

Evergreen Seniors Outdoor Club Policies

Revised & Approved April 9, 2026

These policies work in conjunction with ESOC Club Bylaws and are used to manage and operate the Club.

I. Membership

1. Applicants must complete a minimum of three bus outings in a six-month period as a guest.
2. Guests who are bumped from the bus may come by car if they are accompanied by a club member. They must still complete a minimum of three outings on the bus before applying for membership.
3. Once guests have completed the three bus outings, they can apply to the Membership Director to join the club. When a waiting list exists, priority will be given to applicants completing the most outings in the twelve months prior to the date the vacancy has occurred.
4. Subject to getting written resignations by full members, guests at the top of the waitlist will be invited to join ESOC, in order to maintain our full membership numbers during the year.
5. New members' outing requirements will be prorated based on the period of membership in their first year.
6. Membership Categories:
 - A. Full Member - a member who in any year has completed the twelve outings requirement as described in these Policies.
 - B. Associate Member - a Full Member, who applies to the Board in writing through the Membership Director and is granted relief from the twelve outings requirement for various personal reasons. The Membership Director, when directed by the Board, will return an Associate Member to Full Member status when the Members' personal situation changes. The outing requirement for that year will be prorated based on the return date.

Associate Member status is also assigned to a Full Member who has not completed their twelve outings requirement. This Associate Member must complete the twelve outings requirement in the following year to return to a Full Member category.

In this document the term "member" includes both Full Members and Associate Members. If information is specific to only one membership category, the full category name will be used.

II. Continuing Membership

1. The Club membership is capped at 150 Full Members. This number can be changed by the Board of Directors, subject to approval at the next Annual General Meeting. Membership may rise over the cap only by the return of those Associate Members, who were granted associate status by the Board, to Full Member status.

2. Full Members must complete twelve outings in the Club year March through February, six of which must be bus outings, to be eligible for continuing Full Member status. If a participant self-drives or car-pools to the trailhead for a bus trip and pays the bus fee, then the trip will be counted as a bus outing.
3. Members will not have any outstanding fares or accounts.
4. Members will sign a membership application each Club year.
5. The membership fee is \$20.00 per year and is due by March 1. New Members joining after January 1 will not be required to pay a renewal fee on March 1 of that year.

III. Associate Membership

1. Associate Members will be entitled to attend Club events at the same cost as Members, to receive the Club newsletters, to have access to the website and to attend outings. On bus outings priority for spaces will be given to Full Members. (See Section VI-7 and Appendix 1 for further information.)
2. Associate Members will pay the annual Club fee.

IV. Board Membership

1. The Board, in addition to those positions required by the Bylaws, will include the Summer Hiking Director, Winter Activities Director, Transportation Director, Social Director and Website Director.
2. When a Board Member's term in office is complete, they will work to recruit their own replacement.

V. Signing Authority

The ESOC members holding the following positions will have signing authority on the ESOC bank account:

- President
- Vice-President
- Past President
- Treasurer.

The transfer of signing authority will take effect as quickly as possible after the new Board is voted in at the AGM each year.

VI. Communication & Meeting Process

ESOC members will communicate respectfully with each other, with guests and the people with whom we work. This includes being mindful of our words, tone, non-verbal actions and our overall behaviour in all interactions. We recognize that it is important to choose the most effective time to share a message as well as the most appropriate method of communication. We ask all members to think carefully about the most appropriate audience for the message as well as the most appropriate message form e.g. face to face, email, phone call, letter. In addition, it is helpful to consider how the message is likely to be received before it is shared.

When challenges arise, they should be dealt with by the individuals closest to the problem, as calmly and quickly as possible. In some cases, a board member may serve as support to

ensure the issue is solved constructively.

ESOC Annual General Meetings and Board Meetings will follow the processes outlined in Robert's Rules of Order.

VII. Land Acknowledgment

In the spirit of Reconciliation ESOC has adopted a Land Acknowledgement. The long version of the Land Acknowledgements will be posted on the website and the shorter version to be used for Board Meetings, AGM and social events.

Long version for newsletter, website and emails:

The Evergreen Seniors Outdoor Club acknowledges and has the privilege of experiencing the traditional lands of the Indigenous Peoples of Treaty 7 territory which includes the Stoney Nakoda Nations, the Tsuut'ina Nation, the Blackfoot Confederacy Nations and the Metis Homeland of Alberta. Occasionally, the ESOC travels into British Columbia to the unceded territory of the Kootenay / Ktunaxa (k- too-nah-ha) and Secwepemc (shuh-whep- emc) Indigenous Peoples and the Metis Homeland of British Columbia. With gratitude, we travel the trails of reconciliation together.

