

# Boeing Employees Ski and Snowboard Club

## Trip General Information, Policies & Procedures

### Trip Questions

Any questions specific to a trip should be directed to the Trip Leader. Their contact information is provided along with each trip itinerary. Any other questions regarding SKIBACS and trips in general should be directed to the SKIBACS Receptionist.

### How to contact SKIBACS

Receptionist: Kellie Heslin

Phone: (206) 400-7542

Email: [info@skibacs.org](mailto:info@skibacs.org)

Website: <http://www.skibacs.org/>

Address: SKIBACS  
PO Box 68125  
Seattle, WA 98168

### Receptionist Hours

	<b>Off Season</b> <b><u>3/16/20-9/11/20</u></b>	<b>On Season</b> <b><u>9/14/20-3/15/21</u></b>
Monday	OFF	10 AM – 3 PM
Tuesday	9 AM - 11 AM	10 AM – 3 PM
Wednesday	OFF	OFF
Thursday	9 AM – 11 AM	10 AM – 3 PM
Friday	OFF	10 AM – 3 PM

### Ski Trip Sign-Up Forms

Sign-up forms for SKIBACS trips are available on the **SKIBACS.org** website. SKIBACS trips are for SKIBACS members and their guests. If you are a guest of a SKIBACS member, you need to include your sponsor's membership name and number on the form. Every person who signs up for a trip must read the Disclaimer Statement and sign the "Ski Trip Sign-Up" form. Up to four people rooming together may use the same "Ski-Trip Sign-Up" form. ALL members and guests must read and sign the Disclaimer!

### Confirmation & Trip Information Packets

Each Trip Leader will send the confirmation and information packet to the first name listed on the sign-up form, unless notified otherwise. Guests who would like their own individual packet should fill out a separate form and list their roommates on the bottom of the form.

### Payments

Payments must be made on time! If you fail to do so, the first person on the waiting list, who has paid in full, will take your place and you will move to the bottom of the waiting list. When making payments for other people, be sure to note who they are and what trip the money is for. Do not make payments for multiple trips with a single check! Write a separate check for each trip.

### Members/Non-Members

In order to participate and take advantage of the SKIBACS member rate, you must be an active member of SKIBACS for the current season. [Note: membership expires September 30<sup>th</sup>] Prices on the trip flyers are quoted for active SKIBACS members. If you are a guest, an additional guest fee of

\$25 per trip is added to the member package pricing. A guest must attend the same trip as the sponsoring SKIBACS member.

### **Rooming**

For the 2021 ski season, SKIBACS will NOT assign roommates, to help lessen the spread of COVID-19. It is in everyone's best interest to stay safe and healthy. It is highly suggested that all members and guests who room together are from the same household and are aware of each other's health status.

If more than one form is used to register members and/or guests as roommates for a room, each submittal should list all roommates at the bottom of the "Ski Trip Sign-Up" forms. (This makes it clear for the trip leader.)

We cannot hold rooms. Our policy is "First paid/First served". Be sure your roommates get their sign-up form in on time.

### **Trip Insurance**

We suggest your consider purchasing trip insurance, especially for overseas or other higher-priced trips. Further information and sign-up forms will be available from trip leaders.

### **Special Requests**

If you have a special request for a particular trip, please don't hesitate to ask the trip leader. We do our best to provide the most comprehensive itinerary for all trips. However, we can't foresee every combination possible. Examples of special requests may include, but are not limited to, children's lift ticket discounts, ski lesson packages, breakfast options at your hotel, or even different hotel room packages. We do our best to accommodate your request.

### **Cancellations and Refunds**

If you sign up for a trip, and later must cancel, you will be charged \$50 (the club's processing fee, for preparing your check, cancelling your reservation, finding a replacement, etc.), plus you will forfeit any non-refundable deposits made for accommodations, travel, lifts, etc.

All cancellation requests must be in writing! Send them to the SKIBACS receptionist, at the SKIBACS address listed. A courtesy call (no texts, etc.) to the trip leader is mandatory. Refunds are issued only when a written cancellation is received within the appropriate time-frame indicated for each trip.

Cancellation requests received after the "Final Payment" dates that result in fewer people in a room will be charged for the difference in room configuration. We cannot ask the remaining people in a room for more money.

Refunds are made after SKIBACS receives the credit, usually after the trip is completed. We try to get refunds out quickly, but it can take a few weeks for travel agents to process the final accounting, which includes cancellation credits.

### **Conduct**

Trips sponsored by SKIBACS are intended to be enjoyed by everyone, whether on a bus, train, airplane, in the lodge, or on the mountain. It is expected all members and guests behave in a manner that is respectful to others, and that they will abide by the laws and regulations of the city, state or country which they are traveling through or residing.

### **Smoking**

All SKIBACS trips are NON-SMOKING. Smoking is not allowed in rooms!