

PETERBOROUGH YOUNGER WALKERS
SOCIAL EVENTS POLICY
1st March 2006

Introduction

As the Peterborough Younger Walkers group has grown, the number of social events has also grown to the extent that the number of social events is equal to or greater than the number of walks.

The objectives of the Ramblers Association do not include running a social programme for members. It is therefore necessary for a separate policy to be drawn up covering the organisation of social events.

Guiding principles

- The Ramblers Association is not responsible for social events
- No monies in connection with social events will pass through the walking group's bank account
- The members of the committee of the walking group will oversee the social programme. In doing so, they are not acting on behalf of Ramblers Association.
- Organisation of events requires the goodwill of both organisers and attendees. However, if an attendee is unhappy with any aspect of an event they should raise their concern with the event organiser or a member of the committee. Complaints should not be made to the Ramblers Association.

Deposits

- Organisers should not put themselves at risk of financial loss when organising events. The organiser has the right to request a sufficient deposit from attendees to cover any sums that need to be paid out in advance of the event taking place
- Organising an event without knowing numbers expected can be very difficult. Organisers therefore have the right to request a £5 deposit, even if there is no risk of loss/advance payments to be made, to encourage people to book in for events and attend.
- Attendees should book in to events and pay any deposit required by the stated cut-off date. It is down to the discretion of the organiser whether or not they accept bookings after the cut-off date.

Return of deposits

- The guiding principle is that deposits will not be returned

- If an attendee finds that they can no longer make an event, they should in the first instance try to find some-one to attend in their place. (If a large number of people drop out from an event it may spoil the enjoyment of others).
- If a substitute cannot be found, the attendee should contact the organiser.
- The first £5 of any deposit will not be returned. In the event of illness, family crisis etc., the event organiser may, at their discretion, return the deposit if no financial loss has been incurred.
- For deposits greater than £5, the excess over £5 will be returned if no financial loss is incurred and the event organiser was contacted before the event. For example, if a £15 deposit is paid for a Youth Hostel booking, the attendee cancels but the Youth Hostel do not make any charge, then £10 will be returned to the attendee.
- Any surplus that arises from forfeited deposits will be invested in “the social cash tin” (see below)

Surplus from events

- Events are organised on a non-profit basis. However, for some events such as the group BBQ, it is difficult to estimate precisely the cost of an event. The price set by the organiser should err on the side of caution to ensure that no loss is incurred.
- On occasions, there may be a modest surplus on an event. If this equates to less than £2 per person, then the surplus will be kept in what is known as the “social cash tin”.
- If there is a surplus of more than £2 per person, the full amount of the surplus will be returned to each attendee.

The social cash tin

- Monies from forfeited deposits and surpluses from events will be held in the “social cash tin” which will be held by the treasurer
- The monies from this fund will be used at the discretion of at least two of the committee members (which should include the treasurer and at least one member of the social sub-committee)
- Examples of the ways in which this money may be applied include:
 1. Purchase of consumables for events (paper plates, glasses, serviettes)
 2. Purchase of prizes for events e.g. Treasure hunts, quizzes
 3. A subsidy of an event where a large number of people are expected
 4. Reimbursement of the social organisers’ expenses. Telephone calls & postage can add up. The social organisers should not be out of pocket nor should these be claimed through the Walking Groups accounts. (Note: Weekends away count as a walking event not a social event for this point)
- The committee will administer the fund to maintain the balance held in the social cash tin at less than £50
- The treasurer will provide an income & expenditure report for the social cash tin at each committee meeting and at the AGM.

Acceptance of rules

- New members to the Peterborough Younger Walkers group will be given a copy of these rules by the membership secretary
- Any non-members attending social events should be given a copy of these rules by the organiser
- Any one attending a social event is deemed to accept these rules.