

APPENDIX II

Probus Club of Sydney Inc.

Tours & Refund Policy for Club Activities

1. The Committee may appoint one or more Members (Event Program Committee Member and Event Coordinators) to initiate and arrange Club events, excursions or other activities.
2. The Event Program Committee Member, when proposing a Club activity, must notify the Committee of the details including:
 - The name of the Activity Co-ordinator
 - Activity form – Members only, or Members and partners, or Members and guests, male and female, minimum age
 - Proposed date
 - Estimated cost
 - Proposed charge per person
 - Deposit or full payment required
 - Cost to the Club, if the event is cancelled
 - Cancellation policy for participants – paid-up, or committed to pay
 - Numbers of participants (minimum and maximum)
 - Transport arrangements
 - Closing date
 - Any aspects of the proposed activity which may render it unsuitable for some participants, if frail or disabled, or any special requirements e.g. closed shoes, no high heels.
3. Any activity requires approval by the Committee with any variations the Committee may make to the proposal.
4. Following approval, the Event Coordinator is authorised to incur costs for the activity and to invite Members to participate. The Event Coordinator may nonetheless publicise the activity prior to Committee approval.
5. Members wishing to participate must notify the Event Coordinator of their intention and names of partners or other visitors they wish to include. Payment is required prior to the closing date and may be made by EFTPOS at meetings, EFT, or by cheque indicating the Member's name, activity, number of persons being paid for.
6. A Member wishing to cancel for himself or another visitor should notify the Event Coordinator as soon as possible. He will be entitled to a refund of the amount paid, less any cost incurred by the Club in respect of the activity for each cancelled participant, as has been set out in the invitation to attend the Activity. Disputed refund requests will be received by the Secretary up to 14 days after the Activity and be resolved by the Committee.