

# Jacksonville Scubans Trip Planning

## Trip Committee Purpose

- 1.) Organize and coordinate trip committee functions; to include scheduling and attendance of meetings on a regular basis, oversight of trips, recruitment of trip leaders, appointment of individual trip coordinators, and assist trip leaders when needed.
- 2.) Report activities to the general membership.
- 3.) Ensure that all paperwork for club trip/ activities is complete.
- 4.) Coordinate with the Secretary to schedule upcoming events for publication in the monthly newsletter.
- 5.) Coordinate directly With the Treasurer the status of payment of funds for trips including deposits, deadlines, complete payments, refunds, and cancellations.
- 6.) Gather information for possible future activities with recommendations and suggestions.

## Trip Committee Policies

- 1.) The trip leader will perform all related trip responsibilities. Trip leaders will receive the rewards of their efforts by receiving the trip that they are coordinating free. If the trip allows for more than one free person, the difference in cost will be passed on to the trip participants. (Two persons are not to go "free")
- 2.) All fund transactions (i.e. deposits, payments, and refunds) are to be handled directly between club members and the Treasurer.
- 3.) Non-member guests will be allowed to participate in club activities subject to space availability and according to the discretion of the Board. They may be also subject to a premium established by the trip committee and approved by the Board. Non-member guests are to be accompanied by an active club member. Verification of certification must be submitted to the trip leader upon initial payment and a release of liability is to be signed.
- 4.) Deadlines for all trips are to be strictly adhered to. Trips are to be sold on a first come, first paid, first served basis. Payment must be received to reserve space. No unpaid "holds" are to be accepted.
- 5.) Refunds for deposits and payments are subject to approval by the Board. Refunds may be subject to a service charge. Full refunds are made only if the space is filled. A refund policy will be applied on an individual trip basis.

- 6.) All overages are to be deposited into the club general fund or refunded back to the trip participants as decided by the Board on an individual trip basis.

## **Trip Leader Responsibilities**

Organize and coordinate all aspects of the club trip – to include, but not limited to:

- 1.) Contact motel, resort, boat, travel agency, and/or airline personnel to make all necessary trip arrangements.
- 2.) Provide pertinent information and answers to any questions.
- 3.) Complete all necessary paperwork (i.e. Trip leader agreement, cost worksheet, flyers, newsletter article, maps)
- 4.) Coordinate directly with the Treasurer concerning the status of payments.
- 5.) Report trip status to the Vice President or Trip Committee on a regular basis.
- 6.) "Sell" trip to members (Club meetings, newsletter, phone)
- 7.) Pre-trip meeting with participants (or phone call)
- 8.) Perform responsibilities required by motels, charters, resorts, airlines, etc.

## Worksheet For Setting Up a Dive Trip

- 1.) Begin making your arrangements with time for at least 2 newsletters and 2 meetings before the trip. For major trips allow one entire month for each \$100 before payment in full will be needed.
- 2.) Call the dive operator. Check with several if you are not sure who to use (obtain references from your dive shop, friends who have been there, instructors, periodicals or travel services).
- 3.) Do they conduct the type of diving you want / visit the sites you want?
- 4.) Are the dates and/or times you want available?
- 5.) What is the group rate? Per diver: \_\_\_\_\_ Minimum number to get the group rate? \_\_\_\_\_
- 6.) Do they include the trip leader free? \_\_\_\_\_ (a common practice with dive operations)
- 7.) How many divers will the vessel take? \_\_\_\_\_
- 8.) Will there be others divers /groups aboard? \_\_\_\_\_
- 9.) What is the "whole boat" rate? \_\_\_\_\_ (may be cheaper, and you have 'control' )
- 10.) Should each diver bring their own tanks and weights (usually)? \_\_\_\_\_
- 11.) Are tanks priced in with the trip? \_\_\_\_\_  
If not, how much are air fills per tank? \_\_\_\_\_
- 12.) Is Nitrox available? \_\_\_\_\_ If so, price per tank: \_\_\_\_\_
- 13.) What % tax will we have to pay? \_\_\_\_\_ (may vary by state or county)
- 14.) Is there Oxygen on board for emergencies? \_\_\_\_\_  
Drinking water? \_\_\_\_\_  
Cooler ? \_\_\_\_\_
- 15.) Do they permit lobstering? \_\_\_\_\_ Spearfishing? \_\_\_\_\_ (if applicable for your group)
- 16.) If hunting is permitted is there a cooler to keep the catch fresh? \_\_\_\_\_
- 17.) Are night dives available? \_\_\_\_\_ Different cost for night? \_\_\_\_\_ (if applicable for your group)
- 18.) When will they need confirmation of the trip reservation ? \_\_\_\_\_ For Deposit? \_\_\_\_\_
- 19.) What is the cancellation policy? (illness - individual, trip undersold, weather, etc.)  
\_\_\_\_\_
- 20.) Can they offer a hotel package or recommend a hotel?  
\_\_\_\_\_

21.) Call the hotel. Have a credit card # handy to guarantee your reservation if asked.

22.) Do they have a group rate? \_\_\_\_\_ per room; minimum # of rooms for group rate

23.)

24.) How many beds per room? \_\_\_\_\_ double, single, or is there a variety of choices? (normally 2 doubles/room will suit all needs, but other options may cost less.)

25.)

26.) Is there an extra charge for 3 in a room? \_\_\_\_\_

27.) What is the tax rate? (usually 10% in Florida) \_\_\_\_\_

28.) Is late check-out available? \_\_\_\_\_ At what cost? \_\_\_\_\_

29.) # of late check-out (shower) rooms \_\_\_\_\_

30.) Name of the person who takes the reservation: \_\_\_\_\_ 1 \_\_\_\_\_

31.) Confirmation # \_\_\_\_\_

**32.) Make sure to hold the rooms for late arrival if people are driving down from Jacksonville.**

# Jacksonville Scubanauts

## Trip Leader Agreement

Name: \_\_\_\_\_

Trip Details:

Destination: \_\_\_\_\_

Dates: \_\_\_\_\_

Est. # Divers: \_\_\_\_\_

Est: Cost/Diver: \_\_\_\_\_

I agree to be a Trip Leader for the above Scubanauts Dive Trip. I am aware that my trip expenses will be covered where possible. I am also aware that I must pay any expenses not covered up to the total cost/person for the trip. This may occur from a miscalculation of the trip cost, from failure to recruit a sufficient number of divers to fully cover my costs, or for any additional expenses that I may incur before, during, or after the trip.

I am fully aware that once the trip is planned I must follow through regardless of the number of divers that make the trip or of other circumstances that may arise; else I will find another trip leader if necessary. I agree that I will perform, to the best of my ability, all the necessary steps to run a successful trip.

\_\_\_\_\_

Signature / Date