Shorter version for Board meetings, social functions:

The ESOC acknowledges and has the privilege of experiencing the traditional lands within Treaty 7 territory and Metis Homeland in Alberta and, the unceded territory and Metis Homeland in British Columbia. With gratitude, we travel the trails of reconciliation together.

VIII. Outing Organization

1. The Summer Season will run from April 1st to October 31st and the Winter Season will run from November 1st to March 31st.
2. Outings will be limited to 70 participants.
3. Each week members will normally be offered a choice of at least three activities which vary in difficulty and skill/speed required. Hikes are to be classified by distance and elevation gain suitable for the members. Ski and snowshoe activities will offer a range of distance and difficulty. Groups are typically divided into 4 levels and people must choose the level they can easily complete in the allotted 4-5 hours:
 - A: Most active, 10-20 km distance, 400–900-meter elevation gain
 - B1: Moderate speed, 8-16 km distance, 400–700-meter elevation gain
 - B2: Moderate speed, 5-12 km distance, 300–650-meter elevation gain
 - C: Slower pace, 3-6 km distance, 100–300-meter elevation gain.
4. The Evergreen Website or the Telephone Coordinator will relay all details of the outing and activities as supplied by the Day Leader, including departure and expected return time.
5. Registrations will usually be made online. In a small number of cases, the Telephone Coordinator will take Registrations for a seat on the bus. Registrations made by phone can be cancelled by phoning the Transportation Director before 6 PM on Tuesday. To cancel on an answering machine, date and time of the call must be stated.
6. After 6 p.m. on Tuesday, members who wish to cancel must contact the Transportation

Director for the trip, by phone, text or email. If the bus is not full the member cancelling must pay the fare. If the bus is full and the Transportation Director can fill the seat, then the cancelling member will not be charged the fare, as the new registrant will pay the fee.

7. After 6 p.m. on Tuesday, the Transportation Director will assign spaces to Members first, based on their lottery number, then Associate Members and then guests. Full members who do not have a space and are “bumped” from the bus due to a low lottery number, will be recorded by the Transportation Director to minimize the repeated “bumping” of Full Members. (Additional information on the process can be found in Appendix 1.)
8. All guests shall sign the Club waiver form before their first outing with the club.
9. Members and guests must sign the attendance sheet on the bus.
10. In some circumstances members and guests may choose to self-drive or car-pool rather than take the bus. In these cases, the participants will:
 - register on-line as usual and then contact the Transportation Director so that they are listed as driving, rather than being on the bus
 - sign the attendance sheet at the meeting location for their activity. Please note that drivers must arrange to arrive with the bus or shortly before so that activities can begin promptly.
 - pay the \$25.00 bus fee.

If the bus is full and members are willing to self-drive or car-pool then the same processes will be followed, however, instead of the \$25.00 bus fee, each participant is asked to make a voluntary \$10.00 contribution. Those coming by car will have this trip counted towards their bus outings.

11. A guest must participate in the C level activity on the first outing unless a member can verify the guest’s ability. A member who brings a guest will participate with the guest unless arrangements are made with a group leader who will take responsibility for the guest.
12. The Club may also support trips on those occasions when the bus is cancelled due to insufficient enrollment.
13. The Club may support special outdoor trips when approved by the Board e.g. multi-day trips to a backcountry lodge. These trips will not qualify for outing credit and are not supported financially by the Club.

IX. Bus Organization

1. A bus outing may be cancelled due to inclement weather or fewer than 35 registrants.
2. All bus outings will have a single bus pickup point in Montgomery near the Shouldice Arena. (Note: Shouldice Arena is a City of Calgary evacuation site in the case of provincial emergencies e.g. For McMurray Fire. If the arena is being utilized the bus will pick-up may be at a location such as the Signal Hill Shopping Centre. Morning bus departure times will remain consistent for all trips throughout the year: bus arrival at 7:30 a.m. and bus departure at 8:00 a.m.
3. The bus fare is \$25. If the bus is not full, each participant (member or guest) who chooses to travel in a separate vehicle will pay \$25.00.
4. The current Parks Canada entry fee or a valid Parks Canada Annual Pass is required

when outings enter National Parks.

