

**SECTION 28****Wait List and Lottery Procedures****WAIT LIST GUIDELINES**

The Trip Leader(s) may not move people up through the wait list based on their personal relationship with them. Disregarding procedures detailed below will subject trip leader(s) to loss of trip leader status and loss of their comp for this trip. The Club's need is to maintain integrity and a fair and equitable procedure for all.

1. Each person who wishes to be placed on the wait list must fill out a **complete** Signup form. Number each person on the wait list based on a "first come (and filled out), first served". No deposit is necessary to hold a wait list spot.
2. When a spot opens up, contact the other roommate and inform them that their roommate has cancelled. Ask them if they are willing to accept a guy or girl in their room as a substitute. You must abide by their wishes.
3. Then, contact the first person on the list. Inform them that a spot has opened up and ask if they would like to take it. Let them know that the spot already has a guy or girl as the other roommate—that may make their decision.
4. If the first person does not want the spot, ask them if they wish to then remain on the wait or be dropped completely. Someone can pass up a current offer of a spot and still remain on the wait list for a future spot if they want to, however they go to the bottom of the list.
5. Keep going down the list until you find someone who will accept the spot. If you have a guy who cancels, no girl may want to take the spot and you might have to keep going until you find a guy, or visa-versa.
6. Remember, the only way you can mix guys/girls in a room is to check with each person **first** and get permission to do so.
7. The person who agrees to accept the spot must then produce a check or cash for total payment due as of that date. (i.e. if 2<sup>nd</sup> or final payments have already been paid, this person must also do so). This person can drop a check in the mail, or deliver to you or your home in person, or deliver at the next Ski club meeting during that week. In all cases, this payment must be produced immediately, or no later than 3 days.
8. Once payment is received, you may place the new person's name on the roster.
9. If your cancellation is for more than one spot at a time, follow the same procedures, just twice. The next two people on the wait list may be a couple, and you will be fine.
10. Be aware that couples on the waiting list do not automatically get first shot at a spot vacated by a couple, unless they happen to be next on the waiting list.
11. If you have any doubts or questions, please contact the Trips Chair before offering a spot to someone.

**SECTION 28**

**Wait List and Lottery Procedures**

**Trip Lottery System**

The following presents the Rules and Process for use of the Club's Trip Lottery system

**Lottery System Rules**

1. Between 7:30 and 8:PM on the opening date of the trip you may obtain a lottery ticket from \_\_\_\_\_ Trip Leader
2. Each person present fills out a signup form and receives one (1) lottery ticket for the trip.
3. Only physically present people will receive a lottery ticket
4. When a "winning" ticket is drawn and that person has a selected roommate, then the roommate also "wins" a spot on the trip. That roommate is **absolute** (no switching).

**Lottery System Process**

At Trip sign up there will be the notice:

**“Due to indicated interest in this year’s Trip to \_\_\_\_\_ , Sign ups will be taken using a Lottery System.”**

Obtaining A Lottery Ticket

1. Complete a trip sign up form and present that and your check to the Trip Leader(s)

NOTE: **For European Trips:** You must have a copy of your passport or of a completed application for a passport to receive your Lottery Ticket. Your passport may not expire within sixty (60) days of the return of the trip (ABSOLUTELY NO EXCEPTIONS!).

2. Unable to attend trip sign up night

**A. Recommended Method**

Have someone (who is not planning on going on the trip) represent you as your "proxy" by coming to the trip opening with the following:

1. Your completed trip sign up form
2. Check (payable to OC Ski Club) in the dollar amount indicated in the trip article and as published on the Club's web site and in the Liftline.
3. Copy of your passport or completed application for one.

**B. Alternative Methods**

1. If the person representing you IS planning on going on the trip the he/she would enter the lottery and then sign you up as his/her roommate.
2. Get on the trip's Wait List. People do cancel all of the time, especially with early signup dates.

NOTE: **To have better odds of getting on the trip – it is beneficial then to have your roommate at the signup.**

Revised: