

JFF VISITOR PROGRAM – TOUR ORGANISER AGREEMENT - DEED

This Tour Organiser Agreement - Deed must be signed prior to arranging JFF Visitor Programs and provided to the JFF office in advance, in person or via email, jff@johnfawcett.org

This agreement made on the _____ day of _____ 20____

Between

[“ Tour Organiser “]

Yayasan John Fawcett Indonesia [“ JFF “]

The Tour Organiser intends to organise Visitor Programs to enable Visitors to attend JFF Programs.

Definitions

In this agreement:

“**JFF Program**” means an eye health program conducted by JFF to provide medical services to people in Indonesia, including offshore programs, Bali village programs, local programs in Denpasar, JFF headquarters service programs and other site visits.

“**Visitor Program**” means every tour program organised by the Tour Organiser to enable Visitors to attend a JFF Program. This includes, but is not limited to, offshore programs, Bali village programs, local programs in Denpasar, JFF Headquarters services programs, and any other JFF site visits.

“**Visitor**” means a person who participates in a Visitor Program.

“**Visitor Agreement**” means the JFF Visitor Program Agreement - Deed.

The Tour Organiser agrees to the following:

1. The Tour Organiser will not conduct a Visitor Program without the prior approval from JFF. Visits must be arranged in advance, with the approval of JFF's senior management in the Bali office.
2. The Tour Organiser is required to provide the JFF senior management with any changes to Visitor Program arrangements well in advance of the approved Visitor Program dates (minimum four weeks).
3. The Tour Organiser agrees that they are not an agent, employee, volunteer or representative of JFF and have no authority to give any commitments on behalf of JFF.
4. The Tour Organiser will comply with all directions given by JFF in relation to the Visitor Program.
5. The Tour Organiser will not allow a Visitor to participate in a Visitor Program until the Visitor has fully completed and signed a **Visitor Agreement** [in a form approved by JFF].

The Tour Organiser will provide signed copies of the **Visitor Agreement** for all Visitors, via the JFF office, prior to the program commencement date. Participants who have not signed the Visitor Agreement are not permitted to attend a JFF Program. This will also apply to Tour Organiser staff and their representatives.

6. The Tour Organiser is responsible for their own organisational insurance requirements.
7. The Tour Organiser acknowledges that participation in the JFF Visitor Program is solely at the Visitor's and Tour Organiser's own risk and both release JFF and JFFA in full from any claims in relation to the JFF Visitor Program.
8. The Tour Organiser will indemnify JFF and JFF Australia in respect of any loss, damage or liability suffered, including injury or death, incurred as a result of the conduct or negligence of the Tour Organiser, Visitor or any person under the control of the Visitor.
9. The Tour Organiser will not allow a Visitor to participate in a Visitor Program unless the Visitor and every person under the supervision of the Visitor has in place a comprehensive policy of **travel insurance**.
10. The Tour Organiser will be responsible for any **arrangements and payment** of travel, accommodation, meals and incidentals for Tour Organiser staff and their representatives.
11. All travel arrangements for Visitors to and from a program visit are to be organised and funded independently by the individual, group or tour organisation.
12. The Tour Organiser will not try to recover from JFF any of the costs and expenses incurred with the Visitor Program, including travel, accommodation, meals or incidentals. If travel refund arrangements are required for any reason, they are the responsibility of the individual, group or tour organiser.
13. Any **donations** made in connection with any program or site visit can be made via the online or direct payment methods.
14. Any **donations** made in connection with any program or site visit are non-refundable as they are accepted in the spirit of the intended purpose to support the JFF Programs for eye health services and are not accepted as part of any transactional arrangement or in exchange for any site visit expenses for external attendees.
15. The Tour Organiser will make each Visitor aware of the terms of the Visitor Agreement **Code of Conduct** prepared by JFF and will use best endeavours to ensure that each Visitor complies with the **Code of Conduct**.

16. The Tour Organiser's information, including terms and conditions for Visitors, must be in alignment with the **JFF Visitor Program Policy** and the **JFF Visitor Program Agreement**.
17. The Tour Organiser acknowledges that JFF Australia has no involvement in the planning or organisation of a JFF Visitor Program.
18. This agreement is governed by the laws of Indonesia.

Executed by the Tour Organiser

Organisation Name

Authorised Representative Name

Authorised Representative Signature

Date:

Executed by JFF

JFF Authorised Representative Name

JFF Authorised Representative Signature

Date:

*Policy reviewed: April 2026
Approved by JFFA - 6 May 2026
Approved by JFFI - 26 May 2026*

Review due: August 2028