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# CONEJO SKI AND SPORTS CLUB MEMBERSHIP HANDBOOK

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## 1.0 Introduction

- To better serve the membership, Conejo Ski & Sports Club (CSSC) is introducing the "Membership Handbook" for all members and potential members. This handbook is designed to give members general information on how CSSC functions and some of its basic policies and procedures. The information contained herein comes from many sources, including the By-Laws (copy attached), the Policies and Procedures Manual, and years of experience of the CSSC.

## 2.0 Club Charter

- CSSC was organized in 1982 as the Conejo Ski Club and the club's primary objective was to provide a group for adults who wanted an economical means to participate in sports and entertainment activities of all types. For several years, the Conejo Ski Club focused on a regular schedule of skiing activities and events at local, northern California and other ski destinations. Gradually, ski trips to Canada and Europe were included. During these years the schedule of events expanded to include travel, bicycling, tennis, golf, volleyball, hiking, camping, fishing, holiday parties, cultural events and numerous other activities. In 1995, the membership recognized and increased the scope of activities provided by the club and the members voted to change the name to Conejo Ski & Sports Club (CSSC).

## 3.0 Membership

- You can sign-up at a general membership meeting, through the mail or on the CSSC Website.
- The membership is for 12 calendar months from the date you originally sign-up.
- You must be 21 years of age to become a member of CSSC. You must sign an annual release form as part of your membership application and at each year of renewal. In addition, you will be required to sign a release form at the sign-up of each CSSC activity or event.
- Regular membership cost is \$45 for the first year and \$40 per calendar year per member thereafter. Married Couples are \$65 per couple for the first year and \$60 thereafter.
- Members of CSSC are also members of the LA Council and Far West Ski Council and may participate in trips sponsored by these groups.

## 4.0 Membership Meetings

- CSSC meets on the first and third Wednesday of each calendar month.
- Meetings are a social and CSSC information-gathering event for all members, prospective members and guests. A social hour begins prior to each meeting at 6:30 p.m., with a light dinner, hors d'oeuvres and beverages being offered at discounted rates to all members and guests.
- Meetings officially begin at 8:00 p.m. and generally end at 9:00 p.m.
- Membership meetings are open to all members of CSSC and all prospective members and guests.
- All membership meetings are free to members.
- Occasionally, special guests will attend a general membership meeting. These include, but are not limited to, ski discussions, new product demos, travel and trip discussions, and others.
- General Membership Meetings are currently held at *Clarion Palm Garden Hotel, 495 North Ventu Park Road, Newbury Park, California 91320.*

## 5.0 General Information

### 5.1 Finances

- CSSC Treasurer handles all financial matters on behalf of the CSSC membership under the direction of the Board of Directors.
- The club's fiscal year runs from May 1<sup>st</sup> through April 30<sup>th</sup> of each year.
- CSSC maintains bank account(s) governed by the By-Laws. These funds are needed to run all aspects of maintaining CSSC on behalf of its members, including, but not limited to, disbursement of taxes, club fees, permits, cost of and distributing the CSSC Newsletter, cost of maintaining the CSSC Website, cost of the rental of membership meeting room, postage, etc.
- CSSC funds are also used to make deposits on activities, events, skiing, Mammoth and travel, etc.
- Certain events may be subsidized financially by the club at the discretion of the Board of Directors.
- Monies acquired from the CSSC General Meeting Raffle are also added to the account and used for the benefit of the membership.

### 5.2 Board of Directors

- **Members of the Board of Directors are as follows:**

1.) President (non-voting position)	7.) Vice President Social
2.) Treasurer	8.) Vice President Mammoth
3.) Secretary	9.) Vice President Skiing
4.) Executive Vice President	10.) Vice President Internal Communications (Newsletter)
5.) Vice President Membership	11.) Vice President External Communications (Website)
6.) Vice President Activities	12.) Past President (as available)

