

# PSA PHOTO ADVENTURES PROGRAM AND COMMITTEE

## Master Operating Manual

Revised January 2020

### **1. INTRODUCTION**

This Master Operating Manual (MOM) is based upon the PSA Photo Adventures Policy adopted by the PSA Executive Committee 23 May, 2018, incorporated herein by reference, which includes the Policy, Risk Management Program, Approval Request form from the Photo Adventures COMMITTEE to the PSA Executive Committee (PSAEC), Requirements for the PSA Representative (PSAREP) and Co-Rep, and includes an Equipment List for guidance based upon Tour requirements. The Photo Adventures Program and Committee is supervised by the Photographic Society of America (PSA) Executive Vice President

### **2. COMMITTEE COMPOSITION, TERMS OF OFFICE, INITIAL COMMITTEE MEMBERS**

The COMMITTEE is comprised of five (5) members, including a Chair, Vice Chair, and THREE additional members. Committee members with staggered **four (4) year terms**, are as follows:

Position	Position #	Name	Year of Term Completion
Chair	#1		2023
Vice Chair	#2		2022
Member	#3		2023
Member	#4		2022
Member	#5		2022
Ex Officio member		PSA Executive VP	

In the event of a permanent vacancy on the COMMITTEE, or a temporary vacancy, it may be filled by the PSA President by appointment for the unexpired or temporary vacancy term, and confirmation by the PSA Executive Committee. Subsequent election of a Committee Chair and Vice-Chair may be done by an election from among the COMMITTEE MEMBERS with the approval of the PSAEC. Appendix A to this MOM lists the current Committee members. Each time the

positions and people change, a new Appendix A will be prepared for the PSA Executive Committee where people are appointed to the COMMITTEE.

**3. RESPONSIBILITIES OF THE COMMITTEE, PSAREP, PSA Executive Committee, Headquarters, and PSA Webmaster.**

- A. **Review and Approve.** The COMMITTEE is responsible for initial review and approval of Photo Adventure Events/Activities, to include identification of one or two PSA Representatives who will participate in a trip from planning through execution, a professional Tour Operator (Tour Operator), review of operator proposal, negotiation of details of event/activity, identification of proposed transportation arrangements such as a commercial carrier (Transportation Carrier) and negotiation of commercial transportation proposal or identify other forms of transportation. No transportation plan other than that approved by the PSAEC shall be allowed. A majority vote of the COMMITTEE will be required to make a recommendation to the PSAEC. The PSAREP will have a key role in planning and contacts with the Tour Operator, Transportation Carrier, and with housing arrangements for participants.
- B. **Approval Request.** COMMITTEE Forwards its Approval Request to PSAEC based upon the requirements found on the Approval Request Form in the above-referenced Policy.

PSAREP Number. While there is no fixed number of PSAREPS established for a trip, one or two PSAREPS are appropriate depending upon the trip, the number of participants, the number of Tour Operator personnel, the arrangements regarding transportation, and other factors. Experience suggests one PSAREP is enough for simple tours with up to 9 or 10 participants, and two PSAREPS with up to 18 or 20 participants, or where the tour is more complex and two would be very helpful. Two also provides a backup if one of the PSAREPS is finally unable to participate in the tour. If deemed necessary by the PSAREP(s), an additional PSAREP may be appointed before or during the trip from among the participants for any help the PSAREP may need. Reference is made to the Leader's Guide in the PSA Risk Management materials.

<https://psa-photo.org/index.php?risk-management-program>

- C. **Post PSAEC Approval, Registration and Payment.** Following PSAEC approval, the COMMITTEE will communicate with the Tour Operator and Transportation Operator, as the case may be, the PSAREP, PSA HQ and the Membership VP. Because of potential demand, PSA HQ will keep a participant waiting list, and handle cancellations, refunds, and additions of participants. The PSA Web Site will have appropriate information to assist with the registration process and with information about the Tour.
- D. **Non-members, Family requests to participate.** It is the policy that the Tours are available only to PSA members. Non-member spouses, family members or others are not eligible to participate or “tag along” either in tour-provided transportation or in their own vehicle. The response to such requests is to advise that these non-members can pay the extra amount of a PSA membership fee to qualify for the tour, and then take advantage of other services as well. The Tour Operator and PSAREP have added administrative burdens and safety considerations when dealing with the “extra” people when trying to provide quality services to the PSA-member participants.
- E. **Lodging of Participants.** The PSAREP will identify, with the help of the Tour Operator, lodging for participants, looking for advantageous rates, blocking rooms if appropriate, and providing lodging alternatives if need be. Individual participants will make their own reservations for lodging. If there are participant event cancellations, the PSAREP will notify HQ PSA regarding refund, and help keep the room of the cancelling participant available for a replacement participant, if appropriate.

