

Policies of the Cape Cod Ski Club

Revised July 2018

I. Membership

- A. A person becomes a member when their membership form and dues are received by the Membership Chair. For applicants 80 years of age and over, membership dues are waived. Member must notify Membership Chairman when he or she turns 80 years old, and each year to indicate they wish to renew and remain an active member.
- B. A member is in good standing with the Club when he or she has no outstanding debts to the Club and has not received written notice of dismissal from the Executive Board for infractions of Club by laws or policies.
- C. Dues
 - a. All Executive Board members will receive complimentary club membership. All prospective trip leaders must pay their annual dues before being appointed as trip leaders.
 - b. Only Club members in good standing may reserve space for ski trips.
 - c. One-day memberships are available to prospective members for use on day trips only. A single one-day membership fee may be applied to full membership dues during the same season. The Executive Board shall determine the cost annually, but may waive the fee under certain circumstances.
- D. Membership List. If a trip leader needs to verify a trip participant's membership status, he or she can do so on-line. The membership list is confidential and not available for sale or use by any entity other than the Cape Cod Ski Club Executive Board.

II. Travel

- A. The Club newsletter, emails blasts and Club meetings shall not be used for the advertising of or for soliciting participation in trips not approved by the Executive Board.
- B. Once the schedule of ski trips is announced any changes must be voted on by the Executive Board.
- C. All overnight trips must have assigned trip leaders before season schedule is announced.
- D. Proposals of all overnight non-air trips:
 - a. All trip proposals must be presented to the Travel Committee in writing by June 30 each year. Proposals shall include at a minimum trip leader's name, destination, accommodations, mode of transportation, time and proposed date of departure and return, deposit and cancellation policy, and cost.
 - b. The Travel Committee will hear all proposals by July 31 then create a schedule, which the Travel Chairman shall present to the Executive Board for approval.
 - c. Once trips have been approved by the Executive Board, any changes in the departure date or time, cost, accommodations or trip leader must be approved by the Executive Board.
 - d. Each person shall have a sleeping space available in a bedroom. No person shall be assigned a sleeping space in a common area or be expected to sleep on a pull-out sofa or roll-away bed without approval by the affected member(s).
- E. Mountain passes such as IKON, EPIC, or gift certificates may be used if they do not impact the cost of the trip to the club by impacting Trip Leader complimentary tickets or other group negotiated costs. "No lift ticket" pricing may be offered on certain trips. Use of other discounts may be permitted at the discretion of the Trip Leader.

- F. A member may purchase a day lift ticket by meeting the ski club bus at the mountain on the day of a trip. Member should pre-pay for lift ticket on-line, if available, or by mailing a check to the trip leader before scheduled trip if time permits. Otherwise, member must meet bus at mountain and give the trip leader a check before the leader purchases lift tickets for the group. Price is the same as that charged to bus riders on trip.
- G. Participants on all Cape Cod Ski Club trips are expected to travel to and from the destination in the same manner and with the same group (i.e., not leaving the mountain early with a day trip when participating in an overnight trip) unless special circumstances warrant such action. Trip leader must approve any deviation in travel by participant prior to trip departing.

III. CANCELLATIONS

a. Day trip Cancellation –

- i. A participant who cancels his or her trip reservation seven (7) or more days before the trip will receive a CCSC credit for the entire price of the day trip.
- ii. A participant who cancels his or her day trip reservation less than seven (7) days before the date or does not show up on day of the trip forfeits his or her bus deposit and receives a CCSC credit equal to the price of the lift ticket only.

b. Overnight Trip Cancellation –

- i. A \$20 non-refundable cancellation fee is charged to member or applied to actual cost incurred by the club. Refund and cancellation policies vary for overnight trips and the trip leader may not be able to provide specific information until after a trip has run and is reconciled. **

c. Fly trip cancellation –

- i. \$50 non-refundable cancellation fee is charged to member or applied to actual cost incurred by the club for cancellation. Refund and cancellation policies for airlines, hotels, tour operators and other entities vary and are outside the control of the club. Trip leaders may not be able to provide specific information until after a trip has run and is reconciled.**
- ii. In very rare cases, a scheduled trip may be affected by weather conditions and specifically lack of snow at the destination. In these circumstances, the travel chair and/or trip leader will work with the tour operator to re-design a trip and offer an alternate and comparable destination. If it becomes necessary to cancel a trip, the club and members may incur monetary loss including but not limited to various cancellation fees, deposits, rebooking fees and airline penalties. The club will, to the best of its ability, return money to the member and this will be determined by the Board of Directors as the cancelled trip is reconciled. In the event no reimbursement is obtained, the members may lose their deposits and/or payments.

