

OHGLA

**Policies/
Guidelines**

Revised 23 February 2011

Over the Hill Gang Los Angeles

Policies/Guidelines

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1.0 MEMBERSHIP

1.1 Membership Renewal Policies

Memberships are renewed annually in March (1–31). Applications not received by April 1 will involve the following actions:

- (1) Late fee
- (2) No newsletter
- (3) No participation in OHGLA activities

New members pay a prorated membership fee following the formula specified on the application form. Renewing members always pay the full rate.

1.2 Two-Person Membership

A two-person membership may be approved for couples or two individuals who agree to use one address for OHGLA communications. This policy also accommodates a situation in which one individual is eligible to join and a friend may not have reached the eligible age of 50. In this case the eligible member's address is to be used.

2.0 PRIVACY POLICIES

2.1 Newsletter

- (1) No home addresses of members unless member specifically grants permission for their address to be published.
- (2) First and last names may be included in the newsletter.
- (3) Telephone numbers and Email addresses may be included in newsletters.

2.2 Website

- (1) No home addresses.
- (2) First name and last name initial only.
- (3) Full name of President and Membership Officer (contact individual for inquiries).

3.0 ACTIVITY PLANNING AND RESPONSIBILITIES OF ACTIVITY LEADERS

Activity and Trip Leaders are responsible for planning and leading events. Leaders are encouraged to conduct their activities to assure that participants enjoy a high quality experience.

Activity Leaders are expected to attend Board meetings, report on their activities and contribute to scheduling, planning and policies as appropriate.

3.1 Activity/Trip Proposal/Checklist

Any member may propose an activity or trip by presenting the activity or trip particulars at a board meeting or by requesting a board member or the Calendar Person to present his or her proposal. See Activity/Trip Proposal/Checklist on last page of these policies.

3.2 Monthly and Other Non-Monetary Club Events

Scheduled Activities – Monthly on the First, Second and Third Saturdays

First	Second	Third	Fourth
Hiking/Walking	Biking	Beach/Kayaking	Open

Monthly Saturday activities are usually scheduled to take place during the morning hours. Lunch is enjoyed at the conclusion of activities at a nearby restaurant or in the outdoor setting with participants bringing their lunches. Weekly group activities are encouraged for skiing, hiking, biking, kayaking, etc.

3.3 Risk Waivers

All participants in outdoor recreational activities are required to sign a risk waiver before they participate in the event.

3.4 Guest Participation*

Guests who are over 18 but under 50 are welcome at all activities. Any guest who is over 50 is eligible to become a member. Eligible guests may join us in one or two activities but are expected to become members *prior to participating in an overnight event*. Guests who are not eligible to become members (people under 50 years old) may participate at the discretion of the Activity or Event Leader or the highest-ranking officer or Board member participating in the event or activity. Guests who are under 18 may not participate. Guests are required to sign a risk waiver prior to participating in the activity.

3.5 Advance Notice to Leaders

Participants are requested to contact the activity leader of any event in which they plan to participate. The leader will supply directions to the meeting place, as well as pertinent information that may be important. Members and leaders may invite a participant to share a ride but OHGLA is restricted by the insurance provider from officially arranging car pools. Activity Leaders may deny participation to an individual if that person's participation might be harmful to them or be a detriment to the group.

3.6 About Activities

3.6.1 About Skiing/Boarding

Skiing has been the primary activity of our club. Our schedule features midweek ski trips to Mammoth during January, February and March (and sometimes April), plus additional trips with organizations such as the Far West Ski Association, 70+ Ski Club, and Elderhostel.

3.6.2 About Hiking/Walking

OHGLA hikes take us into the local mountains, including the Santa Monica, Verdugo and San Gabriel ranges. Hiking shoes and adequate water are necessities. Hikes and walks are planned to take two to three hours and often loop to offer continually new terrain. Our leaders select a spot for us to bring out our lunches around noon, or we enjoy lunch at a nearby restaurant.

