

# **Crescent Ski Council Trips Committee Procedures**

## **I. Purpose:**

Provide various trips to promote and enhance the sport of snow skiing and snow boarding.

## **II. Scope of Trips Committee:**

- A. Determine location(s) and date(s) of long distance and local trips
- B. Select agents and other providers of services and negotiate contracts with them
- C. Determine overall pricing of trip(s)
- D. Establish cancellation and refund terms for registrants

## **III. Committee Composition:**

- A. Trips Chair, appointed by CSC President and approved by CSC Board
- B. One representative per Authorized Club is designated a member of the Trips Committee. The Club representative may change at each meeting; however, for better Committee operation, preference is for continuity of service on the Trips Committee. This individual usually will be the Club's Trip Director.
- C. Long Distance Trips Coordinator (LDTC) appointed by the Trips Chair and approved by the Executive Committee
- D. Local Trips Coordinator (LTC) appointed by the Trips Chair and approved by the Executive Committee
- E. Race & Ski Camp Coordinator (RSCC) appointed by the Trips Chair and approved by the Executive Committee

## **IV. Roles and Responsibilities:**

### **A. Trips Chair:**

1. Appoint, with the approval of the Executive Committee, Coordinators for the various categories of CSC trips
2. Preside over all meetings of the Trips Committee; designate an alternate to chair the Trips Committee when unable to attend
3. Coordinate the distribution of information for all planned Crescent trips

4. Investigate and report to the Trips Committee pertinent information for proposed future destinations to assist in final destination selection
5. Coordinate the distribution of information on trips led by all Authorized Clubs to CSC's web master for posting on CSC web site
6. Coordinate the communication of Familiarization (FAM) trip information between each Club Trip Director and the vendor offering the FAM
7. Maintain a file of written evaluations from all previous FAM trips for Authorized Clubs to use in selecting their destinations
8. Maintain all financial accounts and records of trips
9. Establish subcommittees, as needed, for Trips Committee activities requiring additional research
10. Ensure Local Trips, Long Distance Trips, and Race & Ski Camp Coordinators carry out their duties
11. Determine all specifics for trips, including but not limited to, signing of contracts under approval of Executive Committee, developing budgets, assigning council Trip Leaders if necessary, and continuing to work with all vendors involved

**B. Trips Committee:**

1. Designated Trips Committee representative will attend each meeting of the Committee.
2. Representative will present the desires and opinions of its Club to other members of the Trips Committee.
3. Club representative will vote on business of the Trips Committee.
4. Other Club members are encouraged to attend the Trips Committee meeting, but only the designated Club representative has voting rights on Committee business.
5. Volunteer for subcommittees as established by the Trips Chair
6. Communicate back to his/her respective Club activities of the Trips Committee
7. Provide Club-planned trip information to the Trips Chair for distribution to other Authorized Clubs

**C. Bid Committee:**

- 1.Appointed by the Trips Chair
- 2.Consists of a minimum of four (4) volunteers from different Clubs and the CSC Trips Chair
- 3.Reviews all bids and selects the best proposals for each season's Long Distance trips

**D. Local Trips, Long Distance Trips, and Race & Ski Camp Coordinators:**

- 1.Develop information regarding each planned activity (pricing, payment schedules, cancellation policies, lodging, etc.) and provide to Authorized Clubs (Club Presidents, Trip Directors and Race Directors)
- 2.As applicable, require Clubs to designate Trip Coordinators for Crescent trips
- 3.Authorize refunds and expense reimbursements approved by Trips Chair
- 4.Coordinate with Racing Committee for events and activities
- 5.Mentor and educate trip leaders and coordinators

**V. Trips Committee Meetings:**

- A. The Trips Committee will meet at the Fall Conference and Spring Convention. The CSC Trips Chair will preside over the meeting and provide minutes from the prior meeting to each Club to review.
- B. A simple majority of CSC authorized Clubs is required to conduct the business of the Trips Committee. In the event a majority of Clubs is not present, the business of the meeting must be affirmed at the next meeting when a majority of Clubs is present.

**VI. Trips Committee Meeting Objectives:**

- A. Present a summary of completed Crescent trips since the last meeting
- B. Present schedules and other pertinent information for planned Crescent trips
- C. Provide a forum for discussion and selection of future Crescent trips
- D. Present a summary of completed Familiarization (FAM) trips, including attendees' written reports on facilities and activities

- E. Present schedules and other pertinent information for scheduled FAM trips
- F. Provide time for vendor presentations
- G. Provide forum for discussion of other trip-related items as brought up by Committee attendees

**VII. Trips Committee Meeting Guidelines:**

- A. The CSC Trips Chair, or designee, will chair and conduct the business of the Trips Committee.
- B. Each Club's appointed representative notifies the Trips Chair of his/her authority to represent his/her Club.
- C. Each Club has one vote in the affairs of the Trips Committee. The Trips Chair has the right to deny the vote of any representative that cannot be verified as the designee of a Club.
- D. The Trips Chair may set a time limit on discussion to provide input from all Clubs when necessary to conduct the business of the Committee in a timely manner.
- E. The Trips Chair may establish subcommittees to work on specific tasks as identified by the Trips Committee.
- F. The Trips Committee will consider the CSC Race schedule when planning trips to avoid conflicting schedules, whenever possible, with Racing.
- G. The Trips Chair is a non-voting member of the Trips Committee unless a tie occurs. The Trips Chair will have the tie-breaking vote.
- H. The Coordinators are non-voting members of the Trips Committee.

**VIII. Trip Selection Process:**

**A. Destinations:**

1. Unless CSC's Racing Chair and the Race & Ski Camp Coordinator recommend relocating that camp, it will be held at Steamboat each year.

