ELLENBROOK COMBINED PROBUS CLUB INC.

OUTINGS ACTIVITIES AND TOURS POLICY

This Club Policy should be read in conjunction with Standing Resolutions for Privacy Policy and Risk Management Policy.

1. **PREPARATION**
   a. Consider any physical risks as part of the approval of the activity. For example, has the venue and the transport to and from the venue been assessed to minimise the risk of injury to members. Matters that should be considered include:
      - Can any physical distancing requirements be complied with?
      - Are there any transport risks e.g., is an additional step required to get onto the bus?
      - How much walking is involved, are there lifts or ramps for those participants that may need them?
      - Is there appropriate signage?
      - Is the activity weather dependent?
      - Are there any changes to these physical risks as a result of a change in weather?
      - Can the attendee participate on their own or do they need the assistance of a carer?
      - Are there any risks of members slipping, falling or tripping over as a result of wet surfaces, loose cables, poor lighting, uneven steps etc?
2. **ATTENDANCE AT OUTINGS**

   With limitations on numbers

   a. In cases when there is a limitation on numbers, a <u>fully paid-up member</u> has first preference over any unpaid members spouse / partner / family.

   Without limitations on numbers

   b. For outings without limitations of numbers <u>a fully paid-up member</u> has first preference. If we need to "make up numbers" we can then draw on our waiting list of potential members (visitors) first, followed by persons from outside our club. If any disputes, the Management Committee will discuss the circumstances and if not practicable two members of the Committee will determine the required action.

   Attendance of Members with a Carer.

   c. Any member that needs a qualified carer should be allowed to attend providing the carer pays in full any monies prior to the event.
3. **PAYMENTS**
   a. When seeking expressions of interest in a tour/outing or activity, an amount maybe required as a deposit. This will assist in determining the number of participants early. In some cases, expressing interest without paying a deposit increases the risk of cancellations and/or inaccurate assessment of participant numbers.
   b. The Outings Officer will ensure that all participants are clear on the final payment date.

4. **CANCELLATIONS AND REFUNDS**

a. The policy with respect to cancellations and refunds is to be advised to members when the booking is made by the member to ensure that there is no misunderstanding. In some cases, a minimum number of participants is required and often no refunds will apply. As such, it is important to have a clear policy for payments and/or refunds at the outset.
b. The entitlement to a refund will vary depending on monies paid and commitments given to bookings with third parties. However, there should be sufficient notice given of cancellations to allow the Club to offer those cancelled spots to other members, if possible.
c. The National Insurance Programs do not provide cover for cancellation refunds nor do they provide cover for illness.

5. RECORDING

a. There should be a record of all participants - a tick against an attendee's name is sufficient for insurance purposes. However, for contact tracing purposes, attendance lists should include contact information for all participants in the event that someone tests positive for COVID-19. A process to record genuine apologies should be in place.
b. In the case where the designated organiser is unable to attend at short notice, an alternate person with appropriate knowledge should be allocated to manage the activity.

6. FORM – REGISTRATION FOR OUTING, ACTIVITY OR TOUR

a. The Outings Officer or Activity Organiser will determine if a Registration Form for Outings, Activities and Tours is required. In some situations, the event organiser may feel it necessary to obtain a doctor's clearance and/or insist on a carer for certain members where it is apparent that the member may have difficulty participating.

7. FREE OF CHARGE OFFERS

a. In some cases, the Outings Officer or designated organiser may be offered a 'free of charge' (FOC) ticket or discount from the provider. Any such offer or discount should be declined or applied so that it benefits every person participating in that particular outing, activity or tour.

8. TRANPORT

a. Understand the terms and conditions of the transport provider prior to agreeing to such terms and conditions - particularly in relation to excesses that may be payable on hired transport in the event of an accident / incident.

9. **INSURANCE**

a. Ensure all participants are to be aware of the insurance coverage available under the National Insurance Program maintained for members by PSPL. The Club Secretary gets regular information on the National Insurance Program and details are available in the Members Section of the Club's website.

b. Members note that only approved activities will be covered under the Probus National Insurance Programs, subject always to the terms and conditions of the policies within those programs. These activities include any event organised by a Club such as meetings, outings, tours, trips and interest groups.

c. The Outings Officer or designated organiser must keep a list of all Members attending the activity to facilitate the member being covered under the Probus National Insurance. The National Insurance Programs do not provide cover for cancellation or refund nor do they provide cover for illness.

10. EMERGENCY

a. All participants should be advised of the procedures to be followed in the case of an emergency.

b. In the event of an accident or injury, an ambulance should be called where appropriate. Any incidents, accidents or injuries are to be recorded and reported to PSPL for insurance purposes. A copy of the Accident/Injury Incident Report Form is attached to this Policy.

c. See also the Club's Policies. These are available on the Club's Website.

11. **REVIEW**

This Policy is to be reviewed by each incoming Management Committee.