

Potomac Valley Skiers, Inc. (PVS)

Guidelines for a PVS-Endorsed Ski Trip

Revised and Approved by the ExCom, July 28, 2009

- 0.0** The purpose of this document is to provide a consistent set of guidelines, procedures, criteria, and information for use by the following individuals and organizational entities within the organization known as Potomac Valley Skiers, Inc. (PVS):
- a. The Ski Trip Committee (STC) – when it requests proposals for ski trips, evaluates the proposals received, and presents its recommendations to the PVS Executive Committee (ExCom) for approval and designation of ski trips as, “PVS-endorsed.”
 - b. The PVS ExCom – when it considers the recommendations of the STC for approval and designation of ski trips as, “PVS-endorsed.”
 - c. Potential ski trip leaders (STLs) – when they consider whether to prepare a proposal for a “PVS-endorsed,” as they prepare their proposal, as they respond to the STC during its review and evaluation process, as they manage their ski trip, and as they prepare the reports required by the STC.
 - d. PVS members – when they want to know “how” or “why” a STL, the STC, or the ExCom took (or is taking) a particular action related to a “PVS-endorsed” ski trip.

1.0 Ski Trip Committee (STC)

The purpose of the STC is to facilitate the process by which the PVS can offer a wide-ranging, robust set of ski trips each season that provides its members with good value and integrity. The STC acts to coordinate and monitor the array of PVS-endorsed ski trips that take place outside the daily and weekend commuting area. Specific activities delegated to the STC are noted in Section 1.3 below.

1.1 STC Structure

- a. The PVS President appoints a member to Chair the STC following consultations with the remainder of PVS’ Executive Committee (the ExCom).
- b. The Chair of the STC appoints STC members in consultation with the President following the guidelines below.
 - The total membership on the STC is suggested to be five.
 - STC membership should include long-time PVS members as well as newer members, and should represent the diversity of skiers in PVS.
 - Each STC member should:
 - Be a currently active skier,
 - Not expect to be a ski trip leader for the next ski season, and
 - Be available to attend STC meetings.
 - Past experience as a ski trip leader is an extra benefit.
- c. The Chair of the STC and all STC members serve at the discretion of the President who, with input from the ExCom, reconsiders the appointments annually.

1.2 STC Planning

- a. The STC is responsible for overall coordination, planning and scheduling of all PVS-endorsed ski trips destined to venues outside the daily and weekend commuting area. This includes development of a ski trip schedule, identification of STLs and assistant STLs, and approval of ski trip dates and destinations.
- b. Trip planning will be based on information accumulated by the STC from general inputs provided by members, previous and prospective STLs, data gathered from the biennial membership applications, PVS meetings, ExCom meetings, and current information pertaining to ski venues and ski resorts in the U.S., Canada, and abroad.
- c. The developed ski trip schedule will be presented to the ExCom for its approval based solely on STC assurance that the ski trips proposed for consideration fully comply with the “**Potomac Valley Skiers, Inc. (PVS) Guidelines for a PVS-Endorsed Ski Trip**” (these **Guidelines**).
- d. Once the ExCom approves the ski trip schedule for a specific ski season, the trips on that schedule are designated “PVS-endorsed” and will be promoted actively by the STC, the STLs and Assistant STLs, and other PVS means at its monthly meetings, in its monthly newsletter (the TOOT), and at various other venues organized by the club.

1.3 Key STC Responsibilities

- a. Coordinating the planning and scheduling of PVS-endorsed ski trips destined to venues outside the daily and weekend commuting area, which includes:
 1. Considering the preferences of PVS’ membership for skiing venues. (In recent years, this information has been collected formally using information entered on the biennial Membership Renewal Forms, completed Ski Trip Evaluation Forms, and the survey conducted by the Program Planning Committee. Information also is collected informally through member comments at meetings and to members of the STC.)
 2. Conducting meetings with prospective STLs and Assistant STLs to discuss the desired array of PVS-endorsed ski trips (see Sections 2.1 and 2.2 below) and to indicate what information the STC expects to see in the proposals the prospective STLs will submit for review.
 3. Working jointly with prospective STLs and Assistant STLs to select ski trip destinations and resolve conflicts when the initial proposals submitted create the prospect for over-lapping trips or provide a lack of diversity in destinations.
 4. Accepting and reviewing proposals received from prospective STLs.
 5. Reviewing relevant management experience of prospective STLs and Assistant STLs.
 6. If there are schedule and/or destination conflicts among the trips proposed, or if the STC receives more than four non-conflicting proposals, ranking the proposals and selecting the array of ski trips to be recommended for PVS-endorsement.
- b. Preparing and maintaining a list of ranking factors for selecting trips that the STC will present to the ExCom for approval to become “PVS-endorsed.” (The current **Selection Criteria for a PVS-Endorsed Ski Trip** appear as Attachment 1.)

