

**Policy – Trips and Events**

# Introduction:

Watsonia 50’s Plus Club Inc. has a number of trips and events which are organised for Members and Non-Members.

# Purpose:

The purpose of this policy is to document the framework that will be followed when organising trips and events advertised through Watsonia 50’s Plus Club Inc. and is subject to change with consultation of Watsonia 50’s Plus Club Inc. President/ or his representative.

# Policy:

This policy applies to any trips and events which are advertised formally through Watsonia 50’s Plus Club Inc.

# Procedures:

1. Watsonia 50’s Plus Club Inc. will ensure that as part of the enrolment program all trips and events will be included in the Newsletter/advertised on the White Board or email and members will need to place their name and contact number on the relevant form located in the foyer at Watsonia 50’s Plus Club Inc. Lambourn Road, Watsonia showing their interest in participating in the advertised trip/event.
2. Watsonia 50’s Plus Club Inc. will collect all payments for these trips and events together with completed documentation i.e. Medical Form Trip/Enrolment Form.
3. Watsonia 50’s Plus Club Inc. will deposit collected monies into a Watsonia 50’s Plus Club Bank account. Payment for these can be completed:
	1. EFT into Watsonia 50s Plus Club Inc. bank account followed by relevant documents as stipulated
	2. Via White Box in hall with all relevant documentation completed together with full payment or deposit, as required
	3. Directly to Bendigo Bank
	4. ALL PAYMENTS MUST HAVE THE PERSON’S NAME AND NAME OF TRIP OR EVENT referenced
4. Watsonia 50’s Plus Group Inc. will provide in the case of longer or more expensive trips or events, a system for a member to make progressive payments.
5. As with other Watsonia 50’s Plus Club Inc. events withdrawal from the activity will need to be completed either online or through the leader/coordinator and within the time specified by the leader/coordinator. The coordinator of the event must be notified within a specified timeframe of non-attendance.  **Failure to do so may result in no refund being considered.**
6. If a member wishes to withdraw from the event after the cut-off date the member will lose their payment unless there is someone else who can replace them. Individual cases may be reviewed by both the leader/coordinator and Watsonia 50’s Plus Club Inc. President for discussion.
7. Watsonia 50’s Plus Club Inc. Committee of Management will liaise with the leader/coordinator of the activity, to work out cost of activity and the cut-off date for payments.
8. When a big event/trip is organised (longer than a single day) through Watsonia 50’s Plus Club and money is required to be collected by Watsonia 50’s Plus Club Inc. The Committee needs to approve the pre-planned event/trip prior to that event being listed in the Newsletter, via the Club Noticeboard or email.

**Responsibilities:**

1. Watsonia 50’s Plus Club Inc. Committee of Management is responsible for:
	* developing, adopting, implementing and publishing this policy
	* collecting and banking all monies relating to the event as outlined in the policy
	* payment of invoices submitted by the leader/organiser of the event as part of that event
	* ensuring that enrolment of the event is maintained by the leader or organiser
	* ensuring members have equal rights with regards to participation in the trip or event and have priority over non-members
2. Watsonia 50’s Plus Club Inc. Secretary is responsible for:
	* receiving enquiries in writing about this policy and complaints about a potential breach of this policy
	* for bringing a complaint before the Committee of Management for investigation and resolution
3. The trip/event leader/organiser, in liaison with the Committee is responsible:
	* Providing all details necessary to the smooth organisation of the trip/event to the Committee of Management at the time of advertising
	* for the organisation of the event including all elements stated in the itinerary where possible
	* for the provision of all invoices to the Watsonia 50’s Plus Club’ Inc. for quick payment
	* ensuring all members have equal rights under the guidelines e.g . Medical Form/Enrolment Form
	* ensuring all Non-Members complete their responsibilities under the enrolment guidelines e.g. Medical Form/Enrolment Form

# Authorisation:

This Policy was reviewed by the Committee of Management of Watsonia 50’s Plus Club Inc., and Minuted as such, on (17 August 2023).

This policy will be published by the Committee of Management of Watsonia 50’s Plus Club Inc. on its website within 4 weeks of the date of this authorisation.

# Policy Review:

This Policy will be reviewed at least annually or when circumstances change.