

Crediton & District u3a Policy for Trips

Crediton & District u3a will from time to time offer trips to all the branch membership. These could either be one-day visits or visits requiring one or more overnight stays. This policy does not cover trips organised by individual groups, which should have their own policy for the organisation of trips.

Overall summary of the process

- 1) The trips organiser investigates the feasibility of a trip and presents an outline plan (see below) to the Crediton & District u3a Committee (“the Committee”).
- 2) The Committee will consider and, if appropriate, approve the trip.
- 3) The trips organiser will then assemble a detailed plan (see below).
- 4) The trip will be advertised to the membership.
- 5) Members will register their interest in a trip and pay a deposit.
- 6) The full cost of the trip will be paid by members in good time.
- 7) The trips organiser will collect payments and liaise with the trip providers over payments and dates.
- 8) The trip may be cancelled by u3a if, for example, there is insufficient interest.
- 9) The trips organiser will collect any information required by the providers.
- 10) Before the trip, the trips organiser will provide a detailed itinerary to the participants and to Committee members.
- 11) The trips organiser or a nominated representative will be present on the trip. They should maintain a trip dossier (see below).
- 12) The trips organiser should have a nominated deputy on the trip who has access to all the relevant information if needed.
- 13) The trips organiser is responsible for liaising with the providers and the participants to ensure the satisfactory outcome of the trip.

Detailed Role of the trips organiser

The trips organiser has overall responsibility for organising and overseeing trips. He/she may work together with one or more deputies in doing this and will have to coordinate their work.

- 1) The trips organiser will:
 - a. Investigate possible trips.
 - b. Put together an outline plan to include a rough idea of the costs, the suitability for our membership, and possible dates.
 - c. Present the plan to the Committee for approval.
- 2) After a trip has been approved by the Committee, the trips organiser will:
 - a. Prepare a detailed plan to include costs, itinerary, details of providers, and any appropriate risk assessments.
 - b. Produce a budget for a trip which will be expected to break even.
 - c. Make contact with the providers of the trip, e.g. transport providers, venues, to make provisional bookings.
 - d. Advertise the trip to members, keep a record of interested participants and collect a deposit of 10% of the cost of the trip. The trip may be made

available to non-member spouses or friends of members should there be any spaces left over, with the insurance proviso below.

- e. Make members aware of any problems that may occur if, for example, the member has limited mobility.
 - f. Cancel the trip if insufficient members are interested up the point that deposits have been paid to providers.
 - g. Bank the deposits with ??? and pay deposits to the trip providers in good time.
 - h. Make clear to members when the full payment for the trip is required.
 - i. Collect final payments and participant requirements if any, such as meal choices.
 - j. Bank the final payments then pay the providers in good time and provide them with any information they require such as pick-up points or menu choices.
 - k. Arrange any insurance cover, if required.
 - l. Assemble a trip dossier to include the detailed itinerary, participant options, list of participants and their emergency contact numbers, the phone number of a 'home contact'. These contact numbers should be destroyed after the trip has taken place.
 - m. Nominate a deputy who will also be on the trip, and a Committee member who will be the 'home contact' in case of emergency.
 - n. Provide the trip deputy and the home contact Committee member with a copy of the dossier.
- 3) During the trip, the trip organiser or their deputy will,
- a. Check off that all the participants are on the transport at the start of the journey and after every break where participants have been allowed to leave the vehicle.
 - b. Liaise between the providers and the participants to ensure the smooth running of the trip,
 - c. Contact the 'home contact' in case of emergency.

What participants should know

We welcome all members to take part in our trips and look forward to seeing you there. Please do not be put off by this long list!

- 1) You will not be included in the planning for a trip until you have paid a 10% deposit.
- 2) The deposit is non-refundable if you choose to withdraw, but should u3a cancel the trip, the deposit will be refunded.
- 3) You may pay by cheque or bank transfer.
- 4) You will need to provide the deposit by the specified date.
- 5) If there are spaces, then non-member spouses or friends may come on the trip. For major visits involving hotel accommodation, non-members will be required to pay a Vacation Membership supplement which will then include them in the Third Age Trust public liability insurance scheme.

- 6) You will need to provide the balance of the cost of the trip by a fixed date. Collecting the money is a major headache in what is already a complex job for the trips organiser, so please be considerate and pay promptly.
- 7) Once the full cost of the trip is paid it also will not be refundable unless u3a is forced to cancel.
- 8) You will need to provide an emergency contact number, but this will be destroyed after the trip.
- 9) You will need to tell the trips organiser about any special requirements you have.
- 10) Public liability insurance will be covered by a central u3a insurance policy, but you will need to provide your own personal accident/injury or travel insurance.
- 11) From time to time, local trips may be made using your own transport. In such cases, any car sharing arrangements are private agreements and not the responsibility of u3a. If you are sharing fuel costs, you should check this is OK with your insurance.