

OPERATING POLICIES
OF THE
SECOND SIXTIES
OUTDOOR CLUB
(CONFEDERATION PARK)



REVISED October 15, 2018

SECOND SIXTIES OUTDOOR CLUB (CONFEDERATION PARK)

OPERATING POLICIES

THESE POLICIES ARE IN EFFECT AS OF October 9, 1998, AND WERE APPROVED BY THE MEMBERSHIP AT THE GENERAL MEETING OF October 9, 1998 (Amended as at October 27th, 2000; April 11th, 2005; April 10th, 2006; April 16th, 2007; October 26th, 2007; October 17th, 2008; October 22nd, 2010; April 13th, 2012; October 8th, 2015; April 8th, 2016; October 6th, 2016; April 7th, 2017, October 15, 2018).

DEFINITIONS

1. **“Bus Co-ordinator”** means the person designated by the Hiking or Winter Activities Director to be in charge of a bus used on an outing, to appoint Group Leaders, obtain an attendance record and collect bus fares and forward them to the Club Treasurer.
2. **“Group Leader”** means the person appointed by the Bus Co-ordinator to lead each group of hikers or winter participants
3. **“No Show”** means a member or guest who has registered his intention to attend an outing, but fails to do so without canceling his registration before 12 noon on the Sunday immediately prior to the outing.
4. **“Outing”** for members who joined the Club before September 1, 2016 is defined as Club Hiking, Club City Walks, Club Golfing, Club XC Skiing, Club Snowshoeing, or any other group activity organized by the Club. **“Outing”** for members who joined the Club on or after September 1, 2016, is defined as, and limited to Club Hiking, Club XC Skiing, and Club Snowshoeing.
5. **“Tail-ender”** means the person appointed by a Group Leader to be at the rear of a group to ensure that no member of the group is left behind.
6. **“Release of Liability Agreement”** means a document in a form approved from time to time by the Board, which must be executed by all members and guests who participate in any group activities organized by the Club, releasing the Club from liability from all claims arising from any loss, property damage, personal injury or death suffered by the member or guest while, or as a consequence of, taking part in a group activity organized by the Club.
7. **“Walk On”** means a person who decides to participate in an Outing and arrives at the point of bus departure without having registered his intention to do so as required by these policies.

In addition to the foregoing, the Definitions included in the By-laws apply to these Operating Policies as does the clause concerning the number and gender of words used.

INTRODUCTION

These Operating Policies have been developed by the Board to enable the consistent and efficient operation of the Club.

All members are expected to maintain familiarity with the current version of the Operating Policies and are required to abide by them.

Questions concerning the application of the Operating Policies should be directed to the President of the Club.

These Operating Policies may be amended, in whole or in part, by the Board at any duly constituted Board meeting, subject to the condition that the amendments must not be contrary to the Club's By-laws.

All amendments must be approved or rejected by the membership at the General Meeting next following the said Board meeting. Approval or rejection shall be effected by a majority (50% plus one) vote of the membership in attendance.

MEMBERSHIP REQUIREMENTS

1. The number of members in the Club shall not exceed two hundred and fifty. Honorary Life Members are in addition to the 250 total membership.
2.
 - a. Members of the Club must be at least fifty years of age or, if younger, the spouse of a member.
 - b. The membership of the younger spouse will not be rescinded in the event of the death of the older spouse.
 - c. Every prospective member is required to come out as a guest three times before they are eligible to join the Club. To be counted, guest outings must be completed within six months of applying for Club membership. Guest outings are not included in the 12 outings required after membership.
3. Members, prospective members and guests wishing to participate in any group activity, including hiking, city walks, golf, snowshoeing and cross-country skiing, organized by the Club, must execute the Release of Liability Agreement. Once signed, the Release will remain in effect as long as the person signing participates in Club activities.
4. Membership fees will be set by the executive and are not refundable.
5.
 - a. The Club's membership year is September 1 to August 31.
 - b. Annual fees are to be submitted to the Membership Director by August 31st for the following year.
6.
 - a. Members are required to participate in at least twelve outings per year in order to maintain their membership.
 - b. Members not completing this number of outings may submit a letter to the Board citing the circumstances leading to the failure and requesting the waiving of the participation requirement.
 - c. In cases referred to in 6b, the Board will review the submissions received and make conclusive decisions on each.

7.
 - a. Prospective members must submit to the Membership Director completed membership application and Release of Liability Agreement forms and the annual membership fee.
 - b. If the prospective member's application is in order the Membership Director shall record the new member in the membership list and advise the applicant and the Bus Outing Registrar.
 - c. If the application is not in order, the application will be rejected and the membership fee returned to the applicant.
 - d. New members who join during the membership year will be required to participate on average once per month for every month remaining until the Club year ends. Guest outings are not included in the outings required for membership.
8. Membership in the Club implies a willingness to assist in the operation of the Club including service on the Board, as a Bus Co-ordinator, Group Leader or in any other role that may be required.

