

Shenango Valley Ski Club Trip Leader Check List

Things you need to know and do to plan and execute a successful day trip:

1. Don't try to run your first day trip without asking for and securing at least one advisor (two is better), who has run a previous trip, that will be available to call and e-mail about any questions that arise.
2. There is also enough work to do, to secure two volunteers that haven't already run a previous trip to help with the work, and get them familiar enough with the process that they can become future trip leaders.
3. Remember that it is club policy that you have the minimum number of non-refundable, trip deposits in your possession at least a week before the date of the trip, (currently 20 for a coach bus) or the trip must be cancelled. You should be sure the bus company will comply with a one week cancellation (they may require more notice), or at least allow you to postpone the trip.
4. It is our current policy to require anyone over the age of 21 to join the club at the new member rate of \$25 in order to participate in activities, like a bus ski trip, that are heavily subsidized by the clubs fundraising efforts. They will then be eligible for this and all subsequent trips or activities for the remainder of the season. To do this you will need to have membership application forms and cards with you the day of the trip. Insist on a separate check for made out to SVSC or cash for any dues collected or your records will be much harder to square up later. Actually you should really work at getting everyone to give you checks (made out to SVSC) for everything you can, they make all the record keeping much easier, and everyone has an automatic receipt.

At least four weeks prior to the trip (preferably two months so you could talk about the trip at two ski club meetings):

1. Find out what your ticket price will be and add several dollars to it to use for coffee and donuts or bottled water that you will be having one of your assistants bring on the trip.
2. Check out any rental package, helmet, and lesson package prices that you will need to advertise as possible expenses related to the trip.
3. You should check to see if someone else from the club has already made bus reservations for the date in consideration, or make them yourself. Most bus companies require that payment in full be made well in advance to keep the reservations; and certainly before they will dispatch a bus to a pickup site. Many of the bus companies also require that you file a trip itinerary, detailing all pickup points and times on the way up and back. They would prefer that itinerary to be returned weeks before the trip, so that they can schedule drivers and service the equipment properly.

4. Check to see if there is a possibility of upgrading to a larger bus if your reservations list starts to fill beyond your reserved unit's capacity.
5. Advertise the trip at all club meetings, in newsletters and at prior activities.
6. Secure or prepare a sign-up sheet with all the columns necessary to record both cash and checks deposited for bus, lift tickets, rentals, lessons, and any other expense categories you anticipate. Again, highly encourage everyone to pay with checks made out to SVSC, it will make your trip expense report much easier to fill out later. Get a copy of an expense report ahead of time so you know what details you will be asked for.
7. Make sure you get a copy of the most current membership roster. You will use it a lot.
8. Make sure that you or one of your helpers has called ahead to secure formal permission to park cars at any bus pick up sites you have chosen.

Two weeks before the trip:

1. Make sure that any members that are planning on bringing minors (under the age of 18), that are not their own children, are informed that they will need to secure, complete and submit a club liability release/information form. That form must specify that the club member sponsoring them, is authorized to initiate emergency medical procedures and make any other "in loco parentis" decisions necessary during the duration of the trip. The forms must be FULLY completed and in the hands of the trip leader the morning of the trip , before the minor guest will be allowed to board.
2. Secure and have available on the bus, extra copies of the liability release/ information forms for any 18,19 and 20 year olds guests, and minor children accompanied by their parents on the trip. They can be completed on the bus, and must be returned to the trip leader before they receive a lift ticket.
3. Make sure that you have registered your group with the resort, they need to know that a group is coming to reserve bus parking space and have the paperwork and staff ready to assist you. They may send you forms for things like rental equipment etc. that will speed up the process upon your arrival.

