

Useful Information for Clubs



Topic 36: Tour and Travel Arrangements

Travel Regulations 1992 & Civil Aviation (Air Travel Organisers' Licensing) Regulations

We have spent a great deal of time trying to obtain a definitive answer to the question of Tours within Bowls.

The legislation is complex and at present has not been tested in Law, so there is no Case Law to rely on. However, having investigated this whole area with the following Government Departments:

- Department of Trade and Industry.
- Civil Aviation Authority.
- Central Council for Physical Recreation.
- Sport England.
- Travel Leads.
- LACOTS - reference body for Trading Standards Departments.
- National Trading Standards Office.
- Local Trading Standards Office.

We have discussed our problems with the Trading Standards Institute Lead Officer responsible nationally for these Regulations and agreed as follows.

We must distinguish between Tours in the UK and Tours abroad.

Tours Abroad

All Tours abroad **must** be arranged through a fully bonded Travel Agent or Tour Operator ie ABTA protected and hold an Air Travel Organisers Licence (ATOL). The primary purpose of these Regulations is to ensure the financial protection of the customer buying travel packages. Customers contracted with ATOL holders are able to claim back payments made in respect of the package in the event of an ATOL holder's failure this will include repatriation if necessary.

Further information can be obtained from: www.atol.org.uk or by contacting the ATOL section at the Civil Aviation Authority on 020 7453 6430 or e-mail: advice@cpg.org.uk.

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Tours in the UK

Providing the following guidelines are adhered too, a Club, County or Association does not need to use a Bonded Licensed Travel Agent, although there may be two or more elements, which under the regulations constitute a 'package'.

- The group appoint an organiser from within the party who will organise the Tour. This may include travel arrangements, hotel, matches, etc.
- The Tour is for a closed group and not sold to the general public.
- The costs are shared between the group, therefore no 'Sale' under the Regulations takes place, and the group members deal with any surplus funds.
- The funds raised / paid to the Tour Fund are protected. See below.

Tour Fund

Always open a separate Bank or Building Society Account for the monies received from the Tour party prior to paying the invoices. The Account should be in the Club, County or Association name and designated Tour Fund, ie ABC Bowls Club Tour Fund.

The account should have two or three signatories with one of two or two of three as the signing mandate. They should also, ideally, not be related. This will ensure the money is available should there be any problems.

On no account, should an individual open an account in their name even if it is designated Tour Fund. This is because if the person is taken ill, dies or is declared bankrupt there may a delay in obtaining access to the funds if at all as the monies could become part of the person's own estate.

Conclusion

These notes are meant to be a guide to any Club, County or Association wanting to organise a Tour. It is not meant to frighten anyone from touring, as this is a vital part of the bowling calendar.

If these guidelines are followed then no one should have any problems.

If you have any difficulties or queries please contact me at the BE Headquarters, Lyndhurst Road, Worthing, West Sussex. BN11 2AZ. Telephone: 01903 820222.