



POLICY AND PROCEDURES

BOARD OF DIRECTORS
CLUB MANUAL

Board Approved September 8, 2010
Submitted: Richard Murray



POLICY AND PROCEDURES
Conejo Ski and Sports Club (CSSC)

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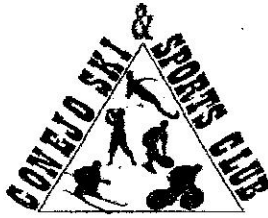
INTRODUCTION

MISSION STATEMENT

The mission of the Conejo Ski & Sports Club is to bring adults together for the purpose of providing pleasure and recreation for its members by affording them opportunities to participate in sporting, recreational, social and other non-profit activities that promote sociability among adults. The club has been formed under the California Mutual Benefit Corporation Law.

This non-profit organization began as the Conejo Ski Club in 1982. However, by 1995 the club evolved to a full sports club with the addition of a variety of social, cultural and recreational activities and events. At that time, the members changed the name to Conejo Ski & Sports Club (CSSC). Today the club offers a variety of cultural and sports activities in addition to snow skiing for physically active adults over the age of 21 who like making new friends and enjoy sharing a variety of activities.

CSSC has been providing skiing and year-round sports, social events and travel since 1982. The Club presently caters to several hundred active members and professionals of all ages and the number continues to increase each year. Our Board of Directors is dedicated to making sure that all CSSC activities are well-organized for our members' fun, safety and enjoyment.



POLICY AND PROCEDURES Conejo Ski & Sports Club (CSSC)

APPROVAL POLICY - ACTIVITY, SOCIAL EVENT, MAMMOTH TRIP, SKI TRAVEL and TRAVEL

All activities, social events and travel have a leader. The leader is the person that is hosting or presenting the activity, social event or travel, and who will present it to the appropriate CSSC vice president. The leader works directly with the appropriate vice president to ensure that all procedures and information regarding the activity, social event or travel is being managed properly to ensure a successful event for the CSSC members.

For the purpose of this Approval Policy, ACTIVITY, SOCIAL ACTIVITY, MAMMOTH TRIP, SKI TRAVEL and TRAVEL are identified as "event" or "events."

1. All events must be approved by a majority count of the CSSC Board of Directors.
2. All events must be coordinated with the appropriate VP.
3. The event leader, in coordination with the appropriate VP, completes the appropriate packet (forms attached). The event packets are available on the website and from the appropriate VP
4. The appropriate VP will review the packet for completion and adherence to CSSC financial liability requirements making sure the event will not put a financial burden or legal liability on CSSC.
5. Upon review of all liabilities, the appropriate VP will then submit the activity to the board for review and vote.
6. All travel arrangements that include air, train or boat travel must be made in conjunction with an outside agency and as such the outside agency is responsible to handle the trip in coordination with the appropriate VP and trip leader.
7. Where a California Seller of Travel (CST) is used the CST number must be included on all paperwork submitted, including all advertisements and flyers.
8. Upon approval of the event, the appropriate VP will assist leader in coordinating all aspects of event as follows:
 - a. Manage, guide and mentor the leader to ensure accountability and confirm the activity is managed properly.
 - b. Assist leader in verifying all participants have a current membership and non members follow nonmember policy.
 - c. Assist leader with CSSC member/non-member sign-ups for the event.
 - d. Assist leader with purchase and preparation of food, beverages, paper goods, etc., for the event as needed.
 - e. Assist leader in creating flyers to promote event at meetings, in newsletter and on the website, and at the general membership meetings.
 - f. Assist leader during activity to ensure a successful event.
 - g. Assist leader in completion of all documentation/paperwork for reimbursement, payments and refunds.

TRAVEL/TRIPS - POLICY ON COMP TRIP(S)

The outside California Seller of Travel (CST) handling the trip usually provides "comp" trips to the leader(s) based on the number of sign-ups of any given trip, along with a specified amount of compensation to CSSC for having the agency handle the travel/trip on behalf of the CSSC members. It is the CSSC policy that only one "comp" trip is allowed to any trip leader running a single trip for CSSC members. This is the case on all CSSC travel/trips. If a second "comp" trip is offered by the California Seller of Travel (CST), it is CSSC policy to pass that savings on to all CSSC members that are participating in the travel. These trips are for CSSC members and as such the CSSC members on the trip should also benefit on CSSC savings. If there is an excessively large number of participants and a trip has excursions in which all members are not participating, the trip can be divided into two trips allowing two leaders, with each leader receiving a "comp" trip (if two or more "comps" are given by the California Seller of Travel (CST). In these cases, the third and fourth "comp" are given back to the members participating in the trip in the form of a party, discount or excursion allowance, to be determined by the appropriate vice president. This is CSSC policy and is not negotiable.

We try to make these goals easy to achieve by placing forms on the website that guide members through the planning process, and a detailed schedule of events is posted on our website that serves to reduce conflicts of events. It is the job of the appropriate VP to be sure that all forms are completed and information is correct and in accordance with Club Policy and Procedures.

CANCELLATIONS: All cancellations must be received **in writing** by the dates indicated according to each individual activity or event. In the event of amenity changes or activity cancellation by CSSC, participants will have the opportunity to reschedule or receive a full refund for that activity.

CONDUCT POLICY: CSSC sponsors various events for a varied population. The CSSC Conduct Policy was developed to maximize the enjoyment for all participants and to provide guidelines for CSSC. This policy applies to all persons participating in a CSSC activity. All participants are requested to observe common courtesy and generally accepted standards of behavior. Activities include, but are not limited to, CSSC sponsored trips, parties, sports and cultural activities.

