

## Guidelines for Organising Trips Away for SWAG

SWAG are very happy to organise weeks/weekends away both in the UK and abroad. A lot of SWAG members are very experienced in this field and can be relied upon for their excellent advice and practical help.

These guidelines are intended to help organisers and attendees.

### ORGANISERS:

- Please contact the Walks Co-Ordinator in the first instance to check that the date for your event does not clash with existing scheduled trips/ and or other events.
- There are many members who have run trips who are very happy to offer advice on both the suitability of venues and the potential walks available in the area. Don't hesitate to ask for help!
- **You are responsible for costing your trip/collecting deposits and final balances.**
- Please contact the Treasurer if you need assistance with a deposit for a hostel or trip or working out a costing.
- It is helpful to advertise your event with as much detail in advance and clear key dates for payments.
- It is also very useful to insist upon a non-refundable deposit. This ensures no one is 'out of pocket'. Experience has also shown that charging members extra eg. £10 per event is a good idea- you can always refund individuals once final payments have been made.
- Where an event is over-subscribed it is good practice to draw up a waiting list.
- **Lastly and most importantly SWAG are not responsible for subsidising events/ monies owed to hostels/walking companies for whatever reason.**

### ATTENDEES:

- Please ensure that you pay all deposits and final balances promptly-the organiser has the right to cancel your place if all monies have not been received.
- A non-refundable deposit is usually required for all trips.
- If you have to cancel your attendance at an event please inform the organiser as soon as possible. The organiser will endeavour to find a replacement and ensure that you receive a refund but this cannot be guaranteed.
- Trips away are organised with the health and safety of all members in mind. Your co-operation at all times is greatly appreciated!

Cecilia Walker  
SWAG Committee  
June 2023