

## **New Mexico Cross Country Ski Club** **Bus Trip Procedures**

The procedures described in this document will be used in the planning and execution of NMCCSC Bus Trips.

1. **Registration:** Fill out a separate registration form for each trip. The registration form must be received by the trip chairperson no later than the date of the November Club meeting.
2. **Payment:** A separate check must be submitted for each trip and must accompany the registration form. The mailing address is on the registration form. Do not use the club's PO Box.
3. **Roommates:** If you want a specific roommate, you must register together on one form and include both deposits together with the registration form.
4. **Departure:** Buses depart from the parking lot on the west side of Target at I-25 and Paseo Del Norte. The Bus Trip Chair will be in the parking lot one hour before departure to pass out boarding passes in the order of your arrival. You will only be able to reserve one seat per pass. The bus will board ½ hour before the scheduled departure time.
5. **Bus Ride:** The club supplies cold sodas, water, wine and beer on the bus. There is a restroom on the bus.
6. **Luggage:** Pack your skis in a ski bag. You are allowed one large or two small suitcases per person.
7. **Cargo area is at a premium so please be considerate of others.** You may bring a six-pack type cooler if it fits under your seat.
8. **Meals:** Meals are provided as outlined in each trip description. All other meals are your responsibility. No cooking is allowed in hotel rooms. You may bring breakfast and lunch foods in your cooler. You must bring your own food and water when going out to ski. On ski days, the bus normally leaves the hotel at 8:00 or 9:00 a.m. and returns to the hotel in the late afternoon.
9. **Cost:** The cost of the trip is derived from the estimated cost of the bus, hotel, drinks, snacks, included meals, club surcharge, and bus driver's tip, divided by the number of people on the trip. Once you have paid your deposit and your name is drawn you are on the trip. You are obligated to pay the balance due by the dates stated on the trip registration form.
10. **Departure times:** Departures will be arranged to the extent possible to arrive at our destination by 10pm.
11. **Reserve Pool:** Any Club Member not drawn for a Bus Trip if a lottery is necessary will be placed in a Reserve Pool. It costs nothing to be on this list. In case somebody cancels at the last minute, those in the Reserve Pool should keep that weekend open so they can buy the seat of anybody who wishes to cancel.