

Northern Lights Sailing Club (NLSC) Trip Policies
As of June, 2002

The NORTHERN LIGHTS SAILING CLUB (NLSC) will provide the best trips possible at a reasonable cost to its members. To facilitate this goal the following Trip Policies have been established by the NLSC Board elected by the club's members.

Trip Definitions:

Day Trip	A trip that departs and returns within a 24 hour period.
Weekend Trip	A trip that is two or three days in length.
Partial Week Trip	A trip that is four or five days in length.
Week Trip	A trip that is greater than five days in length.

Sponsorship Definitions:

Sponsored Trip	A trip where NLSC has complete organizational control of, and financial control of the trip. NLSC Trip Policies apply.
Shared Trip	A NLSC sponsored trip to which the Board invites another non-profit club or group to participate.
Cooperative Trip	Two or more non-profit clubs or groups jointly sponsor a trip with the financial responsibility to be shared pro rata amongst the groups.
Endorsed Trip	A non-sponsored trip that the NLSC Board approves the promotion of, which may or may not conform to NLSC policies and for which the club has no financial responsibility.

Trip Participation by Member-owned boats: On multi-day "sleep on boat" type trips, member-owned boats and crews will not be official trip participants. Such boats are welcome to join in trip activities as unofficial members at the discretion of the trip chair. The NLSC will not be responsible for any financial arrangements for a member-owned boat. Boat owners must coordinate with the trip chair.

Trip Promotions: Only trips approved by the NLSC Board (as defined above) can be promoted in the newsletter or by use of promotional materials at meetings. Non-Board approved trips may be announced at the "open forum" section of a general meeting.

The following regulations apply to all trips except Endorsed Trips:

1. A reservation for an open position on a trip is recognized upon receipt of a deposit or full payment to the trip chair(s). Payment by check is preferred. A check held for a position on the waiting list does not constitute a reservation. Checks MUST be made out to Northern Lights Sailing Club or NLSC.
2. Deposits for trips will be determined by the trip chair(s). The deposit will be a minimum of full payment for day trips, \$50 for weekend trips, and \$100 for partial week or week trips.
3. Trip Cancellation: A \$10 administrative fee will be charged for anyone who cancels their reservation regardless of whether the reserved spot is filled. In case of a cancellation after the trip cutoff date, any expenses not covered by a replacement reservation will be deducted from the original deposit. If the club cancels the trip, all monies paid for the trip will be refunded. No refunds will be made for no shows.
4. Refund of Trip Surpluses: If a trip has a surplus of funds once all expenses are finalized, the NLSC Board will make the decision as to the distribution of these funds. Based upon input from the Trip Chairperson(s) and the amount of funds available, the Board may decide to: A) provide a pro rata refund to all trip participants, or B) provide a refund to canceled participants in consideration of extenuating circumstances.
5. Full payment for all trips will be required at least fifteen (15) days before the date of deposit forfeiture by the charter company. This may mean final participant payments will be due 45-60 days before the trip. If full payment has not been received by that time, the person in arrears will be treated as having tendered a cancellation of their reservation. For that reservation, the trip chair(s) may automatically substitute a person from the waiting list. The trip chair(s) may adjust the payment schedule (with Board approval), but such payment schedule must be well advertised in fliers and presentations.

6. If the trip chair(s) for a weekend or longer trip has not received full payment from the number of budgeted participants by the payment deadline referred to in #5 above, boat(s) may be canceled. Instead of canceling a boat, the current trip participants will be offered the option to increase their cost in order to offset the lower occupancy. Such additional cost to be shared equally by all trip participants.
7. To participate in a trip:
 - a. You must be a member of NLSC.
 - b. The Board may designate a trip as available to non-members.
 - c. The Board may designate a trip as shared (requiring that another non-profit club or group conform to NLSC trip policies).
8. You must be in adequate physical and mental health to handle the potentially stressful and strenuous activity of sailing. If you have any health limitations which may affect your ability to do specific tasks, be sure to inform the boat captain of such. You may be asked to provide emergency contact and confidential medical history to be used only in an emergency by the boat captain.
9. On an NLSC trip everyone is expected to participate in the operation of a boat – whether it is sail handling, docking, helm duty (steering), anchoring, cooking, cleaning, etc. People do not need to participate equally in all duties, but they are expected to do their “fair share” of work on the boat. Everyone is to assist in the cleaning of a boat (both inside and outside) at the end of a trip if that is required by the charter contract.
10. When there are multiple boats on an NLSC sailing trip, the expectation is that all boats will anchor/dock in the same area each evening, unless there are safety reasons to preclude it. This is a way to encourage trip participants to socialize between boats and offer support between boats if needed.
11. Use of illegal or controlled substances will not be allowed on any NLSC trip. Anyone using such substances on a trip will leave the trip immediately. Such persons are responsible for their own further transportation. No refunds will be made to persons leaving a trip because of the use of illegal or controlled substances.
12. There will be no drinking of any alcohol just prior to or during motoring or sailing on any NLSC trip. Moderate use of wine, beer or cocktails after sailing for the day is acceptable. NLSC will not provide alcoholic beverages at any club event.
13. NLSC non-day trips are only open to people 21 years of age or older. A person who is under 21 years of age may not share amenities provided by a NLSC trip; this includes transportation, lodging, meals, etc.
14. All provided transportation for trips will be non-smoking. Rooms or rooming (including the cabin and cockpit of a sailboat), will be nonsmoking. The deck of a sailboat will be nonsmoking unless there is complete agreement of all occupants that smoking will be permitted.
15. The words, “NLSC Trip Policy applies”, will appear on all NLSC trip fliers unless the trip is also a Cooperative Trip with other clubs. In that case, the words, “Individual Club Trip Policy applies”, will appear on the flier.
16. Boat damage and cleaning deposit checks, if required, will be collected in advance of the trip. The deposit will be returned at the completion of a trip if not needed. Charges against a boat are the responsibility of just the crew of that boat.
17. If a trip participant demonstrates offensive behavior, that participant can be asked to leave the trip immediately based on a unanimous vote of the other boat members. Such persons are responsible for their own further transportation. No refunds will be made to persons leaving the trip because of offensive behavior. Offensive behavior can include – but is not limited to – excessive drunkenness, extreme vulgarity, harassment, or abuse. If the behavior endangers the safety of the crew or boat, the captain has the sole authority to remove that person from the boat. Any such occurrence must be reported to the Trip Chairperson(s) who must present the case to the Board. The Board may decide that the person demonstrating such offensive behavior can be excluded from future club trips.
18. The provisions of these policies must be adhered to and enforced by the NLSC Board and Members. Revisions may be made to this policy by a vote of 75% of the full NLSC Board. The revised trip policy must be published in the NLSC newsletter or in a special mailing to all members before the policy goes into effect.