

TRIP REGISTRATION & TRANSPORT BOOKING REQUEST FORM

To be handed to the Student Activities Co-ordinator

Club or Society Name: _____

Trip dates / / to / /

Name of Trip Organiser: _____



1. **Destination** (Name plus full address or accurate site details)

2. **Accommodation** (if applicable)
Name & Address



Grid Ref

3. **Mode of Transport:** **MINIBUS** **COACH** **PRIVATE CAR**
 (please tick) (for up to 16 people) use of private cars must be registered with the Student Activities Co-ordinator (separate form)

Date Required: _____ Number of Passengers: _____

Leave Time: _____ Return Time: _____

(For Private Car Use only) Drivers Name _____ Car Registration numbers _____

Drivers Name	Car Registration numbers

4. **Details of Trip** (eg. What type of activities, training, BUCS match, competition, social)

5. **Activity Leaders** Names _____ Experience/Qualifications _____

Names	Experience/Qualifications

6. **General level of Experience of Activity within group**

Number of participants who are: Novices	Intermediate	Experienced
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7. **First Aid Cover** provided by (✓) _____ *Names of Club/Society First Aiders

Venue		
Club*		
Venue and Club*		

8. **Checklist** (✓) _____ 9. **Information given to Participants** (✓)

Checklist	Information given to Participants
Club First Aid Kits available	Purpose & nature of trip
Suitable club equipment available	Personal clothing & equipment needed
Suitable leaders available	Departure time & place
Information on site conditions & weather	Level of experience needed
Emergency procedures in place	Itinerary (Please attach copy)
Mobile phone	Alternative itinerary (Please attach a copy)

Trip approved by Student Activities Co-ordinator: Signed: _____ Date _____

GUIDE TO COMPLETING THE TRIP REGISTRATION & TRANSPORT BOOKING REQUEST FORM

The timescale for trip registration is as follows:

- **0 nights away – at least two working days before**
- **1 or more nights away – at least 5 working days before**
- **Outside the UK – at least one calendar month**

The sections that need completing in full will depend on the activities and length of time the trip lasts. **Eg.** An overnight sporting activity will need all sections completing, a social will probably not need accommodation, activity leaders, first aiders or the checklist.

Complete as much as is necessary.

1. **Destination**
 - If this is a building or playing field give the full name and address.
 - If it is an 'outdoor' trip give as much detail as possible about the areas where your activities will take place. This may depend on the length of time that the club is away.
2. **Accommodation**
 - If this is situated in an isolated position give the grid reference.
3. **Mode of Transport**
 - This section is your transport booking request.
 - You must complete all sections if you are using the Students' Union transport.
 - All passengers must be fully paid members of your Club or Society.
4. **Details of Trip**
 - If the trip is a tour or lasts longer than two days, **attach the itinerary** that is to be given to all participants.
 - For short trips or those with a fixed base, give details such as:
Eg. Rock climbing
Eg. BUCS team match
 - **Private Car Use** The car you are using for this trip/event must be registered with the Student Activities Co-ordinator before completing this section.
5. **Activity Leaders**
 - All sporting and outdoor activities must identify these people
 - They must have the experience and ability to provide the highest leadership as is reasonable in all circumstances.
 - See Code of Practice/NGB guidelines for further details.
6. **General level of experience within Group**
 - This is aimed at **all sporting and outdoor** activity.
 - Consideration must be given to experience of the **environment** where the activity is taking place, as well as experience of the activity itself. This is especially true to outdoor activities.
 - Activities must only be undertaken that are **within the capabilities** of the group.
 - Trip organisers and activity leaders need to be as sure as possible of **participants experience** levels:
 - The three categories are designed to give an indication of the skills levels on the trip.

Novice – new to the activity/situation and requires direct supervision.
Intermediate – does not require constant supervision and is technically competent to a moderate level.
Experienced – able to give suitable supervision and is technically competent to a higher level.

 - A higher percentage of novices will necessitate less challenging activities in more controllable environments. Access and egress will be relatively easy. It will also require sufficient numbers of leaders and experienced members to satisfy the "Duty of Care".
7. **First Aid Cover**
 - Each outdoor activity is provided with a First Aid Kit. Please ensure that your club takes it with them.
 - Venues, such as Sports Centres usually provide their own, you must check first.
 - Each club must provide a First Aider on their trip.
 - The Students' Union runs First Aid courses throughout the year and club members are encouraged to participate.
 - In the 'Sports Club Safety Handbook' it is a requirement that each club has at least two qualified first aiders.
8. **Checklist**
 - All sporting and outdoor activities must address these points where relevant and pass on the information to the participants.
9. **Information for participants**
 - All Trip Organisers must provide these details to their members.