- Boards of Directors terms begin on May 1<sup>st</sup> of each year and end on April 30<sup>th</sup>.
- There is a limit of two (2) consecutive years for any board position. A board member may run for a third term if no other *qualified* members are interested in running for that position.
- You must be a regular paid member in good repute to run for an office of the Board of Directors and have the required qualifications for the position for which you are running.
- The Board of Directors meets on the second Wednesday of each month.
- The location of Board of Directors' meetings varies and rotates among the board members' residences and is announced at the end of each board meeting.
- Any CSSC member may attend a board meeting.
- Non-board members wishing to attend a board meeting should contact a board member to confirm the exact location and directions to the meeting.
- If a member attends a board meeting and wants to make a presentation, they must notify the president of the topic of discussion and what they are presenting so it can be added to the agenda for that meeting.

### **5.3 Elections**

- Each year CSSC holds elections to determine the Board of Directors who will manage the Club for the following fiscal year.
- A nominating committee is chosen at the first meeting in February to handle CSSC board nominations.
- Nominations for board positions are announced at the second general meeting in March.
- Candidates for board positions must meet qualification and experience guidelines as outlined in the Policy and Procedures Manual. This information is distributed to the nominee(s) at the time they are requesting nomination for any board position.
- Qualified candidates will have the opportunity to present their board position speeches at the first general meeting in April.
- Short bios and qualifications for the position the CSSC member is running for are requested from each candidate and published with the April Newsletter and on the CSSC website.
- The general election is held during the general membership meeting on the third Wednesday of each April.
- Absentee voting: The ballot will be mailed in April. Those not able to attend the general election must mail in their ballot to CSSC at *P.O. Box Office No. 6276, Westlake Village, California 91359*. The member's name must be identified on the **outside** of the envelope and a notation of "**BALLOT ENCLOSED**" must be stated on the envelope for the ballot to be valid.
- Absentee ballots must be received no later than 5:00 p.m. on the day of the election. Exact dates are announced at the general membership meeting prior to the election.

### **5.4 Committees**

- Some CSSC events are planned or managed by committees, such as the Holiday Party, Nomination Committee or any special committee required for a special project(s) requested by a board member.
- A committee is made up of a chairperson (from the board), and a variable number of committee members (both from the board and the general membership).
- Any member wishing to participate in a particular committee should notify the chairperson or board member of that committee in order to sign up on that committee.

### **5.5 Trip Leaders, Event Leaders, Activity Leaders**

- Trip Leaders are volunteers from the general membership who coordinate and oversee trips, events and activities.
- To be a leader in CSSC skiing or Mammoth trips, please see Vice President of Skiing and/or Vice President of Mammoth, depending on the skiing activity.
- To be a leader for other CSSC travel, please see the Executive Vice President for instructions.
- To be a leader for an activity, please see Vice President of Activities for instructions.
- To be a leader for an event or party, please see Vice President of Social for instructions.
- Additionally, you may print out the information and complete forms for leading a trip, event or activity packet from the CSSC website and present it to the appropriate vice president.

### **5.6 Responsibilities of a Trip Leader**

- Prepare budget.
- Attend meetings and take sign-ups and money for event you are leading (when applicable).
- Provide itinerary and other information for trip, event, activity you are leading.
- Create a trip, event, or activity flyer.
- Write article for trip, event, or activity for the newsletter and website.
- Promote and advertise trip, event, and activity at general meetings.
- Detailed responsibilities and policies on running trips are contained in the Trip Leader Packet.
- Leaders must indicate payment schedule for trip, event, activity they are leading.
- Leaders receive reimbursement for running a trip, event, or activity as outlined in the Policies and Procedures Manual.

- Complete financial report on trip, event, activity, etc. with appropriate board member and treasurer to finalize.
- Expense reimbursements for leaders are distributed upon receipt of a completed reimbursement form that has been submitted and approved by the appropriate board member, who will present it to the treasurer for payment.

### 5.7 Newsletter

- CSSC publishes a monthly newsletter for all members of the club, which may be found on the CSSC website.
- The newsletter contains trip schedules, membership application, trip articles, advertisements, and other miscellaneous club information.
- Members and outside organizations may advertise in the newsletter at the discretion of the board, for a nominal fee.
- Any member may submit an article to the newsletter. Contact the newsletter editor for submission of any articles.
- Email is the best way to send articles. The editor's email address is [newsletter@conejoski.org](mailto:newsletter@conejoski.org).

