

DAY VISITS POLICY

This policy covers all day trips.

Important note: As u3a members offer their services free to the movement, the organiser must not receive any pecuniary reward for organising any event. The organiser of an event must not benefit from any discount (e.g. a free place) offered by the organisation providing the event. The value of free places must be shared among all participants to the event.

These trips are normally organised by either a group leader or a member of the group.

The finances for these trips should be organised via the treasurer.

(At the time of writing the groups organising such visits are HIW1, HIW2, Coby's Day Visits, and Historic Churches. Some trips are offered just to group members - others are offered to the whole membership).

The organiser should advise the treasurer in advance of the trip details (place, date etc), budget, expected number of participants and fee for each.

Details of how to send in fees with the correct reference will be agreed with the treasurer so that it is possible to allocate the fees to the correct group accounts.

Organisers must not collect cash or have payments made into their personal accounts. All payments from members should be made to the u3a account, not to the organiser.

Payments to suppliers should be made from the u3a account, not from the organiser by means of their personal accounts.

Any payments collected or made by the organiser result in the transaction becoming a personal one, rather than a business one. This will invalidate the u3a liability insurance and could place the organiser at financial risk from a liability claim.

All payments and money collected must go through the U3A bank accounts in agreement with the Treasurer, who will be responsible for reporting to the Committee.

The organiser must not sign any contracts on behalf of the u3a - this must be signed by an officer.

Organisers should ensure

- 1 check that each participant is a member of the u3a
- 2 Request their telephone number, the name and telephone of an emergency contact In case of a problem.
- 3 Have all these details ready in a list for the journey and to check everyone is aboard.
- 4 Should complete a risk assessment form - to avoid annulling the insurance policy.
- 5 Should request public liability insurance from u3a and/or the place to be visited as appropriate.

Stephanie Molyneux
June 2025, Committee approved