Ski Trips Committee Planning & Execution Cycle + Tools 2/23/22 Version 6

Overview

The former Western/International Committee has been renamed to the “Ski Trips Committee” (STC) because the Eastern ski trip program has been added to the committee’s responsibilities. Eastern trips are fewer in number,2021 & 2022 and forward.

Ski trips are posted to the SCWDC web site for sign up on July 1. STC meets every month to handle questions, issues and changes. Meeting is supplemented by frequent emails. Typical STC business in its monthly meeting: Ski trip issues or financials matters; & review any evaluations that have been received. This varies greatly according to the time of year, January, February, March: trips are coming and going, or planning for next year’s trips is ungoing. Unavoidable in the Jan-March period, there is an overlap of these two different tasks.

Financial Manager (FM) records all ski trip payments into Excel files by person and into Quickbooks by trip. The FM is OK with interim payments to Tour Operators, based on the contracts signed in May. For the last payment, FM audits every Tour Operator final invoice before it is paid, evaluating trip participants, lodging, lift tickets, and airline travel.

**Magazine Schedule:**Publish spring/summer and election issue about March 1 covering March-August.   
Publish fall/winter issue about September 1 covering September – February. Ski trips are listed.

This document has not been submitted to the Ski Trips Committee for review, editing and approval. It will be submitted for review at the end of the 2022 ski season to the Ski Trips Committee.

**EXPLANATION ABOUT THIS TABLE (BELOW)**

*December was selected as the first month of this cycle write-up because it is the month for planning the next year’s ski trips & it can be the month of SCWDC’s first ski trip, last week. However, in the last few years, January has been the month of the first ski trip.*

*STC is the abbreviation for Ski Trips Committee.*

*TO is the abbreviation for Tour Operator.*

*ALEC is the Activity Leader Evaluation Committee*

*Skigram is the weekly email sent to subscribers every Monday afternoon.*

*BRSC is the Blue Ridge Ski Council,* [*www.skicouncil.com*](http://www.skicouncil.com)*, the association of ski clubs in the Mid-Atlantic region.*

*The purpose of this document is to inform management officers about the year-round activities of the STC.*

