

Trip and Event Policy for MCSC

This policy will apply to all Trips (weekend or week long) and Events (day or night), unless otherwise stated for a particular Trip or Event.

Requirements:

1.1 All participants must be 21 years old, or older, unless otherwise stated.

1.2 Participants must be a member of the Club, as of the date of sign up, for “Member Only Trips or Events”. All Weeklong Trips are “Member Only Trips”. Participants must maintain membership in good standing to remain on a Trip or Event List or will be removed from that Trip or Event. Cancellation fees and any other costs associated with this removal will be applied before any refund.

Payments for Trips and Events:

2.1 Payment must be made in the total amount (Event), or full partial payment (Trip) required by the Trip or Event, at the time of sign up. Spots will not be reserved without payment received and that includes placement on a “Wait List”.

2.2 Payment schedules are published on MCSC Web Sites and on Trip Flyers. Most Trips and Events are sold as an entire package, with few Trips or Events as exceptions and would be explicitly worded, (i.e. Trips sold as an entire package cannot be used in conjunction with frequent-flier airline miles, preferred hotel points, or sold a la carte). This includes bus trips and trips with airline flights.

2.3 Payment is required in the full amount specified, on the payment schedule, and must be received by the Trip Leader on, or before, the date specified.

a) If a participant does not make the required payment by the scheduled date, that person will be notified and payment must be received within 5 days of such notification.

b) For Payments received after 5 days, there will be a late fee of \$10 assessed to remain on the trip.

c) If both payment and late fees are not received within 10 days of the scheduled date, that person will be removed from the trip and notified of such. That removal will be automatic.

d) After notification of removal, that person will have 5 days to appeal for reinstatement on the trip. He or she must present reasons for missing payments to the Board. Only at the discretion of the Board can the person be placed back on the trip list, and if so, must immediately pay all late fees assessed and all remaining trip payments due.

e) Any penalty or cancellation fees associated with their removal from the trip or event will be deducted from any refund.

2.4 For any Trip, the final payment will need to cover any increases or surcharges. This means that when MCSC puts a Trip or Event on sale, the price is an estimated amount and the final amount will not be known until approximately one month prior to departure. This will apply to any Trip, whether inside or outside the US. The Board will work with Tour Operators to get this information to members as soon as possible.

2.5 For All Events requiring pre-payment, payment will not be collected “at-the door”. All payment must be made in advance, and in accordance with the specific Event Flyer.

2.6 Penalties for returned checks will be assessed according to the policy of the individual bank involved and any fees charged to MCSC. The Board will be responsible for determining said penalties and fees. Any member owing a fee must pay/clear these fees before being eligible to sign up for any future Trip or Event.

Initial Sign Up for Trips and Events:

3.1 For Signup and Payment on the Initial Sale Date, priority will be given to those Members who appear in person and in their order of arrival. Each Member present may sign up one (1) additional Member, not present, and must provide payment and the reservation form for that person. For overnight trips, this person shall be that person’s intended roommate.

3.2 All overnight trips are double occupancy, unless otherwise stated. Those signing up without a roommate will be paired with the next available single signup of the same sex to satisfy double occupancy requirements. This person will not necessarily be a roommate but will be assigned as such in order to fill one room at a time. Spots on overnight trips will therefore fill up in twos, or by one room at a time. Single Signups will therefore be “on deck” before the next available single of the same sex signs up. Spots will not be held for potential roommates not there in person or are behind in the sign up line.

3.3. Members who mail initial deposits to the Trip Leader, or a Board Member (Vice President for Social Events and Ski Director for Ski Trips) prior to a named Trip Leader, and prior to the Initial Sale Date, will be added to the Trip or Event List on the evening of the Initial Sale Date, but only after all in-person sign-ups are collected at the Club meeting. (Those who mail their initial payments must still complete and submit the reservation form, found at the bottom of the Trip or Event Flyer).

3.4 Initial Sign-up Requirements may change due to circumstances or deadlines for that particular Trip or Event. If so, notification will be made to all members at a Meeting or by email on the Club Members Only Web Site detailing the changes.

Cancellation and Refund Policies for Trips and Events:

MCSC highly recommends Travel Insurance to cover trip cancellation losses.

MCSC cannot guarantee a full or partial refund for a Trip or Event. Refunds will be determined by the Board, based on contractual terms for that Trip or Event

4.1 MCSC will not incur a financial loss as a result of any cancellation.

4.2 To be eligible for a refund you must cancel by contacting the Trip or Event Leader in writing (email) prior to the start of the Trip or Event. The Trip or Event Leader will forward the request to cancel to the Board for review and a decision. No show = No Refund

4.3 A cancellation fee will be assessed for all cancellations on Overnight Events and Trips. This fee will be assessed at 5% of the cost of the trip, up to a maximum of \$50.00. This fee will be deducted from any refund due. Non-Members will be assessed this fee along with any guest fee applied to that event. Due to unfortunate circumstances that cause a cancellation, the Board may waive this fee.

4.4 Board approved refunds, minus the cancellation fee, may be given prior to a Trip or Event date providing the club does not experience a financial loss; otherwise, refunds will be processed after the Trip or Event has completed and financials are closed.

4.5 Cancellations on Events, Trips and Overnight Trips: Additional Items Affecting Refunds.

a) Numbers: Group Pricing for all aspects of a Trip or Event usually requires a minimum number of participants to obtain a Group Rate. This number varies on Trips or Events. Any participant who cancels and causes the roster to fall below this minimum number, will be responsible for any additional cost associated with such and this cost will be deducted from any refund.

b) Rooms: As these trips are double occupancy, any participant who cancels and causes an under-utilized room that has a single supplement fee associated with it, will have that fee deducted from any refund due. The roommate, the trip participants, or the club will not be responsible for any single supplement fee. Only the person responsible for such will be.

c) Bus: On bus trips, or trips utilizing buses, minimum numbers are usually required. These numbers are used for pricing a trip. Any participant who cancels and causes the trip roster to go below this minimum number will sustain a cancellation fee, for that per person cost for the bus, and have it deducted from any refund.

d) Airlines: Trips where flying is necessary to get to a destination are subject to specific airline requirements and fees. There are also name change fees when a canceled spot is filled. All fees assessed by the airlines for a trip cancellation will be charged to the responsible person and deducted from any refund.

e) Travel Agent: Some contracts have cancellation fees with a date and price written into it for the travel agent to assess. If any cancellation fee is assessed by the travel agent, then this fee will be deducted from any refund.

Replacement for Spots on Trips or Events:

5.1 A Trip or Event Leader will maintain a Wait List of people who wish to attend a sold out Trip or Event.

5.2 A check made payable to MCSC for the amount of the Trip or Event must be provided to the Trip or Event Leader to be added to the Wait List. The check will only be deposited if space becomes available and the person is moved from the Wait List to the Trip or Event List.

a) Wait List participants will be based on a first-come, first-served basis and gender considerations when there are rooming considerations.

b) Prior to moving from the Wait List to the Trip or Event list, the Trip or/Event Leader will contact the person to confirm that person's continued desire to be on the Trip or Event.

c) In cases where a check is no longer valid – participant must submit a new check to Trip or Event Leader before moving from Wait List to Trip or Event list.

5.3 “Replacements” **must** make all payments to MCSC.

5.4 Members who have cancelled and been replaced, will be provided a refund per the above Cancellation and Refund Policy.

5.5 Under no circumstances may a “Replacement” make payment directly to that person he/she is replacing.

Any questions regarding this policy should be addressed in writing to the Board.