**The “Trailhead”.** The starting point (and likely the finishing point) for a Tour is to be identified by agreement between the Tour Operator and the PSAREP. It may be a motel, a transportation pickup point, or another place as the Tour Operator and PSAREP may designate. There may be multiple trailheads during a trip day.

Transportation. Properly insured commercial transportation and transportation provided by tour operators, of participants in a photo adventure is anticipated in the PSA Photo Adventure Policy above-referenced. Use of privately-owned vehicles of participants, caravans of vehicles with participant drivers, will not be approved in the review of proposed trips by the PAAG. In exceptional circumstances, such as health emergencies, this rule may be waived.

The **PSAREP** will coordinate the work of registration of and payment by participants through PSA HQ in accordance with the above-referenced Policy and coordinate the details of the Tour with the Tour Operator and the Transportation Operator, as the case may be. The PSAREP will be fully familiar with the requirements found in the **Guide for PSAREPs and Risk Management Program** found in the above-referenced Policy.

PSA Headquarters Registration Process. Trips are announced for signups on a particular business day and time of day, US Central Time, arranging in advance for someone at PSA Headquarters (HQ) to handle the PSA Fee payments, Registration, Releases, and coordination as requested with participant housing arrangements. Emergency Contact information (name and phone) along with name and contact information for registered participants and acknowledgment of receipt of signed releases scanned and sent to HQ by participants (such as on a spreadsheet), will be sent by HQ to the lead PSAREP for the trip, as soon as the information is known. Experience with trips suggests that a trip may fill in less than a few hours. HQ and the PSA Webmaster need to be prepared to provide appropriate notices when the trip seats are filled and a waiting list is ready to be used.

- F. **Tour/Event.** PSAREPS coordinate details of a Tour other than the basic Tour and Workshop Activities, such as administrative matters, help organize sub-groups of participants, provide safety reminders of all kinds to participants, help participants who have trouble with keeping up, and act as liaison to PSA, assist with an end-of-tour dinner or get-together (recommended as a part of a tour), and handle other PSA-related matters. The PSAREP and Tour Operator will work out their respective responsibilities in preparation for or during the trip. PSAREPS may work out with the Tour Operator a special discount on their Tour Operator fee as a participant, if the Tour Operator is willing to consider that. The Tour Operator, not the PSAREP, is in charge, as the leader of the Tour.
- G. **COMMITTEE Monitoring.** The COMMITTEE will check in with the PSAREP and HQ from time to time as the date of the start of the Tour approaches, and advise as necessary.
- H. **Post-Event/Activity Requirements.** The COMMITTEE will follow up to be sure that the Tour reports and information is provided by the PSAREP in a

timely manner to PSA HQ in accordance with the Policy above referenced. A PSAREP report should be sent also to the COMMITTEE.

- I. **Reports and Evaluations.** The PSAREP requirements found in the Policy above-mentioned include a daily narrative, documentation of certain events such as injuries or emergencies, and a post-Tour evaluation and the comments by the participants. Together, these comprise a “Trip Report”. These will be sent to PSA HQ, to be put with the Tour’s PSA HQ file with the Original Releases and other documentation, with a copy to the COMMITTEE Chair. In an appropriate case, the PSAEC will be notified during or after the Tour.
4. **DUTIES OF THE COMMITTEE CHAIR, VICE-CHAIR AND MEMBERS.** During the first two (2) years of the operation of the COMMITTEE, tasks will be divided between the advisory group members. The Chair will be the official point of contact for the COMMITTEE, and responsible for meetings and the internal decision-making processes. Individual advisors may be responsible for particular tours and communication with the PSAREP for particular tours, and for other duties as they shall agree. The COMMITTEE will discuss and decide on particular tours during the year, taking into consideration such things as variety of tours, geography, time of year, cost, and the interests and suggestions from PSA members.
5. **ANNUAL REPORT TO THE PSA EXECUTIVE COMMITTEE.** The COMMITTEE will provide an annual report to the PSA Executive Committee at the end of each PSA Fiscal Year, which is also the fiscal year of the Photo Adventure Program.
6. **ADDITIONS AND CHANGES TO MOM.** The MOM will be reviewed after a fiscal year, to supplement or change the operating policies and procedures based upon experiences of the fiscal year, or as needed from time to time.
7. **DIFFERENCES IN POLICY AND MOM.** If there are any differences between the Policy and MOM as to any element, the Policy shall override the MOM, and the MOM corrected to be consistent with the Policy.

Approved by the PSA Executive Committee, January 2020.

APPENDIX A  
COMMITTEE ROSTER BY POSITION  
For 2019-20

Position	Position #	Name	Year of Term Completion
Chair	#1	John Davis	2023
Vice Chair	#2	Charlie Burke	2022
Member	#3	Richard Sprott	2023
Member	#4	Henry Ng	2022
Member	#5	Rich Fisher	2022
Ex Officio		PSA EVP	