*Revised 25 August 2010

3.6.3 About Biking

Our monthly Saturday bike rides keep us on paved surfaces and away from traffic. We rely on the paths beside the San Gabriel, Los Angeles, Santa Clara and Santa Ana Rivers and on the beach bike paths from the Palisades to Redondo Beach. An exception, and always a favorite, is the paved road closed to traffic in the mountains above Azusa alongside the West Fork of the San Gabriel River. Other exceptions are the rides around the Santa Fe Dam and the Hansen Dam. These rides range from 12 to 22 miles in length. Average speeds range from 8 to 15 miles per hour. Our rides typically cover only a segment of a longer path, which permits us to have a group that enjoys a slower, shorter ride and another group that stretches out for a faster, farther ride. We enjoy lunch after the ride or on the return leg of the route. Rides conclude in the early afternoon. Bike riders are required to wear helmets.

Our biking enthusiasts also ride more frequently than monthly, including midweek especially on the beach paths or their own neighborhoods, and several of our members have an interest in mountain biking. A weekend of biking, usually combined with hiking, is often planned for the October-November and April-May timeframes. Destinations such as Laguna Beach, San Diego, Santa Barbara, Borrego Springs, Death Valley, and Joshua Tree National Park have allowed us to sample the biking experience in these locales, as well as enjoy resort area settings.

3.6.4 About Kayaking

Whether it's Alamitos Bay, the Colorado River, or the Channel Island caves, we put lots of energy into OHGLA's shortest season because we are water-borne. Any new member who has never kayaked or never kayaked with us, don't hold back: every OHGLA kayaker loves to help you.

3.6.5 About Ethnic Dining

Discovering unusual restaurants that offer delectable dining is an adventure by itself. In most months, usually on a Saturday or Sunday evening, our Ethnic Dinner leader arranges for us to meet in such a place.

3.6.6 About Arts/Photo

Inspiration to explore cultural landmarks or attend to our arty sides emerges from time to time. Several times we have had art "show and tell" parties where people bring their works or art and crafted creations. Paintings, sculptures, woodcarvings, knitted sweaters, quilts, and photographs bring oohs and ahhs as each artist describes the making of the item they have brought.

Another type of activity is an excursion to see something novel, often enriched by arranging to have a docent guide.

3.7 Overnight Trips

3.7.1 Sign-up and Payment

- (1) Trip leaders may set up arrangements with the lodging facility to accept reservations from individuals directly or may collect payment from participants and handle the business arrangements with the facility.
- (2) All payments accepted by Trip Leaders must be in the form of checks or money orders made payable to OHGLA or to the provider organization as directed by the OHGLA Trip Leader.

- (3) In the case of costly trips, Trip Leaders are advised to require initial and intermediate deposits in addition to final deposits. Further, final payments are to be collected no fewer than five business days prior to the trip.
- (4) If a Trip Leader has responsibility for handling arrangements with the lodging facility, any member is to go through the Trip Leader for any special request rather than contacting the facility directly.
- (5) A Trip Leader may assist in arranging roommates. Rather than arbitrary assignment of roommates, it is suggested that the Trip Leader inform individuals who wish to share a room of another individual(s) who would also like to have a roommate.
- (6) A Trip Leader may move an individual who has planned to participate to a waiting list if the individual has not adhered to the announced schedule of payments.
- (7) By notifying the Trip Leader in advance, members who arrange separately for their own lodging are welcome to join all activities of the trip. Such individuals are required to sign the same risk waiver that all others participants have signed.