CSSC will not tolerate violation of any federal, state or local laws or ordinances. Illegal use of drugs, tobacco or alcohol will cause the participant to be removed from the event. Additionally, CSSC will not reimburse the participant for any forfeited payments. CSSC may also choose, for the benefit of all participants, to prohibit smoking or alcohol at an event. Participants who display obnoxious or offensive behavior in violation of this conduct policy, as determined by the CSSC event representative, may be removed and/or isolated from the group. Participants shall adhere to the requirements of the CSSC event packages (e.g., lift tickets) and not transfer, resell or barter all or portions of that package. Only CSSC or the issuing agency may compensate the participant for the unused portion or transfer. Failure to comply may result in exclusion from future CSSC sponsored activities.

CSSC maintains a strict policy prohibiting harassment or discrimination of any type. Additionally, if behavior offensive to others (profanity, off-color humor) continues after the offending person is asked by a CSSC representative to refrain from its use, the offending participant may be subject to sanctions up to removal from the activity and/or removal from the club.

COST DETERMINATION FOR EVENT: Cost is determined on an individual basis according to each activity and consideration of fiscal liability to CSSC. Cost may include a non-refundable administrative fee for cancellations. The cost of certain activities may be non-refundable as identified at the time of sign-up and listed on activity/event/trip, etc. flyer. Members should familiarize themselves with the refund policy of each event at the time of sign-up.

Trips that have payment schedules are generally designed around the requirements set forth by individual event contract. A late penalty may be assessed for failure to make payments according to the written schedule. A participant may be removed from the event for failure to make payments according to the written schedule.

DEPOSITS, PAYMENTS and ADVANCES FOR EVENTS:

Any request for disbursement of monies/checks for deposits, advancements or payments of any and all activities, social events, Mammoth ski trips, ski trips or any travel is made to the treasurer by the appropriate vice president or the executive vice president and must be accompanied by a copy of the agreement or invoice relating to the request for the disbursement. An agreement or invoice for the request must be accompanied with a refund and cancellation policy from the establishment regarding the deposit. The appropriate VP must identify the event name, as well as the name of the leader of the activity, and submit a copy of all completed documentation to the treasurer, along with the reimbursement/disbursement request. The treasurer will present it to the president for approval and signature, then issue a check in the amount requested, accordingly.

**EMAIL - BOARD VOTING ON EVENTS:
POLICY:**

1. To provide a method to vote on items in between regularly-scheduled board meetings.
2. The president will coordinate all voting.
3. Any activity/event/party presented by the appropriate board member that is time-sensitive can be presented for email vote.

PROCEDURE:

1. Email the request to the president.
2. President will distribute request within 3 working days to all board members, requesting:
 - a. 2nd to the motion (first board member to respond will be listed as 2nd motion).
 - b. Discussion.
 - c. Vote.
3. Board members will respond within 3 working days.
4. President will tally vote and email result.

Note: Vote result will be recorded in the minutes of the next board meeting.

MEMBERSHIP POLICY:

The board shall determine the dues payable by the members, and may institute an initiation fee for the first year of membership. The dues shall be the same for all members. Current membership dues are set at \$40 per year per member. There is a \$5 penalty if not renewed within 30 days of expiration date. All memberships begin on the first day of a month. All late memberships will begin on the expiration date of the previous membership. If a member has been out of the club for over a year the membership starts on the date of the membership payment.

GUEST POLICY:

A Guest may attend only two CSSC events before deciding to join the CSSC. If the Guest would like to attend a third event he/she must pay the \$40 membership fee and join the ski club. This will be strictly enforced by the activity leaders supported by the VPs. A Guest is defined as a person who has never been a member. Members who have let their membership expire must join the club to attend a CSSC event.

~~A Guest attending an event will be asked to complete a Guest attendance form with the liability waiver explaining that they can attend two events before they must join CSSC. The completed forms should be forwarded to the VP membership to be used for recruitment and tracking the number of events a Guest has attended.~~

To encourage Guests to participate in CSSC events there will be ^{no} premium for Guests to attend the majority of events. Activity leaders may choose to charge a premium for guests when the event involves overnight travel. Minimum premium is \$20.

VP Membership will send activity leaders the current member and guest information so they can ensure the Guest attendance forms are completed.

REFUNDS:

Refunds are established for each individual event. Refunds take into account deadlines, processing fees and extenuating circumstances for individual members.

Refunds are determined on an individual basis according to each event. Refunds may include a non-refundable administrative fee for cancellations. Certain events may be non-refundable as identified at the time of sign-up. CSSC reserves the right to exclude and remove any participant according to the CSSC Conduct Policy without refunding any monies paid. All refunds for the payment of any CSSC activity must be presented to the appropriate event leader in writing by the dates according to the written schedule. The event leader will ensure the completion of the reimbursement form and present it to the appropriate VP. The appropriate VP will submit the completed form to the treasurer for approval, who will disburse funds accordingly.

ACTIVITY CANCELLATION REFUNDS:

In the event that an event is cancelled by Conejo Ski & Sports Club and the event cannot be rescheduled:

1. The event leader will provide the appropriate VP with a list of participants and amounts paid.
2. The appropriate VP will approve refunds and forward list to treasurer.
3. The treasurer will generate and distribute a refund check to each participant.

INDIVIDUAL REFUNDS:

1. Participant will complete appropriate form requesting a refund and present it to the appropriate leader. Requests must adhere to the event refund policy as stated at the time of sign-up.
2. The event leader will present the refund request to the appropriate VP, who will review it for approval/ disapproval.
3. If approved, the appropriate VP will present it to the treasurer, who will generate and distribute a refund check to the participant.

THERE ARE NO REFUNDS FOR EVENTS THAT HAVE A PARTICIPANT COST OF LESS THAN \$20.

If an event is rescheduled and a participant cannot attend the participant will have the option of a complete refund.. Refunds for extenuating circumstances (illness, etc.) will be dealt with on an individual basis by the board. In the event that the activity leader disapproves a request for refund, the participant may bring his/her request before the board for review.

