

Process to Create, Modify, or Cancel a Trip Request
Sub Sig Outing Club, Inc. (SSOC)
January 15, 2024

1.0 Purpose and Objective

- 1.1 This document is the basis for trip leaders to create, modify or cancel trip requests in a timely manner.
- 1.2 Trip listings need to provide essential information so that members can:
 - Decide to join a trip.
 - Plan for a trip.
 - Determine to what extent the member participates in proposed activities or does their own activity.

2.0 Scope and Applicability

- 2.1 This policy is part of the SSOC Policies for Trip Rules & Guidelines.
- 2.2 This process applies to all SSOC members in good standing who are designated as trip leaders.
- 2.3 Cabin trips are trips that occur at or originate from the SSOC property located 772 Crawford Notch Road (route 302), Harts Location, NH 03182 (the Cabin).

3.0 Roles and Responsibilities

Please refer to Trip Rules & Guidelines.

4.0 How to request a trip.

- 4.1 Check the trips calendar on the Sub Sig public website www.subsig.org for available dates.
- 4.2 Trip leaders shall submit trip requests via email to the Trips Director.
- 4.3 Trip requests shall have essential information for listing trips and conform to SSOC rules, guidelines, and policies.

5.0 Essential information for all trip requests.

- 5.1 Please include the following information with all trip requests.
 - 5.1.1 Trip Title.
 - 5.1.2 Name(s) of trip leader(s) who will hosting the trip.

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- 5.1.3 Trip leader(s) current contact information on file with SSOC Membership Director (preferably include a cell phone#).
- 5.1.4 Start date and end date of the trip.
- 5.1.5 Description of the event. Include the following information.
- 5.1.6 The trip leader(s) proposed activities (trip leaders plan).
- 5.1.7 Sufficient information for persons to decide to what extent that they participate in the trip leaders plan or do their own thing.
- 5.1.8 Registration deadline.

Note: Best practice is for the trip leader(s) and registered participants to share and discuss the details of their plans prior to the trip and when weather and terrain conditions are closer in sight.

- 5.2 If not already in the description, the Trips Director may add the following information when applicable:
 - 5.2.1 All SSOC members are welcome to register for any trip if space is available.
 - 5.2.2 Participants are welcome to 'do their own thing'.
 - 5.2.3 Partner organizations that use the cabin as a base camp may require additional registration to participate in their activities.
 - 5.2.4 Please visit the Trip Rules & Guidelines at www.subsig.org for important information.
 - 5.2.5 Other information that the Trips Director has cause to believe is important to members.

6.0 Additional essential information for cabin trip requests.

- 6.1 When the trip leader(s) expect to open the cabin and close the cabin. The time does not have to be precise, but sufficient for participants to plan their trip. Participants may have long drives, work schedules, family, or other obligations that they need to plan around. Confirm the times with registrants at least 24 hours prior to the trip.
- 6.2 Provide information about meals, food, and beverages. State whether meals are included or not.
 - 6.2.1 If meals are provided, please include the information below:
 - 'Meals provided: Breakfasts and Saturday dinner' or as applicable.
 - 'Please inform the trip leader(s) of any special dietary requirements or food allergies.'

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- BYO lunches, special dietary meals, beverages, snacks, hors d'oeuvres-to-share, happy hour food, etc., as applicable
- 6.2.2 If meals are not provided, please include the information 'Meals are not provided. BYO food and beverages. Meals are self-service.'
- 6.2.3 If the trip leader's events or activities have special requirements, provide sufficient information so that trip participants can decide whether to join or do their own thing.

7.0 Additional essential information for day trip requests.

- 7.1 Rendezvous time and location.
- 7.2 Parking information (and fees, if any).
- 7.3 Costs, if any.

8.0 Recommended information to include on a trip request, when applicable.

- 8.1 Goal or purpose.
- 8.2 Recommended gear and clothing.
- 8.3 Special equipment.
- 8.4 Degree of difficulty.
- 8.5 Route information including trails, elevation gain, and distance of proposed routes.
- 8.6 Suggested pace or physical condition to perform the activity.
- 8.7 Recommended experience level to participate in the activity.
- 8.8 Reasons that may cancel a trip (lack of interest, dangerous driving conditions, severe weather, road closures, etc.).
- 8.9 Web links.
- 8.10 Other information that the trip leader considers important.

