

NYSORVA

New York State Off-Highway Vehicle Association, Inc.

MEMBER CLUB ENROLLMENT HANDBOOK



PO BOX 2
MACEDON, NY 14502

WWW.NYSORVA.ORG

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NYSORVA is a not-for-profit association of NYS Off-Highway Recreational clubs and is the only Statewide OHV organization Recognized by Government in the State of New York

VISION: To create a statewide network of OHV clubs, businesses and individuals that advocate to protect our sport and to provide needed resources and organization to the OHV community.

MISSION: To expand a network of clubs and other supporters of OHV use including individuals, businesses, industries, Chambers of Commerce, landowners, dealers, government officials and other state and national organizations, in order to promote and strengthen OHV recreation in New York State.

PURPOSE:

- Facilitate communications statewide on issues relevant to the OHV community
- Engage government branches and agencies, primarily at the state level, to affect public policy
- Serve as a central point of contact for policymakers and speak with a unified voice for the OHV community
- Stress to the membership base the importance of speaking and acting as a unified political force
- Promote pertinent education, training, and environmentally responsible trail development resources to NY OHV clubs
- Provide necessary research, data services, and written analyses
- Develop a consistent funding mechanism to support trail development, maintenance, and activism

Who is behind NYSORVA?

NYSORVA was formed in 1993 by individual clubs and volunteers who shared a common interest in our sport and wished to protect its future. Today **NYSORVA** is managed by nine Regional Delegates, each representing a distinct area of New York State.

Why do we need NYSORVA?

All OHV enthusiasts in NY are faced with the same growing problems and all involved should be realizing that working as individuals is not getting the job done. We all face limited or shrinking riding opportunity, poor legislation, non-existent political leverage, and a severe lack of funding. **NYSORVA** gives us the opportunity to pool our resources and talents to start acting as a community with a single voice, a strategic plan, and the organization to finally get trails on the ground. Recognize that like all trail users, motorized or non, we have an effect on our environment, **NYSORVA** provides club access to proven trail development and management techniques so responsible riding areas can be created.

What can NYSORVA do for your club?

NYSORVA can provide resources to OHV clubs, assist in club start-ups, strengthen existing Organizations, provide education and training resources and offer cost effective Club/Trail insurance to all clubs that become members of **NYSORVA**.

How can I get involved?

Join your local **NYSORVA** endorsed club or encourage your current club to become part of the **NYSORVA team!**



NYSORVA REGION CONTACTS

Regions 1-2: Suffolk, Nassau, Manhattan, Bronx, Queens, Brooklyn and Staten Island.

Region1-2@nysorva.org

Region 3: Sullivan, Ulster, Orange, Dutchess, Putnam, Rockland and Westchester.

Region3@nysorva.org

Region 4: Montgomery, Otsego, Delaware, Schoharie, Albany, Schenectady, Greene, Rensselaer and Columbia.

Region4@nysorva.org

Region 5: Franklin, Clinton, Essex, Hamilton, Warren, Fulton, Saratoga and Washington.

Region5@nysorva.org

Region 6: Jefferson, St. Lawrence, Lewis, Oneida and Herkimer.

Region6@nysorva.org

Region 7: Oswego, Cayuga, Onondaga, Madison, Tioga, Tompkins, Cortland, Chenango, and Broome.

Region7@nysorva.org

Region 8: Orleans, Monroe, Wayne, Genesee, Livingston, Ontario, Yates, Seneca, Steuben, Schuyler and Chemung.

Region8@nysorva.org

Region 9: Niagara, Erie, Wyoming, Chautauqua, Cattaraugus and Alleghany.

Region9@nysorva.org



BENEFITS OF JOINING NYSORVA!

By joining NYSORVA as Member club you become part of the Club/Trail insurance program offered.

NYSORVA has a General Liability policy developed for ORV and OHV recreation clubs!

Member Club policies with liability limits of \$1,000,000 per occurrence and \$2,000,000 aggregate.

Insurance program intends to insure ORV Recreation Clubs for their normal recreational activities. These activities include: Meetings and General Membership Gatherings, Non-Competitive Trail-Riding Activities, ORV Trail Maintenance activities, etc, as typical to recreational off-road vehicle.

Landowners that allow their land to be used by the Club can be added to the policy as Additional Insured. Private individuals or organizations as well as governmental entities can be named as Additional Insured to the policy.