REIMBURSEMENTS: All reimbursements for the cost or expenses incurred for any CSSC event or activity is to be presented to the appropriate vice president responsible for the activity/event, along with a completed detailed reimbursement form and all original receipts. The form can be obtained from the CSSC website or from the appropriate VP in charge of the

activity or event. Once received by the appropriate VP, he/she will confirm that all documentation is in order. The VP will then present the approved reimbursement form, along with original receipts, to the treasurer, who will present it to the president for approval and signature. Once approved, the treasurer will then mail a check in the amount indicated on the reimbursement form according to the above process to the appropriate member accordingly.

SCHEDULING/CALENDAR - MULTIPLE ACTIVITIES, EVENTS, SOCIAL EVENT, SKIING, MAMMOTH, TRAVEL, ETC.: It is CSSC policy not to schedule more than one activity/ event that is similar in nature on any given date. It is the responsibility of the vice president handling the activity or event to ensure that only one activity or event of similar type is scheduled for any given date prior to approving the activity or event with any member requesting to lead an activity or event.

PRESIDENT

Position Requirements: Organizational skills, computer literate, experience working with people, and personable. The President shall have served on the CSSC Board of Directors for a minimum of one term. The organization, leadership and facilitation of meetings is required. Must have access to a computer and have working knowledge of computer applications, such as Microsoft Word and Excel to generate documents and flyers. Ability to work with others as a team member. Must be a CSSC member in good standing.

This is a non-voting board position. President is entitled to vote on a board issue only in the event of an even (tie) vote by other board members on that issue.

Position Duties:

1. Organize and preside over club meetings.
2. Organize and preside over club board meeting.
3. Coordinate voting per "Roberts Rules of Order".
4. Support, motivate and monitor all board members.
5. Annually, investigate renewal costs and the policy terms of the General Membership and the Board of Directors insurance and ensure that the terms of both policies are best value and that both policies are renewed prior to the expiration dates.
6. Oversee legal issues related to club and resolve disputes (i.e.: insurance, injuries, etc.)
7. Oversee fiscal issues related to club and resolve disputes (i.e.: activities, trips, refunds, etc.). President is listed on the CSSC bank accounts. President may only write checks as designated by or in the absence of the Treasurer. Ensure that the Treasurer submits the annual tax returns and the Secretary submits the statement of information prior to their due dates.
8. Mediate issues with club members and the board (i.e.: difficulties with refunds, conduct at activities, etc.).
9. Review, revise and coordinate the voting process for any proposed changes and updates in the CSSC By-Laws as needed.
10. Work with V.Ps to identify potential activity leaders and future board members.
11. Attend CSSC general membership meetings and monthly board meetings.
12. Promote CSSC to potential new members.
13. When attending events ensure that all membership policies are followed.
14. Follow policies as set forth by the CSSC By-Laws and policies and procedures approved by the Board of Directors.

TREASURER

The Treasurer shall keep and maintain correct books and records and shall deposit all money in accounts in the name of the club with federally-insured depositories. The Treasurer upon request by the board shall render an account of all transactions and of the financial condition of the club.

Position Requirements: Organizational skills, accounting and bookkeeping experience. Experience with bank reconciliations. Must be computer literate with knowledge of QuickBooks. Ability to work with others as a team member. Must have participated in a CSSC activity or event. Must be a CSSC member in good standing. This is a voting position.

Position Duties:

1. Deposit in appropriate federally insured bank accounts monies collected from CSSC activities, events, trips, membership, raffle, etc.
2. Utilize QuickBooks to manage CSSC finances.
3. File all supporting documentation for expenses, trips, activities and events.
4. Disburse checks as appropriate for CSSC expenses, as requested by the appropriate board member. (Note: Treasurer writes all checks unless the Treasurer is unavailable then the President or Executive V.P. may write checks. Under no circumstances may the Treasurer, President or executive V.P. sign checks or check requests that are written to themselves.) All checks require a check request approved by the President, Executive V.P. or Past President as applicable.
5. Record and present accounting information and month-end reports to the board on a monthly basis.
6. At each board meeting, present year to date CSSC financial performance and financial performance of the individual activities and events.
7. Present CSSC annual financial performance to general membership on a yearly basis as appropriate.
8. Reconcile CSSC's year end (April 30) bank accounts and prepare a year-end financial statement.
9. Produce a fiscal year end P/L report for the preparation of the annual tax return.
10. During the month of May, the outgoing Treasurer is allowed to make deposits and write checks for a reasonable "turnover period" (two to four weeks) while the incoming Treasurer is familiarized with the duties of the position.
11. Confirm that the tax returns were prepared, filed and procure copy for archive. Copies are to be given to the Secretary for archiving.
12. Attend CSSC general membership meetings and monthly board meetings.
13. Ensure that the money required for the club's raffle prize is available at each general meeting.
14. At the end of each general meeting, review, verify and initial the raffle's summary sheet. Collect and deposit the raffle's proceeds into the club's bank account.
15. Promote CSSC to potential new members.
16. When attending events ensure that all membership policies are followed.
17. Follow policies as set forth by the CSSC By-Laws and policies approved by the board of directors.

SECRETARY

Position Requirements: Organizational skills and computer knowledge, including Microsoft Word and Excel, is required. Experience in documenting and preparing accurate minutes of board meetings. Secretarial experience in filing and record-keeping are preferable for this position. Must own a personal laptop computer. Must have participated in a CSSC activity or event. Ability to work with people as a team member. Must be a CSSC member in good standing. This is a voting position.

