

IWCL – Activity Group Leaders Guidelines

YOUR ROLE AS A GROUP LEADER

As a Group Leader, you have full freedom to shape your activity group in the way that works best for you and your members.

You are welcome to decide:

- how the group is organized and structured;
- when, where, and how often activities take place;
- how many participants to include;
- whether to lead the group on your own or together with one or more IWCL members.

Shared leadership is warmly encouraged, as it helps distribute the workload and fosters active participation within the Club.

Who Can Join

IWCL activity groups are part of the Club and are generally reserved for IWCL members.

If you are considering inviting non-members for a special occasion or event, please check with the Board in advance.

ORGANIZATION AND COSTS

1. Responsibilities of the Group Leader

The Group Leader is responsible for:

- choosing and booking venues or facilities;
- organizing materials and resources;
- managing all activity-related costs (venue, guides, transport, etc.).

IWCL and the Board are not responsible for any financial or contractual arrangements made by activity groups.

2. Collection of Participation Fees

Participation fees must be collected in advance.

All funds belong to the participants and must be used exclusively to cover event-related costs.

The Group Leader collects payments directly via:

- personal TWINT
- private IBAN transfer
- cash

This is the most practical solution, allowing the Group Leader to manage payments independently.

The Group Leader is fully responsible for handling and allocating the collected funds.

3. Pricing

- Participation fees must include any expected tips.
- As a guideline, approximately 3% should be added for tips (e.g. waiters, guides).

4. Cancellation Policy & No-Shows

- The Group Leader must clearly communicate the cancellation policy.
- The registration deadline is set by the Group Leader (typically 3 days before the event).
- A record of unjustified no-shows must be kept.
- The list must be submitted to the Board within 7 days after the event.
- The Board will contact no-shows to request payment.

PRIVACY POLICY

Group Leaders are asked to remind participants that any content, including messages, photos, or videos shared within WhatsApp groups or other private communication channels remains the responsibility of the individual participants.

In accordance with applicable privacy regulations, IWCL and its Board cannot be held responsible for any such content shared or circulated within these channels.

COMMUNICATION & COORDINATION

Group Leaders must inform the Activity Groups Coordinator of:

- the creation of a new group;
- the closure of a group.

To be included in the IWCL Newsletter calendar, the Newsletter Editor must be contacted by email no later than the 15th of the previous month

(e.g. for the October newsletter → by September 15th).

Contacts:

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