

# 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>3/17/23 - 9/12/23</u></b>	<b>On Season</b> <b><u>9/12/23 - 3/29/24</u></b>
Monday	OFF	10 AM – 3 PM
Tuesday	9 AM - 11 AM	10 AM – 3 PM OFF
Wednesday	OFF	10 AM – 3 PM
Thursday	9 AM – 11 AM	10 AM – 3 PM
Friday	OFF	

### Ski Trip Sign-Up Forms

Sign-up forms for SKIBACS trips are available on the [SKIBACS.org/trips](https://www.skibacs.org/trips) website. SKIBACS trips are for SKIBACS members and their guests. If you are a member sponsoring a guest, you are taking responsibility for your guest. You are responsible for making sure they are aware of conduct, waiver, and all pertinent requirements for the trip. Any assistance necessary please reach out to trip leader.

### Confirmation & Trip Information Packets

Trip Leaders will reach out to the primary contact for each deposit made. They will level set with the primary contact on who is in their party, details of the trip, and more. If you have any accommodations or information you need to relay to the trip leader please do so at the earliest opportunity.

### 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. If you are a member sponsoring a guest for a trip you are responsible for paying the final invoice for you and your guests. Deposits and final payment links are found on each specific trips information page.

### 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**

Room sharing is available and preferred. Certain trips will offer single offerings however some may not due to lodging constraints. If you know who you are rooming with declare as such on the trip deposit form. If you require pairing with other singles for rooming please declare as such on the form as well as declare to the trip leader when they reach out to you.

### **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 refund, canceling 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 emailed directly to the SKIBACS receptionist: [info@skibacs.org](mailto:info@skibacs.org)

A courtesy call (no texts, etc. to the trip leader is mandatory. Refunds are issued only when an emailed 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.

### **Trip Insurance**

We suggest you consider purchasing trip insurance, especially for overseas or other higher-priced trips. Further information and sign-up forms will be available from trip leaders. The club will not be able to issue refunds after the cancellation window has closed with lodging, airline, etc. for trips.

Insurance is a sure way to make sure your investment is covered.

### **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!