- d. It is the trip participant's responsibility to pay any costs incurred by the Club as the result of canceling their reservation for a trip.
- e. "No-shows" will not be entitled to any refund. After a trip has been reconciled the Treasurer may authorize a full or partial refund when trip is reconciled.**
- f. **Refunds** --In the event that the Cape Cod Ski Club cancels a trip due to low participation or bus cancellation, all money paid, **with the exceptions listed under Fly**

Trip cancellation, will automatically be returned to the member as a credit on their club account and may be used for future club trips or events. The member may also request a refund by contacting the trip leader, and a check will be sent to the member

** In general, the Board makes every effort to return funds to members when possible. Complete trip reconciliation including receipt of all invoices, payments or credits may take 30-60 days after a trip has occurred. It will usually benefit the member to be patient in this process.

- H. ROOMING - All overnight trips are sold per person, double occupancy. Members who sign up without a roommate will have one assigned by the trip leader. If a roommate is not available the member may be subject to a single supplement.
- I. COMPLIMENTARY TICKETS
- a. Day Trips:
 - i. The trip leader receives a complimentary lift ticket and transportation.
 - ii. The assistant trip leader, if needed for a second bus, receives a lift ticket only.
 - b. Overnight Non-Air Trips:
 - i. The trip leader prices the trip based on receiving a complimentary trip.
 - ii. If an assistant trip leader is needed, the trip leader shall confer with Travel Chairperson to determine if a full or partial complimentary trip for the assistant is feasible.
 - c. Fly Trips (based on 1 complimentary trip for 20 paid reservations):
 - i. The first complimentary trip, if earned/provided, shall go to the trip leader.
 - ii. The second complimentary trip, if earned/provided, shall go to the assistant trip leader.
 - iii. If said trip does not earn two complimentary trips and has 30 paid participants, the trip leader will receive the first complimentary trip and the assistant trip leader will be required to pay for half of his or her trip with the Club subsidizing the other half.
 - iv. If said trip has less than 20 paid participants with no complimentary trips earned/provided, the trip is cancelled unless the Club stands to forfeit monies disbursed in deposits. This situation will be addressed on a case-by-case basis.
- J. Fly trips are sold on a 'first come, first served' basis. The Board sets a date, typically the first Monday in August, when fly trip registration is available online. Advance notice will be sent by email and posted on the website, as to date and time of fly trip release. Members must register online and make required payments online or by timely sending a check to the Trip Leader.
- K. In the event that a fly trip is over-subscribed on the initial offering, every effort will be made to accommodate all members who sign up at that time. A wait list will be established, as necessary. Sign-ups after the initial offering will be accommodated on a space-available basis.
- L. Non-skiers are welcome on all trips. If the group rate is affected by his or her presence, the non-skier shall pay for a lift ticket.

- M. CCSC credits can be used for any club event including membership dues. If the member does not expect to use this credit, a refund can be requested of Treasurer. Unused CCSC credits are carried over to next year.
- N. Trip leaders must make bank deposits for overnight trips as often as necessary. Mail or deliver deposit slip with trip name written on it to the Treasurer within 5 days of the deposit, or email the same information to the Treasurer

