

# LOCAL SKI TRIPS COMMITTEE ACTIVITIES

## Description of overall responsibility

Snow Skiing is an extremely significant part of the Greensboro Ski & Outing Club activities, and as such, Local Ski Trips plays an important role in offering Club members a variety of well-planned group trips at affordable prices.

As Local Trips Chair, the primary duty is to take a leadership role and oversee the planning, development and implementation of trip programs to local destinations in West Virginia, North Carolina and Virginia. The overall duty includes the planning of traditional trips to Snowshoe and/ or Wintergreen, and to ski resorts in Boone, N.C. Selection, recruitment, and mentoring of volunteers who have experience in participating in outings or ski trips, and providing direction toward their leadership skills in organizing, marketing and implementing the trip program is an important part of planning the trip program. GSOC day trips and Learn to Ski program is also an important part of the planning for Local Trips Director. Selection of trip destination and resort package is traditional, and is usually assisted with resort representatives for the planning and proposal of budget, marketing strategy and sales of trips to participants.

These dates and destinations trips are coordinated with the Crescent Ski Council activities, Race Program, GSOC western trips and Winston Salem Ski & Outing Club.

The following activities fall within the responsibilities of the Local Trips Committee under the leadership of the Local Trips Chair and under direction of the Local Trips Director:

- Research Resort Amenities, travel and accommodations
- Canvas and select Trip Leaders for each trip
- Administer Trip Leader compensation
- Plan budgets and make recommendations to Board
- Prepare news media coverage on trips
- Make proposals for Trips Policy, Procedures
- Propose cancellation procedures and penalty
- Resort information and contacts

### ***Research Resort Amenities, travel and accommodations***

Club members want to go to traditional destinations year after year, like SilverCreek/Snowshoe and Sugar Mountain or Hawk's Nest. There is information available for "what's new" at the resorts, and you can get brochures about new features or improvements at the resort.

You can better plan trip destinations and resort accommodations if you listen to the membership interests. They will tell you individually, in feedback or evaluation of previous trips, and what is good about the lodging accommodations, or what is wrong with it.

Member interest can be obtained in various ways: evaluation questionnaires at the end of a trip, member survey feedback, input from members, Crescent Council members surveys and by dropping ideas for member consideration

- Questionnaires at the end of a trip should invite an evaluation of the trip destination, accommodations, trip leader performance and provide insight as to member satisfaction with facilities, what could be improved upon, and ask specifically where a member would like to go next year;
- Member survey feedback can be every other year, and done during the ski season when member interest in snow skiing is high. Some in the past have been stamped, addressed folded inserts to the newsletters and include information about extended and local trips. About 80 - 120 surveys were returned (about 20-25%) in 1997.
- Crescent Council member surveys are conducted through evaluation feedback forms on the Crescent Council trips. A trip summary is made at the end of the ski season, and reported at the annual Spring Conference.

Contact and get commitment from these traditional resorts for trips:

SnowJam at Silvercreek in January  
Winterfest at Wintergreen in February  
March Madness at Snowshoe in March

Consider arranging day trips and Learn to Ski programs at other areas.

Winterplace  
Wintergreen  
Sugar Mountain  
Beech Mountain  
Hawk's Nest  
Appalachian

### ***Make reservations for resort lodging***

The committee should agree on an extended trips program for the fiscal and calendar year. The destinations and dates should coincide with the club trip offerings where it is possible:

- Crescent Ski Council trips
- Local trips weekends
- Race Program dates

It is also helpful to consider what trips are being planned by sister clubs, such as Winston Salem and Martinsburg, Va who plan departures out of Greensboro. In years past, trips have been organized and coordinated with sister clubs to take advantage of group discounts at resorts for activities such as wine & cheese party, lunch on the mountain, lift tickets or side trips such as snowmobiling or day trips to other resorts.

Refer to *Resort information and contacts* section at the end of this document for resort information, selecting lodging accommodations, and for Group Sales contacts.

### **Places we have stayed in the past**

#### **SilverCreek/ Snowshoe** (lift ticket interchangeable and free shuttles to resorts)

- SilverCreek Lodge
  - Good indoor/outdoor hot tub and pool
  - Good full kitchen facilities with two bedroom, two bath
  - Couch double bed sleeper – we do not traditionally use this as a bed arrangement
  - Fireplace
  - Ski in/ Ski Out, night skiing, tubing and snowboarding
  - Has ski shop, restaurant, and lounge often with live band
- Snowshoe at Mountain Lodge – folks like to stay here because: close to the slopes (ski in/ shuttle out)
- Snowshoe at Timberline Lodge

#### **Wintergreen** (5 min shuttles to slopes)

There is slopeside lodging in Wintergreen, however, GSOC has not traditionally stayed in slopeside lodges. Examples of lodging we have used are:

- Rental homes
- Townhomes and Condos

***Make reservations for bus company***

<i>Bus Company</i>	<i>Phone</i>
American Tours	272-0040
Holiday Tours	274-5749
Morgan & Son Tours	665-1966
Fantastic Tours	282-0458
Piedmont Transit Inc	584-5250
Piedmont Coach Lines	855-5952

***Canvas and select Trip Leaders for each trip***

Trip leaders must be a member in good standing, and should be experienced. Prior experience should include participation on a club ski trip to the resort, and previous exposure to other club trips or outings.

