

# **WELSH GUARDS ASSOCIATION BATTLEFIELD TOUR**

## **Terms of Reference**

### **BACKGROUND TO THE TOUR**

The Welsh Guards Association and Regiment have for many years maintained a close relationship with Hechtel, Belgium. This is a regular focus of the tour and the Mayor and the people of Hechtel commemorate the anniversary of their liberation every year, where Association members are warmly welcomed. The second part of the tour varies in theme each year and will aim where possible to reflect involvement of the Welsh Guards in WW1/WW2 as well as other aspects of historical military interest.

### **AIMS OF THE TOUR**

- To remember the people of Hechtel and Welsh Guardsmen who gave their lives for the liberation of Hechtel and ensure that the spirit and legacy of those veterans who made this journey an annual pilgrimage continues into the future
- To support the Regimental Adjutant and the Secretary General in maintaining the strong bonds between the Welsh Guards Association and the Mayor and community of Hechtel
- To facilitate a learning experience through incorporating an educational aspect to the tour, learning about events in Hechtel and the Regiment's wider activities, as well as other areas of military history
- To complement the Association's wider activities through an annual opportunity for members from various branches to spend time together on an organized tour
- To ensure that everyone has an enjoyable experience through great fun and great comradeship and to secure the sustainability of the tour for the future.

### **SUBSIDY**

The Regimental Trustees will meet annually to agree what subsidy may be allocated to the tour from the Welsh Guards Charity in order to support the aims listed above.

### **ELIGIBILITY CRITERIA TO QUALIFY FOR THE SUBSIDIZED COST**

- Welsh Guards Association Member
- Any person who has served in the Welsh Guards & Welsh Guards Band
- Associate Members of the Welsh Guards Association
- Widows / Wives / Partners of the above

## **ALLOCATION OF PLACES**

The following will automatically be allocated a place on the tour:-

- Regimental Adjutant plus one
- Secretary General Welsh Guards Association
- Assistant Secretary General
- RQMS
- Tour Organizer and support staff (usually 1-2 individuals)
- Tour guide
- Driver

Total (max) 10

All other places will be allocated on a first come first served basis. Priority will be given to those who meet the eligibility criteria for the subsidized cost as outlined above. A balance will aim to be struck from those who have attended the tour in the past and ensure fairness by providing an opportunity for new individuals to attend. Historically, there have been advantages from having previous attendees on the tour as their familiarity benefits the atmosphere, ethos and structure of the tour and helps new members feel part of the tour family.

Priority will be given to all eligible members for the subsidized rate to submit their deposits up to a deadline date (1 April), following which if spaces remain available, the tour will be opened to others at an unsubsidized rate. This unsubsidized rate will vary each year and will be dependent on costs and the level of subsidy received from the Regimental Trustees. This approach will ensure that fairness and priority is given to Welsh Guards Association members before anyone else but allows an opportunity to maximize attendance if spaces are available.

All individuals must liaise with the tour organizer to ensure a space is available and to be sent joining instructions prior to submitting a deposit.

## **DEPOSIT**

All persons will be required to submit a NON REFUNDABLE deposit to secure a space on the tour. This may be paid by cheque or bank transfer and details will be provided in the joining instructions. It is with regret that all deposits cannot be refunded regardless of circumstances.

## **REMAINING BALANCE**

It is the responsibility of each individual person to ensure that the remaining balance is paid prior to the deadline date (as per the joining instructions). Usually this date will be 1 July. Individuals who do not pay their balance on time without prior communication with

the tour organizer may risk their place being allocated to someone else if there is high demand and a reserve list of individuals wishing to attend.

## **CANCELLATION OF PLACES**

Any person who has paid the balance in full and who cancels after 1 August will not be eligible for a refund. Please note that any refund agreed prior to 1 August will be minus the sum of the deposit.

## **DISCIPLINE ISSUES**

All tour participants are reminded that they represent the Regiment and the Association. To this end, whilst everyone is encouraged to have an enjoyable time, the highest standards of behavior, bearing and respect for others is expected.

In the event of any unforeseen changes in plan on the tour, the decision of the organizer and the command team is to be respected.

Attendees must comply with any reasonable instruction given by the coach driver and tour organizer.

Any person who's behavior or conduct is deemed to have been disrespectful or caused issues or embarrassment may be subject to refusal to attend future Association Battlefield tours.

## **ADDITIONAL CONSIDERATIONS**

**Passport:** All travelers should hold a valid in date passport and ensure it is kept secure whilst on the trip. It is the responsibility of the individual to cover any costs associated with loss of passport should such a situation arise. In the event that an individual is unable to travel back to the UK with the main party as a result of loss of passport, it is the responsibility of the individual to make their own travel arrangements and cover any associated costs.

**European Health Card:** All travelers should hold a valid in date EHIC.

**Travel Insurance:** It is the responsibility of each individual person to have this arranged.

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Battlefield Tour Project Officer  
**For Colonel TCS Bonas, Regimental Adjutant**