

## GUIDELINES FOR TRIP LEADERS

- I. **STS Trip Leader must be an STS and PATC members at the time he/she leads a trip!**
- II. Decide on a location and dates for your trip.
- III. Contact the Trip Coordinator (TC) to determine if there are not too many trips already committed for that date.
- IV. **Secure lodging reservations** for the number of people you plan to have. Check with TC if you need suggestions about lodging facilities in that location.
  - A. Find out how much of a deposit is needed and the date it needs to be received
  - B. If you will need STS money for deposit – discuss with Rob Swennes, Treasurer
  - C. Find out about cancellation policy in case there is no snow, or not enough participants.
  - D. Find out number of rooms available, beds and size per room; helps determine how many couples, and singles of each gender can be accommodated.
  - E. What you need to do and with whom, to register/gain entrance/ for lodging
- V. **Compose Trip announcement Includes:**
  - A. Dates of trip, location of ski areas, name and location of lodging, mode of transportation.
  - B. Cost of trip - lodging, transportation (if other than car pool)
  - C. Description of lodging, amenities, other activities available, and eating arrangements.
  - D. Difficulty level – for all? or who? are lessons available?
  - E. Cancellation policy if trip is cancelled, or if participant cancels.
  - F. If you “go with no snow” provide options for other activities, e.g. hiking.
- VI. **Trip Applicants** – should submit an application, waiver, and check, made payable to you.
  - A. Applicant is not a participant until all forms and payment are received.
  - B. Non STS members are charged an extra \$10 or can become a member for \$9.
  - C. If you are **traveling outside the PATC area of MD, VA, WV, PA,** the applicant needs to be member of PATC. If they are not a member, they need to apply to PATC and show you a copy of their application within one month of the trip date. If not, they will not be allowed to go on the trip, and payment will NOT be refunded if a replacement can not be found. *If in doubt about membership, contact Doug Lesar.*
- VII. **Ski Fair Applicants** - keep the sign up list that is sent to you after the FAIR. It should have: names on a roster, 2 forms for each participant (STS Activity Application, and STS Waiver of Liability Form), and Check for the proper amount, made out to YOU.
- VIII. **Document of Information** create a participant roster which includes:
  - A. Name, address, phone #, email address, and other comments re: car pooling info.
  - B. Distribute roster for car pooling and room mates.
- IX. **Communicate this information** to each participant:
  - A. The trip cancellation policy if leader cancels, refund less reservation penalty; If participant cancels there is no refund unless another person takes their place.
  - B. Maintain waitlist for replacements. No money needed from waitlisters
  - C. Create a participant roster which includes name, address, phone #, email address, and other comments re: car pooling info.
  - D. Driving directions and estimate of driving time.
  - E. Lodging accommodations, and roommates.
  - F. Leader’s plans for arrival day and time so if others plan to arrive earlier, arrangements can be made.
  - G. Any social plans that the leader may want to suggest: eating out, or potluck dinner cooked in.
  - H. Car pool formation is up to individual participants. Travel cost for riders is up to driver.
- X. **After the Trip** – if you received seed money, send reimbursement check to the treasurer along with the lodging receipt and list of participants.

## **Trip Leader Communiqué with Participants**

### **I. What are the ski facilities?**

- A. How and where do you get weather and snow conditions?
- B. Where is rental equipment available: locally in D.C. or near the ski site?
- C. Determine the contact with the local ski patrol. Think through the first aid requirements for your trip. Obtain local emergency numbers: e.g., police, fire, and hospital.

### **II. What type of accommodations do you want for the trip?**

Private rooms? Dormitories? A cabin? Rent a house (condo)? Motel?