



Wentworth Point Probus Club Inc

OUTINGS POLICY

This policy applies to all outings organised by the Wentworth Point Probus Club Inc.

Risk Management

As a Probus member, it is your responsibility to:

- only participate in activities including walks, outings, tours, etc, where you are physically capable,
- be fully responsible for the state of your health and behaviour. You must do all that is necessary to NOT place other participants in danger of infection if you are not well, or under stress, duress or danger through your behaviour,
- advise the outing leader immediately should your state of health change.
- Complete a Registration for Outings form.

Probus Insurance

- Probus Personal Accident Insurance covers members and guests for accidents and injury while attending an approved Probus activity. This insurance does not cover illness.
- Guests are covered for accident or injury by Probus Personal Accident Insurance for 3 visits. "Visit" means an outing, activity or a meeting. After 3 visits, prospective members must join Probus or not attend Probus activities.

Approval of Outings

- Each outing must be risk assessed and approved by the Probus Management Committee. The approval must be minuted in general meeting minutes and with a reasonable description of the outing.

Registering for an Outing

- Members must register on the website using a "Sign Up For An Outing" form attached to the tour details.
- If an outing is oversubscribed, a waitlist will be started.
- Members will receive preference where an outing has limited vacancies. Guests can be invited where there are still spaces available, provided they have not exceeded the 3-visit limit. Members will be advised of the availability of spaces.



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- Probus is a club for retirees and semi-retirees. PSPL has advised that young adults, young children are not permitted to join outings.

Payment for an Outing

- Payment for the outing must be made by the payment cut-off date shown on the Outing Information sheet.
- Members who have not made full payment by the payment cut-off date will be removed from the outing.
- Deposits, if any, will be forfeited if the balance is not paid by the cut-off date and notification of cancellation has not been received. Depending on conditions imposed by third-party suppliers, guests who cancel after the cut-off date may be obligated to pay the balance owing if a replacement cannot be found.
- Those on a waitlist will not be required to pay until a place becomes available.
- Waitlisted people who are notified of a place on an outing must register on the website using the "Sign Up For An Outing" form attached to the tour details and immediately pay the cost of the outing to the Probus bank account, as listed on the form. The club will then reimburse or credit the member who cannot go on the outing.
- Payments must be made by electronic transfer to the Wentworth Point Probus Club bank account. BSB: 032-326, Account: 160019.
- Where a venue requires payment direct, proof of payment must be supplied.

Benefits/Refunds

- Any free-of-charge benefits will be shared equally among all participants. Participants will be advised of any benefits.
- Generally, and depending on the venue and circumstances of the booking, if a member has to cancel after payment, a refund may not be possible unless a replacement is found. If a replacement is available, the replacement member must register on the website through "Sign Up For an Outing" form and immediately pay the cost of the outing to the Probus bank account.
- Outing organisers will try to accommodate members who have to cancel by trying to find a replacement or asking the venue to reduce attendee numbers without penalty.



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- If members have paid a third party direct, the third party may issue a refund but this will depend on the terms of booking or whether a trip/outing is cancelled.
- Refund policies and cut-off dates for payment will be advised for each outing.

Accidents/Incidents

- A record of members and visitors attending an approved outing, activity or meeting will be maintained and any incidents/accidents/injuries will be recorded.
- For insurance purposes, Accident/Injury/Incident forms will be forwarded to Probus South Pacific Limited as soon as possible after an incident.

Photographs

- The Wentworth Point Probus Club Inc publishes photographs of its outings in its newsletter and on its website. If members do not want their photos published, they must write to the Secretary, stating that they do not consent to such publication. Not informing the club of your non-consent will be taken as consent.

Privacy

- All information provided to Probus shall be kept private and confidential within the confines of the Probus Club and shall only be used in the event of an emergency.