

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



REVISED Nov. 30, 2020

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, October 7, 2019 and Nov. 30, 2020).

DEFINITIONS

1. **“Bus Outing Administrator”** means the person designated by the Bus Outing Director to take attendance, collect park fees and/or signatures for park passes, collect no show fees, collect all necessary documentation including releases of liability agreements from first-time guests, and to do such other tasks as are directed by the Bus Outing Director.
2. **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.
3. **“Group Leader”** means the person appointed by the Bus Co-ordinator to lead each group of hikers or winter participants
4. **“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.
5. **“Outing”** is defined as Club Hiking, Club City Walks, Club Golfing, Club XC Skiing, Club Snowshoeing, or any other group activity organized by the Club. Social functions and meetings are excluded from this definition.
6. **“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.
7. **“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.
8. **“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 participate in three bus outings as a guest before they are eligible to apply for membership in 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 and Release of Liability Agreement is in order, the Membership Director shall record the new member in the membership list and advise the applicant and the Bus Outing Director and Communications Officer.
 - 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	h. Information Technology
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) Outing registration will commence at 8:00 am on the Friday before the next Wednesday's scheduled outing online on the Club Website Event Registration and through the Club's telephone line voice-mail.
 - b. Members are expected to register their intention to participate before 12:00 noon on the Sunday prior to the next Wednesday's scheduled outing.
 - c. Members are expected to register online through the Club Website Event Registration unless they do not have online access, in which case they should register through the Club's telephone line voice-mail.
 - d. To cancel pre-registered participation, members must call the Club's telephone line voice-mail before 12 noon on the Sunday prior to the next Wednesday's scheduled outing.
3. "No Shows" are required to pay the normal bus fare to the Bus Outing Administrator at the next scheduled outing or by mail to the club within three weeks of the missed trip. Payment must be accompanied by the name of the "No Show" and the date of the missed outing.
4. "Walk Ons" may not board a bus without the permission of the Bus Outing Administrator and 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.
 - f. as first-time guests, agree to sign-up with a B2 or C group (hiking) and a B or C group (winter activities).
6. In the event a bus outing is over-subscribed, seats are allocated using a lottery system. The Bus Co-ordinators, Bus Outing Administrator and the Activity Director and Bus Outing Director shall be allocated seats and the balance of the seats shall be allocated using the Club lottery system to those registered Members and a maximum of 3 prospective-member-guests who have the highest lottery numbers.
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 including wind chill and the Wednesday mid-day projected high is less than -15 Celsius including wind chill at the locale. It is the responsibility of each member to check the Club's telephone line and email messages from the Club prior to each outing to determine if an outing has been cancelled.

8. The Bus Co-ordinators and Bus Outing Administrator shall have front seats in the bus reserved for their use.
- 9.. Depending on the location of bus departure and parking, member and guest 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 Outing Administrator.
10. a. A minimum of four persons, including the Group Leader and a Tail-Enders 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.
 - d. Group Leaders and Tail-Enders provided with walkie talkies must leave them on and accessible until all outing participants have returned to the bus for departure.

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 Vice President, These appointments will be reviewed at the first meeting of the Board each fiscal 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. Each Director of the Board will be responsible to prepare and send communications to the membership pertaining to their area of responsibilities via website email and / or webmail.
3. The Board will appoint a Communications Officer who will report to the Board via the Vice President. This appointment will be reviewed at the first meeting of the Board each fiscal year. The Communications Officer will be responsible to maintain a current contact / distribution list and any group distribution listings within the Club's web mail. The Communications Officer will issue communications to members that do not fall within the responsibilities of a specific director. These communications will include but not be restricted to: Club Newsletter; obituary announcements, etc. The Communications Officer will issue all requested communications in a timely manner. The Communications Officer will be available to assist any director with a communication should the director not be able to issue the same; provided, however, it shall be the responsibility of the director to draft the communication to be issued by the Communications Officer. The Communications Officer should receive at least 24 hours advance notice of communications to be sent out, except in unusual cases in which such notice cannot be reasonably provided.

4. 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.
5. The Board is to issue up to four newsletters via webmail to all members during the Club`s fiscal year. The purpose of the newsletters is to inform members of Board and Club`s activities. Copies of the newsletter are to be mailed by the Secretary to members who do not have an email address. The newsletters shall also be posted on the club website.