

**NATIONAL ASSOCIATION OF 41 CLUBS OF NEW ZEALAND
ASSOCIATION TOURS - KEY POINTS**

Purpose/Objectives

- 1. 41 Club tours are a practical way to implement the Objects of the National Association, namely:
 - (a) To unite in friendship the former members of Round Table**
 - (b) To maintain that friendship**
 - (c) To promote that friendship at local, national and international levels****
- 2. 41 Club tours provide an opportunity for NZ 41 Club members and their wives/partners to enjoy international fellowship with like minded people who belong to the world wide association of Ex-Tablers.**
- 3. Participation in a 41 Club tour is a privilege and offers a unique means to experience other countries and cultures in a way that no commercial tour can.**
- 4. Home hosting is an integral component of these tours and participants are expected to respond positively to the hospitality offered.**

Process

- 1. Tours are organised by the Tours Officer who is appointed at the National AGM.**
- 2. The Tours Officer identifies potential countries to tour from suggestions made by members and establishes contact with local 41 Clubs in those countries. He then prepares an itinerary and indicative costing with input from a selected travel agent.**
- 3. The proposed tour is then put to the National Executive for approval.**
- 4. The tour is advertised to all the members of the NZ Association. Any member is entitled to apply and pay a deposit to book a place. However, participants must be in reasonable health and be able to manage their luggage.**
- 5. If there is sufficient interest to ensure that the tour is viable, arrangements are confirmed and bookings made.**
- 6. Where tours are oversubscribed places are allocated in order of applications and deposits received.**
- 7. Regular updates are sent to prospective participants and further progress payments are required as the tour date approaches. The final payment is required usually some weeks prior to departure.**
- 8. All payments are made directly to the travel agent and are held in their trust fund.**
- 9. Persons withdrawing after bookings are confirmed may lose a proportion of their payments made.**

10. If due to a late cancellation there is a vacancy, and there are no 41 Club members available, the vacancy may be filled by a suitable non-member subject to approval by the National Executive and with the agreement of the host association(s).
11. In recognition of the work involved in planning, organising and running a tour, the Tour Leader's airfare is met by the participants as part of the tour costs. Where sufficient numbers allow and with the approval of the National Executive, the Leader's wife/partner's airfare may also be met in the same manner. The Tour leader is also reimbursed for tolls and other administration expenses incurred.
12. The Tours Officer reports back on each tour to the next National AGM.

Tour Leader and/or Delegate

A **Tour Leader** (who is appointed/reappointed at each National AGM) takes a group to visit other countries, not necessarily where there are 41 Clubs or around New Zealand.

He communicates with 41 Clubs and Associations within the scope of the tour, organises travel, accommodation, hosting where possible, activities, and ensures the smooth running of the trip under the approval of the National Executive and the Association Tours – Key Points Document.

Unless the Tour goes to an Annual or Half Yearly Meeting in a Host Country where the Leader or a member of the Tour will be a Delegate/International Councillor, 41 New Zealand does not fund Gifts, Banners and Lapel Pins to the Tour Group.

He also helps 41er's from other countries/Associations wanting to travel around New Zealand with planning and hosting.

A **Delegate** (who is appointed by the National Association) goes to another Association or 41 INTERNATIONAL meeting to represent and speak for 41 Club New Zealand and to follow the instructions of the National Executive.

As such he will be given Banners, Lapel Pins and such other gifts that National Executive shall deem necessary for that meeting and the Association that is being visited.

Tour Leader Guide Lines

When doing his costing for a tour the Leader is to be mindful of extra costs for the group; e.g. Tour shirts, Tour Banners, Badges, Lapel Pins etc.

To do this it is necessary to add an amount bearing in mind these and other things/ contingencies to the cost per person arrived at for the trip before sending it out to participants.

Should there be any amount left over that can be deducted from the final payment.

Leader needs to know how many hosts there will be to allow for Banners and Pins to provide participants so they can add these to their gifts for their hosts.

Large tours often have created their own Banners but National Banners and Lapel Pins can be purchased from National supplies.

Participants are expected to take a small gift for each of their hosts throughout the Tour; these should remind the hosts of New Zealand or those they hosted.

Handmade gifts are appropriate, particularly when made by the Tour participant.