Position Duties:

1. Prepare minutes of all meetings and actions of the board and members, and shall give or cause to be given notice of all meetings and other notices as required by the CSSC By-Laws. The Secretary shall keep a copy of the Articles of Incorporation and By-Laws, amended to date.
2. Prepare accurate minutes of all Board meetings. The minutes must document the exact wording of a motion or policy proposal.
 - Using a computer to document the minutes is the required method to document and maintain the minutes of the meetings. The minutes must include the date, meeting start and end times, board members present and absent, and any policy decisions that are made. The minutes must contain a record of any motions made and whether that motion passed or failed.
 - After board meeting, must distribute minutes to each board member 3 to 5 days prior to the next scheduled board meeting.
3. Maintain a historical electronic set of prior meeting minutes and other documents, such as Treasurer's reports, which further document the club's business records (ie: tax returns, CA Statement of information, insurance, and policies).
4. The minutes must reflect the actual sequence of events that occur at the meeting. The specific items contained in the minutes may be augmented as requested by the President (i.e.: an item reflecting email business and/or voting conducted by the board between meetings.)
5. Maintain a list of all approved board motions modifying operating policies and procedures. The approved board motions will be used to update the Policy and Procedures manual to keep it up to date.
6. Maintain the due date calendar that includes all important deadlines.
7. Ensure that the Statement of Information is completed bi-annually. Procure copy for archive. Copies are to be given to the Secretary for archiving.
8. Assists all board members with requested CSSC documentation and research of the same.
9. Assists President in special CSSC projects.
10. Must document any corrections, deletions or amendments to previous minutes as discussed and adopted at a subsequent board meeting.
11. After the completion of each board year, ensure that all appropriate club documents including board minutes are organized by year and are archived electronically and a hard copy is filed in the club's storage facility for future board access.
12. Provide for a smooth transition to the newly elected Secretary and provide the new secretary the location of all the club's previous documentation and electronic records. Review process of Secretary's duties. Archived records should be kept in the club's storage locker.
13. Attend CSSC general membership meetings and monthly board meetings.
14. Promote CSSC to potential new members.
15. When attending events ensure that all membership policies are followed.
16. Follow policies as set forth by the CSSC By-Laws and policies approved by the board of directors.

EXECUTIVE VICE PRESIDENT

The Executive Vice President supports the President when the President is unavailable to the club and acts in the interim as President. The Executive Vice President is responsible for the CSSC Non-Skiing Trips that are outside the club's immediate vicinity, which require the organization of travel for the members, such as air, train or other travel transportation.

Position Requirements: Leadership Skills, Organizational Skills, Public Speaking Knowledge, Writing Skills, Computer Skills and the ability to work with individuals as a team member. Must have access to a computer and have working knowledge of computer applications, such as Microsoft Word and Excel to generate documents and flyers. Must have previously participated in and has working knowledge of CSSC activities or events. CSSC membership must be active. This is a voting board position.

Position Duties:

1. Coordinate and manage all major non-ski travel activities and assist leaders of such activities.
2. Work with members that have an interest in running travel trips, help them design and execute great travel trips.
3. Ensure that sign-ups are transparent and allow every member the same opportunity to sign up for the trip. Long lines at sign-ups should be avoided.
4. Manage the CSSC raffle at club meetings.
5. Lead club and board meetings as designated by the President.
6. If the President can no longer perform his/her duties, the Executive Vice President will be acting President until the next election.
7. Manage special projects as assigned by the board.
8. Present reports related to non-ski travel to the board and determine what travel activities best fit the needs of CSSC.
9. Attend CSSC general membership meetings and monthly board meetings.
10. Promote CSSC to potential new members.
11. When attending events ensure that all membership policies are followed.
12. Follow policies as set forth by the CSSC By-Laws and policies approved by the board of directors.

VICE PRESIDENT ACTIVITIES

Activity is defined as a CSSC event that is non-party, non-skiing, non-Mammoth and non-travel in nature for the enjoyment of the CSSC members. This includes hiking, sport activities, camping trips, cultural activities, day trips, and local multi-day trips. These activities do not include trips that require air, plane or other travel, except travel by carpool or bus transportation. The activities are local events within the general vicinity, and never include travel outside the state.

Position Requirements: Organizational skills, enthusiasm, public speaking knowledge, computer literate. Ability to work with others as a team member. Must have participated in a CSSC activity. Must have access to a computer and have working knowledge of computer applications, such as Microsoft Word and Excel to generate documents and flyers. Must be a CSSC member in good standing. This is a voting position.

Position Duties:

1. Recruit activity leaders and train them to plan and execute activities.
2. Manage all coordination, fiscal and legal aspects of CSSC activities.
3. Manage, guide, and mentor activity leaders, following CSSC guidelines.
4. Evaluate areas of liability and bring to the boards attention as necessary.
5. Ensure the proper completion of all documentation/forms related to each activity including liability release at each activity.
6. Access and provide club supplies from storage locker as needed for activities.
7. May help activity leaders with purchase and preparation of food, beverages, paper goods, etc.
8. Traditional activities include the spring picnic, Lake Cachuma camping trip, Yosemite camping trip, Sycamore Cove beach party, hikes, volleyball and cultural activities.
9. Promote CSSC activities at general meetings and ensure that the flyers are included in the newsletter and posted on CSSC's website and Meetup.com as appropriate.
10. Ensure that activities are scheduled through the summer following board transition.
11. Work with the V.P's to develop and maintain a master CSSC event calendar.
12. Ensure that all event money/checks collected are recorded in the appropriate paperwork and are given to the Treasurer in a timely manner as they are collected.
13. Ensure that appropriate paperwork is completed for any event where money is collected. Money and paperwork should be finalized/reconciled with the Treasurer in a timely manner after the event (goal is to finalize the deposits, expenses and paperwork prior to the next board meeting following the conclusion of the event)
14. Attend CSSC general membership meetings and monthly board meetings.
15. Promote CSSC to potential new members.
16. When attending events ensure that all membership policies are followed.
17. Follow policies as set forth by the CSSC By-Laws and policies approved by the board of directors.

