

Ski trip checklist

This checklist is provided as a guide only, which you may find useful if you have never led a school/college ski trip before.

This list is not necessarily exhaustive, so please feel free to add your own agenda to what we hope will prove to be a useful document. Please remember - we are always ready and happy to answer any of your questions at any time!

ACTION	NOTES	
Collect deposits	Keep Max Ski informed of your deposit collection progress towards the provisional numbers. If you need more time or a re-quote, please just call us. We will send you out an invoice once you have a more settled idea of numbers.	
Send in deposits	Once you have achieved the required amount of deposits, please ensure your finance department are in a position to pay us either by a school cheque made out to MAX SKI Ltd, or via BACS internet transfer at the earliest opportunity. This will secure your booking.	
Insurance declarations	<p>It is mandatory for everyone on the trip to have suitable insurance. It is strongly advised that you arrange your own insurance, suitable for winter sports, through your own school/college, or ask your students to prove their own level of personal insurance.</p> <p>Pre-existing medical conditions will need to be declared to all insurers. Failure to do this will result in the negation of the insurance policy.</p> <p>All ski group members will need an <u>EHIC</u> (European Health Insurance Card) in addition to their/your personal insurance.</p> <p>TIP: We can help you easily collate all of the above info on your own Google Form!</p>	

Visas/ESTA's	<p>If any of your students require a visa then this must be arranged by you at the earliest opportunity. This will remain the Trip Leader's responsibility throughout.</p> <p>If your trip is to the USA, then EVERY trip member will need an ESTA (Electronic System for Travel Authorisation).</p> <p>TIP: You can read much more about this in 'Snowed Under' document.</p>	
Helmet Policy	At Max Ski, we insist that all students under instruction wear helmets, regardless of their age. For all under 15's, this is a legal requirement in Italy & Austria.	
Parents' Evening	You may decide to hold a Parents' Evening (at least) several weeks before departure. We are happy to help you present to parents, so please do let us know if you would like us to support you. Please get in touch to discuss a suitable date.	
Ski Clothing Hire Company.	If you want a ski clothing hire company to be available at your Parents' Evening, we can help to arrange this. We work in conjunction with a clothing company called <u>AC Sports</u> , and can contact them on your behalf if you wish. If you would like to use your own supplier, then we will leave you to make all the arrangements.	
Medical Consent Forms	<p>Send the school's Medical Consent Form to parents. Often Ski Trip Leaders send this out prior to and collect them in at the Parents' Evening (or just take blank copies with them, for those who forget!).</p> <p>Copies of the consent forms need to be taken with you on your trip.</p> <p>TIP: We can help collate all medical issues in one place for you on your own Google Form.</p>	
EHIC Card	Parents or guardians will need to be informed that they need to obtain an EHIC card (for European based trips only). Boarding School staff can also apply for those	

	<p>under 16 (who are eligible). All ski group members will need an <u>EHIC</u> (European Health Insurance Card) in addition to their personal insurance. Please note that no changes have yet been announced as a results of the EU referendum.</p> <p>EHIC cards should then be taken with you on your trip.</p> <p>TIP: You can find out more about this, including web addresses, in 'The Manual'.</p>	
Passports	<p>You will need to collate all passport information prior to travel, and as early as possible. We will often need this information for airline booking processes in the early stages of booking, so please be ready with this.</p> <p>We also suggest taking copies of passports with you, and also collecting in all passports before you travel, in order to reduce the possibility of loss.</p> <p>Be sure to check the expiry date of the passports as often some countries will require travelers to have at least six months left from the date of travel. This responsibility remains that of the Ski Trip Leader.</p> <p>TIP: We can help collate all passport information in one place on your own Google Form. More info in 'The Manual'</p>	
Pocket Money/petty cash	<p>Most schools run a 'bank' and so money also needs to be handed to school staff prior to departure.</p> <p>You may also wish to consider asking for a petty cash float from your school, or a school credit card, for emergency use.</p>	
Telephone contact information	<p>In case of an emergency whilst you are abroad a 'telephone tree' (i.e. a list of all contacts both at school and on the trip) is very useful and can be set up at the Parents Evening.</p> <p>You may wish to speak to your IT/technical support service department, and arrange a work mobile phone, to save any charges on your own personal phone.</p>	

Alcohol, General Behaviour and Mobile Phone Policies, Pocket Money Advice	<p>Depending on the age of your school party you may need to define an alcohol consumption policy.</p> <p>General behavior policies are a good idea to discuss and affirm before you leave. Some schools have a policy which involves students being sent home (in extreme cases). Consider a written Behaviour Contract.</p> <p>Mobile phones discussion – your school may have a policy on this already, but this is something you may wish to explore/explain at the Parents' Evening. Inform students about catastrophic costs of Data Roaming.</p> <p>TIP: We can provide you with an example Behaviour Contract for you to adapt as you see fit!</p>	
Kit/equipment list	<p>You will need to send out a letter to parents with regards to what their students need to take in the way of clothing and equipment as soon as possible.</p> <p>TIP: We can provide you with a suggested kit list, as a starting point, which you can adapt if you wish!</p>	
Passenger List/Google Form	<p>Max Ski needs to receive the final completed Google Form, or your version of all passenger information, By email or via a Google Form. The date Max Ski needs this by is specified on the cover page of your folder. We need this in order to secure resort services, room allocations, lift passes, equipment hire, ski school allocations etc.</p>	
Access to school on departure/return day	<p>You may need to speak with the Caretaker or school Security Services in order to secure gate opening/car park access during anti-social (or non-school) hours.</p>	
Receipt of Final Pack	<p>Max Ski aims to provide your final pack, as well as a detailed email, approximately 1 week before departure.</p>	
Room Requests / Allocations	<p>Hotel rooms may not be allocated until the final stages, depending on the hotel supplier and at what stage we received your students' details. We will always try to secure you the rooms you need based on your age/year/gender split.</p>	

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