5. Mask wearing will be optional on the bus and at ESOC events.
6. In the case of a COVID-19 positive case, the members with COVID-19 (or their designate) will contact the Transportation Director or President. The members will be asked if their names can be shared with all ESOC members. The Transportation Director or President will send an email to all ESOC members with the pertinent information. Board members will be consulted if there are extenuating circumstances, to determine if further actions are necessary.
7. Current fare, fare for any past “no show outings” and Parks Canada fees will be collected on the bus. Owed fares can also be paid directly to the club Treasurer.
8. Fare is subject to change by the Board of Directors when revenue is not adequate to offset transportation costs. The Board will not expect to build a surplus beyond what is necessary for the operation of the Club.

X. Safety Measures & Trail Processes

1. Members will wear nametags and carry medical information on all Club Outings.
2. Members will dress in suitable clothing and come prepared for unexpected weather conditions or mishaps. Suggestions for the backpack include: bus fee, medications, hat, gloves, sun screen, sunglasses, insect repellant, map, first aid kit, whistle, emergency blanket, hand &/or foot warmers, rain jacket & pants, sweater/fleece, warmer jacket or layers as needed, extra socks, extra boot laces, compass, etc. Members will also pack a lunch and plenty of liquids, especially in hot weather. Suggestions for the backpack include: water bottle(s) &/or thermos, additional snacks.
3. Leaders for each of the activity groups will be identified prior to or on the bus each week. These leaders will have appropriate experience and will give direction on the trail and keep the group together. The leader will appoint a sweep before setting off on the activity to ensure no one is left behind. Both the group leader and the sweep should have a radio.
4. Groups will not begin their trip until everyone is off the bus and in a group.
5. For safety, everyone must stay in a group of 4 or more with their designated leader and sweep, so that in the event of an emergency, two can go for help and one person can stay with the injured person.
6. ESOC has 2-way radios that are shared among the activity groups each outing. In addition, members are encouraged to consider the acquisition of their own personal radio, as this is a useful safety device. All communication must be made on Channel 17. The Bus Driver will also have a radio and will monitor radio traffic for emergency calls. Members are reminded that 2-way radios have limitations and are not a substitute for common sense and basic survival skills. At the end of each day, radios will be collected and a “Radio Coordinator” will be responsible for charging the radios between bus trips.
7. If in difficulty, use the group radio or a whistle. Whistles can be heard further than the human voice. One whistle blast will signify that the group needs to gather

together. Three blasts signify danger or a call for help. If a larger animal is encountered, stay calm and try to slowly retreat. More information is available in the document “ESOC Emergency Protocol” which is available in Appendix 2 as well as on the website under “Club Documents/Club Policies, Handbook, Bylaws & Forms.”

8. Incident reports will be prepared for all critical incidents and will be reviewed by the ESOC President.

XI. Busing Guidelines

1. Transportation Safety guidelines require that:
 - Bear spray be carried in an enclosed container under the bus, never inside the bus. Canisters should be labeled with the owner’s name/phone number.
 - Both hiking and ski poles must be placed in storage under the bus – never inside the passenger area of the bus.
 - Seatbelts are available on the bus and it is recommended that passengers use the belts on all trips.
 - Buses are prohibited from idling in parks.
2. The bus driver’s duty is to:
 - provide transportation of members from Calgary to the activity site and return. Passengers are asked to respect the driver’s need to focus on the road and therefore, while the bus is in motion, the driver will only engage in conversation with the Day Leader.
 - monitor an ESOC walkie-talkie for emergency information while members are away from the bus, engaged in their activities
 - utilize the Universal N-Reach device in the case of an emergency.
3. The driver consults with the Day Leader to define the parameters of the trip.
4. Member complaints, questions and recommendations relating to a day trip are to be directed to the Day Leader, not the bus driver and not Universal management. The Day Leader will consult with the ESOC President or other appropriate board member (e.g. Transportation or Activity Director).
5. Universal is not responsible for items left on the bus. Any items found on the bus during disembarking are to be taken by an Evergreen member until the owner can be located, usually by sending an email message to that day’s participants. Items located after the bus returns to the bus barns are placed in the Universal Lost & Found and members/guests will need to arrange a time to pick them up in Airdrie.

XII. Personal Information Protection Policy

Evergreen Seniors Outdoor Club (ESOC) is committed to safeguarding the personal information entrusted to us by our members. This policy outlines the principles and practices we follow in protecting your personal information.

Personal information means information about an identifiable individual. This includes, but is not limited to, an individual's name, home address and phone number, cell phone number, email address and emergency contact (name, phone numbers and relationship). ESOC will only collect the personal information that is needed for the purposes of providing services to members, including personal information needed to:

- enroll a member in an activity
- send out club related information to members
- reach an emergency contact.

