

## **ALBANY SKI CLUB TRIP POLICIES AND PROCEDURES**

### **Trip Sign Ups**

Trip sign-ups are restricted to current club members. Registrations are handled in the order they are received once registration has opened for a trip. Early registration opportunities may be given to individuals to recognize them for their volunteer efforts in assisting the club. Determinations for special consideration will be made by Board of Directors of the Albany Ski Club.

A person is not considered registered on a trip until their completed and signed contract, agreement to trip policies and procedures, and their initial deposit is received. Trip registrants must keep their membership current.

The trip is considered closed once all available slots have been filled. In most cases, a waitlist will be established. Should spaces become available, the waitlist will be used to fill available space on the trip as appropriate.

### **Deposits**

Your trip deposit is considered your commitment to participating in the trip and is considered non-refundable. Any exceptions due to extenuating circumstances will be decided by information provided to the Board of Directors.

### **Late Payments**

We ask all club members to make timely payments. Late payments are problematic for the club and cause extra work for the trip leader, resort, tour operator, etc. The club may impose a \$20 per payment late fee and will assess to the trip participant any penalties assessed by the travel agent, airline, or resort for late payment.

### **Trip Packages**

The trip is sold as a complete package.

### **Ski Lift Passes**

Ski Lift Passes for those needing day passes can be ordered by registered trip participants and those requests must be made at time of trip registration.

### **Lodging**

Everyone staying at the lodging property must be a registered person on the trip.

It is understood that a credit card will be held by the lodging property for all incidentals or any type of damage. Roommates should designate one individual in each unit who will have the responsibility of providing the credit card for this use. Albany Ski Club will never be responsible for damages caused by trip members.

### **Guests of Members**

Some club members have friends or relatives at locations to which we travel. A trip participant may request extra ski lift tickets at a discount rate (if mountain and vendor agree) for a friend/relative who might live or be at our trip location. At trip functions, if there is space, and payment has been received in full, friends and relatives are welcome.

### **Trip Changes**

Any deviation of the proposed travels plans during the trip, which can happen due to weather, airline changes, or other situations, will be handled by the trip leader(s) and the club's Board of Directors, with input from trip members as deemed necessary.

In the event of a safety issue, the recommendation from the transportation company, and/or the lodging property's management will be strongly considered.

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

### **Travel Insurance**

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

If you are concerned about winter travel, consider purchasing trip insurance. It is recommended that you verify the coverage and choose the amount of coverage to cover the entire cost of the trip to avoid potential money lost due to an emergency. Travel insurance does not cover all costs. Please read coverage carefully.

### **Trip Cancellation by the Club**

The club intends to run trips that are advertised. However, a trip can be modified or cancelled should there not be the minimum needed to run the original trip or for other extenuating circumstances.

### **Trip Cost**

As a group, we take advantage of reduced fees for travel which we pass onto members. However, trips are often advertised before final airline fees are known. Changes to airline fees, or changes in carriers can happen. Additionally, if we are travelling out of the country, exchange rates can fluctuate before final payments are made resulting in either reductions or increases in the final payment due. Please be aware there can be fluctuations in prices before final payments are due.

### **Member Responsibility**

Remember, the Albany Ski Club is a nonprofit organization that promotes the activity of skiing, and snowboarding, and is open to any individual. Trip leaders and Board Members are volunteers that contribute many hours to running the club. It is expected that in return, members will conduct themselves in a way that reflects positively on the club.

At any time, an individual can be denied the opportunity to travel with Albany Ski Club based on items of concern brought to the Board of Directors. Per the by-laws, "Any member may be

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suspended or expelled for a violation of the by-laws or for conduct which, in the opinion of the Board of Directors, is improper or prejudicial to the welfare or reputation of the club.”

By signing up for an ASC trip you are agreeing to the Policies and Procedures outlined here and agreeing to allow your image to be used for marketing and recruitment purposes for the Albany Ski Club.

**Name** \_\_\_\_\_

**Date** \_\_\_\_\_