

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). Send a completed membership application (located in the middle of this trip brochure and on the RSAC website) with a separate check to the membership director to join or renew with the RSAC.
2. Pick the Trips(s) you want. They are printed in chronological order.
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

1. **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 1st. All sign-ups received on or before August 1 will be counted equally and deemed received on August 1st. 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.
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 (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 RSAC 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.
3. **Smoking.** There is no smoking in any hotel room or condo on RSAC trips.
4. **Prices are Per Persons Double Occupancy.** Accommodations vary and are assigned by the Trip Leader's discretion. Additional charges will be applied for single occupancy "Singles," 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 to find a roommate. The Trip Leader reserves the right to adjust the trip roster to fill the trip.
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, 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.
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 RSAC policy is to not lose money on the trip.
 - C. The RSAC and those administering the trip will not make any judgement 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.

Trip Tips, Notes and Advisories

Fuel and Baggage Surcharges, Taxes and Exchange Rates: The trips in the 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: 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.

Shipping Skis and 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: 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 number 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 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/mental condition may constitute a danger to themselves or to others on the trip, or may impede the operations of the trip or result in detriment to other participants of the trip. Participants requiring special assistance, including, without limitations, 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 RSAC nor the Trip Leader or other participants shall have liability to another participant for failure to assist with 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 RSAC 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 RSAC Trip Guidelines Prices are Per Person Double Occupancy section for further detail.

Roanoke Ski & Adventure Club Trip Application

Release and Assumption of Risk

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: _____ Frequent Flyer # _____
 Names of Others in Group: _____
 Single Supplement or Special Needs: _____
 Emergency Contact Person: _____
 Emergency Contact Phone Number: _____

Important: Read and sign the Release and Assumption of Risk form.

I acknowledge that hazards are inherent in ALL activities, including without limitation skiing, snowboarding, whitewater rafting, 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 and Adventure Club's ("RSAC") Trip Guidelines and Sign-up Procedures 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 participation in the activities of the RSAC. I furthermore release and discharge the RSAC 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 RSAC. This agreement shall not be subject to any claim of mistake of fact, and regardless of the adequacy of the consideration provided; this agreement is intended to avoid future litigation and to be final and complete.

I have read and understood this Release and Assumption of Risk and the RSAC Trip Guidelines, and the Trip Tips, Notes and Advisories.

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

 (Applicant's Signature)

 (Co-Applicant's Signature)

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Release and Assumption of Risk

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