

ALBANY SKI CLUB (ASC) TRIP POLICIES AND PROCEDURES

Updated Spring 2019

Trips sign ups are restricted to current club members for the first 30 days, which is expected to begin on June 1st.

A person is not considered registered on the trip until their completed and signed contract as well as their initial deposit is received by the trip leader.

All trip participants must update their new membership by October 1st of the next ski season. They are asked not to include their membership fees with their trip fees. IKON memberships will be completed by the membership chair prior to Oct 1st.

Late payments may be subject to a late fee of \$20 per payment. This could be assessed if a payment is more than 7 days late.

Trip package may allow flexibility in the package for no air, number of lift tickets and age discounts. No deviation in the number of lodging nights from the selected package are allowed. Group air is sold only as a round trip package.

“Air or no air” as selected upon the registration CAN NOT be changed after original registration as penalties can occur, especially with Southwest Airlines. To avoid penalties, unused air seats must be returned within terms of each airlines rules. There is also fees associated with name changes after a certain time in each airlines rules.

“No air” packages are very difficult to resell, so please consider that if you choose to not fly with the club.

Ground transportation is not guaranteed to anyone who is not flying as part of the complete package.

If someone fails to show up at trip function which is paid for through the club, no refund will be provided.

Only registered trip participants can order tickets, unless it is beneficial to the club (for example to meet ticket requirements). Each participant may request ONE extra day ticket at a discount rate (if mountain and vendor agree) for a friend/relative who might live near our trip location. This extra ticket must be ordered and paid for with the final trip payment. Friends/relatives/club members are welcome at any trip function as long as they pay their own way and have paid in full by the final payment.

Everyone staying at the lodging property must be a registered person on the trip....no overnight

guests. Special considerations may be requested, with prior ASC board approval. Appropriate charges will be determined if deemed appropriate. The approval of this special request must be agreed upon by all room or condo mates. An unregistered guest will be asked to immediately leave the property and consequences will occur to the club member the guest was visiting.

It is understood that a credit card will be held by the lodging property for all incidentals or any type of damage. Albany Ski Club will never be responsible for damages caused by trip members.

Inappropriate behavior at any point during the trip (including excessive complaints filed by other trip participants) or violations of the trip policies will not be tolerated and will be acted upon immediately. The concern will later be communicated by the trip leaders to the trip committee for review, with a follow up report and recommendations to the board.

Any deviation of the proposed travels plans during the trip will be at the discretion of the trip leaders, with input from trip members as deemed necessary. In the event of a safety issue, the recommendation from transportation company and/or the lodging property's management will be strongly considered. The trips chair should be notified of any deviations to the plan.

All refunds will be processed at the conclusion of the trip and only to the extent that the club is able to recover the money. We encourage travel insurance to avoid potential money lost due to an emergency.

Trips can be modified or cancelled if the minimum number of participants has not been met.

In the event that a large change in the exchange rate for an International trip occurs, the trip participant may have to pay an additional fee to attend the trip. If a reduction in the price occurs, a credit will be given. These price changes will be communicated prior to the final payment and the final payment will be adjusted accordingly.

At anytime, an individual can be denied the opportunity to travel with ASC based on items of concern brought to the board. The board will evaluate the facts and render a decision that is in best interest of all parties.

in the contract as a perk that has no additional charges to the club.

Cancellation Policy-Important !

****** It is strongly recommended that trip insurance is purchased ******

If you are concerned about winter travel, get trip insurance. It is recommended that you verify the coverage and choose the amount of coverage to cover the entire cost of the trip.

In the event of a cancellation, the trip leader will attempt to resell the package. Any resale sale of the package must go thru the club. The specific space created will be filled and no other individuals lodging will be changed unless agreed on in writing by all parties involved, including the trips chair.

Original deposit is not refundable.

The amount of refund, if any, is based up the ability of the package to be resold and adjusted for penalties and fees

In the event of a cancellation by two individuals sharing a bed, both spaces must be filled or the individual who requests the space must pay the single supplement.

The club is not responsible for any trip related expenses in the event of unplanned travel problems or delays.

All travel arrangements are only to be changed by the trip leader while working with the trips chair, the tour operator and the transportation company.

NO INDIVIDUAL MAY CONTACT THE AIRLINE(S) TO MAKE ANY CHANGES OF ANY KIND AS THIS EFFECTS THE ENTIRE RESERVATION. ANYONE WHO HAS BEEN FOUND TO EFFECT THE RESERVATION MAY IMMEDIATELY HAVE THEIR TICKET(S) CANCELLED WITH NO REFUND.

ALL TRIP MEMBERS ARE REQUESTED TO ACT IN A WAY THAT REFLECTS A POSITIVE IMAGE ON OUR CLUB!!!!

By signing this ASC trip policy and procedure agreement, I agree to follow the information stated in this document. Also, I agree agrees to allow their image to be used for marketing and recruitment purposes for Albany Ski Club.

_____ (NAME)

_____ (DATE)