

Caravan and Camping Policy

SCOPE

This policy applies to members and guests of the Caravan and Camping group also known as the *Wanderers Caravan Club* (WWC).

POLICY STATEMENT

1. Medical Policy

- a. Members and their guests are solely responsible for their medical fitness to participate in any rally or any activity during the rally as well as for risk avoidance.
- b. Qualified medical or first-aid treatment is **NOT** provided for this group. Members are advised to bring their own first aid kit and personal medication.
- c. When serious injury or illness occurs, an ambulance should be called in accordance with U3A Knox Inc. policy [Calling an Ambulance](#).
- d. Personal Emergency Information form
 - i. Members must fill in the Personal Emergency Information Form and hand it in a sealed envelope to the Rally Leader.
 - ii. A blank copy of this form is available from the Rally Leader or on the website.
 - iii. This envelope is retained by the caravan club for use at future rallies.
 - iv. It is the responsibility of members to keep this form updated.
 - v. At the end of the rally, it is the responsibility of Rally Leaders to get the envelopes to the leader of the next rally.
 - vi. During the rally, the Rally Leader must carry these forms at all times.
 - vii. If there is an incident, the Rally Leader is authorised to open the involved member's form.
 - viii. If the Rally Leader is not present at the incident, it should at all times, provided there is phone coverage, be possible to contact him/her so that the necessary information can be forwarded to any medical professionals in attendance.
 - ix. It is not possible to maintain uninterrupted contact if there is no phone coverage. It is therefore advised that members carry their

name tag complete with emergency contact number and their doctor's contact details.

- e. Any accidents, injuries or incidents must be reported according to the [Health and Safety Policy](#).

2. Safety Policy

- a. In planning rally activities, Leaders should have reasonable regard for the safety of attendees, but attendees are responsible for their own safety.
- b. Members and their guests must at all times inform the Rally Leader or another group member of their intended whereabouts.
- c. Members and their guests should carry their mobile phones at all times together with the phone number of the Rally Leader.
- d. The Rally Leader should carry the phone numbers of all attendees at all times.

3. General Policy

- a. Members agree to abide by the guidelines published by the *Wanderers Caravan Club*, and ensure that their stay does not have a negative impact on the environment.
- b. All towing vehicles, vehicles being towed and other camping equipment must be roadworthy and comply with any relevant laws.
- c. Each member is to be advised that the U3A Knox does NOT indemnify ordinary members for any type of insurance. Members are encouraged to take out their own insurance policies as they see appropriate.
- d. Members are permitted to bring an un-enrolled spouse, partner, friend or other person to accompany them on a rally as their guest.
- e. It is the responsibility of members to ensure their guest is aware of and agrees to abide by the rules and policies of the U3A Knox Inc.
- f. Members must book their site or cabin at the caravan park themselves.
- g. After securing accommodation members must notify the Rally Leader and Group Leader of their booking by submitting the form on the WCC website. This should include name, contact details and date of arrival and departure.
- h. Any excursions or day trips organised by Rally Leaders are optional.

- i. Rally Leaders may at any stage appoint assistants to help with planning and organisation.
- j. The Course Coordinator must be made aware of any changes to the time and place of the program.
- k. At the end of each rally, the Rally Leader must submit an attendance list to the Group Leader.
- l. At the end of each term the Group Leader must submit the attendance list for that term to the Course Coordinator.

APPROVAL

This policy was reviewed and amended by the U3A Knox Inc. Committee of Management on August 11, 2021.