

SNO JETS TRIP CAPTAIN POLICY
Approved January 2012

The Sno Jets Ski Club Vice-President – Trips (VP-Trips) is responsible for selecting a volunteer to be the Trip Captain to run each ski trip. Executive Board approval is not necessary to appoint Trip Captains, however only the Board may take disciplinary action against a Trip Captain. The Trip Captain may chose to have a Trip Co-Captain to assist. Once a Trip Captain is selected, he/she must review the Board approved trip budget with the VP-Trips per the club bylaws and policies.

The Trip Captain sets the theme of a trip, promotes the trip, helps collect payments to attend the trip, purchases supplies for the trip, and makes arrangements for any meals provided on the trip (see “Sno Jets Trip Captain Responsibilities List.doc” available from VP-Trips). Whenever possible, purchases for the trip should be made directly from club funds per club financial policies. The Trip Captain ensures that all attendees read and sign the “Sno Jets Ski Club Trip Policy”, available in a printable and signable form on the Sno Jets website under “Club Policies”. The Trip Captain should start promoting the trip at club meetings two weeks prior to the trip opening. The Trip Captain is responsible for submitting articles for the Sno Jets newsletter in a timely manner to promote the trip. Skits are encouraged to promote the theme and create enthusiasm for the trip. The Trip Captain is also responsible for submitting a follow-up article about the trip for the newsletter.

All payments collected by the Trip Captain for the trip should be given to the Sno Jets Treasurer as soon as possible. The Trip Captain will provide a final accounting for the trip to the Treasurer in a timely manner after the trip is completed.

As an incentive to run a trip, the VP-Trips may budget one and only one free trip per trip for the Trip Captain. The Trip Captain may chose to share this with his/her Co-Captain. For a ski trip that does not include lodging (for example the A-Basin Beach Party), but may require the Trip Captain to stay overnight to run the trip, the VP-Trips may budget one and only one night’s lodging for the Trip Captain. No other compensation may be given to a Trip Captain or anyone else helping to run the trip without Board approval.