Trip leaders should have leadership, organizational and interpersonal skills, ability to handle a budget and expenses, ability to lead a group.

If an adequate number of people volunteer to help out on trip planning and leading, then it is not usually necessary to invite additional volunteers. The committee should be open to consider anyone who meets membership and experience eligibility requirements, and make recommendations as to an individual ability for leadership. It is the responsibility of the Trips Director to ensure that new trip leaders are mentored by experienced trip leaders to aid in development of skills for leadership. Anyone who volunteers to help out, and does not meet requirements may be considered as a helper to be mentored by one more experienced trip leaders.

All trip leaders must be approved by the Board of Directors.

It is the responsibility of the Local Trip director to hold a preseason meeting, preferably sometime in August, with Trip leaders who have been approved to lead local trips. The meeting should cover club policy, procedure, resort contract provisions and local trip leader guidelines. (See Local Trip Leader Checklist ). This includes providing and familiarizing trip leaders with forms to be used for trip sign ups, financial procedures, trip application and release of liability statement, terms and conditions, and cancellation policy and procedures. Trip Director will help trip leaders organize full itinerary for each local trip and Learn to Ski event, and continue to monitor trip progress and implementation, and to take corrective measures wherever necessary.

### ***Make proposals on Trip Leader compensation***

This should be a club policy issue determined by the Board, and applicable to all trips.

### ***Plan budgets and make recommendations to the Board of Directors***

#### **BUDGET**

Work with Treasurer to ensure trip expenses are met, and financial routines are acceptable. These should then be costed out in a budget strategy designed to cover expense and sell trips at group prices.

The budget must begin with the cost to each participant to cover actual expenses to resort or tour operators. Then the following items must be added in to trip cost:

- Credit Card Expense
- Administrative fees
- Trip Leader Expenses
- Party Expenses
- Prize or Trinket Items

#### **CANCELLATION POLICY**

#### **FINANCIAL PROCEDURES**

Financial procedures have been developed for the planning and administration of trips. See the attached *Financial Procedures for Ski Trips* document. Forms to be completed by the Local Trips Director and trip leaders include:

- *Trip Budget Form*
- *Final Budget/ Actual Account*
- *Sign Up Form*
- *Check Request Form*
- *Summary of Deposits and Check Requests*

### ***Prepare news media coverage on trips***

Trip Leaders are responsible for creating and submit newsletter articles to describe trip details in the monthly GSOC newsletter. See *Local Ski Trip Leader Checklist* for instructions on how to prepare and submit monthly articles.

### ***Responsible for ski shop & Resort Expo in October.***

During the month of July, letters should be sent to each resort to invite them to participate in the October Resort Exposition as a program for the GSOC monthly membership meeting. Refer to *Resort information and contacts* section at the end of this document for resort information, selecting lodging accommodations, and for Group Sales contacts.

### ***Make proposals for Trips Policy, Procedures***

Trips procedures have been developed, written and published by the Local Trips Director in conjunction with the Treasurer. These currently include the following:

- Local Trip Director Responsibilities
- Local Trip Leader Checklist
- Financial Procedures for Ski Trips

Procedures should be reviewed periodically for applicability to current club practices. Changes and updates should be prepared and reviewed with trip leaders.

Trips policies should be proposed and approved by the Board of Directors. Examples of trip policy includes:

- Member and Non-member status on trips
- Budget philosophy in pricing trips (whether break-even or for profit)
- Cancellation policy
- Waivers that must be signed by each participant

**Resort information and contacts**

The following resorts have participated in previous October Resort Expo programs at the monthly membership meeting. Refer to the sample letter which has been sent to these resorts inviting them to participate in the program.

Resorts bolded are those in which we have conducted weekend ski trips.

<i>Resort</i>	<i>Address</i>	<i>Contact</i>	<i>Phone</i>	<i>FAX</i>
Appalachian Ski Mtn.	P.O. Box 106 Blowing Rock, NC 28605		800 322-2373	
Beech Mountain	P.O. Box 1118 1007 Beech Mountain Pkwy Beech Mountain, NC 28604 <a href="http://www.skibeech.com">http://www.skibeech.com</a>			
Hawk's Nest Ski Resort	2058 Skyland Dr. Seven Devils, NC 28604 <a href="http://www.hawksnest-resort.com">http://www.hawksnest-resort.com</a>	Bill Cox	800 822-4295 (704) 963-6561	(704) 963-6564
Sugar Mountain Resort, Inc.	P.O. Box 3691 Banner Elk, NC 28604		800 784-2768	
<b>Snowshoe/Silvercreek</b>	P.O. Box 10 Snowshoe, WV 26209 <a href="http://www.snowshoemtn.com">http://www.snowshoemtn.com</a>	Alice Poore Recreational Group Sales	(304) 572-1000 Ext. 5654	(304) 572-4678
<b>Wintergreen Resort</b>	<b>P.O. Box 706</b> Wintergreen, VA 22958 <a href="http://www.wintergreenresort.com">http://www.wintergreenresort.com</a>	(Slope & Sail Tours) Steve Walker	800 325-2200 (804) 325-8165 800 754-5960	(804) 325-8001
<b>WinterPlace Ski Resort</b>	<b>P.O. Box 1</b> Flat Top, WV 25841 <a href="http://wwwweb.com/www.winterplace.html">http://wwwweb.com/www.winterplace.html</a>		800 607-7669 (304) 787-3221	