III. Trip Leaders and Trip Practices

- A. All trip leaders must be members in good standing and adhere to the procedures in the *Cape Cod Ski Club Trip Leader's Guide*. Members wishing to lead a day trip should notify the travel chairperson and attend a mandatory training session held annually before the start of the ski season. Trip leaders must have regular access to a computer and be willing to manage their trip on-line.
- B. Trip leaders must submit trip reconciliation within two weeks of trip returning and are held accountable for any unexplained discrepancies in trip finances. If they are unable to do so in the required time frame, the Treasurer and Travel Chair must be notified. Exceptions will be made if final bills are not available.
- C. Once a member has led a successful day trip, as confirmed by the travel committee, he or she is eligible to lead an overnight trip.
- D. Once a member has led a successful overnight trip, as confirmed by the travel committee, he or she is eligible to become an assistant fly trip leader.
- E. Once a member has successfully served as an assistant fly trip leader, he or she is eligible to lead a fly trip.
- F. All trip leaders must have run a trip on the club's electronic system to qualify for the next level of trip leadership. For instance, an assistant fly trip leader must run a day or overnight trip electronically to be eligible to run a fly trip.
- G. The Travel Chair presents a list of recommended fly trips, including leaders and assistant leaders, to the executive board for approval no later than the June Board meeting.
- H. The Travel Chair must consider the following criteria when choosing fly trip leaders and assistant leaders:
 - a. Successful completion of Section III, article D and F above;
 - b. Current membership in club;
 - c. Volunteer history with club;
 - d. Prior leadership of club trip; priority will be given to those eligible to lead fly trips but who have not done so within past three years.
- I. Trip leaders are responsible for training assistant trip leaders. Responsibilities and duties should be shared between leaders so that the assistants learn every aspect of trip leadership.
- J. Family members and friends under age 21 are allowed on designated family trips if accompanied by a regular or one-day Cape Cod Ski Club member. The member must supply the trip leader with a *Cape Cod Ski Club Permission Slip*, signed by the parent or guardian, prior to boarding bus. Also, a non-parent chaperone of a child on trip should have a signed authorization form from parent allowing him or her to obtain necessary medical treatment for child.
- K. Members may bring their children, who are age 18 to 20 years old, on certain Wednesday or weekday trips designated by Travel Committee. The member must supply the trip leader with a signed *Cape Cod Ski Club Permission Slip* prior to boarding bus.
- L. The use of personal entertainment equipment without headphones is prohibited.

- M. Cell phones should be set to vibrate and any conversations should be kept short and quiet.
- N. It is the responsibility of all Club trip participants to be present at the time and place appointed for trip departure.
- O. All participants must remain on the bus until the trip leader returns with the lift tickets.
- P. Each trip participant is asked to sit in the same seat to and from the resort.
- Q. If any participant makes a non-bus arrangement for transportation to or from the resort, the trip leader must receive prior notification.
- R. No movies shall be shown on bus equipment on any trips.
- S. All skis and snowboards must be enclosed in protective bags for transport on buses in under-bus compartments..

IV. Code of Conduct

- A. Members should treat each other with mutual respect. Behavior and/or communication by a member that by its nature could be considered threatening, harassing, or abusive to other members or guests will not be tolerated.
- B. Cape Cod Ski Club policy prohibits sexual harassment and harassment because of race, religion, color, national origin, ancestry, disability, medical condition, marital status, sexual orientation, age, or any other basis made unlawful by any applicable law or regulation. Prohibited harassment in any form, including verbal, physical and visual conduct, threats, demands and retaliation is unlawful and will not be tolerated.
- C. The use of illegal drugs or the abuse of alcohol is prohibited.

V. Violations and Grievances

- A. Violation of Club policy could result in verbal warning, written warning or forfeiture of Club membership for a length of time determined by the Executive Board. If in violation of Club policy, membership and dues are forfeited.
- B. Members with grievances should address the Executive Board in writing or by attending a Board meeting. The Board will consider the matter promptly and will determine what action, if any, is appropriate. Decisions of the Executive Board are final. There are no appeals from decisions of the Executive Board.
- C. Any trip participant who feels aggrieved or offended by the conduct of another trip participant may let the Trip Leader know of the offending behavior. The Trip Leader or Assistant Trip Leader will ask participants to cease any loud, obnoxious or offensive behavior. Participants who refuse to cooperate will be the subject of a report to the Executive Board.
- D. The Club's By Laws and Policies documents shall be made available on the Club's web site.
- E. In keeping with the policy of maintaining the highest standards of conduct and ethics, Cape Cod Ski Club, Inc., will investigate any suspected fraudulent or dishonest use or misuse of Cape Cod Ski Club, Inc.'s resources or property, board members or volunteers. Cape Cod Ski Club, Inc. is committed to maintaining the highest standards of conduct and ethical behavior and promotes a working environment that values respect, fairness and integrity. All board members and volunteers shall act with honesty, integrity and openness in all their dealings as representatives for the organization. Failure to follow these standards will result in disciplinary action including possible dismissal from one's board or volunteer duties and possible civil or criminal prosecution if warranted. Board members, consultants and

volunteers are encouraged to report suspected fraudulent or dishonest conduct (i.e. to act as “whistle-blower”), to the President.

VII. Exception or change

Any exception or change to these policies must be approved by the Executive Board.

VIII. Accountant and Attorney Of Record

Accountant: Joseph Carlson

Attorney: Gerald Garnick