

SITZMARK SKI TRIP POLICIES

All ski trips are subject to the following policies, as set by the Board of Directors of the Sitzmark Ski Club of Milwaukee, Inc.

YOU MUST BE A CLUB MEMBER OR AUTHORIZED GUEST OF SITZMARK SKI CLUB AND HAVE PAID THE CLUB IN ADVANCE TO PARTICIPATE ON ANY SKI TRIP. (The required western or northern sign up form must be submitted in advance.)

MEMBERS MUST BE IN GOOD STANDING AND HAVE CLUB DUES “PAID IN FULL”

1. **Ski Trip Sign-Ups**

There is a ONE WEEK “INITIAL SIGN-UP” period during which all members have an equal opportunity to sign up for all trips.

“INITIAL SIGN-UP” PERIOD:

This sign-up period starts with the date of the September meeting and runs through the Saturday of the following week. Sign-ups postmarked prior to the date to the September membership meeting will be considered received after the initial sign-up period.

2. **Priority Sign-Ups**

Each member is allowed to choose one Northern trip and one Western trip as a “First Priority” . For each trip, the assignment will be done in this order: Priority with full payment, Priority without full payment, Non-Priority with full payment, Non-Priority without full payment. A random drawing will be done for each group that exceeds trip capacity with the remainder put on a wait list in the order drawn. Members may elect to combine two sign-ups as one draw (which allows for members to travel together) or may elect to submit individually each of their sign-ups.

For those members traveling with another member, Sign-ups must be stapled together and each person must make their payment the same way. If payment is not the same, than the sign-up with the lowest priority type payment will determine the priority level for both sign-ups.

After the Initial Sign-Up period, sign-ups will be accepted based on the postmark until the trip deadline.

Note: People on the wait list have priority to fill openings due to any cancellations.

3. **Sign-Up Forms and Payments:**

Separate Northern and Western sign-up forms are provided in the Ski Adventures booklet, on the web at www.sitzmark.org and at the Club meetings.

(Continued on page 13)

SITZMARK SKI TRIP POLICIES

(Continued from page 12)

You must include a separate check and sign-up form for each trip, and they must be mailed to the appropriate Director.

Deposits and sign-up forms will be accepted by mail or by deposit in the separate Northern and Western Trip Drop Boxes at the membership meetings. (TRIP LEADERS WILL NOT ACCEPT PAYMENTS!)

The Northern or Western Ski Trips Directors will mail confirmations within four (4) weeks of the close of the Initial Sign-Up period. Thereafter, confirmations will be mailed within two (2) weeks of receipt of sign up.

Only checks or money orders made payable to: Sitzmark Ski Club of Milwaukee, Inc. will be accepted. **CASH WILL NOT BE ACCEPTED!**

4. **Deposits**

The following deposit payments are required before the members name will be placed on the trip or waiting list:

- a. FULL payment on One-Day
- b. \$50 for Northern trips, or full payment
- c. \$300 for Western trips, or full payment

Returned checks may result in loss of priority status and removal from trip. Full payment of the check and related fees must be made within 7 days of notice or notification.

5. **Final Payment Deadlines**

Full payment must be received or postmarked by the deadline date to retain original trip list status. If full payment is not received by the deadline, the member may be removed from the trip and subject to the cancellation fees.

THE DEADLINES ARE LISTED IN ALL TRIP ADS.

6. **Wait List Policy**

If a member is on a wait list for a trip, their check will not be deposited until a spot is open on the trip, and they are contacted. **If a member wishes to drop from the wait list, NOTIFY THE APPROPRIATE SKI TRIPS DIRECTOR IN WRITING IMMEDIATELY.** Cancellation of wait-list status will result in their check being destroyed upon written notice to the Director.

7. **Membership Requirements**

Western Trips: Membership is required for participation on trip.

Northern Trips: Non-member/guest sign-ups are accepted on a first come, first served basis 60 days prior to the trip, but not before the November membership meeting. Non-members are charged an additional \$20 fee per trip. The non-member fee may be waived at the Board's discretion for a specific trip.

Sitzmark policies will apply to all participants on a trip.

(Continued on page 14)

SITZMARK SKI TRIP POLICIES

(Continued from page 13)

8. Cancellations

ALL CANCELLATIONS MUST BE IN WRITING AND BE SENT TO THE NORTHERN OR WESTERN SKI TRIP DIRECTOR. TO ENSURE FAIR TREATMENT FOR EVERYONE, ALL CANCELLATION FEES WILL BE CHARGED REGARDLESS OF THE REASON FOR CANCELLATION.

Northern, Cross Country, and One Day trips:

- a) NO cancellation fees if written notification is received within the initial Sign-Up period for that trip. Checks will be torn up or returned.
- b) \$25 if the cancellation is after the Initial Sign-Up period and up to and including the Final Payment Deadline. Refunds will be made no later than 30 days from receipt of cancellation.
- c) \$50 after the Final Payment Deadline up to 2 weeks (not including the day of departure) prior to trip leaving. Refunds will be made no later than 30 days from receipt that cancellation.
- d) \$50 PLUS ANY NON-RECOVERABLE EXPENSES related to the trip cost if the cancellation is within 2 weeks of the trip departure. Only the \$50 will apply if there is someone on the wait list that takes your spot or you are able to find a club approved replacement for your spot on the trip. You must go through the trip director for approval. Refunds will be issued within 60 days after the completion of the trip or after a final accounting of the trip has been made.

Western Trips:

- a) NO cancellation fees if written notification is received within the Initial Sign-Up for that trip. Checks will be torn up or returned.
- b) \$25 if the cancellation is after the Initial Sign-Up period up to and including the Final Payment Deadline. Refunds will be made no later than 30 days from receipt of cancellation
- c) \$50 PLUS ANY NON-RECOVERABLE EXPENSES related to the trip cost if the cancellation is after the final payment deadline. Refunds will be issued within 60 days after the completion of the trip or after a final accounting of the trip has been made.

9. Unforeseen Problems

The Sitzmark Ski Club of Milwaukee, Inc., will not be responsible for expenses incurred by unforeseen delays caused by weather, strikes, or transportation equipment failures, theft, accident, or injury. These additional costs will be borne by the individual member.

10. Smoking is NOT Permitted on Chartered Buses.

11. Disorderly Conduct is UNACCEPTABLE and Will NOT be Tolerated; Such Behavior May Lead to Removal From Trip and/or Club.

12. Prices of Ski Trips are Subject to Change. The Board of Directors may at its discretion consider exceptions to any of the aforementioned policies.