



ACC SECTION BOOKING PROCEDURE



PURPOSE

We are excited to share this reference document for Section Trip Leaders. The ACC has made a deliberate choice to give sections the biggest booking window and most flexible payment plan, over all other groups, to nurture the programs led by our sections.

The policy aims to provide ACC Sections with more opportunities to utilize our facilities and create lasting memories in the alpine. We trust that Section trip leaders will approach this policy with diligence and respect, recognizing its value as a benefit for Sections and their members.

While we offer flexibility, please be mindful of the repercussions of abuse and cancellations. Misuse of the benefits by sections is detrimental to the purpose of providing those benefits. With cancellations the more notice the better. These booking terms are the same for ACC Sections, Maintenance, Adventures, Ambassadors and Staff.

Notes:

This policy does not include ACC Ski Weeks reservations and B.C. Parks Hut bookings and Elizabeth Parker Hut Lottery bookings.

Please know that if you are hiring a guide for a section trip, all trip registration MUST be through the section and NOT the guide.



BOOKING BENEFITS

- Reservations can be made up to 12 months in advance.
- ACC Sections will receive 50% off EXCLUSIVE Clubhouse bookings, at any time of year.
- ACC Sections can use the Clubhouse meeting room at no cost for section events
- Flexibility to change party size and composition prior up to 30 days prior to trip start date.
- Full payment is not due until 30 days before start of trip.

WHAT IS A SECTION TRIP

- The trip is run by the section for the benefit of all section members. It is an opportunity to build skills, relationships and lasting memories (not a private guide).
- The trip is available to all section members.
- The trip is advertised at the same time to all members (not full before posted)
- The registration process is through the section site and references the ACC waiver.

BOOKING PROCEDURE

- Reservation requests MUST go through Shelby - ssmyth@alpineclubofcanada.ca.
- When making the booking we do not need guest information, only the dates and the number of members.
- The Section Chair and Treasurer must be included in the trip request email.
- Once the reservation has been created, it must be posted on the section website with-in 2 weeks.
- Ideally bookings are made on a section credit card however, cheques and direct deposit are also accepted. Payments should be made by the section on the due date, not on a trip coordinators personal card.
- The Chair or Treasurer will be the main contact on the booking.
- The trip leader must reach out to the main contact for the hut code 7 days before the trip.

CANCELLATION POLICY

- If payment is not collected 30 days before the check-in date, the reservation will be cancelled.
- No penalties apply to cancellations made more than 30 days before the booking start date.
- Cancellations that are made within 29 days but not less than 15 days of the booking start date are eligible for a 50% refund, subject to a 2.4% processing fee.
- Cancellations and modifications made 14 days or less before the booking start date are not eligible for a refund.