- c. Providing a copy of the **Selection Criteria** to all prospective STLs and Assistant STLs.
- d. Maintaining information about the proposed dates and locations of the two major Blue Ridge Ski Council (BRSC)-sponsored ski trips each season – their annual “Western Carnival” trip and their annual “EuroFest” trip – so prospective STLs can consider this information in preparing their ski trip proposals.
- e. Presenting recommended ski trip locations and schedules to the ExCom for approval (see Section 1.2.c above).
- f. Offering mentoring services to any new prospective STLs and Assistant STLs.
- g. Working closely with the selected STLs and Assistant STLs in planning each trip, monitoring progress, and assisting in resolving problems from initial planning to completion of final reports (financial and trip evaluations). This includes helping to solve problems, if any, with tour operators and other vendors.
- h. Maintaining a notebook of copies of letters, spreadsheets, and other documentation from previous ski trips for use as a guide by prospective new STLs and Assistant STLs.
- i. Having a designated representative attend monthly ExCom meetings to report on STC activities.
- j. Having a designated representative attend monthly membership meetings to help STLs and Assistant STLs publicize PVS-endorsed ski trips.
- k. Monitoring ski trip success:
 - Distributing **Ski Trip Evaluation Forms** for each ski trip (a copy of the currently approved **Potomac Valley Skiers, Inc. – Ski Trip Evaluation Form** appears as Attachment 2);
 - Receiving and reviewing completed **Ski Trip Evaluation Forms**;
 - Summarizing results of completed **Ski Trip Evaluation Forms** for the ExCom;
 - Providing each STL and Assistant STL with a copy of the summary for her/his trip.
- l. Preparing and maintaining a standard format for financial reports. (Information the STC requires on an acceptable ski trip financial report appears as Attachment 3 – **Required Content of a Financial Report for a PVS-Endorsed Ski Trip.**)
- m. Reviewing the financial reports submitted by STLs and providing a copy of the summary page from the report to the ExCom.

2.0 Planning for a PVS-Endorsed Ski Trip

2.1 Desired Array of PVS-Endorsed Ski Trips (including both PVS-originated and BRSC-sponsored)

- a. An array of three or four **winter** ski trips is desired each year. This number includes any BRSC-sponsored trips for which a prospective PVS STL submits a proposal to lead a PVS contingent. All ski trip proposals, whether initiated by a PVS STL or BRSC-sponsored with a prospective PVS STL, shall be considered on an equal basis according to the ski trip’s ranking under the **Selection Criteria**. (**Note:** If no PVS STL agrees to

lead a PVS contingent on a BRSC-sponsored ski trip, that BRSC-sponsored ski trip has **no** status during the proposal consideration process.)

- b. The total number of PVS-endorsed **winter** ski trips should not exceed five (5) – or four (4) if no ski trip is proposed in December of that ski season.
- c. If three (3) or fewer **winter** ski trips are PVS-endorsed, the STC has the option to consider proposals submitted after the stated deadlines (see Section 2.2 below).
- d. It is highly desirable that a time interval of not less than eight (8) days exists between the return date of one PVS-endorsed ski trip and the departure date of the next PVS-endorsed ski trip, and never should be less than six (6) days. The desired time between PVS-endorsed ski trips includes the starting and ending dates of any proposed pre- and/or post-trip extensions associated with the overall ski trip proposal. Exceptions will be considered favorably when the two prospective STLs have coordinated their efforts to link successive ski trips.
- e. If PVS member demand is evident, the array of ski trips should include trips that accommodate skiers who prefer “comfort” destinations (ski-out/ski-in) as well as ski trips to accommodate those who seek “new” destinations. A moderate-cost ski trip and a European ski trip also are desirable in the proposed array. Trips to destinations in the Eastern U.S. and Eastern Canada will be considered if PVS member demand is evident.
- f. All ski trips in the array must have a PVS member as the STL and Assistant STL who have submitted a formal proposal conforming to these **Guidelines**.
- g. **Summer** ski trips will be reviewed by the STC separately but in the same manner as winter ski trips and on a schedule consistent with the ski trip dates proposed.

2.2 Key Planning, Review, and Approval Dates for PVS-Endorsed Ski Trips

The following annual schedule will be observed to the extent possible:

Note: The STC will consider, review, and submit for ExCom approval on an earlier schedule, any proposals it receives for “early” ski trips (such as any leaving in December and a likely mid-January Snowmass trip proposal each year) for which the STL typically must make reservation commitments before the STC normally requests or considers proposals for February and March ski trips. Once approved by the ExCom, a ski trip may be advertised in the TOOT and at monthly meetings, and the STL may accept deposits for participation in the ski trip.

- a. **In the February TOOT:** The Chair of the STC will announce the names of the STC members and the date for a meeting of the STC at which prospective STLs and Assistant STLs can present their initial proposals. This meeting generally will be held in late March or early April.
 - In this announcement, the Chair of the STC will invite prospective STLs to submit preliminary proposals for ski trips.
 - In this announcement, the Chair of the STC also will invite each prospective STL and Assistant STL to “register” for the meeting so that each can be sent a copy of the **Guidelines for a PVS-Endorsed Ski Trip** (this document) and the **Selection Criteria for a PVS-Endorsed Ski Trip** (Attachment 1).
 - Also at this time, prospective new STLs and Assistant STLs can request mentoring services from members of the STC.