***THE ENTIRE DOCUMENT IS A DRAFT***

| **Month** | **Current Ski Season: execution** | **Next Year’s Ski Season – planning leading to execution** | **Communication and Leaders** |
| --- | --- | --- | --- |
| December | STC has monitored all signups since July and adjusted trips sizes. For popular trips, the STC may expand them, depending on various factors. For trips that have not received enough sign-ups, the STC decides whether to cut back or cancel. Leaders cannot act independently to change trip terms, size. Leader’s Communicate with STC monitor and STC Dashboard maintainer. | Draft a “wish list” plan for next year’s trips, typically 13 US/Canada, 2 international, total 15. Note: BRSC picks 1 US/Canada trip and 1 International. SCWDC picks 12 US/Canada and 1 international trip. SCWDC STC decides whether to participate. | Methods:   1. Website Dashboard 2. 2. Trip Signup count on each ski trip page 3. 3. Skigram |
| January | Trips go and come back  Monitors have been working with leaders **since September**, about total signups, can we expand the trip or does it need to be reduced to avoid penalties?  . | Discuss “wish list” and finalize into preliminary list. Send out Request for Comment to Tour Operators. Due back in February. | Airline seats are usually the biggest item to change in managing the current year’s contracts. |
| February | Trips go and come back | Receive comments back from Tour Operators – typical comments, pick another week; airline seats are limited that week or in general to that destination. Rarely, a Tour Operator will comment that the location may not be suitable.  Send out Request for Proposal to Tour Operators in mid-February for written proposals due in April |  |
| March | Trips go and come back, the last one is usually near the end of March | Trip schedule is announced by Skigram |  |
| April | Trip leaders turn in financial reports not later than the end of April, which is the club’s end of fiscal year. The Club’s Policy Manual requires them to turn in within 30 days of trip return date.  Over April and May, Tour Operators do a reconciliation of trip costs – some trips we owe more money, some we are owed money back. Refunds are considered – usually unused lift tickets. | Receive bids by April 30 and send to STC members for evaluation & recommendation  Begin to edit Ski Leader Training Manual  In the case of a cancelled trip, sometimes the SCWDC-already paid money is moved to a next year trip with same TO | Members seeking to be a next year trip leader submit application to ALEC by mid-April |
| May | Work with leaders on any overdue financial reports | 3rd Week usually Sunday, STC “Boot Camp,” Select winning bids. For various reasons, some trips are sole source.  Contact Tour Operators about trips selected. Request contracts be returned to the club office by the beginning of June.  STC co-chairs sign contracts. Working with FM, vouchers for deposits are filled out, and deposits made. Incremental payments vouchers are filled out for the entire season. It’s helpful to pre-position all of the vouchers, and the Office Manager prepares checks. The FM determines the amount of last payment based on an 100% audit of the Tour Operator invoice. Usually, the final payment is made in the week before trip departure.  STC begins to create pricing worksheets for each trip, resulting in a total price, Land Only price, Single Supplement, Six day lift ticket and so on to all variations. Each leader gets a copy of his/her trip worksheet, and from that, the leader obtains the standard trip price and the pricing variations.  Continue to edit Ski Leader Training Manual | ALEC submits list of qualified leaders to BOD, BOD approves or disapproves  ALEC sends letter to every qualified leader, what trips do you care to bid on?  Pre-COVID: Paul Weber Ski Show in Tysons attended by willing STC members & President/BOD members. Raffle items are given to registered attendees. SCWDC winners turn over to Ski Fest organizers.  BRSC semi-annual meeting, usually the day after Paul Weber show. Sponsorship rotates among clubs. Attended by STC co-chairs and committee members who can make it. A BOD member can attend too. SCWDC pays a small fee for each person (lunch $). |
| June |  | Monitors review contracts to get ready to work with leaders.  STC continues to create pricing worksheets for each trip, resulting in a total price, Land Only price, Single Supplement, Six day lift ticket and so on, all of the price variations. Each leader gets a copy of his/her trip worksheet, and from that, the leader obtains the standard trip price and the pricing variations. | ALEC holds a leader/trip matchup meeting, and then notifies leaders which trip they have been assigned.  ALEC rules are in the Policy Manual, chapter 3, these should be understood by key officers. |
| July |  | Post revised Ski Trip Leader Training Manual posted on web before the training sessions.  Begin planning “Back to the Slopes” (outdoor events) or Ski Fest( Indoor event).  Leaders begin to take signups  STC composes an Excel “dashboard” of trips, listing the available spaces, prices, and changes to trip size, penalty dates, etc. STC sends out approx. every two weeks.  STC asks leaders to respond every two weeks, with trip signups. | Two training sessions are held, mandatory attendance for 1. SCWDC Trip leader contract – see example.  FYI: Each trip leader gets a copy of the trip contract at the July training session. Each trip leader is required to sign the SCWDC trip leader contract.  Webmaster posts trips on web, July 1  STC advertises “Back to the Slopes” |
| August |  | Continue planning ”Back to the Slopes” (or Ski Fest) | Trips are posted on Meetup.com. (?)  (?) Leaders make up trip flyers, monitor approval is required before distribution. There is a “standard” for terms and conditions and application. |
| September |  | STC monitors trip signups against contact amount. 99% of the time, cancel before any penalty is incurred. Leaders cannot act independently to change trip terms, size. Communicate with monitor | Back to the Slopes event is held on a Saturday afternoon. All leaders attend and talk about their trips to interested parties. Attended by approx. 100 or more.. |
| October |  | Continuation of trip management efforts and options/decisions related penalty dates | BRSC semi-annual meeting is held. Sponsorship rotates among clubs. Attended by STC co-chairs and members who can make it. Sometimes the meeting is held in September. |
| November |  | Continuation of management efforts and options/decisions related penalty dates |  |

RETURN TO THE TOP FOR DECEMBER