HOW DO I JOIN NYSORVA?

To become a part of NYSORVA/Member Club and participate in the Insurance program your club must be incorporated and charge a Membership dues to their membership. NYSORVA member clubs are required to pay a membership fee to NYSORVA. Member clubs must report their membership counts and remit payment for members quarterly.

Contact your Region Representative for more information,

OR

Complete the paperwork enclosed in this packet and mail to:

NYSORVA / Club Enrollment
2357 Route 207
Campbell, NY 10916



Application Completion Guidelines

Be as complete as possible. It is important for you to indicate all of the things your Club is doing.

Usual Liability Limits are: \$1,000,000 Aggregate, \$2,000,000 per occurrence.

If you desire different limits; please indicate the limits you desire.

For Club Member count, please count each individual member as one and each Family Membership as one.

Include copies of all Waivers you use and include copies of any agreements with Landowners you use.

Be sure to provide full Name, Address and the reason for any Additional Insured.

If you've had previous insurance coverage, please list the carrier.

Whether you've had previous insurance or not, please indicate any claims or losses you club has experienced.



**SECRETARIAL CERTIFICATE OF ENROLLMENT
TO NYSORVA, INC.**

club _____

WHEREAS, the special meeting of the Board of (managing members for LLCs, directors for corps.) was held on (____/____/____). There were present at the meeting a quorum of the said Board, and

WHEREAS, the meeting was called to order by (club president), _____ who served as Chairperson of meeting, and, (club secretary), _____ assumed the duties of Secretary of the meeting, and

WHEREAS, the relationship of the Club with New York State Off Highway Recreational Vehicle Association (NYSORVA) was then discussed, including the issue of trail riding insurance, private landowner cooperation for recreational access, available assistance to grow club member base, and potential funding assistance for trail maintenance and development. After discussion, upon motion duly made, seconded and carried, this Secretarial Certificate was unanimously approved, and the following resolutions were unanimously adopted.

RESOLVED, that (club) shall join as a member of NYSORVA in order to gain access to the property of participating private landowners and also to obtain access to trail riding insurance and other benefits of said membership, and

IT IS FURTHER RESOLVED, that (club) _____ shall pay annual dues of \$5.00 per single membership or family membership to NYSORVA and shall adhere to the bylaws and policies established by NYSORVA, and

IT IS FURTHER RESOLVED, that, to the fullest extent permissible by law, (club) _____ does hereby agree to indemnify and hold harmless NYSORVA, their agents, officers and employees, from and against any and all claims, damages, cost and expenses, including reasonable attorney fees, arising out of or related to trail riding activities, trail riding insurance policies and/or access to private lands.

I CERTIFY, that the Board resolved as set forth hereinabove, and that this certificate is duly authorized by said Board.

In witness whereof, I have affixed my signature.

Dated: ____/____/____

Club Secretary:

NYSORVA OFFICE USE ONLY

Policy Number: _____ **Policy Effective Date** _____

Policy Expiration Date: ____/____/____ **NYSOVRA Representative:**



NYSORVA Member Club Application

Date Club Originated _____

Date: _____

Club Name: _____

Mailing Address: _____

Contact name, Title and Phone: _____

Website: _____ Email: _____

Current Insurance Carrier: _____ Policy Expire Date: _____

Please complete the following:

1. How Many members in your club? Single _____ Family: _____ (family counts as two)
2. Would your club like to increase its member base? Yes No
3. Is your club Family oriented? Yes No
4. Does your club own/ lease a building? Yes No
5. Does your club own/lease any land used by the OHV Club? If yes, please explain? Yes
No

(Include a complete location description and a map of trail and activity area)

6. Is your club responsible of any OHV trails? Yes No
If YES, how many mile of trail are you responsible for? _____

7. How often does your club assemble? _____

8. Does the club hold special events? Yes No

If yes, please provide a description with dates to post on the NYSORVA website

9. Does the club set the course of the events? Yes No



10. Does the club charge a fee (other than membership) to the club members or others to use the land or attend events? Yes No If YES, Please explain:

11. Does the club use or provide ramps or jump equipment? Yes No

12. Are minors allowed on the trail? Yes No

If Yes, Please explain policy regarding minors

13. Does the club require all members to sign waivers of liability? Yes No

If Yes, Please explain policy and include a copy of waiver used _____

14. Does the club require event waivers of liability? Yes No

If Yes, Please explain policy and include a copy of waiver used



Current Insurance Information:

Please provide the name, address and reason for any Additional Insured you are requesting to be added to the policy. (i.e.: Landowners, Municipalities)

a. _____ b. _____ c. _____

d. _____ e. _____ f. _____

1. Please provide the name of your current insurance carrier, policy period and limits of insurance.
2. Please list all claims, whether covered by insurance or not.

