

POLICIES AND GUIDELINES

TRIP POLICIES

- I. Ski Hawks Sports and Social Club will require that all major trip destinations have a minimum of two independent proposals from different tour operators if used. (Adopted January 2005)
- II. All persons participating in a major trip sponsored by Ski Hawks and endorsed by the MSC must be a member in good standing of Ski Hawks or any MSC affiliated club. If the trip is sponsored solely by Ski Hawks then every participant must be a member in good standing of Ski Hawks. (Adopted October 2006)

TRIP CANCELLATION POLICY

- I. If an individual cancels or is removed from the list 60 days or more before departure date, and the trip does not fill completely, the individual will be refunded all funds he/she has paid, except nonrefundable costs* and an appropriate cancellation fee, providing the total of both does not exceed the final trip price.
- II. If an individual cancels 60 days or less before the date of departure of the trip, and the trip still goes completely full, the individual will receive back all funds except nonrefundable costs* and less a \$50 cancellation fee. A \$100 cancellation fee will be charged if an individual cancels 30 days before trip departure.
- III. If at any point the trip is canceled, all funds will be returned, including the deposit less any nonrefundable costs incurred by the Club.
- IV. Individual cases regarding cancellation guidelines may be appealed to the Board of Directors but all decisions by the Board of Directors are final.

* Nonrefundable costs may include but are not limited to the following: air and ground transportation, accommodations, food purchases, lift tickets/activity passes, etc.

TRIP GUIDELINES

On all trips run by Ski Hawks Sports & Social Club, the following guidelines will apply:

- I. A minimum deposit of \$100.00, or another amount as determined by the Trip Chair(s) and the Board of Directors will be required to reserve a place on the trip.
- II. The balance is to be paid as set forth in the final published trip payment plan. If payments are not received when specified, the participant risks losing their spot on the trip and may be subject to cancellation fees.
- III. A waiting list will be established only after the trip is completely filled. Full payment plus any applicable transfer fees incurred (usually required by air carriers) will be required from individuals on the waiting list. Payment may be held until an opening occurs on the trip.

CONDUCT

- I. Trip chairperson(s), bus driver(s), bus leader(s), travel agent representative(s) and Customs Official(s) have the right to remove any person(s) from any trip at any time if they break any law or rule which may imperil the trip for other participants. **Illegal substances are strictly prohibited on any SKI HAWKS SPORT & SOCIAL CLUB sponsored or endorsed trip. Possession of such materials will subject that person to immediate removal. Such persons are responsible for their own further transportation. In this event, the person's membership in SKI HAWKS SPORT & SOCIAL CLUB is automatically terminated.**
- II. If any member of the SKI HAWKS SPORT & SOCIAL CLUB conducts him/herself in such a manner as to: a) flagrantly disgrace or embarrass the SKI HAWKS SPORT & SOCIAL CLUB, b) excessively abuse alcohol becoming a liability and/or imperil the trip for other participants, or) if the member performs any illegal or unlawful act while attending any event or trip sponsored or endorsed trip of SKI HAWKS SPORT & SOCIAL CLUB, the person's membership in the SKI HAWKS SPORT & SOCIAL CLUB will be automatically terminated.
- III. With respect to any person from any MSC affiliated club attending a Club sponsored event or trip and who conducts him/herself as defined in Art.IV, Par 2 above, will also be subject to all Conduct policies pursuant to Article IV herein. The SKI HAWKS SPORT & SOCIAL CLUB shall, by written notification, notify the Board of Directors of that member club of any action taken by SKI HAWKS SPORTS & SOCIAL CLUB with respect to that person(s) pursuant to the policies in this Article.
- IV. In the event a membership is terminated, or other action taken for a member or non-member, the affected member(s) will not be allowed to participate in future SKI HAWKS SPORT & SOCIAL CLUB sponsored or endorsed events/trips without first appearing in person before the SKI HAWKS SPORT & SOCIAL CLUB Board of Directors to request reinstatement.