

# LPSC TRIP POLICY

Jan 2025

The LPSC intends to provide a variety of ski and recreational trips for the membership at a reasonable cost. This policy statement is intended to establish the commitment of the Club and what is expected of those participating in trips. This policy is subject to additions or modifications by the Board of Directors as required without prior notification.

## A. Trips

Trips are led by a Trip Coordinator under the direction of the Vice President of Trips and with approval of the LPSC Board.

## B. Sign-ups

1. Sign-ups are on a first-come, first-served basis and are first taken at LPSC general club meetings.
2. Club policy requires full payment be received in order to secure reservation on a LPSC trip. Exception may be made with the approval of the Vice President of Trips and the LPSC Board for certain trips to operate with a per-person deposit required at the time of sign-up to secure participation. The amount of the deposit varies and is based on the event. The information regarding the required payment, dates, refund policy, etc., for any club event is identified in the flyer for that particular event, as well as on the website.

## C. Payment

LPSC must make payments to hotels, condos, airlines, etc., as stated in our contracts with them. Payment schedules for participants are usually designed around the requirements set forth by those contracts. Although LPSC tries to accurately price trips, some changes to final price may be necessary.

1. The Trip Coordinator will provide specific payment schedules on the trip sign-up form.
2. The Club accepts payment by cash, check, Venmo or Zelle. NO post-dated checks will be accepted.

## D. Waitlists

1. A waitlist will be started after a trip is filled.
2. The Trip Coordinator maintains the waitlist in case of openings due to cancellations.
3. Full payment or required deposit must be made to hold the spot on the waitlist. If payment is by check, the check will be held (not cashed) until such time as the waitlisted person is admitted to the trip.
4. As space becomes available, the Trip Coordinator will contact those on the waitlist in the order received. Once accepted, the Trip Coordinator will confirm payment and advise the participant that s/he is accepted on the trip.
5. Reasonable effort will be made to contact each individual in order on the list, but a person may be skipped if s/he cannot be reached.
6. When no waitlist exists, reservations may be transferred to another member, with the approval of the Board.

## **E. Cancellations/Refund Requests Procedures**

1. It is the individual member's responsibility to be informed of the cancellation / refund policy for each trip. LPSC trips are not "cancel for any reason" trips.
2. Cancellation of any LPSC trip by a participating member must be made through the appropriate Trip Coordinator who will confirm the cancellation.
  - a. If a member is replaced by someone on the wait list, a full refund may be offered, whatever the reason for cancellation.
  - b. If there is no wait list, it is not the responsibility of the Club to find a replacement. The cancelling member may recommend a replacement, subject to approval of the Board.
  - c. If no replacement can be found, the member may request that the Board provide a full or partial refund, or credit towards a future trip if there are exceptional circumstances for cancelling. It shall be at the determination, review, and approval of the Board Members if a refund will be granted.
  - d. Refunds are established for each individual trip, as outlined in event flyer. Refunds are based on account deadlines, processing fees and extenuating circumstances for individual members.
  - e. Exceptional circumstances leading to cancellation and refund requests may include accident or illness preventing participation, death of a family member or the need to care for an ill family member. During the pandemic, proof of a positive Covid test and the need to quarantine is an exceptional circumstance; being exposed to Covid and quarantining is not.
  - f. Participants whose circumstances make them candidates for refunds shall submit a written request for a refund and present it to the Trip Coordinator. Requests must adhere to the activity refund policy as stated at the time of sign-up. The Trip Coordinator will present the refund request to the LPSC Board, who will review it for approval/disapproval at the monthly Board meeting.
  - g. Participants may consider purchasing "cancel for any reason" trip insurance.
3. The Board may cancel trips at their discretion. If the Club cancels a trip due to lack of snow, participation or other circumstances, the refund will be made to individuals proportional to such refunds (ex. lodging reservation refund) received by the Club; i.e. the Club will split any refund among those with reservations.
  - a. LPSC may charge a cancellation fee for trips and expenses incurred by the club. Cancellation penalties and dates are driven by contracts between vendors and LPSC.

## **F. Accommodations**

1. All assignment priorities will be established by order of sign-up.
  - a. Couples (people who indicate at time of sign-up to the Trip Coordinator or Trip Vice President that they wish to room together) will receive priority on private rooms.
  - b. Separate men and women's accommodations will be provided to the maximum extent possible.
2. Participants may have to share facilities depending on accommodations.
3. Private rooms are not guaranteed. Individuals desiring a private room will be charged a singles supplement.
4. Accommodation descriptions will be available as early as possible.
5. Smokers must confine their smoking to areas outside the accommodations.

### **G. Trip Coordinator**

1. Is in full charge of trip, will ensure that all participants adhere to trip policies, and will resolve any problems that may occur.
2. Assigns sleeping accommodations, condo captains, and when necessary, jobs for all participants.
3. Notifies participants of the cooking facilities and any plans for meals provided. Cooking facilities are typically available, but group meals are at the discretion of the Trip Coordinator.
4. May assist in organizing car pools, but is not fully responsible for arranging transportation.
5. Ensures a schedule is maintained.
6. Has the power to remove from the trip any member violating the LPSC Conduct Policy. No refund will be provided for such removal.
7. May receive a discount according to the participation on the trip, as determined by the Board of Directors.

### **H. Meals**

1. It is the policy of the club that the price of the trip may include costs for a meal or gathering planned by the Trip Coordinator. The meal or gathering may require the assistance of trip participants. Check the trip/travel sign-up sheet for specifics as to what meals are included, whether cooking facilities are available, and whether there are any other meal options or opportunity for meals for additional costs.
2. Visitors may be included in a pre-paid meal or gathering for a fee and with prior notification and approval of the Trip Coordinator.

### **I. General Conduct and Release of Liability**

All activity participants must adhere to the LPSC Conduct Policy and sign a participant waiver prior to the trip.

### **J. Non-members and Guests**

1. Only members may sign up for trips. Membership or conditional membership may be purchased when signing up.
2. Non-member guests under 21 years may attend as a guest of a member or the Club if the trip coordinator allows minors. The member assumes full responsibility for the minor. All policy requirements will be enforced.