

NSCM IMPORTANT FACTS TO KNOW WHEN MAKING TRIP RESERVATIONS

I. Payment Policy

- A. Checks are to be made payable to Nordic Ski Club of Milwaukee or NSCM. Since it is not always possible to confirm all fees prior to publication, final trip costs may vary slightly. If so, you will be notified by the trip leader.
- B. Separate payment is needed for each trip.
- C. An initial deposit must accompany your reservation form for bus ski trips. Online PayPal ski- trip reservations require payment of the total amount.
- D. Final payment is due 10 days prior to the trip departure date.
- E. Your reservation is firm only when your deposit is received, not when you notified the trip leader of your intent.
- F. Ski-trip costs include fees or donations for trail grooming where we ski, unless otherwise stated in the ski-trip flyer.

II. Ski-trip Reservation Policy

- A. The first opportunity to register for ski trips is at the October meeting. One member of a household membership can bring all the reservation forms for their household. You can bring reservation forms for others who cannot attend the meeting, but please note the reservation priority:
 - 1) Current Program Committee members, Board members, and ski-trip leaders.
 - 2) People physically present at the October meeting on a first-come, first-served basis.
 - 3) Reservation forms brought to the meeting for individuals not present in the signup line, as well as those reservation forms received by the ski-trip leader no later than the day prior to the October meeting, will be placed in a random drawing for that trip's open slots.
 - 4) Mailed reservation forms arriving on or after the October meeting date and online reservations. (Online registration will be open the day after the October meeting date, until generally one week prior to the trip departure date or until the trip fills.)
- B. If the last lodging room is half-filled, two people registering together will take priority over the single reservation.

III. Cancellation Policy

- A. A minimum \$10.00 cancellation fee is assessed for bus ski trips, regardless of reason and even if a substitute is found.
- B. If you cancel your reservation and the trip leader doesn't have a replacement before the trip departure, you will be refunded all recoverable costs. However, the most you will lose is \$60.00.
- C. A bus is considered "full" with a predetermined number of people, often less than the bus seating capacity.
- D. Trips are not normally canceled due to cold weather or too much snow. We do request that you follow the precautions announced by your trip leader.
- E. If the snow is not adequate, the Program Chair and/or Club President at their discretion will: (a) instruct the trip leader to travel a reasonable distance (up to about one hour) from the place of lodging to ski areas with adequate snow, (b) attempt to relocate the trip, (c) cancel the trip if it can be done without incurring a monetary loss, (d) hike the trails, (e) cancel the trip, refunding all amounts that can be recovered on behalf of the participants.
- F. Trips not filled to capacity may be canceled at the discretion of the Program Chair and/or Club President. Participants will receive a full refund.
- G. A decision whether the trip will proceed is usually made two days prior to the departure date. You will be notified by phone and email if the trip is cancelled.

IV. Waiting List Policy

- A. If the trip leader notifies you that a trip is filled, you may place yourself on its waiting list. The trip leader will contact people on the waiting list when a vacancy occurs. Participants are chosen according to: (1) position on waiting list, (2) gender of roommate, (3) contact availability.
- B. Checks will be deposited for individuals on the waiting list unless received close to the trip departure date. A full refund will be issued if a vacancy doesn't occur or if you ask to be removed from the waiting list.
- C. If you cancel your reservation and there *is* a waiting list, you may *not* find your own replacement. If there is *no* waiting list, you *may* find your own replacement, and once the check from the new participant is received, you are only liable for the cancellation fee.

V. Non-member Policy

- A. Non-members are invited and welcomed on our trips provided they sign our "Agreement Not To Sue" form. The non-member is assessed a 10% surcharge rounded up to the nearest dollar. If the non-member joins the club by the end of the trip, the surcharge will be waived.

VI. Rooming Assignment Policy

- A. Requests to room with particular individuals should be indicated on your reservation form.
- B. Room assignments are 2- or 4-to-a-room containing two double or two queen beds on most trips. "Four-to-a-room" means two participants share each bed. If you sign up for 4-to-a-room lodging and all are full or less than $\frac{3}{4}$ full, you will be given the opportunity to either cancel your reservation without penalty or change to 2-to-a-room. If a 2-to-a room is half full, the room will not be cancelled. Single rooms are not available.
- C. On bus trips, rooming assignment lists will be handed out on the bus.

VII. Miscellaneous Policies

- A. Children are welcomed and encouraged to attend our events if they are properly chaperoned.
- B. Two weeks prior to a bus ski trip, you will receive a letter from the trip leader explaining the trip details and a list of participants for possible car-pooling.
- C. Please do not ask the trip leader to make exceptions to fit your personal wishes or situations, except for an emergency. The trip leader has explicit procedures to follow, set prior to the trip. And, the trip leader makes decisions for the majority of the participants. Changes or alterations may be made to ensure a more successful trip. The trip leader must approve in advance any bus usage not in the pre-set itinerary. The bus driver takes direction only from the trip leader.
- D. Prearranged, special stops to pick up out-of-town participants are made only if the location is on the route normally taken by the bus.
- E. The bus seat you occupy at the beginning of a bus trip is your seat for the entire trip, unless there is mutual agreement to switch seats with another participant. This applies to major travel portions of the trip, such as to/from Milwaukee and to ski areas. It does not apply when traveling to dinner or shuttling back from a ski area.
- F. Do not charge anything to your lodging room.
- G. Do not ask the trip leader to change the preassigned "changing rooms" used on the last day of the ski trip.