



Name of Club/ Society:		Number in Party:	
Event/ Party Leader(s): (inc. position within Club/ Society and relevant qualifications/ experience)			
Details of Event: (Eg. what type of activities, training, match, competition, social etc.)			
Destination:			
DEPARTING	Time:	Date:	Day:
RETURNING	Time:	Date:	Day:
Form Submission Date:		Mobile Phone Numbers:	
Transport: (tick)	Coach	Minibus	Car
Other: (please specify)			
Drivers:	Midas Number:	First Aiders:	
No. of First Aid Kits to be taken:			
Accommodation: (inc. Name & Address, Telephone number, Grid Ref. etc.)			
Club Equipment to be taken:			
Have all party members been briefed on the Event and the risks involved?			YES / NO

**Details of all Party Members**

**Mr/ Miss/ Mrs**

**Full Name**

**Next of Kin & Contact Phone Number**

All the information in this document is correct to the best of my knowledge. By submitting this form, I confirm that the Clubs Risk Assessment and Code of Practice cover the activities outlined. The group is also aware of the Incident Procedure and will at all times uphold the reputation of the University and UPSU.

**Signed:** \_\_\_\_\_ **Club Officer**

**Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Sports Safety Co-ordinator**

**Date:** \_\_\_\_\_

## GUIDELINES FOR COMPLETING TRIP REGISTRATION FORM

The timescale for submitting forms and registration is as follows: -

- 0 nights away – at least 24 hours before.
- 1 or more nights away – at least 5 working days before.
- Abroad outside the UK – at least 1 calendar month before departure, or end of term.

How much of the form needs filling in, and the exact details required will depend on the activities and length of time the trip lasts. E.g. A three day trip will require all sections to be filled in where as an evening social will probably not require as many of the details.

**Complete as much as is necessary.**

- Club** Write clearly the name of the Club that is undertaking the trip.
- Event Leaders** This is the person(s) completing the Form, as they should have all the necessary information needed, and will also be a member of the party. It is vital that as much information is listed in case the Sports Safety Co-ordinator needs to contact the person(s).
- Details of Event** If the trip lasts longer than 2 days or is a tour, then **attach the itinerary** that will be given to participants. For trips of lesser duration or those with a fixed base please give as many details as possible e.g. Rock-Climbing, BUSA match, Refereeing course etc. **All of the activities must be included.**
- Destination** Try to be exact as possible, if this is a building or playing fields give the full name & address. If it is an 'outdoor' trip give as much detail as is possible about the areas where your activities will take place.
- Dates & Times** Enter the exact dates of the proposed trip and where possible (try to be as accurate as possible) estimated times when you are due to leave and return. Include where necessary the duration of the trip.
- Transport & Drivers** Please indicate if any what type of transport is being utilised for/ during this trip. Also indicate if any all drivers including where necessary their MIDAS number.
- First Aiders** Where they are necessary please list all qualified First Aiders in the party.
- Accommodation** You must include any accommodation address, campsite, club hut and/ or grid reference, plus any other information on the base you are operating from. Where possible give the contact details of the person with whom you booked/ hired the accommodation.
- Equipment** Where relevant please give details of all Club and other specialist equipment being utilised.
- Details of Party** List the full names of all party members including any Leaders/ Coaches who are going on the trip. Please include participant's full names and next of kin details.

**IF YOU HAVE ANY QUERIES REGARDING THE DETAILS ON THIS FORM PLEASE DO NOT HESITATE TO CONTACT THE SPORTS SAFETY CO-ORDINATOR.**