- b. At the meeting of the STC with prospective STLs, attendees will be asked to discuss their preliminary proposals, including details, such as, proposed destination(s), planned dates, and whatever information can be determined so early regarding approximate trip cost, for the proposed ski trips. The STC will consider each proposal in terms of its proposed schedule and the STC's desire to offer PVS members a balanced array of ski trips, as described in these **Guidelines**. The goal of this meeting is to provide an opportunity for the prospective STLs to discuss and eliminate potential schedule and destination conflicts before they spend time developing detailed proposals with wholesalers and/or resort areas.

Note: Because many potential STLs typically approach the Chair of the STC well in advance of the meeting specified in Section 2.2.a, and because the Chair of the STC tries to let potential STLs know of any apparent conflicts in destinations or dates when notified of a proposed ski trip, the practice of the STC often has NOT been to hold a formal meeting with the STLs, **if** there are no conflicts in dates and **if** there seems to be a "balanced array" of ski trips proposed.

- c. Prospective STLs are encouraged to submit enhanced ski trip proposals with more trip details to the Chair of the STC between the time of the meeting specified in Section 2.2.a (**if** one is required) and April 15th. (Proposal content requirements are identified in Sections 3.2 b-f below.)

Note: Proposals the Chair receives after April 15th will be considered by the STC only if the total number of "on-time" proposals fails to meet the desired total number of ski trips or the desired variety in the overall array of ski trips.

- d. The Chair of the STC will set a date between April 15th and May 15th for the STC to meet again with prospective STLs to review their enhanced proposals and agree on an overall recommendation to the ExCom for an array of ski trips, schedules, STLs, and destinations.

- e. **At the May ExCom meeting:** The Chair of the STC will present the recommended array of ski trips for approval (PVS-endorsement). The ExCom is expected to accept the proposed array submitted by the STC contingent on STC assurance that it has followed the **Guidelines** in recommending approval of each proposed ski trip. Should the STC propose ExCom approval of any ski trips that do **not** conform with the **Guidelines**, the STC will submit its rationale for requesting the exception with the proposal.

Note: Once the ExCom has approved a ski trip, any change in the dates of the trip, the destination(s) of the trip, and/or the cost of the trip must be resubmitted to the STC for review and approval. (Extreme changes may require re-approval by the ExCom.) The STL must permit anyone who has signed up for the trip before the changes are made to cancel without any financial loss.

- f. **In the June TOOT:** The Chair of the STC will announce all approved (PVS-endorsed) ski trips. Each STL is allowed up to one half side of an 8 1/2" x 11" sheet of paper to present a description of her/his approved ski trip. In this issue, and in all subsequent issues of TOOT, with the exception of the issue (usually July) in which complete ski trip fliers are included, similar notices of up to one-half sheet may be included until a trip is "full."

Note: All ski trip information submitted to the TOOT Editor for publication under these **Guidelines** must be provided in electronic format (preferably as a Word attachment to an e-mail message). The TOOT Editor reserves the right, prior to publication, to shorten or modify any submission that exceeds the specified length or that otherwise does not comply with the limitations stated in these **Guidelines**. (For example, by using excessively narrow margins or including graphics or pictures of excessive file size.) Editorial remedies might include, for example, the elimination of pictures or graphics deemed by the Editor to not materially affect the factual content of the submission.

- g. **By the date of the June ExCom Meeting:** STLs are expected to submit detailed ski trip fliers (if ready) in Word or PDF file format to the “TOOT Editor” for inclusion in the July TOOT. The TOOT Editor is empowered to negotiate other arrangements with STLs to assure distribution of their ski trip flier should the need arise.
- h. **In the July TOOT:** All available complete ski trip flyers will be included. In this way, PVS members should have the flyer to read before the Annual PVS All-Trips Party, which normally is held during July.
- i. The Chair of the STC will work with the Program Chair (or her/his designee) to schedule the Annual PVS All-Trips Party, preferably during July.

3.0 Ski Trip Leaders (STLs) and Assistant STLs for PVS-Endorsed Ski Trips

3.1 Qualifications of a STL and Assistant STL for a PVS-Endorsed Ski Trip

- a. The STC will review the qualifications of each prospective STL and Assistant STL. Each must:
 - 1. Have been a member of PVS for at least two years, and
 - 2. Have experience as a STL or Assistant STL on at least one earlier PVS-endorsed ski trip, in which case the prospective leader must have complied with the expectations expressed in these **Guidelines** on such trips.

or

 - 3. Document equivalent experience, if the prospective STL has not served as a STL or Assistant STL on a previous PVS-endorsed ski trip. The experience statement submitted must demonstrate the ability to handle the management and financial responsibilities associated with a PVS ski trip, as defined in these **Guidelines**.
- b. The STC will consider approving prospective STLs and Assistant STLs having lesser qualifications in the case of those who offer to lead the PVS contingent on ski trips for which some other group, such as the BRSC, serves as the primary “organizer.”
- c. The STC also will consider approving prospective STLs and Assistant STLs having lesser qualifications who offer to lead a “small” ski trip for which participants generally make their own transportation, accommodation, and ski lift arrangements, such as the Salt Lake City ski trips PVS has endorsed in the past. Normally such “small” trips will involve 12 or fewer participants.

