

HUNTSVILLE SKI CLUB POLICY

Trip Selection & Planning

HSC Policy-003B 16 Feb 11

To be categorized as a club trip, a club event must involve overnight and/or out of town accommodations. A trip must have a person willing to coordinate the trip, approval of the Board, and at least 10 members signed up according to the terms defined herein.

TYPES OF TRIPS

Trips will be categorized as either, Ski/Snowboard, Special Events or Cruises. If in doubt as to the trip type, the Board of Directors will make a determination. All Ski/Snowboard Trips fall under the jurisdiction of the "Ski Trips Director" and all other trips fall under the jurisdiction of the "Special Events Director".

ACCEPTANCE AS A PLANNER

Anyone wanting to coordinate a trip must first be a trip planner. To be a planner, a member must notify the Ski Trips Director or Special Events Director of his or her desire to coordinate a trip. The prospective planner must understand and agree to operate under the terms of the policy. At the discretion of the Ski Trips or Special Events Director, such a member will be accepted as a Planner. The Trip planner may propose long range trips beyond the upcoming season. However, if possible the trip dates should not be selected until all the Trip Planners meet with the appropriate Director to select the dates of all trips. To avoid a conflict of interest, the Club President and the Club Treasurer are not allowed to run a trip during their term of office. The Ski Trips Director or Special Events Director will be disallowed from running trips unless approved specifically by the Board of Directors.

PLANNER RESPONSIBILITIES

The Planner will protect the prospective participant's and the Club's interests by:

1. **Coordinating** with the **Ski Trips Director, Special Events Director,** and other **Planners** to select a trip date.
2. The trip date should normally be selected so it does not conflict with other Club or Council trips. (CSC ski trips dates are the first week in December, the second week in January and in odd numbered years the second week in March).
3. Determine an attractive and competitive package.
4. Negotiating the best obtainable group rates with prospective Resorts. This is normally done by requesting at least two bids from Providers or Resorts.
5. Verifying that deposit schedules, refund policies, and no-snow cancellation policies are fair and protect the interests of the participants.
6. Not committing the Club with respect to any Provider or Resort without prior Board approval.

TRIP PLAN

The Planner will submit a Trip Plan to the Ski Trips Director or Special Events Director. If the Ski Trips Director or Special Events Director verifies that the Plan is complete and meets the requirements of the HSC Policies, then the Treasurer will reimburse all reasonable incurred administrative expenses (phone calls, mailings, etc.) for which receipts are provided. The Ski Trips Director or Special Events Director will then present the plan to the Board of Directors for approval. Approved trips will be announced in the newsletter and the HSC website and presented to the membership.

SIGN-UP DEPOSIT

The nominal rates are: \$30 for Week Ski/Snowboard Trips, and as appropriate for other trips. The nominal rates may be temporarily modified by the Board of Directors for any trips not yet selected. If the trip is canceled, due to lack of interest, sign-up deposits will be refunded. If the trip is viable the sign-up deposit is not refundable.

TRIP COORDINATOR COMPENSATION

To encourage and reward those who volunteer to be a Trip Coordinator, compensation is permitted. This includes the ground package, and transportation cost (the Trip Director, and Treasurer will make the final determination on what is covered). This compensation consists of a combination of sign-up deposits and the complimentary

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services received from the Providers or Resorts. A second coordinator can be compensated on trips over 40 participants. The total compensation per coordinator for ski trips should not exceed the cost of the trip.