

Policy governing the organisation of Field Meetings



Promotion.

The programme secretary will advertise and promote fully costed field meetings to the group via an annual programme leaflet distributed to members, the Oxford Geology Group website and the e-circular to members. A booking form will be provided for each field meeting. In addition an electronic payment service via *Eventbrite* will be available via the OGG website.

A cut-off date for bookings will be published.

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 up to 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.

Participation.

The Programme Secretary may prevent a member's participation in a field meeting(s) for the following reasons:

1. In the view of the Programme secretary, the member is not physically fit to participate.
2. The dynamic of the field party is not best served by the participation of the member
3. The member has previously broken the OGG Fieldwork Code.