

### 1. Membership/Participants/ Vehicles for VCC Sponsored Trips/Events

- a. Memberships are open to all Villages' residents who have a convertible in The Villages. Memberships can be obtained on the club website at [www.thevillagescc.com](http://www.thevillagescc.com). New memberships are \$40 per couple or single & guest which includes 2 name badges and a small removable VCC sticker for the windshield. Renewals are \$25 per couple or single & guest. A signed waiver form must on file with The Villages Recreation Department.
- b. The limit of attendees on any trip or event is two individuals. Any individual may accompany a single member and any individual may substitute for one of a couple. Exceptions will be made on a case by case basis for those households that have a child or other dependent family member living with them.
- c. Members' club-registered convertibles must be driven to club-sponsored events unless unforeseen mechanical problems prevent the vehicle's use.
- d. Due to the size of the club, additional guests are not permitted on any club trip or event.
- e. Any membership paid in October or later will also be good for the following year.

### 2. Trip/Event Registration

- a. All trips and event registrations will be made on the club website [www.thevillagescc.com](http://www.thevillagescc.com).
- b. Participants on a trip/event should meet and depart from the designated trip departure location unless prior notice is given to the leader. Participants are expected to follow the pre-arranged route and schedule. Participants should arrive at the meeting point on time. Only one meeting point will be used per event. Activities north of The Villages will use Laurel Manor and those south of The Villages will use Seabreeze. The trip/event leader will designate the meeting point.

### 3. Trip/Event Planning and Finances

- a. Trip and event prices will be established by the leader with the prior approval of the Executive Board or its designee. All final prices will be rounded to whole dollar amounts.
- b. A minimal cost will be charged for trips or events that are at no cost venues. The proceeds will either be given to a charity or back to the participants in the form of a gift.
- c. Written directions with mileage markers should be provided to the Trip Planning VP and to the VP – Communications no less than five days prior to the trip for dissemination to the participants.
- d. All official communications regarding trip announcements and deadlines must be made through the Trip Planning VP (via the VP-Communications).
- e. Any agreement requiring a financial commitment of the club (e.g. pre-pays, deposits, guaranteed minimums, etc.) must be pre-approved by the President or designee.

### 4. Cancellation Policy

- a. The club has a no refund policy. Once a reservation is made for a trip or event the individual owns it (this policy is similar to The Villages box office). If someone is unable to attend, they will be able to

offer the reservation for sale at the price paid or less on the member-to-member page on the club website. With the size of our club the board members cannot process exceptions such as cancellation refunds.

## **5. Trip Meals**

- a. Most club trips involve a meal where the club provides the restaurant with an advance estimate of attendees so the restaurant can staff adequately to serve us in a timely fashion. It is important that you participate in the scheduled meal if you are registered to do so. You must inform the trip leader if you are not participating in the meal portion.

Revised: 10/4/14