



Skiwi Ski & Social Club Trip/Event Leader Job Description

OUTLINE:

1) Pre-Trip

- a) Ski or Social Chairperson should provide all pertinent information, budget, policies, club expectations and forms before you begin advertising and selling your trip.
- b) The Ski or Social Chair will usually assemble the trip budget and determine trip cost;
 - i) Trip participant cost should already be determined for you but if it's not, and you are required to determine that cost, the final numbers **MUST** be approved by the appropriate committee chairperson prior to publication;
 - ii) Guidelines for determining trip costs: bus, lodging, lift tickets, bus driver tip, porter tip, leader(s) comp, and add per person miscellaneous expenses (flyers, phone, bus food and beer, etc.), don't forget any unaccounted taxes; **ADD** all these charges together and divide by the number of people at which you want the trip to break even; example: 42 person trip but you want to break even at 36 (in case trip doesn't sell out)
- c) Sell trip at meetings;
- d) Advertising flyers for the club website, social media, and for passing out at the general meetings and other club activities must be designed, printed and distributed;
 - i) Flyers include the following information: trip name, date, location, cost (2/4 room, etc.), a notice that "Non MDSC club members add \$25" (or other amount approved by the Board), for big trips (5 days or more) must be a member (if not MDSC member), the Skiwi name and snowflake logo, what the trip includes (bus trans., meals, lift tickets, and extra information such as games, activities, etc.), minimum deposit required at time of sign up, payment schedule (if any), trip leader name(s), phone numbers, and email addresses.
 - ii) Electronic version of flyer must be emailed to Publicity Chair/Committee for inclusion/distribution in Skiwi Website, Facebook page, Constant Contact, Meetup, and any other effective social media.
- e) Create rooming list (if overnight or multi-day trip);
- f) Remain in contact with committee chairperson;
- g) Remain in contact with destination contact person - keep payment schedule up to date, discuss optional /night entertainment activities available;
- h) Maintain e-mail communication with all trip participants. Send out all pertinent trip details and complete itinerary. It is especially critical to stress the trip departure meeting point and time.

2) Hotel/Destination Individual Drive Trip:

- a) Assist with finding roommates and car pool companions if requested
- b) E-mail all necessary details of the trip and itinerary items to each participant
- c) Coordinate activities when possible from the hotel – usually during common gathering times/places, such as breakfast or at the hot tub, etc.

3) Air Travel Trips:

- a) Make sure you have sent e-mails informing the participants of the luggage policies, check-in time and procedures.
- b) Inform the airline representative that you have a large group, and ask how they want to handle check-in – sometimes they want us in/at our own private line/counter.
- c) Hang around the check-in area to make sure all is running smooth and consistent. Make sure that everyone gets what they are entitled to – such as ski & boot bag are treated as 1 piece of luggage, etc.
- d) Hand out any last minute information, room lists, itineraries, pole flags, etc at the terminal, while waiting to board.

4) Bus Trip or Bus Transfer To/From Airport:

- a) What to do before departure:
 - i) Arrive at bus EARLY and introduce yourself to the driver.
 - ii) Supervise/help the bus driver load the luggage on the bus:
 - (1) skis in one compartment
 - (2) baggage in remaining compartments (the driver will inform you what goes where)
 - iii) Take a head count to make sure everyone is present - count twice!
- b) As soon as bus is on its way:
 - i) introduce yourself and the driver
 - ii) remind members that this is a NO SMOKING trip (if trip is extremely long, the bus driver may arrange a smoke break at some point on the trip)
 - iii) discuss location of beverages and proper disposal of containers & trash
 - iv) discuss any special bathroom or bus (talk with driver) maintenance items
 - v) distribute and discuss the agenda (times for wake-up, breakfast, bus departure, etc.)
- c) At Customs (if applicable):
 - i) make sure there are NO OPEN BEER OR ALCOHOL CONTAINERS and that all containers are OUT OF SIGHT!!!
 - ii) be near front of bus to talk to Customs Officials
 - iii) make sure everyone is SEATED and QUIET
 - iv) make sure all have valid ID. ready, aliens will require Green Cards
 - v) make sure that all fruit and vegetables are out of sight
 - vi) make sure that participants do not have any illegal drugs in their possession (before the bus leaves)
- d) Take a head count after ALL stops.
- e) Trip chairperson(s) must be sober and/or functioning during the trip.
- f) WHAT TO DO WHEN YOU ARRIVE AT THE HOTEL?
 - i) See management with/for last minute changes, instructions, etc.
 - ii) Keep people on the bus except for a few people to help unload luggage.
 - iii) Remind people (one more time) about times for wake-up, breakfast, bus departure, etc.
 - iv) Distribute room keys, vouchers, etc.

- v) Make sure that the bus is reasonably clean and that all items have been removed from inside and underneath.
- g) Relax and enjoy yourself (for a couple of hours!)
- h) DEPARTURE/ARRIVAL AT THE SKI HILL, or DAY TRIP DESTINATION (bus transportation only):
 - i) Take a head count before departure.
 - ii) Remind people of the day's activities.
 - iii) Confirm time of loading and departure from the hill/attraction, back to the hotel.
 - iv) Distribute ski pole streamers or flags (used for group identification to other members).
- i) RETURN TRIP HOME
 - i) same as "As soon as bus is on it's way:" above

5) Post Trip

- a) Complete trip report within forty five (45) days of trip completion and submit to chairperson;
- b) Write post trip article for newsletter, and submit to Editor;