### 5.8 Website

- CSSC is on the Web; you can visit us at <http://www.conejoski.org>.
- You will find the following information on the Website:
  - o Hot club news
  - o Monthly Newsletter
  - o Trips, travel, social events, activities, etc.
  - o Club photo album
  - o Activity Request Forms
  - o Activity Sign-up Forms
  - o CSSC Waiver and Release of Liability Form
  - o CSSC Group Waiver and Release of Liability Form
  - o Membership Handbook
  - o Injury/Incident Report Form
  - o Membership Application
  - o By-Laws

### 6.0 Activities, Trips, Social Events, etc.

- This section will provide a summary of Policies and Procedures and general information regarding CSSC activities, trips, social events, etc.

### 6.1 Sign-ups

- Major trips include both local and international travel that may include airline, train, boat, etc. transportation and are lead by a trip leader under the direction of the Executive Vice President.
- Local trips are lead by a trip leader under the direction of the Vice President of Activities depending on the event.
- Skiing trips (except for Mammoth) are handled by the Vice President of Skiing.
- Vice President of Mammoth handles all Mammoth ski trips.
- Sign-up dates of all activities, social events, travel, and ski trips will be listed in the newsletter, on the website, on the event flyer and announced at the CSSC general club meetings.
- A per-person deposit is usually required at the time of sign-up to secure participation for any given event.
- The amount of the deposit varies and is based on the event. The information regarding the amount of the deposit, dates, refund policy, etc., for any club event is identified in the flyer for that particular event, as well as in the newsletter and on the website.
- Check the trip/event sign-up sheets for confirmation of details and ask the trip leader or appropriate vice president if you have any questions.
- Sign-ups are on a first-come, first-served basis and are handled at each CSSC general club meeting. You may phone in or email the appropriate trip leader or vice president and mail in your deposit, if approved by activity leader.
- Members and non-members can sign up for a CSSC trips. However, non-members can only attend two CSSC activities, social events, trips, etc., without becoming a member. After a non-member attends two events, they must become a member to participate in any other CSSC activities, social events, trips, etc.
- CSSC members have first priority to attend all CSSC activities, social events, trips, etc. If the activity is full, a non-member can be bumped from the activities, social events, trips, etc. in order for a CSSC member to attend.
- The cost of an event is usually higher for a non-member than for a member and a non-member may find it in their best interest to become a member when signing up for CSSC activities, social events, trips, etc.

### 6.2 Waiting list

- If a trip is full, a waiting list is started on a first-come, first-served basis. A deposit is required to hold the spot on the waiting list. Checks will be held (not cashed) until a spot opens.
- As space becomes available, the Trip Leader will contact those on the waiting list in the order of the sign-up. You are not considered on the trip until you have spoken to the trip leader and confirmed your deposit.
- You may cancel off a waiting list at any time and your deposit check will be returned to you un-cashed.
- Once your trip is confirmed with the trip leader, you are responsible for making payments according to the payment schedule as indicated on your trip packet and sign-up sheet.
- You are responsible for making payments accordingly.
- Cancellation penalties as indicated at time of sign-up may apply if you should subsequently cancel.

### 6.3 Payment Schedule

- CSSC must make payments to agencies, tour operators, lodges, airlines, etc., as stated in our contracts with them. Payment schedules for participants are usually designed around the requirements set forth by those contracts. Check with your trip leader and information indicated on your sign-up sheet for specific payment schedules.

