



**PINEWOOD COMBINED PROBUS CLUB INC.**

**Inc. No. A0060503F      Club No. N9004052**

**District No. 9810**

# **TOURS POLICY**

**ADOPTED BY. by the Club November, 2013**

# Tours Policy

## **CONTENTS**

1. General Statement of Policy.
2. Extended Tours
3. All Tours and Outings
4. Payments
5. Waiting Lists
6. Tour Lists
7. Other Club's Tours
8. Free of Charge (FOC) Policy

### 1. Day Tours/Activities

In the event of cancellation, Probus members/guests need to provide one week's notice when seeking a refund. Refund qualifications may vary depending on monies paid and commitments given to bookings with third parties. A full refund may not be possible in certain circumstances for example, motel and coach bookings.

### 2. Extended Tours

In the event of cancellation, Probus members/guests need to provide twenty-eight days' notice when seeking a refund. Refund qualifications may vary depending on monies paid and commitments given to bookings with third parties. A full refund may not be possible in certain circumstances for example, motel and coach bookings.

### 3. All Tours & Outings

The above are general rules and the club will always endeavor to pay refunds in the event of an accident to or a **sudden** serious illness of the Club member/ guest or a member of their immediate family

### 4. Payments

Payments from those Probus members/guests listed for tours need to be made by the nominated date. Failure to pay by the nominated date will result in the Probus members/guest named being removed from the list.

**Notwithstanding the above, refunds will not be made if there is a resulting loss to the club for the specific event. All participants are advised to consider Travel Insurance for extended tours.**

### 5. Waiting Lists

No payments needs to be paid by those Probus members/guests placed on a waiting list until notified.

### 6. Tour List

Members or guests who are not prepared to have their contact information included on the Tour List provided to the Tour Organiser should contact the secretary to make alternative arrangements.

Please ensure those names of guests placed on the list for tours are genuine and authorised by the individual.

### 7. Other clubs tours

Please be aware if travelling with other Probus groups that their policies may vary.

### 8. Free of Charge (FOC) Policy

Where there is a Free of Charge (FOC) or "free ticket" offer to a Pinewood Combined Probus Club Inc member who is organising a trip, that FOC offer (which is the equivalent of money) is to be equally divided between all participants of the tour. (Inserted March 8, 2018)

*\*Please be aware that only recognised Probus tours and activities recommended by the Committee of Management and approved by the membership for Probus members and guests will be covered by Probus insurance.*