VICE PRESIDENT SOCIAL

A Social Activity is defined as a CSSC major party for the purpose of enjoyment of the CSSC members.

Position Requirements: Organizational skills, enthusiasm, public speaking knowledge, computer literate. Ability to work with others as a team member. Must have participated in a CSSC social activity. This position works closely with the V.P. of Activities for event coordination. Must have access to a computer and have working knowledge of computer applications, such as Microsoft Word and Excel to generate documents and flyers. Must be a CSSC member in good standing. This is a voting position.

Position Duties:

1. Coordinate and schedule social events including house parties, holiday parties and social activities. Traditional parties may include a summer dance party, Pray for Snow, Halloween and the Holiday Party.
2. Manage, guide, and mentor event leaders following CSSC guidelines. This can include helping with preparation of food, beverages, paper goods, etc.
3. Manage and oversee social events to ensure financial viability of event.
4. Access and provide club supplies from storage locker as needed for social events.
5. Promote Social events at general meetings and ensure that the flyers are included in the newsletter and posted on CSSC's website and Meetup.com as appropriate.
6. Ensure that all event money/checks that is collected is recorded in the appropriate paperwork and is given to the Treasurer in a timely manner as they are collected.
7. Ensure that appropriate paperwork is completed for any event where money is collected. Money and paperwork should be finalized/reconciled with the Treasurer in a timely manner after the event (goal is to finalize the deposits, expenses and paperwork prior to the next board meeting following the conclusion of the event)
8. Attend CSSC general membership meetings and monthly board meetings.
9. Promote CSSC to potential new members.
10. When attending events ensure that all membership policies are followed.
11. Follow policies as set forth by the CSSC By-Laws and policies approved by the board of directors.

VICE PRESIDENT MARKETING

Position Requirements: Organizational skills, enthusiasm and public speaking knowledge. Must own a computer and have a knowledge of websites and computer administrative functions. Skills to maintain CSSC's website, Facebook page and Meet-up sites. Ability to work with others as a team member. Must have participated in a CSSC activity or event. Must be a CSSC member in good standing.. This is a voting position.

Position Duties:

1. Work with all CSSC V.P's to promote CSSC events.
2. Perform all admin functions associated with CSSC's website www.conejoskiclub.org, Facebook page and meetup site.
3. Maintain content on CSSC's website www.conejoskiclub.org, Facebook page and meetupsite.
4. Interface with people that are visiting our sites, answer question and encourage them to participate.
5. Investigate and optimize other internet technologies to promote CSSC to potential members.
6. Present website, Facebook and meetup performance to the board for their understanding and action.
7. Liaison with third party publications (Acorn and Happenings) to disseminate club information and promote club activities, etc.
8. Plan for a smooth transition of the technical knowledge to the new V.P Marketing, including training, Logons / passwords and ongoing support.
9. Ensure that the club's domains are active and have no outstanding issues prior to transition to the newly elected V.P.
10. Promotion of special projects as designated by the board.
11. Attend CSSC general membership meetings and monthly board meetings.
12. Promote CSSC to potential new members.
13. When attending events ensure that all membership policies are followed.
14. Follow policies as set forth by the CSSC By-Laws and policies approved by the board of directors.
15. Knowledge of Word Press, website admin experience and website programming language (MySql, php, HTML) is helpful.

VICE PRESIDENT INTERNAL COMMUNICATIONS: (Newsletter, etc.)

The newsletter is published and placed on the club website each month, and is printed as needed. It contains a message from the President, event schedules, a membership application, articles and other miscellaneous CSSC information. Additionally, members and outside organizations may advertise in the newsletter for a fee, as space permits.

Position Requirements: Organizational skills, enthusiasm, public speaking knowledge, computer knowledge, including working with Excel, Adobe PDF, Publisher, or other graphic programs (some programs may be provided by club). Must own a computer that will support needed programs. Ability to work with others as a team member. Must have participated in CSSC activity or event. Must be a CSSC member in good standing. This position works closely with all the V.P.'s collecting information on activities as well as the V.P. of membership for member information. This is a voting position.

Position Duties:

1. Create the CSSC monthly newsletter and email a PDF version to the V.P. of Marketing and to the general membership that have an email by the 1st of every month. This includes PDF version to members that have an email. This includes obtaining information about club events, members, etc.
2. Coordinate with the V.P. Marketing to ensure the V.P. is able to post the newsletter on the club's website.
3. Coordinate with the V.P. Membership and print a small number of newsletters (as required) to be used for recruiting new members.
4. Collect fees for advertising and forward to the Treasurer.
5. Attend CSSC general membership meetings and monthly board meetings.
6. Promote CSSC to potential new members.
7. When attending events ensure that all membership policies are followed.
8. Follow policies as set forth by the CSSC By-Laws and policies approved by the board of directors.

VICE PRESIDENT MAMMOTH

A Mammoth Trip is defined as a ski trip solely to Mammoth for the enjoyment of CSSC members. This includes all travel that may require air, bus or other transportation to Mammoth for the purpose of skiing.

Position Requirements: Organizational skills, enthusiasm, public speaking knowledge, computer literate. Must have access to a computer and have working knowledge of computer applications, such as Microsoft Word and Excel to generate documents and flyers. Ability to work with others as a team member. Must have participated in at least one CSSC Mammoth trip in the last 18 months and be at least an intermediate skier or snow boarder. Must be a CSSC member in good standing. This is a voting position.

Position Duties:

1. Organize, schedule, promote, and manage all Mammoth winter weekend trips, including making room assignments, purchase and preparation of food, beverages, paper goods, etc., in order to ensure a successful trip.
2. Ensure financial viability and legal liability of all Mammoth trips.
3. Promote Mammoth trips at CSSC general membership meetings (including preparation and dissemination of fliers).
4. Ensure that the Mammoth Ski Trips are finalized / reconciled with the Treasurer in a timely manner at the end of the ski season.
5. Attend CSSC general membership meetings and monthly board meetings.
6. Promote CSSC to potential new members.
7. When attending events ensure that all membership policies are followed.
8. Follow policies as set forth by the CSSC By-Laws and policies approved by the board of directors.