2. To be considered for other future Ski Week trips, destinations must attend one of CSC's annual meetings, Fall Conference or Spring Convention.

**B. Selection:**

1. At Spring Convention, The Trips Committee is presented with the “long list” of destinations for the Ski Weeks that will be held in approximately two years.

2. Each member of the Trips Committee votes, via paper ballot, for the three “long list” destinations that his/her Club prefers – will participate in trip and promote it to Club’s Members – for each of the planned trips.

3. Trips Chair contacts any Clubs that were not in attendance, gets their preferences, and compiles votes to determine “short list”. Typically, the short list will include the top 2-3 sites.

4. Trips Chair solicits bids from eligible tour operators (see *Section C. Tour Operators* for eligibility requirements), reviews those bids and seeks any needed clarifications, and provides the Bid Subcommittee with a condensed comparison of the bid packages. That comparison does not identify the TO’s.

5. Bid Subcommittee reviews the bid comparison to make final destination/package selection for each trip. When bids are of similar values and the Bid Subcommittee splits its votes, every effort should be made by the Trips Chair to use different tour operators.

6. At the next Fall Conference, Trips Committee members are presented with the winning bid for each on the “short list” and, after resort presentations votes his/her Club’s preference. When there is not a clear majority vote, the Trips Chair will contact any Clubs that were not present at the meeting. Voting for final destination would then be weighted based upon each Club’s participation in the preceding four years.

7. Trips Chair notifies Clubs and TO of winning destination and works with TO for the next several months to ensure that trip is adequately planned and priced so it can be rolled out at the upcoming Spring Convention.

**C. Tour Operators (TO’s):**

TO must attend one of CSC’s meetings annually (Fall Conference or Spring Convention) for two consecutive years (including current year) to be eligible to bid on the destinations on the “short list”.

**IX. Trip Participation:**

A. All CSC trips are open to all Members of CSC who are in good standing with their Authorized Club.

B. If an Authorized Club is put on probation, a Member who has already paid for a CSC trip can participate in that CSC trip.

- C. If an Authorized Club plans to participate in a long distance trip other than Race & Ski Camp, it must provide the name of its Trip Leader.

**X. Registration Process:**

**A. Long Distance Trips (including Race & Ski Camp):**

1. Trips Chair, LDTC, or RSCC produces Crescent application.
2. Unless directed otherwise, Members must register through Authorized Club Trip Leaders. If no Trip Leader has been assigned by an Authorized Club, the Crescent Trips Chair or the tour operator running the trip is responsible for taking the initial trip payment and conducting membership verification.
3. Participants must sign Crescent application/waiver.
4. Authorized Club Trip Leader verifies membership status.

**B. Local Trips:**

1. Local Trips Coordinator determines data or reports required from Authorized Clubs' Trip Leaders:
  - a) Information such as age, racer/non-racer, and lodging (on-site/off-site)
  - b) Race Workers duties – by role, races assigned to work, sign-ups.

**XI. Financial Policy:**

**A. General:**

1. Unless directed otherwise by the BOD, pricing of event should be designed to produce neither a surplus nor loss. Components to be considered in calculating costs include:
  - a) Land only package
  - b) Adult/child rates
  - c) Deduction of lift ticket cost for non-skier, if applicable.
  - d) Racer fees.
2. Club participants other than the owner of a locally-owned dwelling must purchase the land package. Special requests for exception from this policy should be sent to the Trips Chair. Requests will be evaluated and decision made based upon historical precedence. NOTE: Lodging rates are based upon number of participants guaranteed in trip contract so few exceptions are honored.
3. Package offerings will be administered within total budget according to Financial Policy and Procedures.

4.Coordinators must adhere to all contract provisions; requested changes must be approved by Trips Chair or Executive Committee.

5.Coordinators must process all incoming funds and expenses in accordance with Financial Policy and Procedures.

6/Coordinators must provide detailed report and financial accounting to Trips Chair and CSC Treasurer, including detail of incoming funds, expenses, refunds, cancellations, and expense reimbursements.

7.Club Trip Leader reimbursements are set by the Trips Committee.

8.Authorized clubs will be reimbursed group discounts provided by resorts or tour operators in accordance with the Local Trip budget and pre-defined criteria approved by the Executive Committee.

**B. Expense Reimbursement:**

1.Expenses will be reimbursed in accordance with Financial Policy and Procedures for site visits approved by CSC President for Trips Chair or by Trips Chair for Trip Coordinators.

2.Upon successful completion of all duties associated with a specific trip, Coordinator's trip costs will be reimbursed in accordance with Financial Policy and Procedures.

3.Expense reimbursement will be provided for land package, airfare, and any trip-related expenses approved by Trips Committee for Long Distance Trips and Race & Ski Camp Coordinators.

4. Expenses will be reimbursed for lodging at a maximum less one occupancy Rate from the Local Trips Budget for Local Trips Coordinator on Local Trips.

5. Expense reimbursement will be provided from the Trips Committee budget for pre-authorized expenses of the Local Trips Coordinator and Race & Ski Camp Coordinator when they are required to attend the Fall Conference and/or Spring Convention to carry out their functions.

**XII. Notification/Communications with Authorized Clubs:**

All communications with Authorized Clubs shall be through the appropriate Trip Director, Crescent Representative, and/or Club President.

**XIII. Club Trip Listing:**

Each Club wishing to participate in CSC's listing of Authorized Clubs' trips will provide a listing of its planned Club trips to the Trips Chair. As lists are received, the Trips Chair

will forward them to CSC's web master for posting on the CSC web site. Each Club is asked to advise its Members of the postings. Clubs are not required to participate in this distribution. The intent is to provide the most ski trip options for all Authorized Clubs and their Members.