DIRECTORS

1. The Board shall include, in addition to the President, the Vice President, the Past President, the Secretary and the Treasurer, Directors each responsible for one of the following responsibilities:

a. Membership	d. Winter Activities	g. City Walkers
b. Bus Outing	e. Golfing	
c. Hiking	f. Social	
2. Each Director is to retain documentation which specifies the duties and procedures of their area of responsibility and which is passed on to the succeeding director.
3. New and revised procedures pertaining to a Director's responsibilities are to be approved by the Board.
4. Each Director may appoint an assistant to act as a substitute in the event of absences and, ideally, to subsequently replace the Director.

OUTINGS

1.
 - a. Regular hiking and winter activity outings are scheduled to take place on Wednesdays as determined by the Activity Director.
 - b. A fare is charged to all persons riding on the buses payable on the return journey.
 - c. The bus fare may be adjusted by the Board.
2.
 - (a) Details of the coming outings and information will be posted on E-vite and on the Club's telephone message (259-0209) simultaneously.
 - (b) Members are expected to access this information and register their intention to participate before 12:00 noon on the Sunday prior to the scheduled outing.
 - (c) Members registering by E-vite should not register by phone. If they do not receive an E-vite they should register by phone.
 - (d) To cancel pre-registered participation, members must call the club answering machine or must de-register on E-vite before 12 noon on the Sunday prior to the outing.

3. "No Show" means a member or guest who has registered his intention to attend an outing but fails to do so without cancelling his registration before 12 noon on the Sunday immediately prior to the outing.
4. "Walk Ons" may not board a bus without the permission of the Bus Co-ordinator.
5. Guests are welcome on the outings if they:
 - a. register their intended participation on the club line or by having a club member register them as a guest.
 - b. are at least eighteen years of age.
 - c. sign the Club's Release of Liability Agreement which, once executed, remains in effect for subsequent outings.
 - d. pay their bus fare.
 - e. comply with the Club's Operating Policies.
6. In cases of limited seating space on the buses priority will be given in the following order:
 - a) Members and prospective-member guests who have registered to attend, to a maximum of 5 prospective-member-guests per outing.
 - b) Casual guests
 - c) Walk-ons
7.
 - a. Directors of hiking and winter activities have sole authority to decide if, when and where an outing in their area of responsibility is to take place.
 - b. In making decisions, the Directors shall consider such factors as road, weather and trail conditions.
 - c. Outings will be cancelled if the projected Tuesday night temperature is less than -20 Celsius and the Wednesday mid day projected high is less than -15 Celsius at the locale. It is the responsibility of each member to check the Club answering machine #259-0209, prior to each outing to determine if an outing has been cancelled.
8. The Bus Co-ordinator shall have two front seats in the bus reserved for their use. The Bus Outing Director or their delegate shall have one seat in the bus reserved for their use.
- 9.. Depending on the location of bus departure and parking, member vehicles may be required to prominently display a Club parking pass in the vehicle's front window. Club parking passes are available from the Bus Co-ordinator.
10.
 - a. A minimum of four persons, including the Group Leader and a Tail-ENDER are required in each hiking or winter activity group.
 - b. Hikers and winter participants must abide by the directions of the Group Leader and observe trail etiquette.
 - c. Hikers and winter participants must carry a day-pack, containing basic survival gear, including such items as wet weather and spare dry outer clothing, trail maps, a basic first aid kit and a medical emergency tag

COMMUNICATIONS

1. The club will establish and maintain a website to promote interest in the club, to attract new members, and to communicate with members and the community. The Board will appoint a Webmaster and an Assistant Webmaster to maintain the site, update messages, and design upgrades. The Webmaster will report to the Board via the President, or at the discretion of the President, his or her designate among the directors. These appointments will be reviewed at the first meeting of the Board each business year. The duties of the Webmaster will include ensuring that the web server's hardware and software are operating correctly, generating and revising web-pages, replying to user comments, and examining traffic through the site.
2. Email and Evite [or its equivalent] messaging to the club members, used primarily for announcements of weekly outings, will be handled by the Email Manager. The Board will annually appoint and/or review the incumbent from the membership. The Email Manager will maintain club email and Evite accounts, including an up to date contact list in each venue. The position will be responsible to and report to the Board through the Bus Outing Director.
3. Representation of the Club on coalitions and interest group associations, such as the Alberta Hiking Association, Calgary Area Outdoor Council, Seniors Outdoor Club Coalition, etc., will be the duty of the President, or his or her designate amongst the directors or membership.
4. The Board is to issue up to four newsletters via email to all members during the Club's fiscal year. The purpose of the newsletters is to inform members on the Board and Club's activities. Copies of the newsletter are to be mailed to members who do not have an email address.