VICE PRESIDENT SKIING

Skiing is defined as a non-Mammoth ski trip for the purpose of the enjoyment of CSSC members. This includes all trips that may require air or other travel transportation to destinations other than Mammoth.

Position Requirements: Organizational skills, enthusiasm, public speaking knowledge, computer literate. Must have access to a computer and have working knowledge of computer applications, such as Microsoft Word and Excel to generate documents and flyers. Ability to work with others as a team member. Must have participated in a CSSC ski activity. Must be a CSSC member in good standing. This is a voting position.

Position Duties:

1. Organize and schedule all CSSC non-Mammoth ski trips with a Seller of Travel or directly with ski resorts using CSSC Seller of Travel. Coordination will include picking locations, negotiating with suppliers, making room assignments, arranging dinners and parties and many other details that contribute to a successful trip.
2. Ensure that sign-ups are transparent and allow every member the same opportunity to sign up for the trip. Long lines at sign-up should be avoided.
3. Liaison with LA Council of Ski Clubs and Far West Ski Association to schedule and promote sponsored ski trips. Attend Far West Ski Association Convention as available.
4. Promote ski trips at club meetings (including preparation and dissemination of flyers).
5. Manage trips to ensure financial viability and legal liability.
6. Ensure proper completion of all documentation/forms related to ski trips.
7. Ensure that the Travel Ski Trips are finalized / reconciled with the Treasurer in a timely manner at the end of the ski season
8. Attend CSSC general membership meetings and monthly board meetings.
9. Promote CSSC to potential new members.
10. When attending events ensure that all membership policies are followed.
11. Follow policies as set forth by the CSSC By-Laws and policies approved by the board of directors.

VICE PRESIDENT MEMBERSHIP:

Position Requirements: Organizational skills, enthusiasm, public speaking knowledge, computer literate. Must have access to a computer and have working knowledge of computer applications, such as Microsoft Word and Excel to generate documents and flyers. Knowledge of ACCESS computer program is helpful. Ability to work with others as a team member. Ability to meet deadlines. Must have participated in a CSSC activity. Must be a CSSC member in good standing. This position works closely with the V.P. of Internal Communications and the Treasurer. This is a voting position.

Position Duties:

1. Keep updated database of all CSSC current members.
 2. Maintain current and expired membership information. Provide current membership and recently expired list to Board Members and Activity Leaders monthly.
 3. Oversee Membership/Guest Welcome Table at CSSC general meetings.*
 4. Keep records of all guests and new memberships.
 5. Notify all members before their membership expires so they can renew in a timely manner. Follow-up with members that have let their membership expire and encourage them to renew.
 6. Collect all membership-related monies. Record and coordinate membership financial information with Treasurer.
 7. Coordinate with Exec. V.P. to provide information for general meeting raffles.
 8. Quarterly publish a printed list of all members with their contact information. This is available at meetings.
 9. Attend CSSC general membership meetings and monthly board meetings.
 10. Promote CSSC to potential new members.
 11. When attending events ensure that all membership policies are followed.
 12. Follow policies as set forth by the CSSC By-Laws and policies approved by the board of directors.
- * Note that this function requires the V.P. of Membership to organize, train and oversee a committee of approximately 3 persons to assist at club general meetings. V.P. of Membership should train an assistant to handle check-in table at meetings in case of V.P. of Membership's absence.

PAST PRESIDENT:

POSITION REQUIREMENTS: Organizational skills, computer literate, knowledge of working with people and personable. The past-President shall have served as President for the previous term. Ability to work with others as a team member. Must be a CSSC member in good standing. This is a voting position.

POSITION DUTIES:

1. Attend board meetings on a monthly basis.
2. Assist President and board as appropriate to ensure accurate transition of information between previous issues dealt with by the board and current issues.
3. Assist with special projects as assigned by the board.
4. Attend CSSC general membership meetings and monthly board meetings.
5. Promote CSSC to potential new members
6. When attending events ensure that all membership policies are followed.
7. Follow policies as set forth by the CSSC By-Laws and policies approved by the board of directors.

Club Logo





Conejo Ski & Sports Club

Activity Form - 1 Day Event

Submit form to Vice President of Activities:
 Contact Email: activities@conejoskiclub.org

Activity Name:			
Leader Name:		Leader Address:	
Leader email:	Home Phone ()	Work Phone ()	Cell Phone ()
Proposed Date:	Alternate Date:	Starting Time:	
		Ending Time:	
Location:			
Maximum # Participants:		Minimum # Participants: (to break even)	
Equipment Needed: (Banner, Ice Chest, Bar-B-Q, Etc.)			
Cost to Participant: \$	Total Cost Of Activity: \$	Amount Deposit Required: \$	
Describe Activity in Detail:			
<p>Once approved by the Ski Club Board, you will need to provide a flyer with the following information: NOTE: Flyer MUST be submitted to VP of Activities for pre-approval</p> <ol style="list-style-type: none"> 1. Conejo Ski & Sports Club header 2. Name of Activity 3. Day of Week and Date 4. Starting/Ending Times 5. Location Address 6. Directions (print on back of flyer, if appropriate) 7. Participant Cost - Member + Non-member (Board will determine non-member cost) 8. Deposit (if required) 9. Deadline for Deposit 10. Leader Name & Phone Numbers 11. Food & Beverage Description 12. BYOB (if applicable) 13. Cancellation policy 14. California Seller of Travel (CST) for <u>all</u> travel that is air, train or boat. 			
<p>Events where alcohol will be consumed, MUST have BYOB on flyer Date Submitted to Vice President of Activities: _____</p>			
<i>NOTE: All activities are for those 21 years or older unless pre-approved by the Members of the Board.</i>			