9.0 Process for authorizing an SSOC trip.

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- 9.1 The Trips Director will acknowledge receipt of the request within twenty-four (24) hours of receipt. If the trip leader does not receive acknowledgement and time is of the essence, the trip leader may submit the request to the SSOC President.
- 9.2 The Trips Director will have three (3) days after receipt to review a trip request. The Trips Director shall review the request for essential information and conformance to SSOC rules, guidelines, and policies. The Trips Director may request additional information, recommend changes, or provide suggestions during this period.
- 9.3 When a trip leader and Trips Director agree on the trip request, the Trips Director will authorize the trip as an SSOC event.
- 9.4 The Trips Director honors trip requests as quickly as possible. However, trip leaders should anticipate that the process for trip requests may take volunteers up to ten (10) days to complete. For the benefit of members and themselves, trip leaders should submit requests three (3) weeks or more in advance.

10.0 Announcing Trip Listings to the Membership.

- 10.1 After authorization as an SSOC trip, the Trips Director will send the listing to the Webmaster. The Webmaster will post the trip listing on the Trip Listings page of the SSOC public website. www.subsig.or and notify the trip leader(s) and Trips Director.
- 10.2 The trips leader(s) should review the posted listing for errors or omissions. The trip leader should immediately notify the webmaster and Trips Director for corrections or updates.
- 10.3 The Trips Director or designated proxy shall periodically and at least quarterly notify members of upcoming trips via email or in a quarterly bulletin.
- 10.4 The Trips Director or proxy will send an email blast to notify members of the upcoming trips that are not listed in a quarterly bulletin.

11.0 Conflicts between trip requests to the cabin.

- 11.1 The Trips Director honors trip requests in the order received.
- 11.2 The Trips Director will use the following guidelines to resolve conflicts between trip requests for the same or adjacent dates (in order of priority):
 - 11.2.1 Resolution agreed upon between the trip leaders.
 - 11.2.2 Trips to perform annual or semi-annual cabin maintenance and repair.
 - 11.2.3 Trips to perform annual or semi-annual trail maintenance activities.

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11.2.4 Trips that maximize availability of the cabin to members.

11.2.5 Ad Hoc Trips

11.2.6 The Trips Director will use his or her judgement in the best interests of SSOC, or as directed by a simple majority of the Board of Directors.

12.0 Process to cancel a trip.

12.1 Trip leaders may occasionally cancel trips or shorten trips for unexpected or last-minute circumstances including, but not limited to the following reasons:

12.1.1 Safety - dangerous weather or driving conditions, existing or forecasted.

12.1.2 Personal emergencies.

12.1.3 Business travel or professional emergencies.

12.1.4 Regional or Federal emergencies.

12.1.5 Call to duty (military, first responders, medical professionals, etc.).

12.1.6 Reasonable expectation that serious misconduct can occur.

12.1.7 If the reason is that no one registered – Do not get discouraged. SSOC appreciates your effort to make the Cabin available to everyone!

12.2 As soon as a trip leader cancels a trip, the trip leader shall phone or text the Trips Director as soon as possible and assist with a replacement.

12.2.1 The trip leader can designate a trip registrant with an active trip leader designation if the trip leader must depart early for unforeseen circumstances.

12.2.2 If a trip leader agrees to serve as a replacement trip leader and time permits, the Trips Director will notify the Webmaster and membership of the new trip listing as soon as possible.

12.3 If a trip leader replacement cannot be identified, the trip leader shall notify the registrants, the Webmaster, and the Trips Director. Either or both Directors can assist.

12.4 When the Webmaster does not receive notice from the Trips Director, the Webmaster may exercise their fiduciary responsibility to cancel the listing and/or notify the membership as necessary.

12.5 The Trips Director will investigate cancellations in the following cases:

12.5.1 More than one cancellation per month occurs.

12.5.2 Reasons associated with SSOC Trip Rules and Guidelines.

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- 12.5.3 Reasons that impact the purpose of SSOC or safety of members.
- 12.5.4 Trips cancelled more than five (5) days prior to a trip.