

Wellingborough and District U3A

Day Trips Policy

When organising a Day Trip the following apply:

- The trip is open to U3A members only.
- A minimum number will be required for a trip to take place.
- The organiser will be the group leader.
- There should be a deputy for each trip in case the organiser cannot attend.
- To protect the organiser the Third Age Trust has arranged Tour Operator Liability Insurance. This covers Third Party Liability, the organiser and member to member cover.
- Personal accident, injury or travel insurance are the responsibility of each U3A member.
- When making a prepayment care should be taken as there is no insurance provided that protects against a supplier going out of business.
- The organiser will not make any payment for a trip until all the money is collected in.

- A £10 per person non refundable deposit is to be paid on signing up.
- The preferred payment is by cheque made payable to Wellingborough and District U3A.
- Where payments are taken in cash a receipt must be given.
- All money for a trip should pass through the U3A account.
- The final balance payment for a trip must be paid by an agreed date or the place on the trip will be lost.
- Payments will not be accepted on the day of a trip.
The deadline payment date for each trip will be notified to all on signing up.
- The cost saving from any free trip /entrance fees should be split between all those attending.
- If an attendee cancels in sufficient time it may be possible to refund some of the cost but most likely not the deposit. The attendees need to be given a cancellation date after which no refund will be given unless extenuating circumstances apply.

- The names of those travelling together with emergency contact numbers and the itinerary should be emailed to a nominated person before departure. This data is collected solely for the purposes of the trip.

- If space is available members from other U3As may be invited.

The treasurer can help with costing a trip, determining if a contingency mark up is required, deciding on a deposit and on a cancellation deadline date.