3.2 Key Responsibilities of an STL and Assistant STL for a PVS-Endorsed Ski Trip

- a. Initiate dialog with the STC in selecting a destination, planning the ski trip and its schedule, and then throughout the process.
- b. Perform all detailed planning needed to implement the ski trip for an approved destination(s) and dates. The STC and the ExCom have a strong preference that this include an endeavor by the STL to contact two or more wholesalers and/or lodgings at the selected resort areas to assure good value to trip participants.
- c. Use due diligence to assure that the selected wholesaler is adequately insured or bonded and has an exemplary record of on-time payments and security of funds.
- d. Provide ski trip participants with the opportunity to purchase reasonably priced insurance to cover **emergency medical care, evacuation, repatriation, trip cancellation, and trip interruption**. Encourage ski trip participants to seriously consider purchasing such coverage. STLs must provide those who sign up for their ski trip with information about how they can obtain such coverage, including the name, telephone number, and web site address of one or more potential vendors.

Note: As an alternative to providing the information specified above, an STL may, at her/his discretion, include such insurance as an option of the ski trip (that is, something arranged with and through the selected wholesaler) and collect payment for such insurance directly. Exercising this option puts responsibility for the “effective date” of the coverage, and any issues related to “denial of coverage because of a pre-existing condition” directly on the STL; PVS, as a corporate entity, has no role in this process.

- e. Make every possible effort to offer a “land only” package and price for those trip participants who wish to use alternative forms of transportation to and from the ski trip destination.
 1. Ski trip participants requesting the “land only” option must accept total responsibility for making all scheduled connections. (For example, airport to hotel transportation when the group arrives on one flight and the “land only” participant arrives on a different flight.)
 2. “Land only” participants cannot hold the STL accountable for delays or missed connections that the group experiences, nor can the STL be expected to delay the group to accommodate delays experienced by a “land only” participant.
 3. The STL should state all of the above explicitly in the ski trip flier and on the ski trip application, the latter of which the participant must sign accepting the terms stated.
- f. Establish, and provide to each prospective participant, information regarding a ski trip cancellation policy that includes:
 1. Specific date(s) by which payments are due to the STL so (s)he can make on-time payments to the providers associated with the ski trip.
 2. “Worst case” amounts that the STL will not be able to refund to an uninsured participant (or an insured participant lacking a valid reason for canceling) who cancels after each date.

Note: Often it will **not** be possible to determine exact refund amounts until the trip is underway or completed.

3. Explicit information about how cancellations will be handled when they involve a “single” participant. (See Section 4.1.i below for a more complete definition of a “single” participant.)

Attachment 4 provides an example of a **Desired Ski Trip Cancellation Policy Statement for a PVS-Endorsed Ski Trip**.

- g. Obtain a signed copy of the “Release, Assumption of Risk, and Waiver of Liability” from each trip participant . See Attachment 6 for a copy of this Release.
- h. Submit a proposal to the STC by April 15 (for the coming ski season) including: a tentative schedule, destination, best price range estimate, and any other pertinent information available by that date.
- i. After obtaining STC and ExCom approval to run the proposed ski trip (normally granted at the May ExCom meeting), complete all detailed planning and commitments for the ski trip, including publishing a flier (preferably for distribution as part of the July TOOT – see Section 5.6.b below) with the most complete details available. The trip flier must include the PVS-approved “Fine Print,” a ski trip cancellation policy, and the name of the tour operator, if one is used.

Note: Section 2.2.e. provides guidance regarding procedures the STL must follow if (s)he makes any change in the dates, destination(s), and/or cost of the trip after the ExCom has approved it.

- j. Maintain accurate financial records related to the ski trip and all associated optional extensions, tours, etc. (see Section 4.2 below).
- k. Promote the ski trip at PVS meetings and at the Annual PVS All-Trips Party.
- l. If desired, make arrangements to have the ski trip included in the list of ski trips sanctioned by the BRSC. The STL may include the cost of the required BRSC sanctioning fee (\$10 in recent years) in the legitimate cost of the ski trip, to be divided among all ski trip participants.
- m. Resolve any trip or financial problems with ski trip participants and the wholesaler.
- n. Collect all amounts due from ski trip participants and pay all trip-related expenses in a timely manner.
- o. Distribute relevant information to trip participants, preferably at a pre-trip party.
- p. Prepare a financial report (see Section 4.2 below) within three months after completion of the ski trip.

4.0 Financial Aspects of PVS-Endorsed Ski Trips

4.1 STL Responsibilities for a PVS-Endorsed Ski Trip

- a. The STL must open a separate bank account for the ski trip to be used exclusively for financial transactions associated with the trip. (This account does **not** need to be a

business account, although many banks, such as Chevy Chase, Provident, and SunTrust offer free “very small business” accounts that allow limited numbers of deposits, checking, and unique names, such as “PVS Chamonix 2002.”)

