



U3A ACT POLICY No. P180

Walks and Tours Policy	
Publication date: 8 August 2021	Applies to: Tours Officer and Tours Sub-Committee and all proponents and facilitators of tours and related activities
Responsible person: Tours Officer and Tours Sub-Committee	Scheduled review date: Every three years as determined by the Committee
Approved by: Committee meeting on 12 July 2021	Author: Tours Officer (Garth Setchell) assisted by Brian Moir and Paul Minogue

RATIONALE.

The Objects of U3A-ACT Inc. (U3A) identify that the broadest range of opportunities be provided for to assist members' learning (Object 3 (3)) and that these opportunities are subject to overall guidelines developed by the Committee.

This policy has been developed to assist and guide those U3A members who either:

- Propose to include excursions as part of a U3A course that they are offering or
- propose to offer walks and/or tours (or extra places on course excursions) to the U3A membership at large.

DEFINITIONS.

Walks and Tours: all activities that are related to U3A organised tours, walks or excursions that are stand-alone activities or are attached to U3A courses.

Proponent: The person offering, managing and facilitating a tour or related activity.

POLICY

1. The Committee of U3A will appoint a Tours Officer to take overall responsibility for management of tours and travel activities.
2. The Tours Officer will appoint a Tours Sub-Committee of at least three people to assist in this task.
3. The Tours Officer will maintain a bank account for making payments and receiving revenue associated with tours activities.
4. U3A members may propose, manage and facilitate tours, excursions, walks and associated activities that are either attached to courses or are offered as stand-alone activities for the interest and participation of members.
 - 4.1. The Tours Officer will ensure that a Register of Authorised U3A Excursions, Walks and Tours is maintained.

5. Where activities may involve risk, these events must be advertised with a disclaimer that advises participants there is potential risk, and that members assume personal responsibility for any accident or injury they may incur as a result.
6. Proponents (proposed Tour Leaders) must submit an outline proposal to the Tours Officer or Tours Sub-Committee for comment prior to requesting applications from members, or seeking wider publication by newsletter or eBulletin editors. Responsibility for each walk or tour ultimately rests with the Tour Leader.
7. In setting prices for walks and tours, the basic aim is not to make a profit but to avoid loss to U3A.
8. The Tours Officer and the Tours Sub-Committee are authorised to make commitments and payments in accordance with (or as set out in) the Policy.
9. Each proponent is solely responsible for all documentation involved in delivering tours and related activities. This documentation must be available to the Tours Officer and/or the Tours Sub-Committee on request.
10. Tours and related activities with transactions which pass through the tours account must be acquitted to the Treasurer at the completion of each tour, walk or excursion.
11. The Tours Officer will be issued with a Credit or Debit Card on the Tours account allowing for an alternative payment method to EFT and the use of cheques.
 - 11.1 The holders and limits of these cards will be set by Committee decision and reviewed annually under PO20141.
12. U3A may advertise walks and tours in which members may be interested and which are conducted by other organisations. U3A accepts no liability for a member's involvement in such activities.
13. Proponents may seek reimbursement of reasonable out-of-pocket expenses incurred in organising activities.
14. Persons handling applications for walks and tours, need to be mindful of their obligation to protect information provided by individuals in accordance with U3A's Privacy Policy

RELATED DOCUMENTS

Objects and Rules of U3A-ACT Inc.

Financial Commitments and Payments Policy and associated templates (PO21041)

Insurances Policy PO201512

Privacy Policy PO20144