

To sign up for a trip:

1. Join or renew your membership in the Roanoke Ski Club.
2. Read the RSC Sign-up Procedures and Trip Guidelines and the Trip Tips, Notes and Advisories sections below carefully before signing up.
3. Pick the trip(s) you want.
4. Contact the Trip Leader(s) with any questions about the trip or RSC policies.
5. Fill out the Trip Application and the Release and Assumption of Risk for each trip (Trip Application and Release below).
6. Mail Trip Application and Release to the Trip Leader(s) with your deposit(s).

RSC Sign-up Procedure and Trip Guidelines

1. **Members Only.** To sign up for a trip, you must be a member of the RSC for the current trip year (July 1 – June 30). Send a completed Membership Application (located in the middle of this Trip Brochure and on the RSC website) with a separate check to the Membership Director to join the RSC or renew your membership.
2. **How to Sign Up.** Hand-deliver or mail the Trip Application form (in this brochure) to the trip leader, together with a deposit check for the amount specified on the trip information page. No phone/verbal sign-ups will be accepted. The Trip Application form must be fully completed and each participant must sign the Release and Assumption of Risk form on the back of the Trip Application.
3. **First Come, First Served.** Due to the limited number of spaces for each trip, Trip Applications are accepted in the order received beginning on August 1. All sign-ups received on or before August 1 will be counted equally and deemed received on August 1. Postmark date and hand delivery date will be counted equally when determining the order of receipt. Trips often sell out by August 1, so signing up on or before August 1 is recommended.
4. **Oversold Trip / Lottery.** If a trip is oversold (where more people have applied for the trip than there are spaces available), the following procedure, in the order listed below, will be used to determine those trip applicants who will fill the available trip spaces:
 - a. All trip applications received from applicants whose membership dues have been received (or postmarked) on or before August 1 will receive priority over those received or postmarked after that date. Trip applicants who have not paid their membership dues are not members and will not receive consideration.
 - b. Applicants who have been RSC members since December 31 of the previous year (“Existing Members”) will have priority over members who joined the club after that date (“New Members”); provided that a New Member will have the same priority as an Existing Member if the Existing Member requests that the New Member join the Existing Member on the trip.
 - c. If a lottery is needed, applications for all trips received or postmarked after the opening date will be “frozen” and held for a period of seven (7) days to allow for those bumped as a result of any lottery to sign up for other trips. Those bumped who subsequently sign up for another trip will have their applications considered as received on the designated opening date. If this process results in the requirement for a lottery for another trip, this process will be repeated.
5. **Trip insurance** is highly recommended. Ask your trip leader for details.
6. **Accommodations** may vary and are assigned in the trip leader’s discretion.
7. **Minors.** Special guidelines apply to minors under 18. Advise your trip leader on sign up.
8. **Passports.** Passports are required for trips abroad and to Canada. Be sure your passport is valid for at least 6 months beyond your trip’s return date.
9. **Singles.** Prices are per person, double-occupancy. Additional charges will apply for single occupancy - check with your trip leader before signing up. The trip leaders will make every effort to help match singles with a same-sex roommate. However, it is the ultimate responsibility of singles to find themselves roommates. The trip leader reserves the right to adjust the trip roster to fill the trip. See the Trip Tips, Notes and Advisories section for further detail.

10. **Package Deviations.** Air, land, or lift ticket package deviations from the proposed trip (alternate departure points, frequent flier upgrades, etc.) will be considered if permitted by the tour agent and only after the trip is filled and the minimum trip requirements are met. Additional fees may be charged for any such deviations.

11. **Cancellation; Refunds.** There is no provision for “transferring” an application and money from one trip to another. If you drop out of a trip, you may have to find someone to take your place and pay any additional costs required to make the change. Once a deposit is accepted, there will be no refund until the trip is run and accounts balanced. Since payments may be forfeited in the case of participant cancellation, trip insurance is highly recommended.

The RSC and those administering the trip will not make any judgment regarding who should receive a refund based on any circumstance other than the following. First preference for refunds, if refund money is available, will be given to those who cancel before final submission of names and final trip payment to the tour agent. Refunds may be given only if sufficient money remains in the trip account after the trip is run and after all bills have been paid. The RSC policy is to not lose money on the trip.

Please be aware that the RSC is bound by contracts with tour agents coordinating our trips. Participants who cancel after final payment to the tour agent will receive refunds only to the extent their monies can be recovered.

12. **Smoking.** There is no smoking in any hotel rooms or condos on RSC trips.

