

HUNTSVILLE SKI CLUB

Trip Coordinator Policy HSC Policy-004C

Revised: April 23, 2023

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 Coordinator must verify the following for each trip participant:

1. **Membership dues** are current no later than the trip final installment payment date.
2. Each participant has received a **Trip Participant Policy** document.
3. Each participant has signed a "**Liability Wavier**" and a "**Medical Information for Trips**" form. (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 restrictions 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

If a Tour Operator collects Participant's payments, then the Trip Coordinator is responsible for monitoring progress of payments and providing appropriate documentation to the Treasurer as required for trip closeout. If the Trip Coordinator collects the Participants' payments, the payment is passed to the Treasurer with a **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.

CHANGES IN TRIP PLANS

In the event that the planned trip area has marginal conditions, the Trip Coordinator may recommend that a trip be canceled or switched to an alternate area. The trip participants will vote on such a decision after a presentation of the options.

In the event that a trip cannot be filled to the capacity required to get the advertised rates, the trip will be canceled unless trip participants agree to continue on the trip and pay the potentially higher rate.

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.

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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 compensation 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 a financial report using the **HSC Event Financial Closeout Form** within 90 days of returning from the trip. The closeout form will indicate any surplus or deficit of funds and will determine the closeout to be paid to the Trip Coordinator. If the surplus or deficit exceeds 3%, the trip participant will get a refund of the surplus, or be charged an additional fee for the deficit. Any surplus or deficit of 3% or less will be absorbed by the club. If agreement is not reached using this form, the matter will be presented to the Board for resolution.