1. The Assistant STL is to be a signatory on the separate bank account.
 2. It is desirable that a PVS officer or member of the STC also be a signatory on the separate bank account if a married couple is serving as the STL and Assistant STL, but this is not a requirement.
- b. All PVS-endorsed ski trips arranged by a wholesaler (including those sponsored by the BRSC), must include an arrangement to assure that PVS funds are used only to make payments to the providers of trip-related services.
- The specific tracking arrangement must be included in the ski trip proposal and is subject to approval by the STC.
 - One pre-approved arrangement is a provision for a joint account with the PVS-approved STL and her/his ski trip wholesaler into which PVS funds are deposited, from which payments to providers are made, and for which payments must be co-signed by the wholesaler and the STL.
 - A STL may make payments directly to the providers of services.
- c. Negotiation with the wholesaler should be aimed at obtaining the best value for paying participants, considering the quality of amenities provided and other relevant factors. (Other relevant factors include, but are not limited to, seeking “senior” and “family” discounts.)
- d. All trip-related expenses, such as bank charges, mailings, telephone/fax charges, copies, BRSC ski trip sanction fees, wholesaler “comps,” and expenses for pre- and/or post-trip parties, are appropriate to be included in the trip costs charged to ski trip participants.
- Note: Standard ski trip wholesaler practice is to include one (1) “comp” (complimentary airline seat, hotel room, lift ticket, etc.) for each 20 (or sometimes each 25) individuals the STL gets to sign-up for the ski trip; the value of such “comps” may be prorated for “fractional shares” of the base number, if the wholesaler agrees. Such “comps,” at the levels indicated, are considered by the STC to be a fair and reasonable expense for division among all participants in the ski trip.
- e. The STL is expected to keep receipts for all expenditures and to keep a journal of any expenses for which receipts are not available.
- f. All funds received for a PVS-endorsed ski trip must be spent on trip-related expenses, including pre- and post-trip parties for participants. Upon liquidation of the ski trip bank account, all remaining funds in excess of \$2 per participant are to be refunded to participants.
- g. The STL shall establish a payment schedule for ski trip participants and include this schedule in her/his ski trip flier. This payment schedule is to be closely synchronized with the schedule for commitments on contracted trip services, as described in the **Desired Ski Trip Cancellation Policy Statement** that appears as Attachment 4.
- h. Ski trip prices generally will be for double occupancy hotel rooms. A single supplement also should be quoted, where available.

- i. Unless a prospective “single” participant (defined as an individual who signs up for the trip alone) specifies a roommate at the time of sign up, or specifically requests to room alone and pays the single supplement, the STL is fully empowered to make roommate

matches (same sex). Single participants who want to go on PVS-endorsed ski trips agree to accept a higher degree of risk than do individuals who sign up with a spouse or significant other, the assumption being that when two people sign up together, they probably will “go” together, “cancel” together, or work out the cancellation by one of them between themselves.

- If an odd number of “unmatched” singles sign up for the ski trip, and if no roommate can be found by the reservation commitment deadline(s) specified, the last unmatched single to submit a deposit will be asked to do one of the following:
 - ⇒ To assist the STL in finding a roommate,
 - ⇒ To pay the single supplement,
 - ⇒ To accept being placed on a waiting list for a roommate to sign up, or for a cancellation to open a space. OR
 - ⇒ To make a “no longer willing to participate” decision and incur whatever trip cancellation cost might be incurred at that point, as described in the **Desired Ski Trip Cancellation Policy Statement**.

Note: A ski trip “waiting list” is a list, kept by the STL or Assistant STL that includes the names of potential ski trip participants who cannot be accommodated on the ski trip within the terms of the contract. Individuals on the “waiting list” are placed in priority order based on the date they signed-up for the ski trip and their sex. If an opening occurs on the ski trip, the STL is expected to offer the available slot in priority order, which might not mean that “Person #1” gets the offer. That is, the person who is #1 on the list might be a female when the vacancy requires that the STL provide a male roommate. Thus, the highest numbered male on the list will be offered the participation opportunity.

- If a roommate cancels from the ski trip for any reason, the remaining single participant will be faced with options noted in the first bullet above.
- j. The STL also is expected to work with her/his wholesaler and/or the participant’s designated insurance agent and the participant to obtain the greatest possible refund, should a participant be forced to cancel.
- k. All winter ski trip deposits made prior to August 1 shall be fully refundable.

4.2 Financial Report Required for a PVS-Endorsed Ski Trip

The STL is required to prepare and submit a financial report to the STC in a format similar to the recommended standard format (see Attachment 2). This report must contain the following types of information:

- a. Total number of trip participants, including the STL and Assistant STL.
- b. Total funds received.
- c. Total expenses, by category, including air fares, ground transportation, lodging, group

meals, lift tickets, trip parties, other miscellaneous expenses, and any refunds made to ski trip participants.

Note: The first five items requested in Section 4.2.c above can be grouped to the level of detail provided by the trip wholesaler or travel agent.

- d. The value of any travel allowance (also known as “comps”) received by the STL and/or the Assistant STL should be separately identified.
- e. Total expenses incurred, plus any refunds made, shall equal total payments by ski trip participants.

