

## Policies and Procedures Practice Manual

### Policy and General Procedures and Practices for Caravan and Camping Group

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#### General Policy

1. ***Each member is to be advised in writing that U3A Knox Inc does NOT indemnify ordinary members or provide public liability, personal accident or any other insurance cover whatsoever including but not limited to; burglary, fire, theft, malicious damage, storm, hail, vehicle collision damage, recovery of caravan or contents for any reason including; following an accident, repairs, breakdown or accident to the towing vehicle, death of, illness of or accident involving the member/driver of the towing vehicle, or loss of accommodation, payments or deposits, or increased costs of holiday accommodation, or the loss of or damage to personal or other property.***
2. Members in the class are permitted to bring an unregistered/un-enrolled spouse, partner, family member, friend or other person to a class or to accompany him/her on an excursion as their guest/s,
3. For insurances purposes and prior to any excursion, the class leader must provide the Course Coordinator with the names of any guest/s attending an excursion.
4. Any member who has a guest/s agrees to ensure their guest/s is/are aware of and agree to accept and abide by the policies of U3A Knox Inc at all times..
5. All programmed excursions are to commence at the nominated accommodation, caravan park or camping ground. Prepared programs including touring programs are not to include the journey to and from nominated accommodation, caravan parks, camping grounds or points of interest visited at any time,
6. Members are required to determine the route to any programmed excursion and are solely responsible for determining before or during the excursion their capability, skill level and the suitability of their towing vehicle and caravan or other vehicle,
7. **During any excursion members and or their guests who undertake activities at any time not arranged or agreed to by the leader are deemed to be absent from the class for that period.**
8. Members are required to arrange bookings for their accommodation and are responsible for the cost of their stay at the programmed location,
9. Where an overnight stay is planned at other than at a managed caravan park or camping ground class members are to ensure their stay does not have negative impact on the environment, even if a campsite does not have any facilities.
10. Members and their guests are required to conduct themselves in a manner that will not bring U3A Knox Inc into disrepute. They are required to follow any reasonable instruction of the class leader. When “Free Camping” sites are being used any rules and regulations applicable to the location must always be observed.
11. All towing vehicles, vehicles being towed and other camping equipment must comply with applicable road vehicle and other laws.

12. In the absence of the group leader from an excursion/ class/s, the group leader may appoint a substitute or interim class leader. As soon as is practicable the Course Coordinator is to be advised details of the change.
13. The substitute or interim group/class leader must be made aware of and ensure that the duties and responsibilities of the group/class leader are performed.
14. The Course Coordinator is to be advised of any changes, extensions (including mid-term excursions or classes) or cancellations to the program. If the group or members of the group propose representing U3A Knox Inc in any capacity, prior notice is to be given to the Course Coordinator.
15. The group to appoint a class assistant.
16. At the end of each term the group/class leader or class assistant is required to return the completed class attendance sheet to the Course Coordinator.
17. If required the class assistant is to collect the weekly bulletin and any other relevant information from office and read to class members.
18. The class assistant to provide administrative support to the class leader as required.
19. All policies and or instructions established from time to time by U3A Knox Inc are to be adhered to,
20. This statement to be reviewed on an annual basis by the class leader and any proposed changes referred to the Risk Management Sub Committee for evaluation. Any proposed changes to be approved by the U3A Knox Inc Committee.

**Practice:**

1. The class leader to ensure the *General Policy* is adhered to.

**Safety Policy**

1. The class to appoint a safety representative.
2. The safety representative is to receive appropriate training from the Risk Management Officer.
3. The safety representative to advise the class leader of any safety concerns and possible remedial action for consideration by the class leader.
4. Any planned touring excursions to the “outback” or over other than “major” roads are required to include a risk assessment.
5. Members are responsible for abiding by the rules of the venue. In addition they are required to comply with any related and reasonable request from the class leader.
6. Members must provide and maintain their caravan and equipment in good order.
7. Members are required to advise the class leader if they are not attending class,
8. Members are at all times required to be aware of and abide by all applicable policies and rules established from time to time by U3A Knox Inc.

**Practice:**

The class leader to ensure:

1. the *Safety Policy* is implemented

**Medical Policy**

1. ***Members and their guests are solely responsible for their medical fitness to participate in this class. They are to be advised in writing if they have any concerns they should seek medical advice before enrolling or participating at any time.***
2. Qualified medical or first-aid treatment is **NOT** provided for this class. Members may wish to bring their own first aid kit and personal medication.
3. Members must have their U3A Knox Inc identity name tag. The name tag or other record must include details of any emergency contact telephone no, any relevant medical condition and vital medication, to alert medical professionals who may be called on their behalf and at their cost.
4. When serious injury or illness occurs an ambulance should be called in accordance with U3A Knox Inc policy "**CALLING AN AMBULANCE**".

**Practice:**

1. The class leader to ensure each member of the class is advised in writing details of the above medical policy.
2. The class leader or class assistant to ensure the official attendance sheet has been completed prior to each class or excursion, and,
3. Any accidents, injuries or incidents are reported to the Course Coordinator,

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