One week before the trip:

1. Review your records and be sure you have the necessary (20) paid reservations and be prepared to cancel or upgrade to a larger bus.
2. Arrange for one of your assistants to bring and sell 50/50 raffle tickets. Half will go to the winner and the other half (or \$50 max) will go toward a tip for the bus driver.
3. Have another member bring and offer club logo wear or pins or I.D. bands etc. for sale.
4. Check to see that there will be bus parking available at the Wyndham, if you are going into Ellicottville.

5. Make sure you have a plan as to what form of payment you will be using to pay for all the group services (lift tickets, rentals, lessons etc) that you will need on arrival (you can't use all those checks you just collected made out to SVSC).
6. Make final plans with your helper to get coffee and donuts, granola bars or bottled water etc. to the bus the morning of departure. Decide about movies for the bus ride.
7. Make sure you have enough one, five , and ten dollar bills to make change on the bus.

The day of the trip:

1. Make sure you have fully completed, two-sided permission slips in your hands, for any minors that are not being accompanied by their own parents, before their ride leaves!!! If the paperwork is in any way incomplete, do not let them board the bus. YOU and only YOU will be responsible for anything that happens to them the rest of the day if you do.
2. Use your sign-up sheet to make sure you have seats for everyone that will be boarding at later stops. You will also use the sheet at all later stops and loading points to count heads before pulling out.
3. Set up a phone network and communicate with the people loading at all the pickup points on the morning of the trip.
4. Collect the rest of any money needed for lift tickets and rentals etc., checking to be sure that everyone on the bus over the age of 21, is already a member (you will need an up to date roster to do this) or joins the club.
5. Be sure to hand out and collect liability forms for all other non members (the 18-20 year olds, and the minor children traveling with their parents on the bus) before they receive a lift ticket.
6. Do not to collect any money for kids going to participate in the children's day care/lesson activity at Holiday Valley...their lift tickets are included when they sign up at that particular area.
7. You should have the resort phone number with you and call ahead to see if there is anything they can do to speed up rentals etc. when you arrive.
8. Have your helper run the 50/50 raffle, divide the winnings and tip the driver.
9. Make any club logo, leg bands or pins available for purchase.
10. Make any announcements about when the bus will be leaving well BEFORE you arrive at the resort.
11. Upon arrival make sure that everyone knows what the bus looks like on the outside, and about any identification numbers on the bus.

12. Tell everyone on the bus about any group thoughts on lunch arrangements or meeting times during the day to help include them.
13. Tell them about the resort and what to expect. Ask members who have some experience, to hold back and guide any newcomers to the rental and locker areas.
14. Make sure you get the bus driver's cell phone number, in case you should need emergency access to the bus during the day.
15. Give everyone else on the bus **your cell phone number**, so you can serve as a center for information.
16. Be sure to have your lift ticket and rental count solidified, (YOU need to get off the bus at the absolute first opportunity), so you can get to the group ticket office and return **ASAP** with the lift and rental tickets
17. Appoint two other people to supervise the equipment unloading process while you are in buying the lift tickets, so it doesn't become a disorganized free- for- all.
18. If you will have multiple drop sites on the way home...Make sure you have a plan for RE-loading the equipment, so each stop's equipment is in a definite storage bay, or you will have to unload the entire pile at each site.

Throughout this process you should have been collecting seat deposit money. At first the seat deposit money is important to guarantee that you have the minimum number of trip participants to receive bus subsidy money from the club treasury After that minimum is achieved you need to continue to collect and hold deposits for the rest of the seats. As the bus approaches capacity you should only be holding seats for people who have given you deposits not promises. You may end up with a list of people who call after the bus has reached its' capacity and you will need to be able to justify who you are holding seats for. Deposits are the only fair way. Also each person with deposits on seats must be held responsible for calling asap, and at least the evening before the trip, with any cancellations, so any wait listed skiers can be given the chance to fill those seats. Anyone who does not call and cancel, and then doesn't show up for the bus will lose their deposit(s), and the money will be placed in the club treasury. If there are no deposits in place then you as the trip leader will be held responsible for the seat reservation fees.

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