

Gloucester Civic Trust Tour Guides
Code of Practice

Gloucester Civic Trust Tour Guides are trained by Gloucester Civic Trust on the understanding that all tours are carried out on a voluntary basis. All monies collected, whether through ticket sales or donations to the tour guide, go to the Gloucester Civic Trust account.

All Booked Tours undertaken by Gloucester Civic Trust Tour Guides must be registered with the Booking Secretary¹. Please ensure that even a private personal tour, with no money involved, is logged for insurance and third-party liability. Tour numbers are also kept for statistical records.

The proceeds from all tours goes towards the cost of administration which includes the running of the training courses plus other projects relating to the preservation of our City's heritage.

As a charity we must ensure that we account for all our Tour activity accurately, it is important that the proper records are kept. To this end all Guides should ensure that full details of their Tour, including date, numbers attending, and all monies collected are recorded on the envelope provided in The Tower or passed directly on to the Treasurer².

Whilst no charge is made to any person attending the training, taking the examination, or the presentation of the Gloucester tour guides badge, paid up membership of the Gloucester Civic Trust is a requirement. Continued membership of the Civic Trust is a requirement to be eligible as a Tour Guide.

The Civic Trust Badge does not entitle guides to undertake tours for their own financial gain. Action will be taken if this rule is broken.

The Tour Guide Badge remains the property of the Gloucester Civic Trust

Guides over the age of 80 years can be included in the insurance cover. Please advise the Chairperson of Guides³ if this applies.

If you have a question about any part of the above, please contact the Chairperson of Tour Guides

³Chairperson of Guides 2019: Colin Nyland
Guideschair@gloucestercivictrust.org; Phone: 07816407881

¹Booking Secretary 2019: Roger Peel
Tours@Gloucestercivictrust.org; Phone: 07899 804853

²Treasurer 2019: Dave Burley
Dave.burley226@gmail.com; Phone: 07707 994609