

SKI HAWKS SKI AND SOCIAL CLUB
POLICIES & GUIDELINES
(Last revision June 6, 2013)

I. TRIP POLICES

1. Ski Hawks Sports and Social Club will require that all major trip destinations sponsored and run by the club have a minimum of three independent proposals from different tour operators if used. Exceptions can be deemed by the Board of Directors.
2. All persons participating in a major trip sponsored by Ski Hawks and endorsed by the MSC must be a member in good standing of Ski Hawks or any MSC affiliated club. If the trip is sponsored solely by Ski Hawks then every participant must be a member in good standing of Ski Hawks. (Adopted October 2006)

II. TRIP CANCELLATION POLICY

1. If an individual cancels or is removed from the list 60 days or more before departure date, and the trip fills completely, the individual will be refunded all funds he/she has paid, except nonrefundable costs* and an appropriate cancellation fee, providing the total of both does not exceed the final trip price.
2. If an individual cancels 60 days or less before the date of departure of the trip, and the trip still goes completely full, the individual will receive back all funds except nonrefundable costs* and less a **\$50** cancellation fee. A **\$100** cancellation fee will be charged if an individual cancels 30 days before trip departure.
3. If at any point the trip is canceled, all funds will be returned, including the deposit less any nonrefundable costs incurred by the Club.
4. Individual cases regarding cancellation guidelines may be appealed to the Board of Directors but all decisions by the Board of Directors are final.

* Nonrefundable costs may include but are not limited to the following: air and ground transportation, accommodations, food purchases, lift tickets/activity passes, etc.

III. TRIP GUIDELINES

On all trips run by Ski Hawks Sports & Social Club, the following guidelines will apply:

1. A minimum deposit of \$100.00, or another amount as determined by the Trip Chair(s) and the Board of Directors will be required to reserve a place on the trip.
2. The balance is to be paid as set forth in the final published trip payment plan. If payments are not received when specified, the participant risks losing their spot on the trip and may be subject to cancellation fees.
3. A waiting list will be established only after the trip is completely filled. Full payment plus any applicable transfer fees incurred (usually required by air carriers) will be required from individuals on the waiting list. Payment may be held until an opening occurs on the trip.
4. A \$100 trip voucher will be issued to all duly elected and/or appointed Officers or Board members actively serving on the Board of Directors. The voucher may be applied to any major or weekend trip sponsored by Ski Hawks Sport and Social Club. A minimum of six (6) months continuous service on the Board is required to validate the voucher. Adopted 5/07.

IV. CONDUCT

1. Trip, or event ,chairperson(s), bus driver(s), bus leader(s), travel agent representative(s) and Customs Official(s) have the right to remove any person(s) from any trip at any time if they break any law or rule which may imperil the trip for other participants. **Illegal substances are strictly prohibited on any SKI HAWKS SPORT & SOCIAL CLUB sponsored or endorsed trip. Possession of such materials will subject that person to immediate removal. Such persons are responsible for their own further transportation. In this event, the person's membership in SKI HAWKS SPORT & SOCIAL CLUB is automatically terminated.**

2. If any member of the SKI HAWKS SPORT & SOCIAL CLUB conducts him/herself in such a manner as to: a) flagrantly disgrace or embarrass the SKI HAWKS SPORT & SOCIAL CLUB, b) excessively abuse alcohol becoming a liability and/or imperil the trip for other participants, or) if the member performs any illegal or unlawful act while attending any event or trip sponsored or endorsed trip, or event ,of SKI HAWKS SPORT & SOCIAL CLUB, the person's membership in the SKI HAWKS SPORT & SOCIAL CLUB will be automatically terminated. Further, if any member of the SKI HAWKS SPORT & SOCIAL CLUB behaves in a manner considered inappropriate as deemed by the event coordinator or any member of the Board of Directors in attendance, that member can be removed from the event, and the incident later reviewed by the Board of Directors. At its discretion, the Board of Directors' actions can include, but is not limited to, 1) issuing a warning, 2) a temporary suspension of membership, or 3) termination of membership.
3. With respect to any person from any MSC affiliated club attending a Club sponsored event or trip and who conducts him/herself as defined in Sub-paragraph 2 above, will also be subject to all Conduct policies pursuant to Paragraph IV (Conduct) herein. The SKI HAWKS SPORT & SOCIAL CLUB shall, by written notification, notify the Board of Directors of that member club of any action taken by SKI HAWKS SPORTS & SOCIAL CLUB with respect to that person(s) pursuant to the policies in this Article.
4. In the event a membership is terminated, or other action taken for a member or non-member, the affected member(s) will not be allowed to participate in future SKI HAWKS SPORT & SOCIAL CLUB sponsored or endorsed events/trips without first appearing in person before the SKI HAWKS SPORT & SOCIAL CLUB Board of Directors to request reinstatement.

V. TRIP/EVENT LEADER COMPENSATION

1. Western/major trips & events: Major trips/events should be priced to allow the trip leader to receive a full comp provided the trip meets or exceeds minimum participation level as dictated by the tour provider. If the trip has a co-chair, each co-chair would receive ½ the full comp rate. They will be responsible for the remaining portion.
2. Weekend trips/events: Weekend trips should also be priced to allow the trip leader to receive a full comp for the trip/event. If the trip has a co-chair, each co-chair would receive ½ the full comp rate.
3. Single day/night events: For single day/night events in which a financial obligation is needed, the event leader should receive a full comp provided the event closed with a positive balance sufficient for the reimbursement. Partial reimbursements can be considered with approval by the Board of Directors.