3.7.2 Cancellation

- (1) Generally, once a member has paid funds and reserved space through the OHGLA Trip Leader, no funds are returned in the event of cancellation. However, two exceptions apply: (a) Payment was made and another person takes the place of the individual canceling, in which case the individual's reservation funds are returned, immediately or after all trip accounting has been completed (this timing is at the discretion of the Trip Leader), or (b) The trip generates a surplus, in part due to the funds paid by the canceling individual, in which case some or all of the paid-in funds are returned to the canceling party. Payment will often be returned to the participant if payment has not yet been paid to a provider.
- (2) The provider's (vendor's) policy on cancellation applies for trips that are billed to the participant by the provider unless the provider has stipulated another arrangement.
- (3) If a participant cancels after payment to a vendor has been made, the next person to sign up for that trip will take the place of the canceling participant and will assume the costs so that a refund may be given to the canceling participant.
- (4) If the Trip Leader cancels an activity after payments have been received from participants, the Trip Leader will arrange for refunds of the full amount paid by each participant. In the event that payment(s) to vendor(s) have been made that will not be returned, the Trip Leader and the Board will determine the amount returned to each participant.

3.7.3 Trip Leader Responsibilities

- (1) An Activity or Trip Leader may cover costs up to \$500 to secure arrangements with assurance that OHGLA will reimburse the funds in a timely manner without Board approval for Board-approved trips.

- (2) In the event that a Trip Leader must pay a deposit to secure reservations to a facility, the Board reviews and approves/disapproves the proposed disbursement. If timing is such that approval is needed before the Board meets, the President and Treasurer will approve the disbursement subject to budgeting and cash flow considerations.
- (3) On trips that restrict the number of participants, Trip Leaders will establish a waiting list from which they may draw to replace individuals who cancel their participation.
- (4) No gratuity, monetary or otherwise is to be given by participants to Trip Leaders.
- (5) Excess funds from an activity or event are to be returned to the Treasury on a timely basis.
- (6) The Trip Leader is to clearly specify the policy regarding return of deposits and timing of return of any monies paid for each trip in accordance with the arrangements that have been made. See previous information concerning reservations and cancellations.
- (7) The Trip Leader may add to the cost of the trip appropriate travel insurance coverage. Alternatively, the Trip Leader may leave choice of insurance to the trip participant. In the latter case, the Trip Leader is to encourage participants to purchase trip insurance.
- (8) All funds will be processed through the OHGLA Treasury, except as otherwise arranged and approved. The Trip Leader has the responsibility to keep current and accurate records and after the trip to provide the OHGLA Treasurer with an accounting for information purposes.
- (9)* *No monetary commissions or free services in association with a trip may be accepted by a trip leader, with the exception that a trip leader who is a registered travel agent and who personally arranges a customized trip may, subject to full disclosure and prior Board approval, receive commissions customary to his or her agency employment.*

4.0 COMMITTEE RESPONSIBILITIES AND DUTIES

4.1 Committee Assignments

The Board reviews the roles and functions of committees, considering the needs of OHGLA, and approves committees and their activities as it deems appropriate. The following are presently approved and active:

Membership	E-Tree
Marketing	Calendar
Publicity	Far West Ski Assoc. Rep.
Website	Events
Newsletter	

*Revised 25 August 2010

4.1.1 Membership

Makes appropriate and timely contact with all individuals who inquire about membership in OHGLA, establishes and monitors policies and procedures for processing new member applications and renewals, sends out welcoming packages to new members, and prepares and distributes the yearly Member Directory. Represents OHGLA in communicating appropriately with members who may appreciate a greeting or communication from OHGLA during a period of illness or other concern.

- (1) Application Processing. The Treasurer receives and processes payments, ensures that liability releases are signed, and forwards originals to the Database Manager.
- (2) Database Manager. The database manager maintains the membership database, updates the club roster, maintains originals of all application and renewal forms after processing by the Treasurer, prepares special reports for the Board, and prepares the yearly Member Directory.

4.1.2 Marketing

Devises strategies and implements actions that generate a flow of inquiries from prospective members who may choose to join OHGLA.

4.1.3 Publicity

Publicizes OHGLA and its events in appropriate media.

