

Package Travel Regulations and CSSC Trips Summary

Introduction

CSSC has been considering the extent of the sports and leisure activities offered and arranged by our volunteers and the impact the Package Travel Regulations (PTR) may have on some of these. This note is a summary of the current position and sets out the actions to be taken by CSSC volunteers arranging trips which may fall within these regulations.

1. Criteria to be considered to ascertain whether a trip being organised by one of our volunteers falls within the PTR

The PTR apply to a holiday tour which is:

- i. Offered for sale at an inclusive price; AND
- ii. Is 24 hours or more in length OR includes overnight accommodation; AND
- iii. Includes at least 2 of the following 3 components: (a) Accommodation; (b) Transport; (c) Other tourist services

2. Requirements laid down by the PTR for an organiser of such trips to have in place

Under the regulations, there are two main elements to be provided for a package trip. The PTR specify the requirements of each of these in detail - the tour operator must provide the following:-

- i. Information
- ii. Financial Protection

In addition, it is usual for there to be specific Tour Operator Liability Insurance covering specific contractual obligations of the tour operator.

3. CSSC current position

CSSC has insurance in place to cover any public liability that may arise and is considering the appropriate arrangements for putting in place i) and ii) above. Until these are finalised, CSSC organisers of such trips should arrange them through a tour operator.

4. Practical steps for CSSC PTR trips organisers

When arranging these sort of trips, our organisers need to ensure:-

- i. It is clear from any CSSC advert/communications that the trip is being arranged by a tour operator and not the CSSC volunteer;
- ii. The tour operator complies with the PTR - i.e. has the requirements in place referred to in section 2. Many will include reference to i) and ii) in their terms and conditions or there will be a symbol showing ABTA or other bonding/financial protection on their website or documentation. The organiser is perfectly entitled to ask the tour operator if he has these, in any event;

- iii. The CSSC organiser sends the terms and conditions of the tour operator to each person going on the trip or includes a link to them in correspondence.
- iv. Payment for the trip passes either direct to the tour operator or is held in the affiliate bank account and then transferred to the tour operator. The volunteer organiser should not personally hold money on behalf of any member.
- v. As CSSC does not have an Air Travel Organiser's License (ATOL), all trips that include flights must be booked through tour operators.

Importance for Volunteers

The reason for requesting that organisers do this is for their protection. The **PTR** state that anyone organising trips falling within these regulations who does not provide the information or appropriate security in the event of insolvency as required by the PTR, **"will be guilty of an offence and liable to a fine of up to £5000 on a summary conviction or a fine without a specified maximum if convicted on indictment."**

The organiser is **"the person who otherwise than occasionally organises packages and sells or offers them for sale, whether directly or through a retailer."**

Contact

Please do not hesitate to contact Lauren Fairhurst (lauren.fairhurst@cssc.co.uk) or Alastair Smart (alastair.smart@cssc.co.uk) if you have any queries or would like to discuss any of this.

01494 888444 

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