

Guidance For Group Leaders Promoting Holidays, Short Breaks And Overnight Stays.

The Committee Holiday Co-ordinator must be consulted using the pro-forma provided 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: Tour Operator likely to be used with a contact name and tel/email.

Destination
Date of trip
Brief description of the holiday/break

If the Holiday 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 is Joyce Taylor.

1. All holidays should be organised through a reputable ABTA bonded tour operator.
2. No bookings should be taken before the holiday is advertised at a Tuesday Coffee Morning or in the newsletter. This is to ensure all members have a fair opportunity to book.
3. The main finance for the holiday should be arranged through the Tour Operator.
4. The Group Leader or their designated assistant will be responsible for promoting the holiday and acting as a contact person for the Tour Operator (e.g. they can collect payments by cheque made out to the Tour Operator and forward the on). It is not necessary that they go on the holiday themselves. All organisational responsibility during the holiday rests with the Tour Operator's representative - the driver or the courier.
5. Group Leaders are encouraged to consult with others who have already organised holidays as there is a wealth of experience to draw on.
6. A list of members going on the holiday together with their U3A membership numbers must be left with the holiday co-ordinator or another member of the Committee. If members book directly with a Tour Operator then the Group Leader will need to obtain a list from the Tour Operator and check that current membership is paid up. Members should be discouraged from booking directly with a Tour Operator as it has previously led to double bookings.
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 the case of an emergency. This is the responsibility of the individual concerned. The Group Leader can 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 that can be easily updated. (Some members have frequent changes to their medication)

The following information is required:

Name
Holiday Address
Emergency contact for Next of Kin
GPs contact details
Ongoing medical conditions, allergies etc.
Current medication

8. All members must be covered by appropriate travel insurance.
9. It should be made clear that the Tour Operator is responsible for the holiday. Maghull & Lydiate U3A do not take any responsibility for group holidays organised by their members. They do allow Group Leaders to make use of their newsletter, website and coffee mornings to promote holidays to other members.
10. Group Leaders should give members a copy of the sheet 'U3A Guidelines for Members Going on Holidays, Short Breaks and Overnight Stays' to avoid any misunderstandings.