

# Trip Leader Guidelines

A trip leader is an ambassador for our club. You need to make sure the trip is a positive experience and club members feel they are getting a good value. You need to make yourself available to participants to help solve various problems that may occur during a trip.

Club policies regarding trips:

1. Group minimum: 20 members
2. No alcohol purchased by club
3. Must be Snow Snakes member----request an exception if needed

Trip leader duties:

1. Create a flyer to be posted on web with cost, dates and times.
2. Keep participants informed on details. Participants appreciate clear and frequent communication so they know what to expect.
3. Make sure participants know how to contact you if there is a problem during the trip.
4. Let resort know you are coming. Be the primary contact with the resort.
5. Arrange lodging if overnight.
6. Arrange transportation.
7. Collect trip enrollment forms and fees from participating members. Ensure that no one is allowed to participate in the trip without an enrollment form.
8. Verify club membership.
9. Depart buses on time. Ensure all participants are on the return bus.
10. Stay within budget. \$2000 allocation for day trips and \$3000 for overnight trips to be used for welcome receptions (overnight trips) and for free kids tickets (day trips). It is the trip leaders discretion as to how to use the club trip contributions. Any deviation from budgeted amounts must be approved by the board.
11. Help avoid lost equipment and help match lost and found equipment with the proper owners.
12. Prior to trip offer a sign up sheet to match like skiers who are looking for ski partners during trip. This could be done via email before the trip or using a sign-up sheet to pass around while traveling.
13. Trip report, provide a trip report to the board after the trip with info on:
  - o Weather
  - o Interesting aspects of trip
  - o Number of participants
  - o No shows
  - o Demographics of the group (men, women, children, ages groups) etc.
  - o Comps – Number of comps who received the comps.
  - o Total spend – club contribution – member contribution. Complete breakdown

For overnight trips it is important to determine what type of trip you are going to lead...which includes where, when and who is targeted audience. If it is mainly single and couples a hotel type lodging maybe be more attractive than condo's. Also, flight arrangements, flight times and amount of lay overs all are important facts to consider.

For overnight trips we often use group tour operators. Here is a list of providers that should be considered for quotes. Let the club know of any additional tour operators you are aware of and would like to get quotes from and we will add them to our list. It is a good practice to get multiple quotes for a trip.

Contacts - Tour Operators		
Name	Phone Number	Email/Web
Clasic Ski Tours Shawn Sullivan	802.578.600	shawn@classicskitours.net
Great Events & Escapes, LLC Ken Cutcliffe	866.508.2100 W 978.363.2772 F 617.838.2119 C	www.greateventsandescapes.com
SkiGroup.net Philip Bruno	206.799.6242	<a href="mailto:philip@skigroup.net">philip@skigroup.net</a>
Stephen Hall	<a href="tel:(303)495-5054">(303) 495-5054</a> office <a href="tel:(866)439-3357">(866) 439-3357</a> toll free <a href="tel:(303)589-7873">(303) 589-7873</a> cell	<a href="mailto:shall@skigroup.net">shall@skigroup.net</a>

Contacts – Bus Companies		
Name	Phone Number	Email/Web
Dattco Steve Menard	860.229.4878	stevem@dattco.com <a href="http://www.DATTCO.com">www.DATTCO.com</a>
Sharethebus Matthew Birks Partnership Manager	<a href="tel:514-416-1108">514-416-1108</a>	<a href="mailto:Matt@sharethebus.com">Matt@sharethebus.com</a> <a href="http://www.sharethebus.com">www.sharethebus.com</a>
Post Road Stages	<a href="tel:860-644-1531">860-644-1531</a>	charters@postroadstages.com
King Ward Coach Lines Jim Cardaropoli	<a href="tel:413-593-3939">413-593-3939</a>	jim@kingward.com