In the case of a STL who simply leads the PVS contingent of a ski trip for which the trip participants generally make their own flight, lodging, and lift ticket arrangements, and for which the STL makes only limited arrangements on behalf of the group (such as rental cars, for which the cost will be divided equally among the participants during the trip), the financial reporting requirements will be accordingly less detailed and limited only to funds that participants pay to the STL.

5.0 Other Guidelines for PVS-Endorsed Ski Trips

5.1 Special Conditions

- a. The number of participants on PVS-endorsed ski trips generally should be limited to 40 people plus one STL and one Assistant STL for a total of 42 people per ski trip. Exceptions to the 42 person limit should be requested from, and approved by, the STC.
- b. An STL may not run more than one winter ski trip per year unless granted special approval by the STC.
- c. If there is a conflict between two or more STLs for running ski trips on (or near) the same dates (or to the same ski area) for the ski season under review, the STC will attempt to resolve the conflict based on the factors specified in the **Selection Criteria**. The STC may consider rotating prime dates from year-to-year between STLs. It should be noted that factors, such as the experience of the prospective STL, trip evaluations from previous PVS-endorsed ski trips managed by this STL, past compliance of this STL with the conditions documented in these **Guidelines**, member-desired ski trip destinations, and schedule alternatives, will be considered by the STC as part of this selection process.

5.2 Choice of Ski Trip Locations

PVS members are encouraged to advise the STC, and prospective ski trip leaders, regularly of their preferences for future ski trip destinations. The desired information is solicited routinely in the biennial membership applications, occasional surveys sponsored by the ExCom, and most of all, through members communicating with the STC and potential future STLs throughout the year.

5.3 Eligibility for Participation in PVS-Endorsed Ski Trips

- a. During the period from trip announcement to August 1 of each year, PVS-endorsed ski trips are open only to PVS members (this includes members in all membership categories).
- b. Thereafter, ski trip participation is available to non-PVS members.

- c. If a STL obtains BRSC sanction for her/his trip, any person who is a member of a club that is affiliated with the BRSC is eligible to participate in the ski trip as if (s)he were a PVS member. (Normally, STLs do not seek BRSC sanction until after August 1st, so this item seldom has any adverse effect on PVS member participation opportunities.)

5.4 Signing Up For Ski Trips

Members shall be encouraged to sign up and pay the required deposit for a ski trip shortly after announcement of the ski trip in the TOOT. It also is essential that those who sign-up for a ski trip pay all required trip fees by the dates stipulated in the ski trip flier.

Note: No STL or Assistant STL is to accept a ski trip deposit until their trip is announced in the TOOT. This is important to assure all PVS members have an equal and fair opportunity to go on the trip(s) of their choice.

5.5 Emergency Information Forms

Each participant in a PVS-endorsed ski trip shall be required to submit the information requested on the **Potomac Valley Skiers, Inc. – Emergency Information Form** to the STL or Assistant STL before trip departure. (Attachment 5 provides a copy of the **Emergency Information Form** recommended for use at the time these **Guidelines** were approved. If agreeable with the STL, the required information may be submitted in computer-readable format in lieu of using the **Emergency Information Form**, per se.) Participants may not proceed on a PVS-endorsed ski trip without submission of the required information.

Note: STLs and Assistant STLs shall be considered to have offered due diligence when they provide the information requested on the **Emergency Information Form** to emergency and/or medical personnel on behalf of a ski trip participant. Ski trip participants must understand that the timeliness and/or quality of the medical care they receive may suffer if the information provided is incorrect or not complete.

5.6 Ski Trip Publicity

- a. The STC will have a member at each PVS monthly meeting to publicize trips and to introduce the STLs and Assistant STLs.
- b. PVS will ensure delivery, via print or e-mail, of one ski trip flier (front and back of an 8 1/2" x11" sheet of paper) for each PVS-endorsed ski trip. At the discretion of the TOOT editor, each STL may insert up to a one-half page per ski trip announcement in each issue of TOOT, beginning with the issue after the ExCom approves the ski trip and with the exception of the issue in which the full ski trip flier is included.
- c. PVS is obligated, as a member of the BRSC, to provide information about BRSC-sanctioned ski trips to its members. When a BRSC ski trip is PVS-endorsed for the coming year (that is, it has a PVS leader and is among the approved array of PVS-endorsed ski trips for the coming ski season), the TOOT will include details about the BRSC sanctioned ski trip and its related flyers on the same basis as it does for all other PVS-endorsed ski trips.
- d. Ski trips not endorsed by PVS, but run or operated by PVS members, may be listed in the TOOT if all the following conditions are met:
 - 1. It is after the end of October.
 - 2. The ski trip does not conflict within 10 days of a PVS-endorsed ski trip that is not

closed to additional participants (other than substituted through cancellations).

3. The ski trip does not conflict with an unfilled PVS-endorsed ski trip to the same location within 45 days.

Attachments

Attachment 1: Selection Criteria for a PVS-Endorsed Ski Trip

Attachment 2: Potomac Valley Skiers, Inc. – Ski Trip Evaluation Form

**Attachment 3: Required Content of a Financial Report
for a PVS-Endorsed Ski Trip**

**Attachment 4: Desired Ski Trip Cancellation Policy Statement
for a PVS-Endorsed Ski Trip**

Attachment 5: Potomac Valley Skiers, Inc. – Emergency Information Form

Attachment 6: Release, Assumption or Risk and Waiver of Liability

Selection Criteria For a PVS-Endorsed Ski Trip

Assign a score from 1 to 10, as appropriate, (with 5 or 10, as appropriate, being the highest) to each of the items below, yielding a potential high score of 50.