Conejo Ski & Sports Club

Activity Form - Overnight Event

Submit form to Vice President of Activities:

Contact Email: activities@conejoskiclub.org

Activity Name:			
Leader Name:		Leader Address:	
Leader email:	Home Phone ()	Work Phone ()	Cell Phone ()
Proposed Start Date:		Alternate Start Date:	Starting Time:
Proposed End Date:		Alternate End Date:	Ending Time:
Location/Destination: (List Itinerary Below)			
Maximum # Participants:		Minimum # Participants: (to break even)	
Equipment Needed: (Banner, Ice Chest, Bar-B-Q, Etc.)			
Cost to Participant: \$	Single Supplement: \$		Participant Deposit Required: \$
Club Deposit Amount: \$		Club Deposit Due Date:	
Participant Deposit Amount: \$		Participant Deposit Due Date:	
Total Cost of Activity to Club: \$		Total Cost to Club: \$	Participant Cost: \$
Financial Benefit to Leader – if any (Describe details + give exact amount):			
Refund Policy of Vendors (Travel Agency, Airline, Motel, Campground, etc.)			
Reservation Deadline Date:		Reservation Cancellation Date:	
Travel Agency (California Seller of Travel and Number)/Vendor Name (if applicable):			
Describe Activity in Detail (Itinerary):			

Conejo Ski & Sports Club

Event Flyer Requirements

Once approved by the Conejo Ski & Sports Club Members of the Board, you will need to provide a flyer with the following information:

NOTE: Flyer MUST be submitted to Vice President of Activities for pre-approval

1. Conejo Ski & Sports Club header
2. Name of Activity
3. Day of Week and Date
4. Starting/Ending Times
5. Location Address
6. Directions (print on back of flyer, if appropriate)
7. Participant Cost - Member + Non-member (Board will determine non-member cost)
8. Deposit (if required)
9. Deadline for Deposit
10. Leader Name & Phone Numbers
11. Food & Beverage Description
12. BYOB (if applicable)
13. Cancellation policy
14. California Seller of Travel (CST) for all travel that is air, train or boat.

Events where alcohol will be consumed, the flyer MUST state BYOB on flyer.

NOTE: All activities are for those 21 years or older unless pre-approved by the Members of the Board.

Date Submitted to Vice President of Activities _____

CONEJO SKI & SPORTS CLUB-ACTIVITY SIGN-UP SHEET

<u>ACTIVITY:</u>		<u>DATE:</u>	<u>LEADER:</u>		
	NAME	Membership Expiration Date	Amount Paid	Check # or Cash.	CONTACT (email or Phone No.)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					



Conejo Ski & Sports Club Injury Report/Incident Report

Name of Injured:		Today's Date:	
Address Street:		City:	ZIP:
Telephone Number:		Date of Birth:	
Event where injury or incident occurred:	Dates of Events:	Injury/Incident Date:	Time: AM PM
Describe Injury:			
Medical Attention: (If Any)	Doctors Comments :	EMT Comments:	
ER:			
First Aid:			
None:			
Witness Information:			
Witness # 1		Statement:	
Name:			
Address:			
City, State, ZIP			
Phone No.			
Witness # 2		Statement:	
Name:			
Address:			
City, State, ZIP			
Phone No.			
Event Leader Name:	Received By Board Member:	Date Received:	



Conejo Ski and Sports Club

Group Waiver and Release of Liability

In consideration of being allowed to participate in any way in the Conejo Ski & Sports Club Activity

Name of Activity:

Date:

We the undersigned have read the **Conejo Ski & Sports Club Waiver and Release of Liability** and the **Code of Conduct Policy**, and are signing this document, granting this release and participating in this activity voluntarily.

1)	Signature	Date
	Print Name:	
2)	Signature	Date
	Print Name:	
3)	Signature	Date
	Print Name:	
4)	Signature	Date
	Print Name:	
5)	Signature	Date
	Print Name:	
6)	Signature	Date
	Print Name:	
7)	Signature	Date
	Print Name:	
8)	Signature	Date
	Print Name:	
9)	Signature	Date
	Print Name:	
10)	Signature	Date
	Print Name:	

11)	Signature	Date
	Print Name:	
12)	Signature	Date
	Print Name:	
13)	Signature	Date
	Print Name:	
14)	Signature	Date
	Print Name:	
15)	Signature	Date
	Print Name:	
16)	Signature	Date
	Print Name:	
17)	Signature	Date
	Print Name:	
18)	Signature	Date
	Print Name:	
19)	Signature	Date
	Print Name:	
20)	Signature	Date
	Print Name:	



CONEJO SKI & SPORTS CLUB

MEMBERSHIP FORM

NEW MEMBER RENEWAL

Annual Membership \$40.00

(Add \$5.00 penalty if 30 days past renewal date)

TODAY'S DATE: _____ RENEWAL DATE: _____ AMOUNT RECEIVED: _____ CHECK #: _____

Mr/Ms LAST NAME: _____ FIRST NAME: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

EMAIL ADDRESS: _____

(Email address is the primary way we communicate with you. Please print clearly)

PRIMARY PHONE NUMBER: (_____) _____

I understand my phone number and email will be published on the Conejo Ski & Sport Club membership roster and will be available to members unless I check the box below.

Please keep my phone number and email private and not share it with the members.

