



## Huntingdon Valley Ski & Snowboard Club

### Policy Regarding Trips

*Revised September 2017*

#### **General Policy:**

Recognizing that the Club conducts ski trips for the benefit of the members, we want to be sure we are doing all we can to encourage member participation. We need early signups by members, and we need a member-friendly policy on cancellations, so that our planned trips do not get cancelled for lack of participation. Details herein are intended to implement that general policy.

#### **Person(s) in Charge:**

For all decisions during a trip, the Trip Leader is in charge.

#### **Refund Policy:**

In order to encourage early signups by Club members, the Club has decided on a liberal refund policy. Rather than impose harsh penalties for cancellations, the charge for cancelling will be only what it cost the Club. The policy is to encourage early signups and to avoid penalizing a member for canceling unless a cost to the Club results from the cancellation. In that case, the person canceling absorbs the cost of the cancellation.

Funds paid to the Club as partial or full payment for a Club trip will be refunded to the member only after the trip is completed and the cost to the Club has been determined. The amount of refund will depend on the extent that the cancellation imposes cost to the Club. Any expenses not recovered by the Club shall be forfeited by the person canceling. If a replacement is found, there may be no penalty for the person canceling. In all cases, announced policy would take precedence.

#### **Travel Agents:**

When a Club trip is planned through a travel agent, it requires a signed contract for which the policy for the cancellation and refund is spelled out in the announcement and contract.

#### **Payment for Trips:**

Signup for trips requires the announced minimum deposit. Further payments are required as scheduled by the Trip Leader. Trip Leaders should not accept names with the required deposit.

#### **Release and Waiver:**

It is essential that the Trip Leader has a signed Release and Waiver document from each person on the trip – both members and non-members. The Trip Leader should secure the signed Release at the time the person signs up for the trip and provides a deposit, or ascertain that the document is on file with a current membership for HVSC. Note: separate waivers should be available for non-members. Anyone who refuses to sign the Release will not be allowed on the trip.

#### **Bus Trip Rules:**

Seating on the bus is not pre-assigned. Seating when boarding for a trip shall be on a first-come first-served basis. Seats shall not be saved for persons not present. Seating shall be the same on the return trip as for the departure trip. No smoking or use of illegal drugs is permitted on HVSC buses.



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#### **Opening Trips to Non-Members:**

Trips are open initially only to Club members or EPSC members. This is one of the benefits of membership. However, we can look to outside guests to fill the trip, but they are not subject to the benefit of the discounted price as advertised for members.

#### **Gratuity for Bus Driver:**

It is customary to provide a gratuity to the bus driver, based on his or her satisfactory performance. This should be done so long as the trip can afford it. As a guideline, \$50 is common for a one-day bus trip. For a multiple-day bus trip, a reasonable gratuity would be one dollar per day per person or \$50 per day.

#### **Person(s) Eligible to Run a Trip:**

The President and the trip-chairman have the option to lead one-week trips. They are allowed to select a destination and time of their choice, but that choice is still to be approved and supported by the board of directors. These persons can simply defer to the board to begin with and then after the board's decision, those persons can take on the responsibility of getting the trip planned, filled and successfully completed.

As a Trip Leader, he/she is entitled to one comp to cover their cost. Any other comps provided by the tour operator, airline, and mountain should be used to provide additional funds for the benefit of the participants of the trip, and/or the Club itself. This comp policy will apply to all trips. Other members can be permitted to propose or run a trip of their own, if approved by the board. Those persons are allowed to promote the trip as a Club-sponsored trip. They are also allowed a comp as stated above.

There are no rules against a club member running a trip on his/her own without the board approved BUT under no circumstances is that member allowed to promote his/her trip during or to advertise as Club sponsored.

A Trip Leader should not plan a trip based on just the number of people needed to receive a comp. If a comp would not be covered by the number of people participating, then it becomes a judgement call for the board to make a decision as to whether a comp should be allowed or the amount of the comp recalculated.