4.1.4 Website*

Designs, implements and updates the website. *In recognition of the value of OHGLA's branding and visibility and in protection against possible liability claims, no member, vendor, contractor, or product or service provider (hereinafter referred to as Resource) to OHGLA shall establish a separate website, blog, Facebook, Twitter, or other online presence that uses the name Over the Hill Gang Los Angeles, OHGLA, or SkiersLAover50 (our Twitter name). Neither shall any such Resource use our club name or its relationship with OHGLA in any way that suggests an association with OHGLA. Any OHGLA online presence shall first be approved by the Board.*

4.1.5 Newsletter

Produces and distributes the newsletter.

4.1.6 E-Tree

Contacts members on special occasions, such as inviting members to events.

4.1.7 Calendar

Assures a schedule of activities that meet the needs and interests of OHGLA's members and maintains the OHGLA calendar.

4.1.8 Far West Ski Association (FWSA-LA Council) Representative

Provides liaison regarding OHGLA events and interests.

*Revised 23 February 2011

4.1.9 Events

Coordinates OHGLA's four major social events: installation dinner, Christmas party, spring social and picnic.

5.0 MEMBER RESPONSIBILITIES AND DUTIES

5.1 Participation

Members are encouraged to take advantage of the benefits of membership by participating. Activity leaders can often suggest another member living in the same community that may share a ride or provide additional information about OHGLA activities. New members receive a telephone call from the Membership Officer or designee, who can also discuss a new member's interests and assist in connecting with others.

5.2 Volunteering

OHGLA is an organization of volunteers. Committee and Activity Leaders invariably know of additional duties that a member can assume and welcome inquiry from established and new members about their willingness to volunteer.

Several members volunteer their homes for OHGLA meetings and events, and homes are always needed. Conveying such an offer to the President and any Board member can help resolve meeting/event place needs as they arise.

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Over the Hill Gang Los Angeles ACTIVITY/TRIP PROPOSAL/CHECKLIST		
Main Leader/Coordinator Name	Address	Phone Email
Additional leader(s)	Name(s)	Role(s)
Activity Length/Timing <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening <input type="checkbox"/> Weekend <input type="checkbox"/> Midweek <input type="checkbox"/> Longer		
Proposed date(s) First Preference _____ Second Preference _____		
Trip supplier/vendor (if applicable)		
<u>Description</u> (location, major activity/attraction(s), optional/additional activities, itinerary, daily activities, special attractions/circumstances)		
Costs/Amenities included in price	<input type="checkbox"/> Insurance <input type="checkbox"/> Breakfast <input type="checkbox"/> Dinner <input type="checkbox"/> Social hour <input type="checkbox"/> Parties <input type="checkbox"/> Guides <input type="checkbox"/> Storage room (biking, kayaking) <input type="checkbox"/> Lift tickets	<input type="checkbox"/> Entertainment <input type="checkbox"/> Equipment provided <input type="checkbox"/> Non-actively participating spouse/companion <input type="checkbox"/> _____ <input type="checkbox"/> _____
Costs/trip options not included in price		
Lodging (if any): Proposed accommodations Double Occupancy \$ _____ Single Supplement \$ _____		
Suggested travel to trip site		
Trip cost \$ _____ Extra Cost for Transportation (if any). \$ _____ <input type="checkbox"/> Participant Arranges <input type="checkbox"/> Vendor Arranges <input type="checkbox"/> OHGLA Leader Arranges		
Deposit from OHGLA Treasury: <input type="checkbox"/> Needed: \$ _____ Date Needed By _____ <input type="checkbox"/> Not Needed		
Number of participants	Minimum _____	Maximum _____
Problems, questions, arrangements to check		
Other		

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OVER THE HILL GANG LOS ANGELES

2010 NEW MEMBER AND RENEWAL APPLICATION

www.overthehillganglosangeles.org

Today's Date: _____ Application is not valid until Agreement to Waive Rights is signed by each applicant.

