

Maghull & Lydiate u3a Guidance for Group Leaders promoting holidays

Planning

Before a holiday is advertised on the website or notice board full planning must have been carried out. Destination, duration and costing must be clearly set out. A flyer is often provided by the Tour Operator with copies available for participating members. A holiday should be available to all, the date for booking must be clearly stated; no advance bookings should be allowed.

Approval

The Committee Holiday Co-ordinator must be consulted before any holiday is organised or advertised, so that U3A guidelines are followed and any clashes between groups can be avoided.

The co-ordinator will need to know:

Travel to be used, with a contact name phone number or email
Venue
Date
Brief description of the holiday

The organiser should have checked for any clashes of dates on the u3a calendar but this will be re-checked by the Holiday Co-ordinator. If the co-ordinator feels it necessary, they will consult with the Chair, Vice chair or Treasurer to resolve any problems with the group leader before the holiday is advertised to members.

The current holiday co-ordinator can be found on the Committee Notice Board.

Guidelines

- 1 All holidays should be organised through a reputable ABTA bonded travel agent.
- 2 No bookings should be made before the holiday is advertised at a Tuesday coffee morning or on the website. Bookings may only take place once the holiday is approved. This is to ensure all members have a fair opportunity to book.
It is not essential that participants in the holiday/break are members of the u3a. As the holiday does not come under the remit of our u3a it is open to all.
- 3 All finance for the holiday should be arranged through the travel agent.
- 4 The group leader or their designated assistant should be responsible for promoting the holiday and acting as a contact person for the travel agent. They may collect payment by cheques made out to the travel agent and forward them on; but it is not necessary that they go on the holiday themselves. If they do choose to go, it is not necessary that they have any organising responsibility during the holiday. If at all possible, it is preferable that all organisational responsibility during the holiday rests with the travel agent. Sadly, this is rarely the case. The coach driver may be a support for the Leader but is not obliged to be so.
- 5 Group leaders are encouraged to consult with others who have already organised holidays as there is a wealth of experience to draw on when planning their first venture

- 6 A list of members and their next of kin will be lodged with the Tour Organiser. This list will ensure that in the event of an accident the Tour Organiser will contact relatives to inform them of any accidents. It is not the job of the Leader to pass on bad news.
- 7 Members going on a holiday should be asked to have with them at all times, clear and up-to-date personal and medical details for use in case of an emergency. This is the responsibility of the individual concerned. It is often the case that the Tour Organiser will provide a pro-forma that lists all the information needed by the company.

Where this is not offered the group leader may, if they wish, suggest a suitable form of documentation to be completed prior to departure and retained by the individual member. It is preferable that this is in a form which can be easily updated. (Some members may have frequent changes to medication.)

The following information is required: Name

Home address

Holiday address

Emergency contact for next of kin

Current medication

Allergies

Individual needs such as walking aids, wheelchairs

- 8 All members must be covered by appropriate travel insurance. The u3a insurance does not cover holidays. The Leader should ensure that all participants understand the need for insurance even in this country as having the NHS available does not help if you have to cancel because of a broken leg etc.
- 9 It should be made clear that the travel agency is responsible for the holiday. Maghull and Lydiate U3A do not take any responsibility for group holidays organised by participants They do allow group leaders to make use of their website and coffee mornings to promote holidays to other members. Any problems should be taken up with the travel agent.
- 10 Group leaders may like to give members a copy of the attached *U3A Holiday guidelines for members* to avoid any misunderstandings.

Maghull & Lydiate u3a Suggested Holiday guidelines for those attending

- 1 All holidays will be organised through a reputable ABTA bonded travel agent.
- 2 The main finance for the holiday should be arranged through the travel agent. Cheques should be made out to the travel agent, not the u3a.
- 3 The group leader or their designated assistant will be responsible for promoting the holiday and acting as a contact person for the travel agent. (eg They may collect payment by cheques made out to the travel agent and forward them on.) They may or may not go on the holiday themselves. If they do choose to go, **please remember that it is their holiday too**. They may not be the person responsible for organising the details while you are on the holiday. That may be the travel agent.
- 4 If you book directly with the travel agent then you need to tell the group leader who is promoting the holiday that you have booked a place.
- 5 You will need to have with you at all times, clear and up-to-date personal and medical details for use in case of an emergency. **This is your responsibility**. The group leader may suggest a suitable form of documentation to be completed prior to departure and kept in your possession.

Please do this for each holiday that you go on. (Some members have frequent changes of medication.)

The following information is required: Name

Home address

Holiday address

Emergency contact for next of kin

Current medication

Allergies

Individual needs such as walking aids, wheelchairs

- 6 You must be covered by appropriate travel insurance.
- 7 Please be aware that the travel agency is responsible for the holiday, not the u3a. Any problems should be taken up with the travel agency.