arrangements are in place for all Ski Week events, and for airport greeting and/or transportation.

The Davis Boyd Memorial Foundation (DBMF) is an integral component of the ISFR, therefore the Host Rotary Club(s) shall provide a representative for the Davis Boyd Memorial Foundation in order to:

- Aid in planning and conducting DBMF fundraising events which support the local Adaptive Ski Program to provide auction items and/or other skiing fundraising events.
- Provide a committee to organize the DBMF silent auction held on the evening of the annual gala, including cataloging and organizing donated items and assisting with silent and live auction check-out and financial reporting.
- If permitted by local health department regulations, request that host club members prepare creative and memorable dessert items to be auctioned off at the gala.
- Works with the Trip Coordinator to arrange for additional fund-raising activities and events.
- 50% of funds raised during each ski week will be committed to the local adaptive ski program
 - Funds donated to the local adaptive ski program shall be used for building infrastructure, including training of trainers, sponsoring students and purchasing of adaptive ski equipment / equipment for trainers. Funds shall NOT be used for operating expenses.
 - Disbursement checks from DBMF will be made payable to the adaptive ski program and formally presented to the local adaptive ski program at a subsequent weekly meeting of the host club(s). DBMF expects the local club to publicize the presentation of funds, and requests that photographs of the presentation and any publicity be shared with DBMF.
 - DBMF requests that the local club monitor the use of funds by the local adaptive ski program and report the results to DBMF.

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.

ISFR RESPONSIBILITIES

- If outside USA, set up a local bank account for cash flow during the ISFR week.
- Establish a budget for the event showing a nominal profit.
- Negotiate prices and accommodations with lodging facilities. Negotiations shall include providing “comp” accommodations that can be auctioned off at the Gala the year before to benefit DBMF.
- Work with local club(s) to arrange for the week’s program to include activities for both spouses and non- skier attendees, based upon local club’s recommendations.
- Ensure adequate transfer/transportation arrangements are in place for all Ski Week events, and for airport greeting and/or transportation.
- Provide adequate registration personnel for the registration desk on the first and second days of the event, aided by the local Rotarians on the first day.
- Promotion of the event at the Rotary International level.

TIMELINE OF PLANNING

In an ideal situation, the selection of the location for an ISFR Ski Week should be completed by the end of the ISFR week **two years prior** to the ISFR Ski Week in order to ensure optimum planning and promotion. This timeline will allow for adequate lodging availability, airline travel, and other logistical arrangements to be made well in advance of the event. An outline of all logistics including activities and/or amenities available should be available at the ISFR Ski Week one year in advance.

The Trip Coordinator in conjunction with the designated Point Person(s) will provide a review of the intended future ISFR Ski Week to the entire ISFR Board of Directors. It is essential that planning decisions be made at the prior year's ski week meeting. If there are further issues, the Board of Directors will delegate these decisions to the ISFR Executive Board.

COST OF SKI WEEK

Costs should be kept as reasonable as possible consistent with satisfactory accommodations, proximity to the ski area, and availability of amenities in order to encourage participation

REGIONAL ISFR MEETINGS

The ISFR Board of Directors encourages additional Regional Meetings and Ski Events to take place as not to conflict with the main ISFR week. These could include events in South America, Australia, Europe, and other sites within the USA and Canada.

By encouraging these Regional Meetings and Ski Events, ISFR will promote them through the newsletter and ISFR web page. For each regional event, a point person must be designated at the site of the regional meeting for anyone who wishes to contact him or her directly to find out information as well as sign up for the event. It is the responsibility of the point person to send the ISFR President information to publicize the event at least four (4) months prior to the event. In return for endorsing and publicizing the regional events, the regional planners will build a system to encourage attendees to become ISFR members.

These regional events could be organized by ISFR members or other interested Rotarians. These Regional meetings and/or events, however, are not officially sponsored by ISFR. The ISFR Board of Directors would be willing to assist in the development of Regional Ski events. The first contact should be with the ISFR President.

ABOUT ISFR

Skiing is enjoyed worldwide by thousands of Rotarians and their families of all ages and abilities. What better and more enjoyable avenue to build new friendships and International understanding than to join fellow Rotarians and sharpen skiing skills on the slopes of the world. In addition, through our Foundation, The Davis Boyd Memorial Foundation, a 501(c)3 Foundation, ISFR actively encourages and financially supports adaptive ski programs. This is what ISFR is all about. The Ski Fellowship annual meeting and ski week is held each year in a different location.

For information regarding ISFR, please write, telephone, or e-mail the ISFR President at ISFRski@gmail.com Web site: <http://www.isfrski.org>

The International Skiing Fellowship of Rotarians 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.

Original document prepared by: Paul Burrows, Don MacLaurin, Doug Deeks, David Mahler, Margaret Hutchinson, Brian Andersen, Bill Lehnhardt, and Charlie Priest - February 2001. Revised Summer 2004 by Ray Combs, Ben Lawton, Peggy Martin, Guy Zeller & Don Goering, Chairperson of the Ski Host Committee. 2007 version revised by Don Goering, ISFR President; Richard Geist, ISFR Secretary; Guy Zeller, member of the Ski Week Host Committee; Bill Schniedereith, Immediate Past President; Jeff Bricker, ISFR Tour Director and Marc Bokoff, ISFR Tour Contractor. 2019 version revised by Allyson Walter, Incoming ISFR President & DBMF President, Jeff Penza.