

**KANSAS CITY SKI CLUB  
TRIP REGULATIONS  
(September 2017)**

**I. TRIP PARTICIPATION ELIGIBILITY**

- A. The Trip Captain has full authority to determine an individual's eligibility for a trip.
- B. An individual must be a member of the Kansas City Ski Club to sign up for a trip. Reciprocal FSA members may not sign up for trips until after October 8.
- C. An individual under age 21 is ineligible for an "adult trip" and he/she is eligible for other trips – only if 1) he/she will be accompanied by a parent/legal guardian or 2) the Trip Captain grants permission, the parent/legal guardian provides a completed Minor's Travel Permit and Guardian Form, and the parent/legal guardian finds a willing adult trip participant to act as guardian.
- D. All individuals under age 21 (even if accompanied by parent/legal guardian) must submit to the Trip Captain prior to Final payment a completed and notarized Minor's Travel Permit and Guardian Form to be eligible for a trip. The parent/legal guardian and minor must each retain a copy of the form while on the trip.
- E. Children under age 5 are ineligible for any trip unless special permission is granted by the Trip Captain and the Trip Management Committee.
- F. Only participants that have signed-up and paid for lodging (and/or bus transportation) can stay in Club-contracted lodging (and/or ride the bus). If for some reason (e.g. flight delays/cancellations due to weather), a participant needs to ride the bus home, then assuming there is room on the bus and the request is approved by the TC and TD, the participant must pay ½ of the private bunk cost to the Club once returned to KC.
- G. Pets are not allowed on any trip.

**II. TRIP SIGN-UP**

- A. Sign-up is accomplished by submitting to the Trip Captain a completed trip application and all scheduled payments due at that time.
- B. THE SIGN-UP EVENT IS OPEN TO MEMBERS ONLY. Members may sign up for themselves and/or another member(s) covered by their membership.
- C. Past Presidents, Trip Directors, Continuous Outstanding Service Award recipients; current Club Officers, Directors, Trip Captains, FSA Rep, and Committee Chairpersons; and Trip Planning Committee volunteers needed to work at the winter trip Sign-up Event will be allowed early sign-up privileges. To receive the privilege (with the exception of Past Presidents, Trip Directors and Continuous Outstanding Service Award recipients), the individuals above must be present and working at the Sign-up Event.
- D. Sign-ups will be recorded & maintained by Trip Captain in chronological order on one of the following lists:
  - 1. Confirmed Trip List: Eligible participants holding confirmed space on the trip.

2. Trip Wait List: Eligible participants who signed up after the Confirmed Trip List was full. As vacancies on the Confirmed Trip list become available, they will be offered to persons on the Wait List in the order they were added to the Wait List (however, skiers/boarders will be given priority over non-skiers/boarders).

### III. TRIP PAYMENTS

- A. Standard payments for all trips are:
  1. A required minimum deposit of \$30.00 for bus or fly/drive trips, and \$100.00 for air trips is due at time of sign-up.
  2. An intermediate payment of 70% (rounded) of the balance (trip price less the required deposit) due at least 10 weeks prior to trip departure.
  3. A final payment due at least 6 weeks prior to trip departure.
  4. Air trips may have more than two payments.
- B. It is the trip participant's responsibility to meet payment deadlines. Failure to do so may result in cancellation from the trip. If payment is received late, the cancelled participant will be reinstated and placed at the end of the Trip Wait List. If the reinstated participant goes on the trip, the cancellation fee will be waived.
- C. Failure to replace an insufficient funds check or rejected credit card payment in cash plus bank or credit card service charges within 3 days of his/her notification, will result in cancellation from the trip.
- D. Wait List participants are not required to make the intermediate or final payment prior to being offered a confirmed seat on the trip.
- E. A KCSC member who is not a trip participant may purchase an FSA activity ticket on the Flatland trip. The ticket is all-inclusive, non-refundable, and will include an administrative fee of \$30, plus \$10 to cover credit card fees.

### IV. CANCELLATIONS

- A. A person who has signed up for a trip and wishes to cancel must do so through written notification via email or postal service to the appropriate Trip Captain. Cancellation received by the Trip Captain from a participant on the Wait List before the participant is offered space on the Confirmed Trip List will receive a full refund. The effective date of cancellation will be the date the Trip Captain receives the email or the postmarked date of the letter, whichever occurs first.
- B. Cancellations received on or after being offered space on the Confirmed Trip List are subject to a cancellation fee. The bus and fly/drive cancellation fee is \$30.00, per person, plus any trip liabilities. The cancellation fee for air trips is \$50.00 (or more if stated on the flyer) plus any other trip liabilities. The Trip Management Committee will determine the trip liabilities and notice will be given of any additional cancellation fee on the trip flyer.
- C. Cancellations will be replaced by the Trip Captain from the Trip Wait List. If replacement cannot be made from the Trip Wait List, the person cancelling may recruit his/her own replacement. The person cancelling is responsible for notifying the Trip Captain when an eligible replacement has been found. This replacement will only be confirmed upon receipt by the Trip Captain of a signed trip application and any outstanding trip liabilities from the replacement. Families

or couples on the Wait List may, at their option, allow another person on the Wait List to pass them and register for the confirmed Trip List. If there is no other member on the wait list behind the group, and the group chooses not to advance one or more of their party to the Confirmed Trip List, then they will be subject to any applicable cancellation fees. Replacement will not be effected until receipt of the trip application and all applicable payments due.

- D. Participants on the confirmed Trip List who cancel or are cancelled by not making the final payment deadline will forfeit the entire amount paid unless an eligible replacement has been effected. Participants cancelling after the final payment deadline are subject to a cancellation fee even if an eligible replacement has been effected.
- E. Military reservists or National Guard personnel who are called to active duty or active duty military personnel transferred from the Kansas City area will not be charged any cancellation fee to themselves or their families, if canceling as a group, when an official copy of their military orders is received from their Commanding Officer.

#### **V. REFUNDS AND TRANSFERS**

- A. All applicable refunds should be mailed within four weeks following trip completion.
- B. Cancellation refunds will be for the amount paid less any appropriate cancellation fees and forfeitures.
- C. In the event mechanical or weather difficulties delay or prevent arrival at the destination, all refunds received by the Club for unused transportation, lodging or services in excess of actual Club expenses will be prorated to the trip participants by the Trip Management Committee.
- D. If a trip is cancelled by the Trip Management Committee, refunds will be made for the full amount paid by all participants who are on the Confirmed Trip or Trip Wait Lists.
- E. It is the responsibility of the trip participant to meet departure schedules and be responsible for materials provided by the Trip Captain. No refunds will be made for costs incurred for missed transportation or lost tickets.
- F. Transfers: If a person cancels from a Wait List or if they cancel from a Confirmed spot on the trip and have been replaced, they may request a transfer of his/her refund to another trip by notifying the Trip Captain.

#### **VI. TRIP MANAGEMENT COMMITTEE AND TRIP CAPTAIN JURISDICTION**

- A. The Trip Management Committee may cancel a trip if there are not enough confirmed participants.
- B. The Trip Management Committee may cancel a ski trip due to the lack of sufficient skiable snow.
- C. The Trip Management Committee may cancel a non-ski trip if the planned activity is not available.
- D. Smoking on the bus by trip participants is prohibited. The illegal use of narcotics or other controlled substances will not be tolerated on any Ski Club sponsored trip.

- E. The Trip Captain is responsible for all decisions. Trip Participants will not take a vote.
- F. If a participant is, in the judgment of the Trip Captain, jeopardizing the well-being of other trip participants, the Trip Captain may remove the individual from further trip participation such as, but not limited to, removal from the bus, and the individual(s) will forfeit all monies paid.
- G. The Trip Management Committee may modify the standard trip payment or due dates for specific trips. Notice of such modifications will be published in the trip flyer or written notification to trip participant.
- H. The Trip Management Committee may change these regulations with approval of the Board of Directors. Any changes will be published online in the club website.

## VII. **DEFINITIONS**

- A. TRIP - An activity using Club-arranged lodging and/or commercial transportation.
- B. SKIING TRIP – One that has snow skiing and/or snowboarding as the primary activity. (03/02/03)
- C. NON-SKIING TRIP - One that does not include snow skiing or snowboarding. (06/19/03).
- D. TRIP FLYER - A document used as the official advertisement for each ski trip. It includes all pertinent details, including the official trip payment schedule.
- E. ADULT TRIP - Trip participants must all be 21 years of age or older.
- F. FAMILY TRIP – One that is especially designed toward providing cost effective trip activities to accommodate family objectives (adults and juniors 5-20 years of age or older).
- G. MINIMUM OCCUPANCY - The number of participants lodged in a particular housing unit; generally accepted as two per room in hotel accommodations and bedroom/loft occupancy only in condominium units.
- H. MEDIUM OCCUPANCY - The number of participants lodged in a housing unit; generally two per bedroom/loft plus one in the living room in condominiums.
- I. MAXIMUM OCCUPANCY - The number of participants lodged in a housing unit; generally two per bed, plus two in the living room in condominiums. This can result in four to a room in a hotel or lodge. (06/19/03)
- J. FLY/DRIVE TRIP—Includes lodging and other trip activities. Trip does not include transportation organized by the Club.
- K. PRIVATE BED – Trip participant pays an additional fee to have a private bed.