

# **SITZMARK CLUB OF MILWAUKEE, INC.**

## **SKI TRIP POLICIES**

All ski trips are subject to the following policies, as set forth by the Board of Directors.

### **General**

1. Only members may attend Western trips. Both members and guests may attend Northern and Day trips.
2. All members must be in good standing and shall have paid dues for the current year.
3. The appropriate Northern or Western Trip online form shall be completed for sign-up.
4. A member or guest is considered to be registered for a trip upon completion and submission of the online sign-up form and receipt of the down payment. Full registration is not complete until final payment is received.
5. Credit or debit payment must be posted, or check down payment postmarked within 7 days of registration to be considered registered. If payment is not postmarked within 7 days of sign-up, another member may take that person's spot.
6. Only checks, money orders and credit or debit payments will be accepted. No cash payments. Checks and money orders should be made payable to Sitzmark Ski Club of Milwaukee, Inc.
7. Two methods of payment will be accepted. Down payment and subsequent payments may be made by check or money order only. If payment is made by credit card, payment must be made in full.
8. A separate check must be used for each trip and mailed to the appropriate director.
9. Returned checks may result in removal from the trip. Full re-issuance of the check and related fees must be postmarked within 7 days of notification to be considered registered for the trip. Cancellation fees may be applied if you are removed from the trip for non-payment.
10. Only members of the ski trip are allowed to stay in trip rooms. Guests are allowed to attend group parties after payment of the same fee charged to trip members.

### **Wait List Policy**

1. A wait list will be available on online registration once a trip is full.
2. Once a cancellation occurs, members on the waitlist will be given 5 days notice to register for the trip. After that time, the next member on the list will be able to take the spot.

3. If a member wishes to be removed from the waitlist, the appropriate director should be notified.

## **Cancellation Policy**

1. All cancellations must be made in writing or by email to the appropriate director.
2. A \$25 cancellation fee will be assessed regardless of the timing of cancellation notice. To ensure fair treatment to all, cancellation fees will be charged regardless of the reason for cancellation.
3. Due to PayPal policies, those paying for the trip with PayPal who subsequently cancel, will NOT receive a refund of the merchant fee associated with the payment.
4. For cancellation notices received prior to the final sign-up date stated for the trip, refunds will be made in full, less the cancellation fee. Refunds will be made within 30 days of the cancellation.
5. For cancellation notices received for any reason, illness or hardship included, after the final sign-up date stated for the trip, only limited refunds will be given unless someone takes your spot. If someone is not found to take your spot, refunds will be made, less the cancellation fee and any non-recoverable expense items. Refunds will be made within 30 days of the completion of the trip.
6. If a member has not fully paid for the trip and subsequently cancels after the final sign-up date, the member must pay any shortages due after the refund amount as determined in 4. above has been applied.
7. A member may mitigate their losses by finding another person to take their spot on the trip once the waitlist is exhausted. The member may offer a discount directly to the replacement who will need to register and pay in full to the club.

## **Unforeseen Circumstances**

1. Sitzmark Ski Club of Milwaukee, Inc. will not be responsible for expenses incurred from unforeseen delays, or partial or full trip cancellations, caused by weather, strikes, or transportation equipment failures, theft, accident or injury or pandemics. These additional costs will be borne by the individual member.
2. The club and its members are bound by the policies of third party vendors such as tour operators, airlines, resorts and bus companies whose contracts and policies may affect the cost and other aspects of a trip

Effective July 13, 2020