



**UNIVERSITY OF NOTTINGHAM STUDENTS' UNION
TRIP REGISTRATION FORM
(if travelling outside of the Nottingham area)**

Association, club, society or service: Trip Dates: / / to / /

Trip Organiser: Tel Number:

1 DESTINATION (Name plus full address or accurate site details)

.....
.....

2 ACCOMMODATION (Name and address)

.....
..... Tel: Grid ref:

3 DETAILS OF TRIP (eg what type of activities, training, match, competition, social) Itinerary attached: Yes/No

| | | | |
|-------------------|-------|---------|-------|
| | | | |
| Transport (tick): | Coach | Minibus | Car |
| | | | Train |

| Drivers names (if travelling by car/minibus) | Car/minibus registration number |
|--|---------------------------------|
| | |
| | |
| | |
| | |

Sections 4, 5, 6 and 7 need to be completed only by clubs/societies doing any sporting or outdoor activities

4 ACTIVITY LEADERS

| Names | Experience/Qualifications |
|-------|---------------------------|
| | |
| | |
| | |
| | |

5 GENERAL LEVEL OF EXPERIENCE OF ACTIVITY WITHIN GROUP (see over for guide)

| | | | |
|---------------------------------|---------|--------------|-------------|
| Number of participants who are: | Novices | Intermediate | Experienced |
|---------------------------------|---------|--------------|-------------|

6 FIRST AID COVER PROVIDED BY (tick)

| | Names & qualifications of club first aiders |
|-----------------|---|
| Venue | |
| Club* | |
| Venue and club* | |
| | |

7 CHECKLIST (tick)

8 INFORMATION GIVEN TO PARTICIPANTS (tick)

| | | |
|--|--|--|
| 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 available | Level of experience needed | |
| Emergency procedures in place | Itinerary (please attach copy) | |
| Staff only. Student Union phone allocated | Alternative itinerary (please attach copy) | |

Trip approved by Students' Union Health & Safety Manager:

White copy to SU, Pink copy trip organiser to keep

GUIDE TO COMPLETING THE TRIP REGISTRATION FORM

The timescale for trip registration is as follows:
0 nights away – at least 2 working days before
1 or more nights away – at least 5 working days before
Outside UK – at least 1 calendar month before

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, an evening 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 fields give the full name and address

If this 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

EG One day trip – Kinder Scout from Edale or River Plym downstream of Shaugh Bridge

EG Weekend trip – Grey Corries from Spean Bridge or Nether Wasdale in the Eastern Lake District

2 Accommodation

If this is in an isolated position, give the grid reference

3 Details of trip

If the trip is a tour or lasts longer than 2 days, attach the itinerary that is to be given to participants

For short trips or those with a fixed base, give details such as:

EG Rock climbing and/or scrambling

EG Cultural exchange in the bars of Dublin

EG BUSA first team match

EG Competing/watching Cheddar Challenge Mountain Biking

EG Attending a concert

EG Refereeing course for basketball

All of the activities must be included

4 Activity leaders

All sporting and outdoor activities must identify these people

They must have the experience and ability to provide the highest standard of leadership as is reasonable in all circumstances

See Code of Practice/NGB guidelines for further details

5 General level of experience within group

This is aimed at all sporting and outdoor activities

Consideration must be given to experience of the environment that the activity is taking place in as well as experience of the activity itself. This is especially true of the 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 skill levels of the trip

Novice – new to the activity/situation and requires direct supervision

Intermediate – does not require a 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'

6 Checklist

All sporting and outdoor activities must address these points where relevant and pass on the information to the participants

7 Information for participants

All trips must provide these details to their members