

Columbia Ski Club
Non-Ski Trip or Activity Cancellation/Refund Policy
March 7, 2001

1 Applicability

This Columbia Ski Club “Non-Ski Trip or Activity Cancellation/Refund” policy applies to all CSC activities where payment is made in advance of the activity. The payment may be made as a single payment or as a deposit followed by a series of scheduled payments. The deposit and payment schedule is activity specific and determined by the activity leader.

2 Guidelines

It is the intent of the Board of Directors that all activities to be run so that the club does not incur a financial liability. It is the responsibility of the activity leader to determine the price of an activity such that contingencies are built in. It is recommended that activity leaders purchase tickets or sign contracts after more than ½ of the funds for an activity are collected. Refer to “Guidelines for Activity Leaders” that has been published as a separate document.

3 Activity Cancellation/Refund Policy

This “Non-Ski Trip or Activity Cancellation/Refund” policy is the default activity cancellation policy and applies to all Columbia Ski Club Non-Ski Trip Activities that require advance payment. The activity leader may specify activity specific cancellation dates and penalty amounts. Activity specific cancellation policies should be published in the activity newsletter write-up. This policy includes procedures, rules and guidelines for the Activity Chairperson, activity leaders, and activity participants.

3.1 Activity Chairperson Responsibilities

This section of the policy applies to the Activity Chairperson:

1. The Activity Chairperson will determine from the activity leader the applicability of a cancellation policy to a specific activity.
2. The Activity Chairperson will print the applicable cancellation policy on the Activity sign-up sheet including a paragraph that gives key dates, expenses, and non-recoverable costs as notified by the activity leader. (Attachment 1)
3. The Activity Chairperson will provide a Non-Ski Trip or Activity Sign-up form to the activity leader as required.
4. The Activity Chairperson will review all proposed activities and recommend the use of the activity cancellation policy if necessary. The Activity Chairperson will assist activity leaders with preparation of an appropriate cancellation policy.

3.2 Activity Leader Responsibilities

This section of the policy applies to activity leaders.

1. Activity leaders will determine if a cancellation policy applies to their activity prior to advertising the activity.
2. The leader will determine the appropriate payment schedule and cancellation schedule. The cancellation schedule will include cancellation dates and penalty payments for 60/14 or activity leader specified number of days prior to the activity, as applicable.
3. The activity leader will determine if the activity or trip requires use of the “Non-Ski Trip or Activity Signup” Form (Attachment 2). Use of this form is mandatory for overnight trips requiring advance payment and CSC financial liability. If used the activity leader will fill in the payment schedule terms and cancellation policy terms.
4. The activity leader will draft an activity write-up for the CSC Newsletter that includes cancellation information, a statement about members only or if the activity is open to non-ski club members and provide member/non-member costs.
5. The activity leader may at their discretion maintain a wait list to be used to fill vacancies due to cancellations. (Highly recommended)
6. The activity leader will issue a warning to any participant that is late making payments according to the published payment schedule. The activity leader, at their discretion, will cancel a participant from the activity if problems with timely payments continue. Normal cancellation penalties will apply.
7. Checks returned for insufficient funds or for any other reason may be reprocessed at the discretion of the activity leader and treasurer and incur a \$25 handling fee.
8. Refund of *recoverable* expenses minus any cancellation fees will be mailed within 60 days of the trip return date. Any cost to the club is considered non-recoverable and will be deducted prior to any refund. This implies that final trip accounting must be completed promptly upon return.

3.3 Policies for Activity Participants

Members and non-members who have made an advance payment to participate in a Columbia Ski Club activity, referred to herein as “the participant” or “participants”, must abide by the following rules:

1. Signup for an activity involving advance payment of money for reservation of a place on the activity (e.g., tickets, rooms, etc.) is a commitment. Receipt of a check from the participant indicates that they are signed up for the activity and agree to the terms of the activity cancellation policy. Participants who signup and pay for an activity are expected to:
 - a. Pay the initial deposit and subsequent payments in a timely manner according to the payment schedule. Failure to make prompt payments within a specified number of days following the scheduled payment date may result in a warning and subsequent removal from the activity. These measures are described in this cancellation policy.
 - b. If the participant cancels their reservation in an activity that involves advance payment of money and reservations, they will pay a cancellation penalty as described in this policy.
 - c. In addition to the cancellation fee, all non-recoverable costs will be paid the participant if a substitute participant is not identified. It is the person’s obligation -- not the activity leader's -- to find a substitute participant. The leader may maintain a wait list, however this is not mandatory.
2. A *non-member* CSC administration fee may be added the cost of an activity at the discretion of the activity leader.
3. A deposit is required to make a trip reservation or to be placed on a trip waiting list. No spaces will be held without a paid deposit.
4. All participants will participate in this non-skiing trip or activity under their own liability as per the Release and Waiver of Liability and Indemnity Agreement stated on the Columbia Ski Club membership application form. Non-members must sign an Activity Waiver when requested by the activity leader.
5. Vacancies that occur due to cancellations more than one week in advance will be filled from the trip waiting list, in the order in which the deposits were received, except members will take precedence over non-members in all cases. Deposits will be processed when an individual moves from the wait list to the trip list.
6. Payments are due according to the payment schedule indicated by the activity leader on activity sign-up sheet, Non-Ski Trip or Activity form or on the trip flyer. Failure to make payments within the specified number of days from the scheduled payment date may, at the activity leaders discretion, result in a warning. Following a warning, if payment is still not received then the participant will be moved to the wait list and replaced by another participant if available. Repeated payment problems are grounds for canceling participation in the activity. Cancellations due to non-payment will forfeit a penalty of 10 percent or \$25 plus any non-recoverable expenses that are potentially the full activity cost. The activity leader may waive or alter the amount of this cancellation fee.
7. Cancellations at any time will result in the loss of all unrecoverable expenses, which are potentially the full activity cost, in addition to the cancellation fee, not to exceed the total cost of the activity.
8. Canceling within 14 days of departure or activity increases the cancellation fee to 20% or a maximum of \$50. The activity leader may waive or alter the amount of this cancellation fee.
9. Checks returned for insufficient funds or for any other reason may be reprocessed at the discretion of the activity leader and treasurer and incur a \$25 handling fee.