

## HeartCycle Tour Confirmation Policy

**Policy:** Starting with the 2015 tour season, the registration process will use a lottery system for tours that have more members registering than slots available. Members will be notified of their tour status, confirmed or wait list, between five and seven days after registration opens. Only current members will be allowed to register from November 1st until January 1st. Noncurrent members will not be able to renew memberships November 1st until January 1st.

**Lottery Requirement:** After a tour is open for registration for four days, the Registrar will evaluate the number of members registered.

1. If the tour is not filled at that time, all members will be confirmed on the tour and registration will continue as in the past — “first come, first served “.
2. If the tour has more registrations than slots available, the Registrar will conduct a lottery to determine which members will be confirmed, and the remaining members will be put on the wait list. The tour will put in a “wait list only” status for any additional registrations.

### Lottery details:

1. The lottery will use a random number process to choose the members to be confirmed.
2. Member’s lottery numbers will be assigned in the order of their registration.
3. Members requesting each other as roommates will have the same number in the lottery, and both will be either confirmed or wait listed together.

**Priority:** In recognition of their service, club volunteers (working members, tour leaders and board members) will be given one priority tour selection per year. A request to use their priority must be made to the Registrar prior to the tour registration opening by email at [Registrar@heartcycle.org](mailto:Registrar@heartcycle.org). The priority will be considered used whether or not the tour requires a lottery.

Please contact the Registrar at [registrar@heartcycle.org](mailto:registrar@heartcycle.org) with any questions or comments.