- Final payment on major trips is usually due 60-80 days prior to departure and/or as indicated in your trip packet.
- Final payment on bus trips is usually due 1-2 weeks prior to departure and/or as indicated in your trip packet.
- A late penalty may be assessed for failure to make timely payments. If a waiting list exists for the activity, social event, trip, etc, you could be “bumped” off for non-payment according to the payment schedule.
- Due to demand, CSSC may choose to expand some trips to allow more members to participate. Availability at CSSC’s destination and changes in airfares may cause the price for additional spots to be different from the original price.
- Although CSSC tries to accurately price trips, some changes to final price may be necessary. This is particularly relevant to European, Canadian and foreign trips and ski trips, where fluctuations in the value of the dollar can affect the final price. Other miscellaneous charges like airport fees and cruise fees can also be levied at the last minute and are beyond the control of CSSC.

#### 6.4 Cancellations

- Cancellation of any CSSC activity, social event, trip, etc. must be evidenced in writing and must be made through the appropriate trip leader and vice president in charge of the same. You are not considered canceled until the appropriate trip leader and vice president confirm cancellation.
- CSSC may charge a cancellation fee for major trips, some activities, and travel, plus expenses incurred by the club. These amounts vary and are sometimes not known at the time of cancellation. These expenses consist of, but are not limited to, airline ticket cancellation fee, name change fee, accommodation cancellation fee, and fees levied at the last minute and which are out of the control of CSSC.
- Cancellation penalties and dates are driven by contracts between the agency/tour operators and CSSC and are as outlined in your trip sign-up package.
- Each appropriate vice president handles all refunds and the treasurer will disburse refunds accordingly.
- If a refund amount is known, it may be distributed immediately. If cancellation occurs close to the CSSC activity, social event, trip, etc. departure date, or if penalties are unknown at the time of cancellation, this may cause a delay in distributing a refund.

#### 6.5 Refund Policy

Refunds are established for each individual activity, as outlined in the activity/event flyer. Refunds take into account deadlines, processing fees and extenuating circumstances for individual members.

##### **Procedures - Individual Refunds:**

1. Participant will complete appropriate form requesting a refund and present it to the activity leader. Requests must adhere to the activity refund policy as stated at the time of sign-up.
2. Activity leader will present the refund request to the appropriate board member (V.P. Activities/ V.P. Mammoth, etc.), who will review it for approval/disapproval.
3. If approved, the board member will present it to the treasurer, who will generate and distribute a refund check to the participant.

##### **Activity Cancellation Refunds:**

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

1. The activity leader will provide the appropriate board member (V.P. Activities, V.P. Mammoth, etc.) with a list of participants and amounts paid.
2. The board member will approve refunds and forward list to treasurer.
3. The treasurer or California Seller of Travel will generate and distribute a refund check to each participant.

If the event is rescheduled and the participant cannot attend, refund for the participant will be dealt with on an individual basis by the board.

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.

**NO REFUND FOR ACTIVITIES/TRIPS/SOCIAL EVENTS/ETC. THAT HAS A PARTICIPANT COST OF LESS THAN \$20. (Amount will be reviewed/revised on a regular basis as appropriate.)**

#### 6.6 Accommodations

- Whether the accommodations are condominium, hotel, or bed and breakfast, double occupancy per room is the normal. Other configurations (single, triple, etc.) may be available at a different price. Check the sign-up package and confirm availability and price with the trip leader.
- Usually individual bedrooms are assigned to couples and then to singles that have earlier registration dates.
- The trip leader generates the rooming list. If you do not sign-up with a roommate, the trip leader may assign one to you. Remember, double occupancy is not guaranteed.
- Early sign-ups will receive priority in room assignments.
- Occasionally the trip leader will have to make last minute adjustments. These things happen and are usually not the fault of CSSC or the trip leader.

### **6.7 Luggage**

- All luggage must have a personal identification tag to identify your luggage, regardless of whether it is a weekend or major travel activity.
- Major trips may use an additional colored tag to identify our group, as well as the specific destination for the trip. This will help get your luggage to the correct place in the unlikely event there is a problem.
- Pack efficiently! You are basically limited to two pieces of luggage and one carry-on. Note: the overhead storage on a bus or airplane is very small.