Date of Occurrence	Type of Loss	Date of Claim	Amount Paid/Received	Claim open or Closed

IMPORTANT NOTICE

I declare that the statements made in this application are complete and true. Any Member Club who knowingly and with intent to defraud NYSORVA or another Member Club submits an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information containing any material fact thereto, commits a fraudulent act that is subject to criminal and substantial civil penalties. I agree that any intentional concealment or misrepresentation of a material fact concerning this Member Club application or the subject thereof may cancel any Member Club application. **NYSORVA, Inc. reserves the right to deny or cancel any membership issued to the said above club at anytime with a 30 day written notice.**

Club Officer Signature: _____

Title: _____

Date: _____



Landowner Consent Information

Date: _____

Club Name: _____

Trail Name and/or Location: _____

This document certifies that: _____

Is the legal landowner of the property at: _____

in the town of: _____

in the county of: _____

The above named landowner hereby agrees that the above-identified land may be used for operation of motorized off-highway recreational vehicles on trails designated and maintained for such purpose. The landowner may terminate this permission at any time.

Permission is hereby contingent upon the issuance of insurance covering the landowner for liability that may arise in consequence of the use and operation of motorized off-highway recreational vehicles upon the above-identified trail.

I _____ from the _____ ORV club have personally secured permission for the property listed above. The landowner understands that a designated portion of his property will be for operation of motorized off-highway recreational vehicles and that our club will be responsible for monitoring and maintaining the trails located thereon. In furtherance of the club's responsibility, the landowner agrees that club members shall have authority to seek legal relief for unauthorized use of the above-identified land including but not limited to preferring/pressing charges in a court of competent jurisdiction.

Landowner Signature: _____

Address for mailing insurance certificate:

Name: _____

Address: _____

Phone: _____

Email: _____



Non Profit Director and Officer Coverage Information

For many years, directors and officers of non-profit organizations believed that the "charitable immunity" protection afforded to their organizations made them unlikely targets for lawsuits. However courts have abolished charitable immunity in most states, including New York. Despite existing Federal and State volunteer protection laws, board members may be targeted in lawsuits alleging wrongful management decisions and they may be required to defend themselves.

In addition, the legal theory of vicarious liability has increasingly made non-profits liable for the actions of their employees and volunteers.

Organizations cannot fully indemnify their directors and officers for the following reasons:

- Lack of enough unrestricted funds to provide adequate legal defense
Organizational insolvency
- Limited or inadequate indemnification provisions within the charter or bylaws.
- Potential claimants in a suit against nonprofit director include current and former staff/volunteers often alleging a host of wrongful acts, including wrongful termination, discrimination, sexual harassment and Americans with Disabilities Act violations.
- Third parties including vendors, donors or another non-profit may allege harm caused by the non-profit and/or its directors, officers or volunteers. Donors may also sue alleging misuse of a restricted gift.
- The State may bring a claim alleging wrong doing and improper management representing the interests of the public.

Most important aspect is that the directors and officers personal assets can be on the line and that if a suit is brought for a covered cause the insurance company must provide defense.

For a quote regarding this coverage
Please fill out the application and return to:

NYSORVA
PO Box 2
Macedon, NY 14502
Email: Region8@nysorva.org





**New York State Off-Highway
Recreational Vehicle Association
(NYSORVA)
“DUES FORM”**

Schedule for clubs to follow in making their dues payments.

REPORT PERIODS	DUE DATE
Membership as of June 1st	June 1st
Additional Members Since June 1st	October 31st

Dues: \$5.00 per member unit

A member unit = Single membership or Family Membership. Means you pay the same for family as a single membership.

Club: _____

Contact: _____ **Phone:** _____

Total Single Memberships: _____

No New Memberships _____

Total Family Memberships: _____

Total Payment: _____ **Date:** _____

Check Number: _____

Payment Period Quarter: June October (please circle one)

Payment mailing address:

**NYSORVA
2357 Route 207
Campbell, NY 10916**

