

## **TRIP POLICY, as of 3.24.2020**

1. A member in good standing, having paid current year dues, may sign up for advertised trips in accordance with the published sign up schedule. A member participating in a trip must be a member in good standing, having paid current year dues, at the time of the trip's occurrence.
2. All members of the Kittyhawk Ski Club (KSC) board will receive one priority reservation that can be used on any KSC trip.
  - a. Before the trip is opened to the general membership the board member must notify the trip leader that he/she is using their priority reservation for that particular trip. The board member must also submit the sign up payment on time.
  - b. The priority reservation is applicable to the board member and one other club member of the board member's choice.
  - c. Priority reservations must be used during the current club year and may not be accumulated.
3. All trip payments shall ONLY be made to the respective trip leader by check or money order payable to 'Kittyhawk Ski Club'. If more than one person's payment is on a single check; please indicate each person's name. The trip leader shall periodically make a list of all payments (amount, check number, date) and provide the checks, list, and total dollars included to the treasurer. The trip leader may only make deposits directly into the bank account with the concurrence of the treasurer. The list and total dollars involved must still be provided to the treasurer.
4. All trip participants, including the trip leader, must have paid for their trip in full prior to trip departure. Trip leader remuneration takes place after the trip has returned and all trip leader duties have been satisfactorily completed. Trip leader remuneration shall not be used to offset trip cost in advance.
5. No deposits or trip payments shall be transferred between trips. Refunds will be processed as soon as possible and sent to the member.
6. Deposit amounts will be established for each trip. When more than one family member signs up for the same trip, the deposit must be made for each person. (Two people = two deposits).

7. Individuals notified that they are on the waiting list need not submit any payments other than the initial deposit until such time as they are notified that they are on the active list. At that time they must bring their payments up to date.

8. Dependents (under the age of 18) may go on trips only if the parent/legal guardian is on the trip. The parent/legal guardian is responsible for ensuring compliance with applicable state alcoholic beverage laws.

9. Adults (anyone over the age of 18) may go on trips unaccompanied by parent/legal guardian and are responsible for their own conduct. If under the age of 21 they are not permitted to drink alcoholic beverages. Anyone ignoring this rule may be turned over to local authorities, and/or have club membership revoked.

10. The KSC board can authorize early sign-up (prior to official sign-up date for the general membership) for new members (people who have never belonged to KSC). The early sign-up applies only to the new member and their family (if joining as a family membership). The new member is not entitled to sign up a guest or a current KSC member as part of the early sign-up privilege.

11. At the initial sign up date, sign ups will be accepted from members only. Sign up will be open to guests and members of other clubs two weeks later. After the initial two weeks membership takes no priority.

12. After the initial two weeks a member may sign up guests, for a non-refundable guest fee of \$10.00 per person in addition to the trip deposit.

13. Members of other Ohio Valley Ski Council clubs may sign up after the first two weeks and are not subject to the guest fee.

## **ROOMING ASSIGNMENTS**

1. The trip leader has the authority to adjust rooming assignments and roommates as required to fill available accommodations in the most logical and appropriate way.

2. The trip leader will make every effort to put preferred roommates together, but cannot guarantee that members' preferences will be honored.

