

Traditional Cycling Club

PROCEDURAL PLANNING OF EVENTS:

1a) PARTIES:

The Event Planner proposes the idea to the committee which is then discussed and voted upon. Further detailed information is followed up to include the premises, buffet / meal, music and calculation of costs for discussion and approval at the following committee meeting.

- i. Ticket costs to be calculated and approved by the committee
 - ii. Advertising to be on the TTC Trip Sheet and Email Platform
 - iii. Monies can be electronically transferred into the club account. If cash is taken there must be a copy receipt. Cash payments to be handed over to the Treasurer for banking.
 - iv. The Treasurer will pay the bills eg. venue, buffet etc., keep a monetary record and update the event planner as ticket sales progress.
- 1b) *Such club organised parties are for members only. Tickets may be offered to non-members at the **full price**.*
- i. Non - members include past members and family / friends of members.

2a) COACH TRIPS:

- i. The **Trip Leader only**, sends the information to the Communications Officer for the Trip Sheet which is then discussed and dates approved by the committee.
- ii. The **Trip Leader** decides on the coach, and gets an estimate of costs. The cost is sent to the Treasurer so that ticket prices can be calculated and approved by the committee.
- iii. The **Trip Leader** then books the coach and sends information to the Treasurer for payments.
- iv. Monies are paid by electronic transfers into the Club account or by cash / cheque to the **Trip Leader** (or a designated person if not able). Cash / cheque payments must be supported with a receipt of which the carbon copy is given to the Treasurer after the trip.
- v. Monies collected is to be handed over to the Treasurer for banking.

2b) *Where there are additional costs involved, such as, entrances or other sight-seeing activities, the cost of these should be clearly stated when the trip is first advertised on the Trip Sheet.*

- i. Where there is a choice to be made, the choice must be made when booking a seat on the coach.
- ii. A seat is only confirmed when payment has been made, this could be a deposit or the full price.
- iii. The Treasurer will keep a monetary record of the payments to include a breakdown of the additional costs and keep the Trip Leader informed on a regular basis.
- iv. The **Trip Leader** is responsible for communicating the trip, this can be done by contacting the Communications Officer who will help to advertise and send out to the wider members.
- v. The **Trip Leader** is responsible for chasing up monies.

The Communications Officer and the Treasurer are there to support the Trip/Event Leaders on all promotional material (flyers, emails, trip sheet entries) and financial matters.

Note: NO ACTIVITY OR EVENT SHOULD BE ADVERTISED BEFORE IT HAS BEEN ENTERED ON THE TRIP SHEET AND SENT OUT TO ALL MEMBERS.