**Uea(su) Trip Form**

**Two types of trips**

1. **A domestic Sports related trip which should go straight to UEA Sport**
2. **A one-off trip – This is any trip that we are not aware that you do, if you are organising this type of trip you need to fill out the following form. E.g. Hockey visiting Warsaw for a social trip, or Model UN visiting Malaga for a Conference.**

**Why do we have these forms?**

* **In case of emergency – UEA Security receive your participant details**
* **To ensure your trip runs safely**
* **Provides you with advice and contact details for support.**
* **It provides you tasks to consider.**

**Things to consider**

* **Itinerary**
* **Emergency procedure in place**
* **Budget**
* **Risk Assessment**
* **First aid kit**

**Further considerations**

* **Medical information from participants**
* **Travel insurance**
* **EHIC (EU student insurance)**
* **Coronavirus and associated guidance**

**Coronavirus:** Ensure that you regularly monitor Coronavirus levels both domestically in the UK and your chosen destination (if abroad) ahead of your trip to maximise the safety of your members. To add to this, make sure all of your planning and insurance documentation incorporates measures to both mitigate the risk of this and to be prepared for any situations around a member potentially catching the virus.

**Itinerary:** You should create an itinerary of the equipment you and your participants will need during your trip

**Emergency procedure:** Please ensure you have an emergency procedure in place in case of e.g. flight cancellations, accommodation issues, lost participants – Please let your participants know of the procedure.

**Budget:** Ensure you can afford your trip, and calculate your estimated expenditure for yourself and participants whilst away

**Risk Assessment:** You must risk assess your trip, consider your travel, accommodation, insurance and activities.

**First aid kit:** Please bring a first aid kit, or check if your accommodation had one – Contact [a.elvin@uea.ac.uk](mailto:a.elvin@uea.ac.uk) if you need to get one.

**Medical info:** Please gather any medical information from participants e.g. allergies, asthma.

**Insurance:** Enquire about travel and EU insurance

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| **Student Group name:** |  |
| **Group Leader:**  (Double click the box) | Name:  Student number:  Telephone number:  Email address: |
| **2nd Group leader:** | Name:  Student number:  Telephone number:  Email address: |
| **External trip provider/Rep name:** |  |
| **Driver: (if applicable)** |  |
| **Vehicle hire company: (if applicable)** |  |

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| **Type of activity:**  **e.g. study trip to York** |  |
| **Itinerary of the trip:**  **Please provide a breakdown of your activities day by day. Or a run breakdown of the day.**  **Your activities should be reflected in your risk assessment. This will be checked.** |  |
| **Objectives of the trip** |  |
| **Accommodation**  **(Please provide post code, contact details or website)** |  |
| **Number of, and standard of participants**  **(For clubs)** | Novice:  Intermediate:  Experienced:  Total participants: |
| **First aiders on the trip:** | 1.  2.  3. |
| **Information of travel:** | Your flight number: (If applicable)  Your chosen airport:  Have you got a VISA? (Important for international students) |
| **Departure date & time:** |  |
| **Departure point:**  **e.g. The LCR** |  |
| **What are your plans if a participant becomes – uncomfortable, ill or wants to go home:** |  |
| **Are there any circumstances where the trip could get cancelled:** |  |

**Before travelling do your participants have the following?**

**If they don’t, what measures do you have in place to make sure they do?**

(all the following can be noted and copies kept in UEA|SU office)

* Paid in full
* Travel insurance
* Passport – Is it valid? Check entry requirements and have photocopies of passport and other important documents (keep separate from originals)
* European Health Insurance Card or equivalent?
* Check HM Revenue and Customs Travel for duty free allowances, banned good etc.

**Checklist**

* First Aid Kit (If you don’t ensure venue does)
* Risk Assessment
* Types of planned activity (reflect in itinerary)
* Participants know where to meet?
* Participants know your Pre-trip information and instructions?
* Emergency procedure known amongst group?
* Map/Book/Guide/Directions
* Suitable equipment (Sporting/outdoor events)
* Participants have insurance or EHIC
* Are vaccinations required for the destination?
* Checked the weather forecast?
* Checked local conditions specific to activity?
* Appropriate clothing?

**Whilst away:**

* Behave sensibly/obey local law
* Don’t openly display valuables
* Show courteously when taking photos/videos
* Provide an option for non-alcoholic activity (Do not encourage excessive drinking
* Abide by risk management measure in Risk assessment

**Please be aware the code of conduct applies on any trip….** [Code of conduct](https://www.uea.su/union/memberscodeofconduct/)

**If you do something that contradicts this, your club/Society will be investigated.**

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| **Participant List** | | | |
| **Full Name of Participant** | **University Number** | **Emergency Contact Number** | **Emergency Contact Relationship**  **e.g. Father** |
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**James Raywood – Student Sport Operations Manager – UEA Sport**

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* 01603 597242

**Stay Connected**

Share your trip images with us, we’d love to see what you got up to

#UEASUtrips

**Facebook:** UEA Students Union

**Twitter:** @ueasu\_ops

**Newsletter:** [union.opportunities@uea.ac.uk](mailto:union.opportunities@uea.ac.uk)

**If you have any problems please contact:**

Office opening hours: 9.00am – 5.00pm

**Alys Elvin – Student Opportunities Coordinator (Events) – uea(su)**

* [a.elvin@uea.ac.uk](mailto:a.elvin@uea.ac.uk)
* 01603 593272

**Adam Roche – Head of Student Development and Activities – uea(su) – USE FOR INTERNATIONAL TRIPS**

* [adam.roche@uea.ac.uk](mailto:adam.roche@uea.ac.uk)
* 01603 593272

**Budget matrix:**

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| **Expenditure** | **Income** | **How are you collecting the money** | **How are you paying the money** |
| e.g. Flight tickets x10  £1000 | e.g. Charge £10 over flight ticket to provide group activities  = £1100 | e.g. Collecting £110 from each participant | e.g. Submitting through 365 app to Union finance |
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| **Signed Trip Leader: Date:**  **Counter signed: (President)** **Date:** |