

Policy governing the organisation of Field Meetings



Promotion.

The programme secretary will advertise and promote fully costed field meetings to the group via a twice-yearly programme leaflet distributed by Royal Mail to members, the Oxford Geology Group website and the e-circular to members. A booking form and poster will be provided for each field meeting.

A cut-off date for bookings will be published. The cut-off date for each trip will be c. 15 days before the trip.

Registration.

To register for a field meeting potential participants are required to complete a booking form and send it with the fee to the programme secretary by the advertised cut-off date.

The programme secretary will issue participants with joining instructions and a risk assessment c.7 days before the field meeting.

Payment.

Full payment for a trip is required by the cut-off date.

A cheque should be drawn in favour of Oxford Geology Group for each field meeting. The Group will not accept a cheque in payment for more than one event.

Cancellation & refunds.

Refunds are only available if the Field meeting is cancelled participants will be entitled to a full refund of their fees.

Refunds are only available to individuals if all three of the following conditions are met:

- I. the programme secretary, is notified in writing, in advance of the field meeting, of the cancellation;
- II. the place originally allocated to the cancellor is subsequently taken by an additional user,
- III. all available places are populated.

Transport.

All day trips (unless otherwise advertised) will use a minibus for transport. All participants will be required to travel by group transport. Exceptions to this rule may only be made at the discretion of the programme secretary.

Health & Safety.

All field meetings will be conducted in accordance with Policy Document P1: The Field Work Code of Conduct.

The Oxford Geology Group will facilitate first responder training for a prescribed number of regular field meetings attendees.

At least one qualified first responder should be in attendance at a field meeting.

An additional driver should be designated for each field meeting.