

HSC-004

Last Update: 8/20/10

HUNTSVILLE SKI CLUB POLICY Trip Coordinator

Once a Trip is approved, the Trip Coordinator's job is to implement their Trip Plan. He/She may delegate tasks as necessary or desired. The Coordinator is responsible to the Club via the Club Treasurer.

TRIP PARTICIPANTS

The Trip Coordinator must verify the following for each trip participant:

1. Each participant must be a club member to go on a club-sponsored "Trip". Your membership dues must be paid prior to trip sign-up unless the trip date is beyond Aug 31 of the following calendar year, as is the case with some very long lead-time cruises. (Exceptions to this policy may be approved by the HSC BoD on a case-by-case basis.)
2. Each participant has received a Trip Participant Policy document.
3. Each participant has signed a Liability Wavier/Emergency Contact form. (The Trip Coordinator should take this form with them and leave a copy with another person not on the trip.)

PROVIDER DEPOSITS

Initial deposits (lodging, airlines, etc.) which are fully refundable may be paid to the Providers or Resorts out of Club funds without corresponding collections from the Participants. To do so, the Treasurer must be notified in writing of any strings attached to this money – such as when it becomes non-refundable. Non-refundable deposits must be paid with funds collected from the Trip Participants.

PARTICIPANT PAYMENTS

The Trip Coordinator will collect the Participants' payments and pass them on to the Treasurer with **Record of Deposit** form. The Coordinator should attempt to collect all payments by check addressed to the Huntsville Ski Club. If cash is provided, the Participant must be given a written receipt.

PROVIDER PAYMENTS

Any contracts, which commit the Club with respect to a Provider or Resort, require the Treasurer's (or President's) signature. When non-refundable payments are due to the Provider or Resort, the Coordinator will provide written requests (or e-mail) to the Treasurer to make the payments. These requests should only be made when:

1. The expense is budgeted in the Plan.

2. The proper refund and cancellation contracts have been signed by the Provider or Resort.
3. The necessary amount of money has been collected from the Participants.

TRIP COORDINATOR'S PAYMENTS

The Treasurer may provide the Trip Coordinator with funds for the trip parties in advance of the parties up to the amount collected for party fees. The Coordinator will not receive his/her sign up fees for the trip until the final financial report is received and approved by the Treasurer.

TRIP PARTIES

In the event that a member not on a trip wants to join a trip party or event, the Coordinator should provide some means for the member to contribute appropriately and be welcome at the occasion.

FINANCIAL RECORDS

The Coordinator will maintain records on the Trip's financial transactions in a form which is acceptable to and can be reviewed by the Treasurer at any time. These records must include but not be limited to:

1. A list of all Participants paying sign-up deposits.
2. A list of all payments received from or refunded to each Participant.
3. A list of all payments made to or refunded from each Provider.
4. A list of any complimentary services or kickbacks from any Providers as a result of the Trip.
5. A copy of all contracts existing between the club and the Providers.
6. Receipts for any administrative expenses or payments made by the Coordinator.

The Trip Coordinator will provide the Treasurer with an acceptable financial report within 90 days after returning from a trip and must certify that he/she has complied with all the terms of this policy. If the Treasurer cannot understand the closeout accounting, or if the Trip Coordinator and Treasurer do not agree on the closeout amount to be paid to the Trip Coordinator, reconciliation will be attempted using the official **HSC Event Financial Closeout Form**. If agreement is not reached using this form, the matter will be presented to the Board for resolution.