

LPSC TRIP & EVENT POLICY

Sept 2024

The LPSC intends to provide a variety of ski and recreational trips and events 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 and events. This policy is subject to additions or modifications by the Board of Directors as required without prior notification.

A. Trips and Events

Trips and events are led by a Coordinator under the direction of the Vice President of Trips or Vice President of Social Events respectively, and with approval of the LPSC Board. For the purpose of this policy, the term “Coordinator” means either a Trip Coordinator or Event Coordinator reporting to the appropriate Vice President.

B. Sign-ups

1. Sign-ups are on a first-come, first-served basis and are first taken at LPSC general club meetings unless otherwise noted.
2. Club policy requires full payment be received in order to secure reservation on a LPSC trip or event. Exception may be made with the approval of the Vice President of Trips or Social Events and the LPSC Board for certain trips and events 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 trip or event. The information regarding the required payment, dates, refund policy, etc., for any club trip or event is identified in the flyer for that particular trip or event, which can be found on the LPSC 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 and events, some changes to final price may be necessary.

1. The Coordinator will provide specific payment schedules on the trip or event 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 or event is filled.
2. The 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 or event.
4. As space becomes available, the Coordinator will contact those on the waitlist in the order received. Once accepted, the 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 and event. LPSC trips and events are not "cancel for any reason" trips or events.
2. Cancellation of any LPSC trip or event by a participating member must be made through the 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 or event 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 or event, as outlined in trip or 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 a pandemic, proof of a positive test and the need to quarantine is an exceptional circumstance; being exposed to an illness 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 Coordinator. Requests must adhere to the activity refund policy as stated at the time of sign-up. The 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 and events at their discretion. If the Club cancels a trip or event 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 events for expenses incurred by the club. Cancellation penalties and dates are driven by contracts between vendors and LPSC.

F. Accommodations (Where applicable)

1. All assignment priorities will be established by order of sign-up.
 - a. Couples (people who indicate at time of sign-up to the Coordinator 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. Coordinator (Trip or Event Coordinator)

1. Is in full charge of trip or event, will ensure that all participants adhere to trip or event 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 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 or event 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 or event, as determined by the Board of Directors.

H. Meals

1. It is the policy of the club that the price of the trip or event may include costs for a meal or gathering planned by the Coordinator. The meal or gathering may require the assistance of trip participants. Check the trip/event 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 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 or event.

J. Non-members and Guests

1. Only members may sign up for trips and events. 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 coordinator allows minors. The member assumes full responsibility for the minor. All policy requirements will be enforced.