

Wait List Procedure

The Trip or Event Leader(s) will begin a Wait List once a Trip/Event fills to contracted capacity. The following actions will be adhered to. Disregarding policies as 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 will be added on a "first come, first served basis". No deposit is necessary to hold a wait list spot.
2. The Leader will not move people up through the wait list based on their personal relationship with them.
3. In the case that the event is a trip with a single spot cancelled and there was a chosen roommate that roommate will be contacted and informed that their roommate has cancelled. The remaining member will be informed of their rooming options (single option, male or female preferences).
4. If the single option is not invoked the Leader will continue with the Wait List procedures.
5. In the case that the **event** is a single day trip or a party with a cancellation the next person on the list will be contacted to fill that empty slot.
6. The wait list will be followed in order by contacting the first person on the list and followed sequentially until the spot is filled.
7. The contacted member has the right to remain on the list if so desired even if (s)he does not want to sign up at that point in time. However, the person will be dropped to the bottom of the wait list.
8. Any member who is solicited from the wait list must then provide a completed signup sheet and the total payment due as of the date of contact. In all cases, this payment must be provided in no later than 3 days.
9. "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.