

EXTENDED AND LOCAL TRIPS POLICY

The participant must be a member in good standing of the Columbus Ski Club ("CSC" or "Club") to sign up for a trip.

CANCELLATION POLICY

To cancel from a Club trip, the participant must request a Trip Cancellation Form (a two-copy form) from the Trip Leader. The Trip Leader will enter the Administrative Fee, estimate the Liquidation Fee, sign both copies and then return the completed form to the participant. The participant will then sign both copies of the completed form and return one to the Trip Leader.

1. **Cancellation Costs (Equals the sum of the Administrative Fee plus the Liquidation Fee)**

- a. Any participant who cancels within 24 hours of sign-up receives a full refund.
- b. Any participant who cancels after 24 hours of sign-up is assessed the appropriate Administrative Fee plus the Liquidation Fee, when applicable.
- c. Any participant who does not show up for the trip receives no refund.

i. **Administrative Fees**

Total Trip Cost	Administrative Fee
a. Trips under \$200	\$10.00
b. Trips \$200 - \$500	\$25.00
c. Trips over \$500	\$50.00

Liquidation Fees

- a. The Liquidation Fee includes non-refundable charges incurred by the Club.
- b. Non-refundable charges include, but are not limited to, the following items: transportation, accommodations, lift tickets, and any pre-paid activities.
- c. The Liquidation Fee may vary for each trip and participant.

2. **Refunds**

- a. All refunds, minus Cancellation Costs, will be issued no sooner than two weeks **after** the completion of the trip.
- b. The timing and/or the amount of the refund may be appealed to the Board of Directors. The appeal must be submitted in writing by a letter or e-mail to the Trip Chairperson, appropriate Board Member and President within 30 days of when the refund is issued. The appeal must include a detailed explanation of the reason for the request.
- c. The Board of Directors will review each appeal and decide if the Cancellation Costs can be adjusted or waived. They will also determine whether a refund can be issued sooner.

Waiting List

1. **A Deposit is due at the time of sign-up for the Waiting List.**

Total Trip Cost	Deposit Amount
a. Trips under \$200	\$20.00
b. Trips \$200 - \$500	\$50.00
c. Trips over \$500	\$100.00

2. **Waiting List Procedure**

- a. No Waiting List sign-ups will be taken until the trip is full.
- b. Persons on the Waiting List will be called in the order they signed-up. There will be no skipping of names, except that two (but not more than two) persons who have signed up together can elect to be skipped over and wait for two openings to occur

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at the same time. If skipped over, the spot will then be offered to the next person on the Waiting List.

- c. If a person on the Waiting List is placed on the trip, the balance of the trip cost to date must be paid within five days or before trip departure, whichever is sooner, or the person may be removed from the list.
- d. If a person declines an offered position on the trip, the Administrative Fee may be assessed based on the table of Administrative Fees shown above. That person has the option of being removed from the Waiting List or placed at the end of the Waiting List. No Administrative Fee is charged if they later go on the trip.

3. Refund of the Waiting List Deposit may be reduced by the Administrative Fee as follows:

Condition	Expectation
a. The participant cancels off the Waiting List.	The Administrative Fee <u>is</u> charged.
b. The participant is contacted <u>more than</u> 15 days before the local trip departs or <u>more than</u> 30 days before the extended trip departs and chooses to not go on the trip.	The Administrative Fee <u>is</u> charged.
c. The participant is contacted <u>within</u> 15 days before the local trip departs or <u>within</u> 30 days before the extended trip departs and chooses to not go on the trip.	The Administrative Fee <u>is not</u> charged.
d. The participant is not contacted to go on the trip.	The participant receives a full refund.

Sign-up

1. Sign-up is by lottery at membership meetings.
2. If your name is drawn in the lottery, payment must be made that night to be placed on the trip.
3. After the initial sign-up date, sign-ups will be accepted by mail or at subsequent meetings in the order in which they are received.
4. For further details, see the CSC "Trip or Activity Sign-Up Procedure".

Trip Cancellations

1. Cancellation of the trip may occur, if in the judgment of the Trips Chairperson, appropriate Board Member or Club President:
 - a. The trip is financially impractical.
 - b. Severe or inclement weather exists locally, en route, or at the destination area.
 - c. Security alerts or other conditions out of the control of the Ski Club exist that make the trip impractical.
2. If the trip is canceled due to any of the above reasons, a full refund will be given to all.

Payment and Registration

1. The Club accepts a personal check, MasterCard, VISA, bank check, or money order. Cash is not accepted.
2. Full payment or a deposit is due at the time of sign-up.
3. Registration is confirmed only if the CSC Trip Sign-up Form has been completed, signed by the individual, and returned to the Trip Leaders within fifteen (15) days of payment.

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4. For trips with multiple payments, if payments are late, a \$10.00 late fee will be assessed in addition to the outstanding balance. Failure to make this payment within ten (10) days of notification by the Club will result in the participant being dropped from the trip. Refer to the Cancellation Policy for other penalties.
5. If the participant's check is returned by the bank or the charge card is rejected, the participant will be charged any subsequent fee incurred by the Club. If the amount due is not replaced and any additional fee paid within 48 hours of notification by the Treasurer, the participant will be removed from the trip or Waiting List and any deposits will be refunded less the appropriate cancellation costs.
6. Any increase or decrease in surcharges, taxes, and exchange rates may be passed on to the participants of the trip.

Trip Participation

1. Membership is required at the time of sign-up and trip departure and will be verified by the Trip Leaders.
2. Participants must be 21 years of age, with the exception of those trips specifically designed to include minors.

Miscellaneous

1. Illegal drugs, firearms, explosives, fireworks, and similar items are not permitted on the trips. VIOLATION MAY RESULT IN IMMEDIATE REMOVAL FROM THE TRIP.
2. Due to weather, transportation, or other unforeseen issues, trips may be delayed or may leave early at the discretion of the Trip Leaders and/or Trips Chairperson. Trip Leaders are responsible for notifying all trip participants about schedule changes.
3. Reimbursement for any damage to property belonging to others is the responsibility of the individual(s) causing the damage. If those individual(s) cannot be identified, all participants on the trip will be assessed equally for the damage sustained.
4. The Club is not responsible for any injuries incurred by trip participants.
5. All participants are subject to the disciplinary policies of the Club.