Applicant's Name (Print): Last _____ First _____ I am a <input type="checkbox"/> new member <input type="checkbox"/> renewing member		Second Applicant Name if applicable (Print): Last _____ First _____ I am a <input type="checkbox"/> new member <input type="checkbox"/> renewing member	
Nickname Used:		Nickname Used:	
<input type="checkbox"/> New address, phone or Email	Note: A two-person membership must use the same address.		<input type="checkbox"/> I do not want to be published in the Member Directory.
	Street / Unit # / P. O. Box: City, State, ZIP:		
Home Phone: ()		Cell Phone: ()	
Cell Phone: ()		Email:	
Email:		Email:	
Birth Date (Month/Day/Year):		Birth Date (Month/Day/Year):	

EVERYONE, please complete the following section to keep our database and mailing lists up to date.

- I would like to participate in:

<input type="checkbox"/> Skiing	<input type="checkbox"/> Dining	Please give us your suggestions for museums, walking tours, or other places of interest for a club special event: _____ _____ _____
<input type="checkbox"/> Hiking	<input type="checkbox"/> Arts	
<input type="checkbox"/> Biking	<input type="checkbox"/> Travel	
<input type="checkbox"/> Kayaking		
- I would be willing to volunteer in one or more of the following capacities:

<input type="checkbox"/> Officer, Board or Committee Chair	<input type="checkbox"/> Special Events Planning	<input type="checkbox"/> Outreach to Acquire Members
<input type="checkbox"/> Finance	<input type="checkbox"/> Travel or Activity Planning	<input type="checkbox"/> Alliances/Links/Partners to Acquire Members
<input type="checkbox"/> Policies and Procedures	<input type="checkbox"/> Newsletter	<input type="checkbox"/> Offer home for an activity
<input type="checkbox"/> Membership Processing	<input type="checkbox"/> Website	
- Membership includes the bimonthly newsletter via US Mail as well as Email for those who list Email addresses. I would be willing to receive the newsletter by Email only. Yes No
- Other active recreation organizations I belong to are: 70+ Ski Club OTHGI Sierra Club
 Other: _____
- If new member(s), I/we learned of OHGLA from _____
- My/Our occupation is/was: _____ Retired? Applicant 1 Applicant 2

Renewals are due MARCH 1. Add \$10 late fee if postmarked after MARCH 31.

Renewing Members	New Members (Partial Year)	Replacement Badges
\$35 single membership	Dues are prorated at \$3/month for single and \$5/month for two-person memberships, beginning in April. Calculate dues from the first of the month in which you apply. Apr: \$32/\$55; May: \$29/\$50; Jun: \$26/\$45; Jul: \$23/\$40; Aug: \$20/35; Sep: \$17/\$30; Oct: \$14/\$25; Nov: \$11/\$20; Dec: \$8/\$15; Jan: \$5/\$10; Feb: \$2/\$5	\$6 for one and \$11 for two replacements for a two-person membership. (New members receive a complimentary badge.)
\$60 two-person membership		
Inactive Members		
\$10 (newsletter only)		
Please send your check or money order payable to OHGLA to: Kirsten Loumeau, 3711 Long Beach Blvd., Suite 212, Long Beach, CA 90807 kloumeau@aol.com 562-421-7101		Amt. Enclosed: _____ Ck # _____ <input type="checkbox"/> Full Year <input type="checkbox"/> Partial Year: Start Mo. _____ Badge Replacement(s) <input type="checkbox"/> 1 <input type="checkbox"/> 2 Name(s) _____

PLEASE SIGN WAIVER ON PAGE 2. APPLICATIONS RECEIVED WITHOUT SIGNED WAIVER WILL BE RETURNED TO SENDER.

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SPORT PARTICIPANT RELEASE OF LIABILITY, WAIVER OF CLAIMS, EXPRESS ASSUMPTION OF RISK AND INDEMNITY AGREEMENT

Please read and be certain you understand the implications of signing.

Express Assumption of Risk Associated with Sport, Venue Use and Related Activities.

