

## **Guidelines for arranging a Stroud Rambling Club holiday**

### **1. Initiating a Holiday - The Role of the Committee**

It is the committee who decide which holidays should take place in a given year. It is best to collect proposals for holidays and discuss them all together by July of the preceding year. The committee will then be able to construct the most balanced programme they can from the proposals received. It is the committee who approve the leader, venue, dates, guide price and other salient points of the proposed holiday. A holiday cannot be offered unless it has a leader, even if the holiday will be provided by a company such as HF or Ramblers. The success of a holiday depends on the leader so the committee must have confidence in them.

It will usually be the leader who puts forward the holiday proposal. A proposal can be made in person or in writing.

If a member applies for a holiday but the leader thinks them unsuited, the committee must decide whether that member should be refused. As most holidays are single centre holidays or offer a support vehicle, refusal will be unusual.

### **2. Arranging the Holiday - The Role of the Booking Secretary**

The booking secretary helps the treasurer by paying money received for holidays into the Club account and paying out for the expenses of the holiday. The BS is a signatory of the Club and has a cheque book, paying in book and a Club debit card. The BS keeps track of income and expenditure for holidays and agrees the accounts with the treasurer after the holiday.

Holiday booking forms and cheques are sent to the BS. If the numbers on the holiday have to be limited, the BS dates each form as it is received and accepts bookings in date order.

The booking secretary helps the holiday leader by discussing what needs to be arranged and by paying for accommodation etc. when the time comes. The BS can also help to ensure that the holiday guidelines are adhered to.

### **3. Members Booking**

The leader and the BS agree the booking form, which will usually go out in the October mailing. This should give a brief introduction to the holiday, with indication of the accommodation type, catering plans, the attractions of the local area and the difficulty of the walks. The cost should be slightly exaggerated to allow for admin costs and unforeseen expenses.

The cost of the holiday needs to include an admin element, to allow for the BS's expenses to be reimbursed and also those of the leader. The leader should be able to claim for the purchase of any necessary maps and guide books [which become the property of the Club after the holiday] and also for mileage to make one trip to the holiday area for a pre-walk [excluding foreign holidays]. Overnight accommodation, for a number of nights suitable for the length of the holiday, may also be needed. Any other expenses should be discussed in

committee before they are incurred. The amount of the admin costs should be specified on the booking form. Members who make their own accommodation arrangements will need to pay this amount to participate in the holiday.

Prior information may be sent out about a forthcoming holiday but no names should be collected. Everyone should apply using the official booking form.

Members forms are sent to the BS. A £30 deposit is paid into the Club account at the end of the booking period. The balance payments for different holidays may be staggered if possible.

The BS gives the leader the names and email addresses of the participants. At some suitable time, the leader may send an email [or letter] to the holiday participants telling them more about the holiday arrangements.

The leader [or BS] arranges the carpool nearer the departure date. The driver should be paid the current Club holiday rate. The driver and passengers divide the cost equally between them. The amount each passenger pays will depend on the number of people in the car. The mileage contribution can be paid direct to the driver.

#### **4. Leading a Holiday – the Leader's Role**

The holiday leader is the focus of the holiday. He/she has decided on the area, the accommodation, the meals, the walks, the transport and mileage. As well as leading the walks, they keep everyone informed of day to day arrangements and opportunities. They may have an amount of petty cash supplied from the holiday money for incidental necessities. Any petty cash remaining should be returned to participants.

##### **After a holiday**

The BS and the Treasurer agree the accounts for the holiday. These are presented in simplified form to the committee for their information. If there are funds left from the holiday, these are divided by the number of participants and repaid to them; cheque refunds are not paid for amounts less than £5 and are rounded down to the nearest £5.

If a member cancels their holiday, the booking secretary will attempt to obtain refunds for accommodation, meals etc. Refunds cannot be given for transport etc. if these would entail extra charges for the remaining participants.

Participants must have their own travel insurance for foreign holidays; it is recommended for UK holidays too.

The leader is asked to give a report of the holiday to the local press.

All holiday expenditure must be documented and accounted for.

A copy of this document will be given to all leaders who propose a holiday. It will also be available to all members booking a Club holiday.