Trip Tips, Notes and Advisories

Fuel and Baggage Surcharges, Taxes and Exchange Rates: The trips in this brochure are priced based on charges, taxes and fuel surcharges in effect at the time of the contract with our tour operator. All trips are subject to possible added charges for fuel surcharges or tax or exchange rate increases. Baggage surcharges are **not** included in the trip price; these are payable by each participant at flight check-in.

Frequent Flyer Tickets: RSC trips are purchased through a tour operator as a package including air, land and lift tickets. When you purchase your own airfare with frequent flyer miles, you may impact the package requirements for the RSC and if your flights are different from the group’s flights, you may need to arrange for your own ground transportation. The RSC discourages use of frequent flyer tickets.

Shipping Skis & Luggage: Due to limited baggage space on flights from Roanoke, please consider shipping your skis/luggage on domestic trips. Your Trip Leader can provide more information about this option.

Other Special Issues: Our contracts with our tour operators may limit us in getting special seat assignments or frequent flyer upgrades ahead of departure time. Please give any frequent flier numbers to your trip leader or the airline at time of check-in. Please discuss any other special considerations with the trip leader, as they may or may not be possible within our contract limitations. We can arrange flights from other cities on some trips. Please understand that each special request is extra work for the trip leader and may be subject to additional charges.

BY SUBMITTING A TRIP APPLICATION, YOU AGREE TO THE FOLLOWING:

MOBILITY AND FITNESS TO TRAVEL: The Roanoke Ski Club retains the right to decline to accept or to retain on a trip any person who, in the opinion of the RSC or the trip leader, is unfit for travel or whose behavior or physical or mental condition may constitute a danger to themselves or to others on the trip, or may impede the operation of the trip or result in detriment to other participants of the trip. Participants requiring special assistance, including without limitation those who permanently or periodically use a wheelchair, must be accompanied by someone who is fit and able to assist them, and who will be totally responsible for providing all required assistance. Neither the RSC nor the trip leader or other participants shall have liability to another participant for failure to assist with a medical issue.

ADDITIONAL FEE FOR SINGLE OCCUPANCY (“SINGLE SUPPLEMENT”): The cost per person is cheaper when two people share a room in a condo or hotel. If you sign up without a roommate you agree to accept a single room, if one is available, and pay the single supplement. Although it is your responsibility to find a roommate, the RSC will assist in securing a roommate for you and you agree to either accept a roommate if one is found and assigned to you, or pay the single supplement. If a roommate is found who pays full price for the trip, the single supplement will no longer apply. See the RSC Sign-up and Trip Guidelines section for further detail.

[See next pages for Trip Application and Release]

Roanoke Ski Club Trip Application
(please complete one application per participant and print clearly!)

Date: _____ Trip: _____

Full Legal Name (as it appears on the official ID you will use on this trip):

_____ (airline requirement)

Birth Date: _____ (airline requirement)

Preferred First Name: _____

Address: _____

Phone: Home _____ Cell _____

E-mail: _____ Smoker? _____

Single Supplement? (circle) Y / N Roommate _____

Names of Others in Group: _____

Emergency Contact Person: _____

Emergency Contact Phone Number: _____

Important: Read and sign the back of this application

Release and Assumption of Risk

I acknowledge that hazards are inherent in ALL activities, including without limitation skiing, snowboarding, canoeing, biking, hiking, and other activities. I acknowledge that I am in good health and able to participate without health problems in strenuous activities at high altitude and have read or will read the Mobility and Fitness to Travel Statement and the Roanoke Ski Club's ("RSC") Trip Guidelines and Sign-up Procedure before signing up for any RSC trips. Therefore, in consideration of the benefits derived from my membership in the RSC, I waive any claim for, and assume all risk of, damage, injury, or loss to person or property, arising from or relating to participation in RSC activities. I release and discharge the RSC and its officers, directors, members and agents from any claim, damage or cost which I may ever have arising from or relating to participation in the RSC. I agree to abide and be bound by the RSC Code of Conduct found on the Membership page of the Club's website. This agreement shall not be subject to any claim of mistake of fact, and regardless of the adequacy of the consideration, this agreement is intended to avoid future litigation and to be final and complete.

I have read and understand this Release and Assumption of Risk, the RSC Trip Guidelines and Sign-Up Procedure, and the Trip Tips, Notes and Advisories.

Witness the following signature(s) dated the _____ day of _____, 20____.

(Applicant's Signature)

(Co-Applicant's Signature)

Roanoke Ski Club Trip Application
(please complete one application per participant and print clearly!)

Date: _____ Trip: _____

Full Legal Name (as it appears on the official ID you will use on this trip):

_____ (airline requirement)

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Address: _____

Phone: Home _____ Cell _____

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