

Trip Registration Form – to be passed to safety officer before trip departs

Trip Leader:		
River Leader:		
Group Leaders:		
First Aiders		
Home Contact: +Phone no.		
Trip Destination:		
Trip dates:		

Activities planned (e.g. which rivers will be paddled)

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List of those going on the trip, asterisk (*) by those who attend the safety meeting:

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Make a note of the date of the safety meeting. If no meeting was held, make a note in the box below explaining why there was no need for such a meeting.

Date:		Place:	
Meeting notes			

You will doubtless have spent a great deal of time and effort organising the trip. Please fill in the boxes below to make this task easier in future:

Accommodation Contact details (Phone number, email etc.), Cost:	
Other useful information:	

As trip leader, I have read the Club's code of conduct and undertake to promote safe practice during the trip.

Signed:		Date:	
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Trip Leader's Notes – **Retain this page for reference, pass the other to the safety officer**

Many thanks for undertaking the responsibility of running a Club trip. This page is intended to offer some helpful advice on organising trips. It should be detached from the trip form (which should be returned to the safety officer) and retained for reference during the trip. Start by recording your name as the 'trip leader'.

Planning

- ❑ The first stage in planning a trip is to gauge interest by emailing the club. In order to establish the feasibility of the trip, you will need to check if there are enough drivers and group leaders to make the trip possible. Record the names of those going on the trip on the trip registration form.
- ❑ At an early stage you should identify the most competent and experienced paddler, who then becomes the trip's 'river leader'. Make a note of their name on the trip registration form. You will need to consult with them in trip planning, as detailed below
- ❑ In consultation with the River Leader identify suitable group leaders for the trip. Group leaders will not necessarily be qualified, but should have sufficient experience to lead on the rivers being paddled. Record their names on the trip form.
- ❑ Identify at least two qualified first aiders on the trip. Record their names on the trip form.
- ❑ You will need to organise transport for the trip. You should satisfy yourself that those driving vehicles on a trip are competent and responsible individuals.
- ❑ Book accommodation for the trip at an early stage. Record accommodation details and the trip destination on the trip form
- ❑ The Safety and Coaching officer will provide you with the phone number of a 'home contact' to call in the event of an accident occurring. Record the home contact's name and telephone number below and on the trip form:

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Safety Meeting

- ❑ Call a safety meeting before a trip to ensure that everyone is aware of the nature of the trip (venue, length, difficulty, etc.) and to make novices aware of the equipment that they will need.
- ❑ At the meeting you must stress the personal responsibility carried by each participant and their responsibility to inform leaders of any problems or concerns.
- ❑ Ensure that all leaders are aware of any relevant medical needs/issues?
- ❑ You and everyone else on the trip must be aware of the Club's emergency procedure (see below), the club's safety policy and risk assessment (on the club's web site).
- ❑ Have you arranged for group kit (splits, emergency shelter etc.) to be taken?
- ❑ Is the equipment to be used on the trip appropriate for the planned activities?
- ❑ Record who attended the safety meeting, it's date and place and any notes on the trip form

Finally, before you leave

- ❑ In the opinion of the river leader are the activities planned safe and conforming to BCU guidelines and recognised best practise? Record the activities planned on the trip form.
- ❑ Return the trip registration form to the Coaching and Safety Officer.

Emergency Procedure

- In the event of an accident occurring, the first priority will be to get a casualty to medical help as soon as possible.
- If the accident is a serious one, or if the victim is admitted to hospital in an unconscious state, contact the trip's home contact as soon as possible in order to obtain the information on the victim's membership form.
- The home contact will then be responsible for informing the victim's tutor or primary contact, if required, and should liaise with other parties as appropriate. In order for them to do this they should be provided with full details of the incident.
- Do not make any statement to the media or discuss any aspect of the incident with anyone not connected to the emergency services. Ensure that all group members follow this guideline.
- Any incident or 'near miss' must be reported to the Coaching and Safety Officer as soon as possible after returning to Cambridge.