### **6.8 Mammoth Ski Trips**

- On Mammoth trips participants must be 21 years old. The exception is on designated family trips and will be announced.
- Weekend bus trips leave from a location designated by the Vice President of Mammoth/Trip Leader and may vary.
- Vice President of Mammoth/Trip Leader will advise you where you can park your vehicle.
- The bus/transportation will not wait for late arrivals and refunds are not issued if you miss the bus.
- Bus seats are on a first-come, first served basis.
- Vice President of Mammoth/Trip Leader, if applicable, provides an itinerary for the trip.
- Dinner is not provided on the bus and the bus does not stop for dinner on the way.
- Beverages are usually not provided by CSSC on the bus for travel; however, will be noted on each flyer.
- Smoking is never permitted on CSSC bus or on any CSSC activity, social event, trip, etc.
- Bus departure times are as indicated on your trip sign-up and will be confirmed by the Vice President of Mammoth/Trip Leader.
- Additional details regarding your trip will be announced and described to you by the Vice President of Mammoth/Trip Leader, as well as indicated in your sign-up package.

### **7.0 Major Travel**

- CSSC runs a variety of travel to keep members involved year round.
- These trips are arranged through a trip leader and the Executive Vice President.
- If the trip includes international travel, you must have appropriate travel documentation (valid Passport).
- In addition to your passport, you must have a government-issued photo ID (picture driver's license, etc.). This includes all travel involving air travel and other transportation.
- Airline and travel tickets are usually distributed at least 2-4 weeks prior to departure, or at a pre-travel party, if one is arranged. Please plan to attend; if you are unable to attend, you must make arrangements with the appropriate trip leader and appropriate vice president to receive your travel package.
- Check the trip/travel sign-up sheet for special activities that are being offered and what optional activities that may be available at an additional cost to participants.
- You are responsible for your own parking and transportation to and from the airport unless otherwise specified by the trip leader and appropriate vice president.
- European and foreign travel often include sightseeing packages to local cities. Check with the trip leader and appropriate vice president for details.

### **7.1 Meals**

- Check the trip/travel sign-up sheet for specifics as to what meals are included.
- Generally, meals are not included on major travel unless the travel is an all-inclusive package. Check with the trip leader and appropriate vice president for details.

### **7.2 Miscellaneous**

- There will be a \$25 fee on all returned checks (no matter what the reason).
- Checks are the preferred form of payment for CSSC activities, social events, trips, etc. Checks are made payable according to the trip leader and appropriate vice president for instructions.
- Currently Visa or MasterCard cannot be used to make payments on CSSC activities, social events, trips, etc.
- All activity participants must adhere to the Code of Conduct and sign a participant waiver prior to the event. A participant may be removed from any event for failure to adhere to the CSSC Code of Conduct. No refunds are given if you are removed for conduct violation.
- Illicit drugs are not allowed on CSSC activities, social events, trips, etc. Use of any illicit drugs will result in expulsion from the club and you will be removed from any trip/travel you are participating in at the time. No refunds are given for this conduct.

### **8.0 Summer Activities, events, trips, etc.**

- CSSC runs a variety of activities, events and trips to keep the membership involved year round.
- CSSC has an annual club picnic and food is provided by the club. This activity is held at a local Parks and Recreation area.

Summer activities include, but are not limited to:

- 1) Picnics
  - 2) Volleyball (every Monday night at 6:30pm at Dos Vientos Park)
  - 3) Summer Concerts in the Park, put on by local Parks and Recreation Centers
  - 4) Softball
  - 5) Tennis
  - 6) Cruises
  - 7) Hiking
  - 8) Bicycling
  - 9) Camping
  - 10) Cultural events, etc.
- Information on special events can be found in the newsletter, on the website and at a CSSC general meeting.
  - The rules governing summer activities are the same as identified under Section 7 in this manual.

