

## **By-law 7: Trip Refunds and Cancellations**

1. Activity Organisers should make the conditions of refund and cancellation clear to all participants at the time of accepting a booking for a trip with the Sutherland Bushwalking Club.
2. A date should be set by the Activity Organiser, and communicated to all participants, after which any person cancelling their participation in the trip will be liable to pay all costs incurred by their cancellation.
3. This may involve loss of deposit or loss of full fees, depending on the type of trip. If the cost of the trip to each participant was based on a specific number of people travelling, then the person making the cancellation should pay their full share of accommodation costs if they cancel after a specified date.
4. If the type of accommodation or trip allows it, another person may take the place of the person cancelling their holiday, and a refund paid to the first person. It should be noted that for some trips this will not be possible e.g. if there was an airfare, a tour company or an international travel sector involved.
5. If the cancellation incurs no costs to the Activity Organiser or the other participants, then any monies paid should be refunded as soon as possible.
6. Any Activity Organiser required to pay a deposit before it is possible to ascertain the exact number of participants, may make application to the Committee for the Club to pay the deposit. The Committee will inform the Activity Organiser if the Club is willing to pay the deposit. The Club Treasurer will pay the required amount. Activity Organisers should carefully weigh up the possible number of participants and be cautious in their estimations.
7. If the trip is cancelled, or if there are insufficient participants to cover the cost of the deposit, the Club will write off the deposit. However, the Activity Organiser should make all reasonable effort to recoup the deposit from the supplier. If there are sufficient participants to cover the cost of the deposit, the Activity Organiser should repay the deposit to the Club before the trip commences.