ESOC Bylaws state "The information in the register of members is to be used for club purposes only." A member's personal information is normally collected directly from that member. In rare instances, information may be collected from other persons, with a member's consent or as authorized by law. Members will be asked to consent to the collection, use or disclosure of personal information, except in specific circumstances where collection, use or disclosure without consent is authorized or required by law. Consent may be assumed in cases where members volunteer information for an obvious purpose. ESOC assumes consent to continue to use and, where applicable, disclose personal information that has already been collected, for the purpose for which the information was collected.

The materials found on the ESOC website are protected by Canadian and other copyright laws. By using the ESOC website, members consent to the terms of this Personal Information Protection Policy. A release will be required for each individual whose photo appears on the website. The ESOC website may include links to third party websites but ESOC is not responsible for the privacy practices of these websites.

ESOC reserves the right to modify this policy and any changes will be noted by a change in the date of the policy. Any questions regarding the privacy and security practices of the ESOC site, should be directed to Evergreen Seniors Outdoor Club at evergreenseniorscalgary@gmail.com

NOTE: The Special Outdoor trips noted in Policy VI, Section 13, will not be covered by this Policy.

XIII. Consequences of Non-Compliance with Evergreen Bylaws, Policies & Safety Guidelines

As a condition of membership, all members agree to abide by the club's bylaws, policies, and safety guidelines. This signed commitment to comply is made with each membership and renewal application.

The Evergreen Board of Directors has the responsibility to see that club bylaws, policies and guidelines are followed by each member. Club bylaws allow the Executive to suspend any member who, in the sole judgement of the Executive, does not comply with bylaws, policies and guidelines. The following three step protocol has been established to deal with

individuals who are non-compliant.

First Incident: Discussion and verbal warning by the President and/or delegate, documented on an ESOC Incident Report.

Second Incident: Written warning signed/emailed by the President and a second Executive Member. The non-compliant member will be asked to provide a written response indicating their understanding of the issue and their plan of action for all future ESOC trips. The response will also include a statement acknowledging that the member is aware that any future breach of club bylaws or policies will result in the suspension of membership in ESOC. Failure to provide a reasonable written response will be taken to mean the member no longer wishes to be a member of ESOC. Both the written warning and the response will be attached to the first Incident Report.

Third Incident: Formal written suspension of membership as specified in the Evergreen Bylaws:

II. Membership

2. Membership is conditional upon the member:

2.1 Paying the non-refundable annual membership fee.

2.2 Complying with Club Bylaws, Policies and Safety Guidelines.

5. Any member may be suspended from the Club for a specified period, by the Board, for activities which in the sole judgement of the Board, are not in keeping with article II.2 hereof. Suspended members may appeal their suspension by giving the Board written notice to have it decided under the dispute mechanism of Bylaw IV. Any member, upon a majority vote of the members at a regular or Special Meeting, may have their membership revoked for any cause the Club deemed reasonable.

IV. Disputes

1. Any disputes shall be decided by majority vote at a regular meeting of the Board.

2. Decisions of the Board may be appealed to the membership at the Annual General Meeting or, at the discretion of the Board, at a Special Meeting called to deal with the issue. A majority of members at the Annual General Meeting or Special Meeting shall decide the issue.

The written suspension will also be attached to the previous documents and retained by the ESOC Secretary as a paper copy and will also be stored as a digital copy in a restricted access area of the ESOC website.

XIV. Document Retention

After many years of collecting and storing paper documents it was determined that a plan should be developed to outline which documents would be kept, in which formats, for how long and to clarify who would be responsible for maintaining and updating the documents. The ESOC Document Retention Schedule is available in Appendix 2.



NOTE: In addition to the ESOC Policies the Club is informed by the following guiding documents:

- ESOC Handbook
- ESOC Self-Driving Guidelines
- ESOC Emergency Protocol
- Incident Reporting Guidelines
- Group Leader Guidelines

These documents are all available on the ESOC website.

Appendix 1

Implementing Bus Rider Priority Policy and Guidelines

Over the years the Evergreen Seniors Outdoor Club has developed policies around bus ridership. These policies support a fairer way to “bump” people from the bus to a carpool and use a lottery number system rather than just bumping the last people who signed up. The Policies related to bus passengers after 6:00 p.m. on Tuesdays are:

- 1) Members who wish to cancel must contact the Transportation Director for the trip, by phone, text or email. If the bus is not full the member cancelling must pay the fare. If the bus is full and the Transportation Director can fill the seat, then the cancelling member will not be charged the fare, as the new registrant will pay the fee.
- 2) The Transportation Director will assign spaces to Full Members first, based on their lottery number. Then remaining spaces will be assigned to Associate Members, based on their lottery numbers and finally to guests. Full Members who do not have a space and are “bumped” from the bus due to their low lottery number, will be recorded by the Transportation Director to minimize the repeated “bumping” of Full Members.