#### 9.0 Special Social Events

- **Valentines Party:** Occurs in February of each calendar year. Location varies and details are announced at a CSSC General Meeting and will be listed in the newsletter and on the website.
- **Saint Patrick's Day Party:** Occurs in March of each calendar year. Location varies and details are announced at a CSSC general meeting and will be listed in the newsletter and on the website.
- **Halloween Party:** Occurs in October around Halloween of each calendar year. Location varies and details are announced at a CSSC general meeting and will be listed in the newsletter and on the website. This is a costume party.
- **Pray for Snow Party:** Occurs in November of each calendar year. Location varies and details are announced at a CSSC general meeting and will be listed in the newsletter and on the website.
- **Holiday Party:** Occurs in December of each calendar year. Location varies and details are announced at a CSSC general meeting and will be listed in the newsletter and on the website. Music is usually provided by a disc jockey and/or live band. Dress is formal.
- All CSSC events have advance sign-ups and ticket purchases.
- A trip leader and the Vice President of Social handle all special parties listed above.

#### 10.0 Appendix

##### 10.1 Board Member email Contact List

1. [President@conejoski.org](mailto:President@conejoski.org)
2. [Treasurer@conejoski.org](mailto:Treasurer@conejoski.org)
3. [Secretary@conejoski.org](mailto:Secretary@conejoski.org)
4. [Exvp@conejoski.org](mailto:Exvp@conejoski.org)
5. [Membership@conejoski.org](mailto:Membership@conejoski.org)
6. [Activities@conejoski.org](mailto:Activities@conejoski.org)
7. [Social@conejoski.org](mailto:Social@conejoski.org)
8. [Mammoth@conejoski.org](mailto:Mammoth@conejoski.org)
9. [Skiing@conejoski.org](mailto:Skiing@conejoski.org)
10. [newsletter@conejoski.org](mailto:newsletter@conejoski.org)
11. [pr@conejoski.org](mailto:pr@conejoski.org) (website)
12. [Pastpresident@conejoski.org](mailto:Pastpresident@conejoski.org)

- **Conduct Policy (attached)**
- **CSSC Forms: Activity Sign-up, Waiver, Group Waiver, Injury/Incident Report, Expense Reimbursement Form, Membership Application and Renewal Form (attached)**



## **CONDUCT POLICY CONEJO SKI & SPORTS CLUB**

Conejo Ski & Sports Club (CSSC) sponsors various activities 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 activity. 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 activity representative, may be removed and/or isolated from the group.

Participants shall adhere to the requirements of the CSSC activity 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.





# Conejo Ski & Sports Club

## Activity Form - 1 Day Event

Submit form to Vice President of Activities:

Contact Email: [activities@conejoski.org](mailto:activities@conejoski.org)

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

Date Submitted to Vice President of Activities: \_\_\_\_\_

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



# Conejo Ski & Sports Club

## Overnight Activity Form

Submit form to Vice President of Activities:

Contact Email: [activities@conejoski.org](mailto:activities@conejoski.org)

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

## Conejo Ski & Sports Club Overnight Activity Form

**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

<b><u>ACTIVITY:</u></b>	<b><u>DATE:</u></b>	<b><u>LEADER:</u></b>
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	<b>NAME:</b>	<b>PAID CASH</b>	<b>CHECK NO.</b>	<b>AMOUNT DUE</b>	<b>CONTACT (email or Phone No.)</b>
1					
2					
3					
4					
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25					



## Conejo Ski & Sports Club Injury Report/Incident Report

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

# CONEJO SKI & SPORTS CLUB

P.O. BOX 6276, WESTLAKE VILLAGE, CA 91359

## CHECK REQUEST

Activity Name: _____	Activity Date: _____	Leader Name: _____
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Pay to: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Address: \_\_\_\_\_

City & State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Your Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Date	Description of expense or refund:	Purpose	Amount