## **CANCELLATIONS AND REFUNDS**

1. The participant is responsible for notifying the trip leader of cancellations. Cancellations will be made only to the respective trip leader, his or her assistant, or the Winter Trips chairperson, either verbally or in writing. Inability to contact one of these individuals is an unacceptable reason for late cancellation or no-show status.
2. The trip leader must make all substitutions from the waiting list.
3. A cancellation will result in participant's liability for any expenses that accrue on his or her behalf that cannot be recovered (e.g. empty seats, lodging charges, ticket transfer charges or replacement, etc.) up to the total published individual trip price. If the cancelled participant can be replaced, as full a refund as possible will be made.
4. 'No-shows' (people who do not attend the trip but did not cancel in advance) will be responsible for all expenses incurred on their behalf up to the full advertised price of the trip. Reimbursement for unused airline tickets is subject to airline policy. Neither Kittyhawk Ski Club nor its agents are responsible for reimbursement. The decision rests solely with the airline.
5. Trip participants will be notified of the availability of privately obtained trip insurance purchased through a third party. Kittyhawk Ski Club does not sell trip insurance and does not have a business relationship with any third party insurers. Trip cancellation deadlines and policies, combined with an individual's personal situation, should be considered when determining whether to purchase trip insurance. Purchase of trip insurance is a personal decision.
6. The club will retain the first \$10.00 per person of any excess income generated by a trip. Any excess income over \$10.00 per person may be refunded, in whole or in part. Calculation of refunds due may be made on each individual trip or on a seasonal basis. Specifically, income from one or more trips may be used to offset losses on other trips in the same season. The calculation of any refunds is at the discretion of the winter trip chairman with the concurrence of 50% of the attending members of the board provided a quorum (see Constitution) is present.

## GENERAL

1. Trip participants shall resolve all issues through their trip leader. Any unresolved issues shall be elevated to the Winter Trips chairperson. Under no

circumstances shall a participant initiate contact about an issue with the travel agent or resort without prior approval from the trip leader.

2. If a trip is cancelled or shortened for reasons beyond the club's control (e.g. weather or equipment failure) a refund may be made. However, trip participants will be liable for any expenses or deposits not returned to the club because of the cancellation, such as bus charges and room deposits.

3. Any additional expense incurred because a trip returns late shall be the responsibility of the individuals on the trip.

4. Trip leaders, available board members, and the bus driver/transportation provider will be responsible for any decision to return early from a trip for weather or other considerations. Bus driver/transportation provider will have ultimate authority on decisions pertaining to transportation. Trip leaders and available board members will make all decisions involving expenditures or losses of funds.

5. All individuals on trips are responsible for meeting published trip schedules and not detaining the group. Trip schedules, particularly airline schedules, very often change between the time a trip is initially planned and the time a trip occurs. Information on the website or initial sign up instructions may not be current. Trip leaders are responsible for communicating schedule changes to all participants and participants are responsible for reading all communications from the trip leader. Failure to meet schedules could result in a no-show status or being left behind. Any actions and/or costs required or incurred to rejoin the group is the individual's responsibility.

6. A Kittyhawk Ski Club member going on a trip with another club is subject to the policies and rules of that club. It is the responsibility of the KSC member to be aware of any differences between KSC policies and rules and those of the host club.

7. All trip participants and leaders are encouraged to use alcohol responsibly. Club supplied alcoholic beverages will cease to be served to trip participants three ~~four~~ hours prior to scheduled arrival back on the return leg of the trip. Failure to comply with this policy may be cause for revocation of club membership.

## **TRIP LEADER REMUNERATION**

1. Trip leader remuneration for a trip that is a minimum of 5 days will be ~~earn~~ \$20.00 for each trip participant, up to the full cost of the trip, provided that the trip leader demonstrates reasonable responsibility prior to and during the trip and completes all required post trip actions.
2. Trip leader remuneration for a trip that is less than 5 days will be \$10.00 for each trip participant, up to the full cost of the trip, provided that the trip leader demonstrates reasonable responsibility prior to and during the trip and completes all required post trip actions.
3. Remuneration for trip leaders is subject to board review for approval and can be denied completely, or postponed until appropriate conditions are ~~not~~ met.
4. The board will have the authority to deviate from the above guidelines under extenuating circumstances in order to provide fair and reasonable remuneration. In no case will trip leader remuneration exceed the full cost of the trip.

## **LUGGAGE POLICIES**

Airlines routinely charge for checked luggage. Policies vary widely between airlines. Check with your trip leader and the airline website for luggage policies for the airline carrier. Luggage fees are the individual traveler's responsibility and are not usually included in the price of the trip.