- 1. Fills a desired niche in (or helps “balance”) the array of PVS ski trips proposed for the coming season** – 10 points – for example, by providing a “comfort” destination, a “new/unique” destination, a moderate cost ski trip, or a ski trip to a foreign country -- when considered together with the other ski trips proposed during the same ski season.

- 2. Trip attractiveness for PVS members:**
 - a. Destination. – 10 points – Ski terrain, anticipated snow conditions, convenience of transportation to destination, etc.

 - b. Lodging. – 5 points – Proximity to ski area, type of accommodations (hotel/condo, ski-out/ ski-in), inclusion of meals, other amenities.

 - c. Cost. – 5 points – Value in terms of what is included.

 - d. Availability of activities other than skiing. – 5 points – Activities that are of interest to non-skiing trip participants during the ski week and/or as optional add-ons.

- 3. Ski Trip Leader** – 10 points – Demonstrated ability to lead and/or manage people and to deal with the problems/personalities of trip participants, attract participants to the ski trip, handle details, and manage the finances relative to the ski trip. Special consideration (up to 3 points) will be given to first-time trip leaders based on the information they provide documenting their leadership and related “STL-desired” abilities.

- 4. Ratings of Previous Ski Trips Run by This (These) Leader(s)** – 5 points –The average of the ski trip ratings received by this (these) leader(s) on the most recent ski trips (s)he has run. (No more than the most recent three ski trips will be considered in making this calculation.)

Potomac Valley Skiers, Inc. – Ski Trip Evaluation Form

1. Trip Destination(s): _____ Dates: _____

2. Leader(s): _____

3. Please rate the following aspects of the trip by circling **one rating** for each aspect:

- | | | | | | | |
|---|----------------------|--------------------|--------------------|---------------------|-------------------|------------------|
| a. Ski area: | Poor | Fair | Okay | Good | Excellent | |
| b. Lodge or hotel: | Poor | Fair | Okay | Good | Excellent | |
| c. Room: | Poor | Fair | Okay | Good | Excellent | |
| d. Meals (if included): | NA | Poor | Fair | Okay | Good | Excellent |
| e. Airline: | NA | Poor | Fair | Okay | Good | Excellent |
| f. Land transportation: | NA | Poor | Fair | Okay | Good | Excellent |
| g. Equipment rental: | NA | Poor | Fair | Okay | Good | Excellent |
| h. Overall: | Poor | Fair | Okay | Good | Excellent | |
| i. Trip leader(s): | Poor | Fair | Okay | Good | Excellent | |
| j. Do you consider the price of the trip? | | | Over priced | Fair | A bargain | |
| k. Was the trip leader(s) available for questions? | | | Yes | No | | |
| l. Were crisis situations handled adequately?
(If answer is "Yes" or "No," please describe the crisis on the back of this form) | | | Yes | No | No opinion | |
| m. Would you go on another trip with this leader? | | | Yes | No | | |
| n. Approximately how many PVS ski trips have you been on? | Only this one | 2-5 | 6-10 | More than 10 | | |
| o. How does this trip compare with other PVS ski trips you have been on? | | Unfavorably | Same As | Better | | |
| p. Approximately how many total group ski trips have you been on? | Only this one | 2-5 | 6-10 | More than 10 | | |
| q. How does this trip compare with other group ski trips you have been on?
(If answer is "Unfavorably" or "Better," please describe in what way on the back of this form) | | Unfavorably | Same As | Better | | |

4. If you have any additional comments or suggestions for improving food, drink, parties, non-skiing activities, arrangements, or whatever, please provide it (them) on the back of this form

Participant name: (optional) _____

Required Content of a Financial Report For a PVS-Endorsed Ski Trip

- 1. Ski trip destination(s), dates, trip leader names, and name of tour operator.**
- 2. Contractual Items:**
 - a. Land Package:** Price/person for each category by lift ticket (adult, young senior, senior, non-skier), number of participants in each category, total cost for each category, grand total of amount received from participants, and amount paid to tour operator.
 - b. Airline:** Price/person for each price category, number of participants taking each air category, total air cost, amount received from participants, and amount paid to tour operator.
 - c. Insurance:** Prices, number of participants, total insurance costs, amount received, and amount paid to tour operator.
 - d. Comp arrangement** with tour operator.
 - e. Non-contractual Items:**
 - f. Income:** Amount included in trip price/person, number of participants, and total amount collected and available for non-contractual items. Interest received and added to available funds.
 - g. Costs:**
 - 1) Pre-trip expenses, by category (copying, postage, pre-trip party, telephone/fax, supplies, etc.)
 - 2) During trip expenses, by category (group dinners, tips other than in contract, telephone/ fax, transportation, après ski parties, etc.)
 - 3) Post-trip expenses, by category (post-trip party, telephone/fax, postage, copying, supplies, etc.)
- 3. Optional Add-Ons:**

Statements in categories similar to those above for contractual amounts and/or non-contractual amounts related to the add-on portion of the ski trip: income and expenses.
- 4. Refunds if applicable.**
- 5. Summary:** Total income, total expenses, and refunds.

