

SNO-JETS SKI CLUB TRIP POLICY

Revised 7 Aug 2018

TRIP OPENING ANNOUNCEMENTS: After trip details are confirmed by the VP of Trips and reviewed and agreed upon by the Executive board, trip information and the trip opening date will be announced to the general membership via Sno-Jets website email distribution. The official trip opening date will not occur until at least 7 days after the trip announcement.

TRIP POLICY ACKNOWLEDGEMENT: All members who wish to participate in club trips must review this trip policy and agree to the terms and conditions of payment and refunds by filling in all details requested on the form and turn it in with their trip deposit to the Trip Captain or VP of Trips in order to reserve a slot on the trip. This Trip Policy is posted on the club website under Document Library → Club Policies.

TRIP SIGNUP PROCESS: Initial trip signups will take place at a location, date/time and place specified in the trip announcement email. Club members will have first priority for signup and signups will take place in person by the Trip Captain or VP of Trips based on a first-come, first served basis. If a member cannot be present on the day of the signup, they can provide their trip deposit and signed trip policy letter to another member for delivery at the trip signup location. On-line signups (if available) will be accepted 1 day after the official trip opening and placement on the trip or wait list will be based on the time both the trip deposit and trip policy letter are received.

TRIP PAYMENTS: The full trip amount is required at sign-up for trips costing \$300 or less. For trips over \$300, a minimum deposit of 50% of the trip cost will be due at signup and the final balance must be received in full by the date set by the VP-Trips, which will be based on when vendors require full payment from the Club. If full payment (or a completed Trip Policy Acknowledgement letter) is not received by the final due date, your reservation will be cancelled by the Club and the space will be offered to individuals on the waiting list.

WAITING LISTS: After a trip becomes full, members may sign up on a waiting list and wait for cancellation spots. A deposit is required to be placed on the waiting list (\$25 for weekend trips and \$15 for day trips). Individuals may remove themselves from the waiting list at any time prior to being offered a space by providing written notice to the Trip Captain/VP of Trips. Once a wait list space is offered, payment is expected within 2 days of written notification for the remainder of the deposit or the full balance, whichever is due at that time. If someone on the wait list declines an offer to be on the trip, they forfeit their wait list deposit.

CANCELLATION REQUESTS: No person is allowed to sell his or her space – the wait lists have first priority. If a member wishes to cancel their trip reservation, a written refund request must be made to (and received by) the Trip Captain NLT 7 days prior to the trip start. Cancellations inside the 7 days prior to the trip start will not be allowed. If a waiting list exists, the cancelled space will go to the next person on the waiting list. If there is no waiting list, you are responsible for finding a replacement (of the same gender or if accepted by the Trip Captain) or no refund will be made. The refund amount for

cancellations due to medical issues (with a doctor's note) or due to a death in the immediate family, will be up to the Board's discretion if a replacement is not found.

REFUNDS: Once a payment is made, \$25 is non-refundable for weekend trips, \$15 for day trips. A full refund will be provided to individuals on the wait list if the individual is not offered a space on the trip within 7 days of the trip start. Refunds will not be issued until after completion of the trip. If a trip is completely cancelled, all payments will be fully refunded within 7 days of the trip cancellation announcement.

NON-MEMBERS: If a trip does not fill, it may be offered to non-members or guest of members any time after 2 weeks of trip opening based on the VP of Trips discretion. Non-members will have to comply with the same trip policies as members and may be charged an additional fee for each trip.

TRIP POLICY ACKNOWLEDGEMENT:

I hereby acknowledge and agree to the terms of this trip and the trip policy dated 7 Aug 2018.

Sno-Jets Trip Location: _____

Trip Dates: _____

Printed Name: _____

Cell Phone Number: _____

Email address: _____

Signature: _____ Date: _____

In Case of Emergency, while on the trip, please provide a Contact Name and Phone

Name: _____

Phone Number: _____