

TRIP PLANNING AND COORDINATOR DUTIES

The Trip Coordinator is responsible for the planning and management of a trip. Trip pricing, any additional expenditures and cancellation refunds are dealt with by the Board, not by the individual coordinator.

Trip Planning

- The Board proposes trip destinations, dates and number of participants. The Board then designates a trip Coordinator for each trip (some trips may have the same Coordinator).
- The Coordinator obtains price quotes for accommodation and trip transportation [if the trip is other than a U-drive] and using the Club's trip pricing spreadsheet figures out the price the Club needs to charge [including overhead costs and credit card fees]. *[Note: Hotel bookings are done in May/June to ensure the Club gets the best prices.]*
- Once the Board has approved a trip, the Trip Coordinator arranges a contract with the hotel/resort and the accommodation deposit is placed on the Coordinator's credit card. *[Note: Reimbursement will be done as soon as proof of payment and the appropriate expense form & receipts have been submitted].*
- At the Board's September meeting [or earlier] trip prices are finalized and the trip dates confirmed so that trips can start to be sold at the Club social in October.

Once trips are offered for sale

- The Coordinator and Treasurer monitor trip sign-ups and confirm or adjust accommodation and transportation reservations as needed.
- Depending on the cancellation policy of the resort/hotel, the coordinator will try to drop rooms if spaces are not being filled to ensure the Club does not lose money. Occasionally, if the hotel can provide additional rooms at the same price as initially booked, more spaces may be added to a trip if needed.
- Arrange for trip participants to pay deposits and balance of payments if required. *[Note: where possible payments should be made at a Social or, once paypal is activated, online.]*

- Prepare newsletter write-ups in advance of the scheduled trip advising the type of accommodation, dinners that may be arranged, and possible additional activities.

One week prior to the trip

- Ensure each trip participant has
 - a current Club membership or Guest membership
 - provided their emergency contact information (on their membership form or the trip sign-up sheet)
 - advised of any allergies [e.g. peanuts, penicillin, etc.]
- Ensure the Trip Coordinator has the emergency contact information and allergy information of members on the trip.
- Send out an email to participants with instructions for meeting at the bus or ferry terminal, departure time, and rooming list. Advise whether there will be a potluck dinner.
- If a U-drive trip, try to match up drivers and riders who have not already made arrangements.
- Recruit one of the trip participants to be an assistant co-ordinator to ensure there is always someone available to answer questions or deal with unexpected events.

Once the trip begins

- Check-in with participants
 - Visit each room after participants have settled in.
 - Provide a trip list and room numbers.
 - Pass out survey tape for identification on the mountain.
 - Make sure newcomers have someone to ski with the next day.
 - Advise of any après-ski plans including any that may be occurring that evening.
 - Advise newcomers where restaurants and grocery stores are located
 - Continue to check-in with trip participants during the trip.
- Designate a room or rooms for the potluck [if applicable]. Ensure extra garbage bags and re-cycling bins are available.
- If there is no group dinner, try to ensure newcomers are not left on their own.

At the end of the trip

- Ensure suppliers of accommodation and transportation have been paid in full as set out in the contracts.
- Ensure that locks and keys have been returned to the hotel.
- Chat with participants and ask for feedback on the trip.
- Prepare a post-trip write-up with photos for the newsletter.
- Prepare a brief report to the Board [what went wrong, what went right].
- Submit receipts and completed expense forms to the Treasurer as soon as possible. The Treasurer will report on the trip profit or loss.