



WINTER 2018-2019: GROUP POLICIES AND PROCEDURES

A signed copy of this form must be returned to NSCD. Maintain a copy of this form for your records.

All Groups

- Please designate one individual to serve as the contact person for the entire group/organization.
- A \$200 non-refundable deposit is due at the time of the reservation. The remainder of your payment is due 30 days prior to your first scheduled activity. If an activity is scheduled within 30 days of service, the full payment is due at the time of the reservation.
- The group’s total invoice needs to be paid with a single payment. Please do not have participants send individual payments to the NSCD office.
- Groups canceling reservations with less than 30 days’ notice will be charged 50% of the activity cost. **You must call to cancel 970-726-1518.**
- In the event of a closure of Winter Park Resort, I-70, or Berthoud Pass of more than 2 hours the day of the lessons, lessons may be re-booked at the discretion of the NSCD. Please call 970-726-1518 to determine delay times in the event of a closure before turning around.
- One adult representative must be available at the program location at all times during the group’s lesson.
- Please allow ample time for travel, parking and lesson preparation. Late arrivals need to call the NSCD office at 970-726-1518 as soon as possible.
- The substitution of a participant is not permitted due to the specific needs of each participant and the need to schedule appropriate instructors.
- If an individual from your group does not attend one of the lesson dates, there is no refund or re-booking. **It is the responsibility of the group leaders to inform all parents and guardians of this policy.**
- For participant and staff safety, there is a weight limit of 200lbs. for sit ski lessons (mono-ski, dual-ski, and bi-ski). Participants will be weighed in full snow gear prior to the lesson. If participant weighs more than 200lbs. (including full snow gear), the lesson will be forfeited without a refund.

Weekly Groups

- Group rosters must be received by the NSCD by **November 1, 2018**. Failure to turn in roster by this date may result in the forfeiture of your first scheduled activity. Notify the NSCD immediately of any changes to the roster.
- All participant forms need to be completed and submitted to the NSCD by **December 1, 2018**. Participants need to have forms completed and signed by a parent or guardian to participate in a lesson.

Custom Groups

- All group rosters and participant forms need to be completed and submitted to the NSCD **45 days prior** to your first scheduled activity. Participants need to have forms completed and signed by a parent or guardian to participate in a lesson.

These policies and procedures allow the NSCD to better serve all of our guests. The policies and procedures stated above supersede all previous practices and will be enforced for the 2018-2019 winter season.

By signing below, I agree and confirm my understanding and acceptance of the above policies and procedures. Failure to sign this sheet may result in the forfeiture of the reservation.

Group/Organization: _____

Contact Person/Group Leader: _____

Signature: _____ Date: _____

Thank you for choosing the National Sports Center for the Disabled.