Desired Ski Trip Cancellation Policy Statement For a PVS-Endorsed Ski Trip

The wording below provides a worthy example of the desired cancellation policy statement that should appear on the Ski Trip Flyer for every PVS-endorsed ski trip. Clearly, the dates mentioned (except the August 1 date) need to be adjusted to fit the cancellation clauses in the specific contract being referenced, and the fees associated with each date also need to be appropriate to the cost provisions associated with the particular ski trip.

Cancellation Policy and Fees

- * If it becomes necessary for you to cancel your trip, the trip leaders will try to minimize your losses although some fees are mandated by the airline(s), hotel(s), and tour operator. All cancellation requests must be in writing. We strongly urge you to purchase trip insurance (see ski trip application form).
- * If you are a “single” participant requesting space on a PVS-endorsed ski trip, and your roommate cancels, you will be offered the choice of one of the following three options:
 1. Helping the trip leader find a replacement trip participant who will fill the space vacated.
or
 2. Staying on the ski trip by paying the “single supplement.”
or
 3. Canceling from the ski trip and paying all currently due penalties.
- * Cancellation fees are as follows: None prior to August 1; August 1 to October 7, \$200; October 8 to November 1, \$200; November 2 to November 16, \$300; November 17 to January 15, \$990; after January 15, no refund is likely.”

Potomac Valley Skiers, Inc. – Emergency Information Form

Trip to: _____, _____
(Destination) (Dates)

Providing the information requested to the Trip Leader is mandatory before going on a PVS-endorsed trip. Incomplete or incorrect information could result in you not receiving appropriate or timely care when the Trip Leader provides this information to emergency and/or medical personnel on your behalf.

Your Name: _____

Home Address: _____

Telephone #: Home - _____ Work - _____ Cell - _____

Passport # (If this is an International Trip): _____

In case of emergency, please contact:

Contact Name: _____

Address: _____

Telephone #: Home - _____ Work - _____ Cell - _____

or Contact Name: _____

Address: _____

Telephone #: Home - _____ Work - _____ Cell - _____

Health Insurance Company: _____

Policy #: _____ Group #: _____

Contact Telephone #: _____ FAX: _____

ID Number: _____

Physician Name: _____

Telephone #: _____ FAX: _____

Medical Conditions: _____

Medications Being Taken: _____

Allergies: _____

I purchased trip insurance coverage for this trip ___ No ___ Yes - through: _____

Name of Insurer: _____ Contract number: _____

Signature Date

THIS INFORMATION WILL BE USED ONLY IN THE EVENT YOU HAVE AN EMERGENCY DURING THIS TRIP AND WILL BE DESTROYED (OR RETURNED, IF YOU REQUEST IT) AT THE CONCLUSION OF THE TRIP, IF NOT NEEDED DURING THE TRIP. IF DESIRED, YOU MAY PUT THE REQUIRED INFORMATION IN A SEPARATE SEALED ENVELOPE.

ATTACHMENT 6

**RELEASE, ASSUMPTION OF RISK, AND WAIVER OF LIABILITY
AGREEMENT PERTAINING TO THE () SKI TRIP**

(1) I acknowledge that there are inherent risks in the sport of skiing and other sports or activities in which I might participate during this trip, and in the process of traveling. There may be bodily injury, illness, accident, death, property loss or damage, and unanticipated additional costs or other economic losses. I fully and willingly accept the responsibility and liability for all such risks, dangers, costs, and losses.

(2) I agree not to sue or hold responsible the trip leaders, Potomac Valley Skiers, Inc. (hereafter PVS), its officers and members of the Executive Committee, or its members for: (1) any accident, personal injury, illness, or death occurring to me or to any other trip participant, arising directly or indirectly from this trip; (2) any loss of deposit or payment, any other property or economic loss, or unanticipated additional costs, delay, or change of itinerary arising out of any action or inaction of any hotel, airline, tour operator, land transportation operator, or other entity or person providing services on this trip; and (3) any trip cancellation, delay, early termination or extension due to acts of God, forces of nature, or other force majeure events or situations. I willingly and with full knowledge assume these risks.

(3) I understand and agree that the trip leaders, and the tour operators or agents with whom the trip leaders have contracted, have the right to substitute accommodations of similar or better quality, to change transportation arrangements and providers, and to modify other services. In the event of such changes, no refund or credit will be provided if the accommodations, transportation, or services are of comparable or better quality and cover the same approximate time period.

(4) I agree that I am not entitled to a credit or refund for any included trip service that is not used by me.

I have read and I fully understand this "Release, Assumption of Risk, and Waiver of Liability Agreement," the final trip flyer, and the trip application, and I agree to all of the specified terms and conditions.

Signature of Participant: _____ Date _____

Printed Name of Participant: _____

Signature of Participant: _____ Date _____

Printed Name of Participant: _____