

## RSAC Trip Sign-up Procedure

1. To sign up for a trip, you must be a member of the RSAC for the current trip year (July 1 – June 30). Join or renew your membership online, or send a completed Membership Application (located on the RSAC website) with a separate check for membership dues to the Membership Director at the address listed on the Membership Application.
2. Pick the trip(s) you want.
3. Contact the Trip Leader with any questions about the trip or any RSAC policies.
4. Fill out the enclosed Trip Application (one per each applicant) and the Release and Assumption of Risk for each trip.
5. Mail Trip Application and Release to the Trip Leader with your deposit.

## RSAC Trip Guidelines and Policies

1. **Initial Sign-Up Dates.** There are limited number of spaces for each trip. All trip applications **received on or before July 15 for Ski Trips, and August 1 for Adventure Trips**, will be deemed received on those dates and counted equally. Trips often sell out by those dates, so signing up on or before those dates is recommended, as well as **contacting the Trip Leader to ensure that your application has been received by those dates.** After those dates, Trip Applications are accepted in the order received until the trip is full.
2. **Oversold Trip / Lottery.** If a trip is oversold (more people have applied than there are spaces), the following procedure, in the order listed below, will be used to determine the trip applicants who will fill the available spaces:
  - a. All trip applications received from applicants whose membership dues have been received on or before July 15 (for Ski Trips) or August 1 (for Adventure Trips) will receive priority over those received after that date. Trip applicants who have not paid their membership dues are not members and will not receive consideration. A Member who was not a Member the previous membership year shall be considered a New Member for purposes of the following subsections b and c.
  - b. Applicants who have been RSAC members since December 31 of the previous year (“Existing Members”) shall have priority over members who joined the club after that date (“New Members”); except that a New Member will have Existing Member priority if an Existing Member requests a New Member to be the Existing Member’s roommate to avoid incurring a single-supplement surcharge. The intent of this policy is to reward Existing Members who have maintained continuous membership in the RSAC.
  - c. If an Existing Member signs up for more than one trip, a New Member shall have priority over the Existing Member’s choice of trip other than the Existing Member’s first choice, as indicated by the Existing Member’s Trip Applications.

d. If a lottery is needed, applications for all trips received after the initial sign-up 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 initial sign-up date. If this process results in the requirement for a lottery for another trip, this process will be repeated.

3. **Smoking.** There is no smoking in any hotel room or condo on RSAC trips.
4. **Prices are Per Person, Double Occupancy.** Accommodations vary and are assigned at the Trip Leader’s discretion. A single supplement charge will be applied for single occupancy – check with your Trip Leader before signing up. The Trip Leader will make every effort to help match singles with same-sex roommates. However, it is the responsibility of the single participant to find a roommate. The Trip Leader reserves the right to adjust the trip roster to fill the trip. See following page for further detail.
5. **Trip Insurance** is highly recommended. Ask your Trip Leader for details.
6. **Minors.** Special guidelines apply to minors under 18. Advise your trip leader upon sign-up.
7. **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.
8. **Package Deviations.** Air, land, or lift ticket package deviations from the proposed trip (alternate departure points, use of frequent flyer miles, seat upgrades, etc.) will be considered if permitted by the tour agent and trip leader and only after minimum trip requirements are met. Additional fees may be charged for any such deviations.
9. **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.
  - a. Please be aware that the RSAC is bound by contracts with tour agents coordinating our trips.
  - b. 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.
  - c. The RSAC and those administering the trip will not make any judgment regarding who should receive a refund based on any circumstance other than the following:
    1. 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.
    2. Participants who cancel after final payment to the tour agent will receive refunds only to the extent their monies can be recovered.

**10. Fuel and Baggage Surcharges, Taxes and Exchange Rates:** Trips are priced based on exchange rates, 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.

**11. Frequent Flyer Tickets:** RSAC 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 RSAC and if your flights are different from the group's flights, you may need to arrange for your own ground transportation. Frequent flyer tickets are permitted at the Trip Leader's discretion.

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

**13. Other Special Issues:** 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 flyer numbers to your Trip Leader or to 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 RSAC retains the right to decline to accept, or to retain on a trip, any person who, in the opinion of the RSAC 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 on 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 fully responsible for providing all required assistance. Neither the RSAC nor the Trip Leader or other participants shall have liability 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 Section 4 for further detail.

**Code of Conduct:** Trip participants shall abide by the RSAC's Code of Conduct, which can be found at [roanokeskiclub.org/Code-of-Conduct](http://roanokeskiclub.org/Code-of-Conduct).

**(Trip Application and Release on next page)**

**Roanoke Ski & Adventure Club Trip Application**

**(Please print clearly - submit one application per person)**

Date: \_\_\_\_\_ Trip: \_\_\_\_\_

Note: If signing up for more than one trip, indicate order of preference in case one or more trips are oversold (refer to Oversold Trip / Lottery Policy):

(1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_

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

\_\_\_\_\_ (airline requirement)

Date of Birth: \_\_\_\_\_ (airline requirement)

Preferred First Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: Cell \_\_\_\_\_ Alt. \_\_\_\_\_

E-mail: \_\_\_\_\_ Smoker? \_\_\_\_\_

Names of Others in Group: \_\_\_\_\_

Single Supplement or Special Needs?: \_\_\_\_\_

Emergency Contact Person: \_\_\_\_\_

Emergency Contact Phone: \_\_\_\_\_

**Important: Read and sign the Release and Assumption of Risk and mail to Trip Leader with Trip Application**

**Roanoke Ski & Adventure Club Trip Application**

**(Please print clearly - submit one application per person)**

Date: \_\_\_\_\_ Trip: \_\_\_\_\_

Note: If signing up for more than one trip, indicate order of preference in case one or more trips are oversold (refer to Oversold Trip / Lottery Policy):

(1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_

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

\_\_\_\_\_ (airline requirement)

Date of Birth: \_\_\_\_\_ (airline requirement)

Preferred First Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: Cell \_\_\_\_\_ Alt. \_\_\_\_\_

E-mail: \_\_\_\_\_ Smoker? \_\_\_\_\_

Names of Others in Group: \_\_\_\_\_

Single Supplement or Special Needs?: \_\_\_\_\_

Emergency Contact Person: \_\_\_\_\_

Emergency Contact Phone: \_\_\_\_\_

**Important: Read and sign the Release and Assumption of Risk and mail to Trip Leader with Trip Application**

**Release and Assumption of Risk**

I acknowledge that hazards are inherent in all activities, including without limitation skiing, snowboarding, canoeing, biking, hiking, whitewater rafting, 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 Roanoke Ski & Adventure Club's ("RSAC") Trip Guidelines and Policies located on the RSAC's website, including the Mobility and Fitness to Travel statement, before signing up for any RSAC trips. Therefore, in consideration of the benefits derived from my membership in the RSAC, I waive any claim for, and assume all risk of, damage, injury, or loss to person or property, arising from or relating to my membership in the RSAC and my participation in RSAC activities. I release and discharge the RSAC and its officers, directors, members and agents from any claims, damages, losses, or costs which I may ever have arising from or relating to my participation in the RSAC. I agree to abide and be bound by the RSAC Code of Conduct found on the Membership page of the RSAC 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 and the RSAC Trip Guidelines and Policies.

Witness the following signature(s) dated the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Applicant's Signature)

\_\_\_\_\_  
(Co-Applicant's Signature)