OCCUPATION: _____

BIRTH DATE (Month / Day / Year [year-optional]): _____ Yes I am over 21 _____

HOW DID YOU HEAR ABOUT THE CLUB? (new members Only) _____

IF FROM A MEMBER, GIVE NAME _____

APPLICANT REQUIREMENTS:

1. Fill out the membership application
2. Fill out a "Waiver and Release of Liability" form on the back of this form
3. Make checks payable to: **CONEJO SKI AND SPORTS CLUB**
4. Send your application, the "liability release", and check to:

CONEJO SKI AND SPORTS CLUB
Attn: VP Membership
P.O. Box 6276, Westlake Village, CA 91359

The **CONEJO SKI AND SPORTS CLUB** is a year-round sports/social club providing a variety of activities for its members. Most of these are, to a varying degree, hazardous. By making this application for membership, I voluntarily assume the risks involved; I agree not to hold the **CONEJO SKI AND SPORTS CLUB**, its Officers or Event Leaders liable for any accident or injury resulting from my participation in a club activity. After reading and understanding this Release of Liability, I hereby apply for membership in the **CONEJO SKI AND SPORTS CLUB**. I certified that the above information is correct.

SIGNATURE: _____ DATE: _____



Conejo Ski & Sports Club

MEMBERSHIP WAIVER AND RELEASE OF LIABILITY

READ BEFORE SIGNING

I _____, the Undersigned, acknowledge, appreciate, and agree that in consideration of being allowed to participate in any way in the Conejo Ski & Sports Club programs, related events and activities agree:

1. The risk of injury from the many of the activities is significant, including the potential for permanent paralysis and death, and while particular skills, rules, equipment, and personal discipline may reduce this risk, the risk of serious injury does exist; and,
2. **I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS, both known and unknown, EVEN IF ARISING FROM THE NEGLIGENCE OF THE RELEASEES** or others and assume full responsibility for my participation; and,
3. I willingly agree to comply with the stated and customary terms and conditions for participation. If, however, I observe any unusual significant hazard during my presence or participation, I will remove myself from participation and bring such to the attention of the nearest official immediately; and,
4. I, for myself and on behalf of my heirs, assigns, personal representatives and next of kin, **HEREBY RELEASE AND HOLD HARMLESS Conejo Ski & Sports Club**, their officers, officials, agents, and/or employees, other participants, sponsoring agencies, sponsors, advertisers, and, if applicable, owners and leasers of premises used to conduct the event ("**RELEASEES**"), **WITH RESPECT TO ANY AND ALL INJURY, DISABILITY, DEATH, LOSS OR DAMAGE TO PERSON OR PROPERTY, WHETHER ARISING FROM THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE**, to the fullest extent permitted by law.

Activity participant agrees that this release will apply to all known and unknown as well as unanticipated claims, injures and damages resulting from club activities, as well as those now disclosed and all rights under section 1542 of the Civil Code of California and hereby are expressly waived. Section 1542 of the Civil Code of California reads as follows:

"A general release does not extend to claims which the (person signing the release) does not know or suspect to exist in his (or her) favor, at the time of execution of the release, which if known by him (or her) must have materially affected his (or her) signing the release."

I have read and understand the above statements, and I am signing this document, granting this release and participating in this activity voluntarily. In addition, I have read, understand and agree to the Conduct Policy as stated on the back, and agree that, if I violate this conduct policy, I may be removed from this activity.

X _____ Birthday: _____ Date Signed: _____
(Participant's Signature)

_____ (Emergency Contact) _____ (Emergency Phone Number)



www.conejoskiclub.org

CONEJO SKI & SPORTS CLUB

GUEST SIGN-IN FORM

Event Name _____

TODAY'S DATE: _____ Number of Ski Club events attended including today : _____

Mr/Ms LAST NAME: _____ FIRST NAME: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

EMAIL ADDRESS: _____

(Email address is the primary way we communicate with you. Please print clearly)

PRIMARY PHONE NUMBER: _____

HOW DID YOU HEAR ABOUT THE CLUB? _____

IF FROM A MEMBER, GIVE NAME _____

Guests may attend two Conejo Ski & Sport Club Events before deciding to become a member. Membership in the Conejo Ski and Sport Club is \$40 per year which entitles the member to attend club sponsored events. The membership fee pays for individual member insurance, meetings and costs associated with running the club.

WAIVER AND RELEASE OF LIABILITY

I, _____, the Undersigned, acknowledge, appreciate, and agree that in consideration of being allowed to participate in any way in the Conejo Ski & Sports Club programs, related events and activities agree:

1. The risk of injury from the many of the activities is significant, including the potential for permanent paralysis and death, and while particular skills, rules, equipment, and personal discipline may reduce this risk, the risk of serious injury does exist; and,
2. I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS, both known and unknown, EVEN IF ARISING FROM THE NEGLIGENCE OF THE RELEASEES or others and assume full responsibility for my participation; and,
3. I willingly agree to comply with the stated and customary terms and conditions for participation. If, however, I observe any unusual significant hazard during my presence or participation, I will remove myself from participation and bring such to the attention of the nearest official immediately; and,
4. I, for myself and on behalf of my heirs, assigns, personal representatives and next of kin, **HEREBY RELEASE AND HOLD HARMLESS Conejo Ski & Sports Club**, their officers, officials, agents, and/or employees, other participants, sponsoring agencies, sponsors, advertisers, and, if applicable, owners and leasers of premises used to conduct the event ("RELEASEES"), **WITH RESPECT TO ANY AND ALL INJURY, DISABILITY, DEATH, LOSS OR DAMAGE TO PERSON OR PROPERTY, WHETHER ARISING FROM THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE**, to the fullest extent permitted by law.

Activity participant agrees that this release will apply to all known and unknown as well as unanticipated claims, injures and damages resulting from club activities, as well as those now disclosed and all rights under section 1542 of the Civil Code of California and hereby are expressly waived. Section 1542 of the Civil Code of California reads as follows:

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I have read and understand the above statements, and I am signing this document, granting this release and participating in this activity voluntarily. In addition, I have read, understand and agree to the Conduct Policy as stated on the back, and agree that, if I violate this conduct policy, I may be removed from this activity.

X _____ Date Signed: _____
(Participant's Signature)