**Attach Receipts to Back of Form**

**TREASURER**  
Conejo Ski & Sports Club  
P.O. Box 6276  
Westlake Village, CA 91359

For Treasurer's Use:
Date: _____
Check No.: _____
Account: _____
_____

Requester's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_



# 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: _____	11) _____ Signature _____ Date _____ Print Name: _____
2) _____ Signature _____ Date _____ Print Name: _____	12) _____ Signature _____ Date _____ Print Name: _____
3) _____ Signature _____ Date _____ Print Name: _____	13) _____ Signature _____ Date _____ Print Name: _____
4) _____ Signature _____ Date _____ Print Name: _____	14) _____ Signature _____ Date _____ Print Name: _____
5) _____ Signature _____ Date _____ Print Name: _____	15) _____ Signature _____ Date _____ Print Name: _____
6) _____ Signature _____ Date _____ Print Name: _____	16) _____ Signature _____ Date _____ Print Name: _____
7) _____ Signature _____ Date _____ Print Name: _____	17) _____ Signature _____ Date _____ Print Name: _____
8) _____ Signature _____ Date _____ Print Name: _____	18) _____ Signature _____ Date _____ Print Name: _____
9) _____ Signature _____ Date _____ Print Name: _____	19) _____ Signature _____ Date _____ Print Name: _____
10) _____ Signature _____ Date _____ Print Name: _____	20) _____ Signature _____ Date _____ Print Name: _____



# WAIVER AND RELEASE OF LIABILITY

**READ BEFORE SIGNING**

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

*(Participant's name printed)*

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** \_\_\_\_\_  
*(Participant's signature)*

Date Signed: \_\_\_\_\_

**X** \_\_\_\_\_  
*(Emergency Phone Number)*

\_\_\_\_\_  
*(Emergency Contact)*

### FOR PARTICIPANTS OF MINORITY AGE (UNDER AGE 18 AT THE TIME OF REGISTRATION)

This is to certify that I, as parent/guardian with legal responsibility for this participant, do consent and agree to his/her release as provided above of all the releases and for myself, my heirs, assigns, and next of kin, I release and agree to indemnify and hold harmless the RELEASEES from any and all liabilities incident to my minor child's involvement or participation in these programs as provided above, **EVEN IF ARISING FROM THE NEGLIGENCE OF THE RELEASEES**, to the fullest extent permitted by law. I also consent to allow medical treatment in the event of an emergency.

**X** \_\_\_\_\_  
*(Parent/Guardian signature)*

Age: \_\_\_\_\_

Date Signed: \_\_\_\_\_





[www.conejoski.org](http://www.conejoski.org)  
805-499-1266

# CONEJO SKI & SPORTS CLUB MEMBERSHIP APPLICATION FORM

NEW MEMBERS: \$45.00 SINGLE - \$65.00 MARRIED COUPLE

\* RENEWAL: \$40.00 SINGLE - \$60.00 MARRIED COUPLE

\*(Add \$5.00 penalty, one month past renewal date)

TODAY'S DATE: \_\_\_\_\_ RENEWAL DATE: \_\_\_\_\_ AMOUNT RECEIVED: \_\_\_\_\_ CHECK # \_\_\_\_\_

Mr./Ms. LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

HOME PHONE NUMBER: ( ) \_\_\_\_\_ List Phone #? Yes/No

WORK PHONE NUMBER: ( ) \_\_\_\_\_

If Yes, your number will be included in the phone list available to all current members

OCCUPATION: (optional) \_\_\_\_\_

Email Address: \_\_\_\_\_

E-mail Weekly Update (keep informed of any late breaking news)

Request Monthly Newsletter to be mailed at an additional \$10.00 cost to member, otherwise the Newsletter and all updates and club information is available on the Conejo Ski and Sports Club Website: [www.conejoski.org](http://www.conejoski.org)

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

### APPLICANT REQUIREMENTS:

1. Complete and sign the membership application
2. Complete and sign a "Waiver and Release of Liability" form
3. Make checks payable to: **CONEJO SKI AND SPORTS CLUB**
4. Send your application and "Waiver and Release of Liability", and check for the amount that applies to you to:

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

HOW DID YOU HEAR ABOUT THE CLUB? \_\_\_\_\_ IF FROM A MEMBER, GIVE NAME \_\_\_\_\_

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 all of 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 any club activity. After reading and understanding this Release of Liability and the Waiver and Release of Liability Form, I hereby apply for membership in the CONEJO SKI AND SPORTS CLUB. I certify that the above information is correct. Note: In this sentence "activity" means all activities, events, social events, travel, picnics, etc. that you participate in the CONEJO SKI AND SPORTS CLUB.

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_