

## GA Overseas Field Trip Guidelines

**These Guidelines have been designed to clarify the care we need to observe when preparing overseas field meetings. It is intended to allow a great deal of flexibility within the Guidelines between the roles the leader(s) and the Overseas Field Meetings Organiser play.**

### **Eligibility**

All GA overseas trips should be agreed in advance by Council via the Overseas Field Meetings Organiser.

All trips should be openly available to members with the following:

Initial advertising and registration should give priority to existing **GA members** for a limited period of 6 weeks in the Members area of the GA Website. Thereafter there should be open recruitment on a first come basis.

**Non-Members applying to join trips:** After 6 weeks information and registration should be open to non member and advertised in the Overseas section in the main area on the GA website. A surcharge will be applied which will be equivalent to a year's Membership of the GA which we would recommend is used as membership for that year.

### **Overseas Field meetings Organiser (OFMO)**

- The GA Overseas Field Meetings Organiser will be responsible for setting up the trip with prospective leaders and for organising internal travel and accommodation (either with local leaders or via a UK travel agent).
- Maximum and minimum numbers should be set with the Field trip Leader(s) at an early stage.
- OFMO will set the cost of the trip.
- OFMO will write the trip advertisement in conjunction with the Field trip Leader.
- OFMO will ensure that details meet deadlines for the GA Magazine in conjunction with the website
- OFMO will keep a tally of the numbers in conjunction with the GA Exec. Sec. and convey decisions about whether the trip can run or not.
- OFMO will help the Executive Secretary pair people for room sharing when required
- Organiser will communicate any medical details of participants that might affect the trip to the leader at an early stage (preferably before confirmation of booking)
- The trip organiser to ensure that the GA representative (if not the trip organiser) is supplied with the Attendance Form, Risk Assessment, Contact & Medical details of participants, next of kin and contact details of the leader
- OFMO to draw up communication guidelines in the event of something going wrong on an overseas trip (the OFMO, GA Office and the Trip Organiser should be in communication with the GA Representative in the field).

### **Leaders of GA overseas trips**

- They should have an excellent, very recent geological knowledge of the area to be visited.
- Entries to museums etc should be costed by the leaders so that this item can be included in the trip fee where an integral part of the trip
- All optional extras and opt outs also need explaining in initial trip advertising
- Wherever possible there should be two leaders, especially on trips of long duration to distant venues.
- The leaders should prepare a risk assessment to be circulated to all participants prior to the trip (the Leader should be made aware of any potential medical problems of participants that might restrict activities as soon as they become known to the administration)
- The trip guide should be prepared and distributed to all participants prior to the trip.
- Leader to provide daily information about potential hazards for that day.
- Advise participants each day of any changes to itinerary, weather, what to wear, toilet and refreshment stops

### **GA representative on the trip**

- It is essential that the GA has an official representative on the trip who is able and prepared to take the administrative burden **off** the leader. Ideally the Organiser, but must be a GA member - who is fully aware of the responsibilities attached to the role! The requirements will vary from trip to trip. If there are two leaders and one is a GA member it may be possible to avoid the

need for an additional representative. The burden of administrative help is likely to vary from trip to trip and it is recommended that there is some reimbursement of expenses for the representative. GA rep required to provide Full feedback via report to OFMO which then given to Council post each trip - whether incidents or not.

- The GA representative is responsible for ensuring that the Attendance List is signed at the beginning of the trip
- The GA representative is responsible for introducing the leader in the beginning and thanking them at the end.
- The GA representative should take the list of participants with emergency contact details into the field on each day. Also details of any medical problems and medicines (to be destroyed immediately the trip is over).
- Submit a post-trip report to the organiser providing details on what went well and areas for improvement on future trips to the same area. This feedback is vital to allow us to improve the trips ensuring they are enjoyable and safe

### **The GA publicity for overseas tours**

- This should include:
- Estimated cost based on a stated exchange rate.
- Basic itinerary
- Full details of what is included including pick up / drop off, types and grade of accommodation, and which meals will be included.
- Description of the field activities with particular reference to the degree of difficulty of the walking and distances.
- A comment on climate and anticipated temperature range
- Booking Options via the GA Website and if you need assistance with your travel arrangements please contact the OFMO and office.

### **The Registration form**

- This should include:
- Full Name (as in passport) and Preferred name (for internal lists)
- Full home address and contact details by email landline telephone and mobile
- Passport information
- Travel Insurance information – Participants need to have their own travel insurance in place at the time of the trip
- Where applicable name of person if sharing.
- Request for single room
- If single, ask if the person is prepared to share (Indicate single rooms are often at a premium)
- Any medical information that the leaders of the group should be aware of plus Information on existing medical/medication conditions (to be destroyed unopened at the end of the trip)
- Provide any details of health requirements of the country to be visited if applicable – possible inoculations etc?
- Ask if there are any special dietary requirements – the GA will inform the hotel/tour operator.
- Person to be contacted if necessary (not a delegate on the trip)
- A registration fee (currently £100) at the time of application (receipt will be automatically acknowledged from the website registration).
- On the application form it should be very clearly indicated that any applicant is advised not to make any travel or other arrangements until they have received confirmation that the trip is viable and they are registered on the trip. The GA will not accept liability for any losses incurred.
- Photographs may be taken which appear in write-ups. Please let us know if you do not wish your photograph to be taken.
- Indicate if the registrant is a qualified First Aider and able to help out on the trip if necessary.

### **Finance**

- Information on all payments (in sterling) received and all payments made should be kept up to date from the time of initial registration through to the end of the trip.
- Leaders should receive full reimbursement for their expenses.

### **Communications before departure**

- trip advertised in GA Magazine and on the GA website (Mailchimps to be sent out if registration is slow); the GA website must be kept up to date with any new information or if a trip is full.
- Return of registration form with deposit. Receipt of deposit to be acknowledged by the office with confirmation that the trip will run (or to return if it has to be cancelled)
- Request for balance
- Receipt of balance
- details of flights booked from the participants to the office or if booked centrally from the office to the participants.
- any further details of the trip requested to be sent to punters by the leader or the organiser
- Risk Assessment and Field trip notes. Request confirmation that the package has been received and the Risk Assessment read, signed and returned to the office. We will circulate a list of participants to those who agree to their names being released.

#### **In the event of Cancellation**

- if the GA has to cancel for any reason all monies should be returned to participants as soon as possible
- if a participant has to cancel early on, then normally their deposit is forfeited. However, if their place can be filled, then it (or a proportion) may be refundable at the discretion of the Field Trip Organiser. All deposits forfeited to GA general fund - take out of jurisdiction of trip Organiser or OFMO.
- if a participant has to cancel having paid their fees in full, these cannot normally be reimbursed (it is hoped their personal insurance will cover the amount). However, if their place can be filled, then it (or a proportion) may be refundable at the discretion of the Field Trip Organiser.

#### **On Return**

- all personal details to be destroyed (Sign-up sheets should be kept for 6 months in case of any insurance claims).
- any feed-back forms should be collated by the OFMO and a report given to Council by the OFMO.
- where possible, the trip should be written up for the GA Magazine
- the trip leader should be sent a formal thank-you letter from the Trip Organiser.

**Agreed by Council July 2020**