Ever since the new Evergreen website was released in 2018 two questions are often asked: 1) “Is the lottery number system still being used for bumping?” and 2) “Why can’t I see my lottery number once I have registered?”

As the policy states, the random lottery number is still being automatically generated by the website when you register and is still being used for bumping. The newly designed registration sheets, with the membership status, space for a full signature (as per Parks Canada’s requirement), and the Park Pass Information column, leave no room for the lottery number on the printout. The lottery number is still available on the website to the Transportation Directors, since they are the ONLY ones who use it. People may say it is helpful if they know the lottery number when they register because they could plan for possibly driving a carpool. Be assured, when it looks like there will be a carpool, the Transportation Director will phone potential drivers as early in the week as possible. There should be no surprises when the time comes to confirm carpools.

When bumping is required, a priority order is followed according to the policy. There are a variety of variables that enter into the decisions of who is on the bus. It is the responsibility of the Transportation Director to assign the seats based on the policy. Regardless of the lottery number, every effort will be made to ensure that Full Members will only ever be bumped once in each of the Summer and Winter seasons. The Transportation Director maintains a list of all bumped passengers to implement this portion of the policy.

Thursday morning in the Montgomery parking lot, every effort is made by the Transportation Director to put people back on the bus and collapse arranged carpools, if for example, there are any last-minute cancellations or “no-shows.” Members who did not register online or phone the Transportation Director are asked to stay off the bus until notified that a seat is available. In overbooked situations it is challenging enough to keep track of who should and should not be on the bus without people assuming they have a seat when they are not on the Registration sheet.

If there are questions on the implementation of the Evergreen policy regarding bus ridership, please do not hesitate to ask one of the Transportation Directors.

Appendix 2

Evergreen Senior Outdoor Club Document Retention Schedule			
Revised & Approved October 4, 2024			
Document Type	Format	Retention Period	Responsibility
ESOC History: - documents from the first 3 years of the club - Membership Lists for each year	Digital & Paper	Forever	Secretary
Certificate of Incorporation: paper copy to be kept with ESOC History	Digital & Paper	Forever	Secretary
Bylaws: Current & previous filed with Province	Digital	Forever	Secretary
Policies	Digital	Forever	Secretary
Annual Returns for Society & Non-Profit	Digital	7 years (none for 2020 due to Covid)	President
Annual Audited Financial Statements	Digital & Paper	7 years	Treasurer
Special & Annual General Meeting Minutes <i>Note 1: The AGM Minutes will include a list of each summer and winter event as part of the Summer & Winter Activities Directors reports.</i> <i>Note 2: AGM Minutes documenting a bylaw change that is over 7 years will be kept with the bylaws.</i>	Digital	7 years	Secretary
Summary of Executive Members	Digital	Annually maintained	Secretary
ESOC Handbook	Digital	Current plus 1 year	Secretary
ESOC Insurance Policy	Digital	Current plus 1 year	President
ESOC Incident Reports	Digital (password protected) & Paper	7 years	Secretary
Summary of Executive Policy Motions Passed	Digital	Annually maintained	Secretary
Board Meeting Minutes	Digital & Paper	Current plus 2 years	Secretary
Membership Lists	Digital	Current	Membership Director
Membership Forms	Paper or digitally signed digital copies	Current plus 2 years	Membership Director
Guest Waiver Forms	Paper or digitally signed digital copies	Current plus 2 years	Membership Director
Hiking & Skiing Trip Schedules	Digital	10 years	Summer Hiking Director & Winter Activities Director
Newsletters	Digital	Current plus 2 years	Newsletter Editor
Day Leader Guidelines & Checklist and Group Leader Guidelines	Digital	Annually maintained	Past-President

General Correspondence & Emails	Digital & Paper	Shared/summarized in Board Minutes	Secretary
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In addition to the above documents, we know that all Board Members maintain documents which pertain to their particular role, in the format of their choosing (digital or paper). At the end of their term, Board Members will pass along any useful documents to the incoming Board Member so that the transition will be as seamless as possible. All other documents will be shredded.