I do hereby affirm and acknowledge that I have been fully informed of the inherent hazards and risks associated with **OVER THE HILL GANG LOS ANGELES** activities, transportation of equipment related to the activities, and traveling to and from activity sites in which I am about to engage. Inherent hazards and risks include but are not limited to:

1. Risk of injury from the activity and equipment utilized is significant including the potential for broken bones, severe injuries to the head, neck, and back or other bodily injuries that may result in permanent disability and death.
2. Possible equipment failure and/or malfunction or misuse of my own or others' equipment.
3. I AGREE THAT I WILL WEAR APPROVED PROTECTIVE GEAR AS DECREED BY THE GOVERNING BODY OF THE SPORT I AM PARTICIPATING IN. However, protective gear cannot guarantee the participant's safety. I further agree that no helmet can protect the wearer against all potential head injuries or prevent injury to the wearer's face, neck or spinal cord.
4. Variation and/or steepness of terrain, variation or changes in surfaces including but not limited to snow surfaces, ice, bare spots, rocks, stumps, debris, cliffs, trees, fences, posts, trees, light poles, signs, buildings, roads, walkways, ramps, rails, stairs, pyramids, manual pads, bowls, half-pipes, jumps, padded and nonpadded barriers, other persons, and other natural and man-made hazards.
5. My own negligence and/or the negligence of others, including but not limited to operator error and guide decision making including misjudging terrain, weather, riding surfaces or other obstacles.
6. Exposure to the elements and temperature extremes may result in frost nip, frost bite, heat exhaustion, heat stroke, sunburn, hypothermia and dehydration.
7. Dangers associated with exposure to natural elements include but are not limited to avalanche, rock fall, inclement weather, thunder and lightning, severe and or varied wind, temperature and other weather conditions.
8. Accidents or illness occurring in remote places where there are no available medical facilities.
9. Fatigue, exhaustion, chill, and/or dizziness, which may diminish my/our reaction time and increase the risk of accident.
10. Impact or collision with other athletes, spectators, facility employees, pedestrians, motor vehicles, and cyclists.

*I understand the description of these risks is not complete and unknown or unanticipated risks may result in injury, illness, or death.

Release of Liability, Waiver of Claims and Indemnity Agreement.

In consideration for being permitted to participate in the above described activity(ies) and related activities, I hereby agree, acknowledge and appreciate that:

1. I HEREBY RELEASE AND HOLD HARMLESS WITH RESPECT TO ANY AND ALL INJURY, DISABILITY, DEATH, or loss or damage to person or property, WHETHER CAUSED BY NEGLIGENCE OR OTHERWISE, the following named persons or entities, herein referred to as releasees. **OVER THE HILL GANG LOS ANGELES**.
2. To release the releasees, their officers, directors, employees, representatives, agents, and volunteers from liability and responsibility whatsoever and for any claims or causes of action that I, my estate, heirs, survivors, executors, or assigns may have for personal injury, property damage, or wrongful death arising from the above activities whether caused by active or passive negligence of the releasees or otherwise. By executing this document, I agree to hold the releasees harmless and indemnify them in conjunction with any injury, disability, death, or loss or damage to person or property that may occur as a result of my engaging in the above activities.
3. By entering into this Agreement, I am not relying on any oral or written representation or statements made by the releasees, other than what is set forth in this Agreement.
4. This agreement shall apply to any and all injury, disability, death, or loss or damage to person or property occurring at any time after the execution of this agreement.

This release shall be binding to the fullest extent permitted by law. If any provision of this release is found to be unenforceable, the remaining terms shall be enforceable.

I HAVE READ THIS RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT, I FULLY UNDERSTAND ITS TERMS, I UNDERSTAND THAT I HAVE GIVEN UP LEGAL RIGHTS BY SIGNING IT, AND I SIGN IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.

S/ _____
Signature of Adult Participant

Name of Adult Participant (Please Print)

Date

S/ _____
Signature of Adult Participant

Name of Adult Participant (Please Print)

Date