

Witney u3a Guidelines for Group Leaders

Group Outings

Group leaders may wish to organise outings for their particular group as part of their group activities. For them to be run successfully and safely, it is important that such trips should be organised in accordance with Witney u3a's policies and guidelines and in the light of other activities that may be taking place within the organisation.

- Outings, trips or visits organised by groups should normally only be open to their own group members. However, it is recognised that on occasion, small numbers of other u3a members may also wish to participate. While sharing is to be encouraged, it should be remembered that paid members of u3a should always have priority over non-members.
- Where two or more groups wish to come together to organise a larger outing, places should first be offered to group members, then to all Witney u3a members on a first come first served basis and only then to non-members if there are still vacancies. This is to ensure that the benefits of membership are available first and foremost to our own paid-up members.
- Where non-members are included in an outing, it should be made clear to them that they will not be covered by u3a insurance.
- If it is envisaged that the number of participants will necessitate the hiring of a coach then it would be courteous to discuss the date and the arrangements well in advance with the Outings Coordinator and other group leaders where appropriate, to ensure that dates and venues do not clash.
- All trips and outings should be self-funded by group members and any monies handled in accordance with Witney u3a's financial policy on 'Group Finances'.
- Where larger sums of money are involved, and to avoid organisers having to hold significant sums in their homes or personal bank accounts, there should be prior agreement over the handling of payments with the Social Account treasurer before any payment or firm booking is made.
- If agreement with the social account treasurer has not been established prior to payments being made or invoices received, any payments from participants or invoices from external contractors submitted to the social account treasurer will be either refunded or not paid.
- Group leaders are asked to note that trips, outings and visits available to **ALL** Witney u3a members are subject to a separate range of accounting requirements as set out in Witney u3a's financial policy under the section headed 'Trips, Outings and Visits'.

- An accurate list of all members participating on a trip should be made. It is strongly recommended that all participants carry an emergency information card (available at speaker meetings) or emergency contact details. Leaders should be aware of any risks and should check accessibility in advance. See additional information.

12 September 2023