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| **Club** | BUCC | **Element**  | Trips  |

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| **Purpose** |
| To ensure the safe and efficient organisation and execution of BUCC trips, promoting enjoyment for all participants while upholding safety standards and responsibilities. The policy outlines the roles, responsibilities, and processes involved in organising, leading, and participating in club trips. |

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| **Scope** |
| This policy applies to all members planning and/or attending official trips organised by the BUCC, including surf, polo, whitewater, and other trips, both in the UK and abroad. It includes the roles and responsibilities of trip organiser, leaders, drivers, first aiders, and participants. It also outlines the conditions under which non-club members and peer paddlers can participate in trips and use club equipment. |

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| **Definitions/Acronyms** |
| BUCC | Bath University Canoe Club |
| Committee | The elected group of individuals responsible for overseeing the operations of BUCC. |
| SU | Bath University Students’ Union. |
| BC | British Canoeing  |
| Trip Organiser | Responsible for handling bookings, paperwork, sign-ups, finances, and ensuring proper transport, accommodation, and kit arrangements. Organisers collaborate with relevant committee members/ delegates and must distribute trip briefs, including medical forms and key contact details. |
| Trip Leader | Manage the day-to-day operation of the trip, ensuring that participants have the appropriate clothing and equipment, and addressing any issues with kit or participant safety. They are responsible for maintaining safety on the water and handling any incidents |
| Driver | Participants who drive on behalf of the club, responsible for safe transport to and from the trip location.  |
| First Aider | Must hold a valid first aid qualification appropriate for the environment and be prepared to assist in emergencies. Ensure first aid kits are complete and are brought on the trip. |
| Participant | Must adhere to the Trip Leader's decisions, especially regarding safety. Any participant who chooses to depart from the group must notify the Trip Leader and accept full responsibility for their safety. |
| Club Member | A person who has paid membership for BUCC and SU sport via the SU website |
| **Policy** |
| **Club activity definition**Club Activities are those covered by the club’s public liability insurance, arranged through PUK. The Club aims to identify all Club Activity sessions and maintain a log of the authorised coach or leader for each session for 6 months.Club activity is defined as:**“Any activity that has been assessed as part of the Club’s safety framework and promoted on the Club calendar, website or noticeboard.”**  **“Club activities also include inter-club activities where the responsibility for risk assessment and management is carried out and then shared between all participating clubs.”** All Club Activity should have the following characteristics:* Risk assessed by appropriate risk assessment
* The control measures stated to mitigate the risks identified within the risk assessments are included in the Club’s operating procedures.
* A record is maintained of when the club activity takes place, which may be at standard times, or occasional sessions.
* There must be a minimum of 3 participants, who should be following appropriate leader to participant ratios where applicable.
* BC has advised that it is necessary for the advertising of club activity to be accessible to all the club members, or as a minimum it should be clear how members can be added to the circulation of information about a particular type of club activity.
* Circulation of information is required to be by methods that are moderated by club officials, to ensure that the club’s safeguarding procedures, and GDPR privacy requirements are followed.
* Delivered by and through authorised coaches and leaders, or external coaches.
* A record is maintained of the coach or leader who is running each session, and who has taken part in each session. This data will be stored for 12 months from the date it is collected before automated deletion.
* The authorisation process for coaches and leaders is documented.

Club activity may be advertised as follows and must have sign ups associated with it:  * On the SU website
* On the Club Facebook, Instagram or WhatsApp
* Via email from the SU mailing system.

Examples of club activity include but are not limited to:  1. Taster sessions open to prospective members  2. Club coached sessions   3. Club trips  4. Pool sessions **Club Trips**A club trip is defined as a trip in which participants sign up through the BUCC website and / or is paid for via the University of Bath SU payment system through the BUCC section of the SU website. All trips are led by volunteer leaders (in some cases with the support of a paid professional coach), and participants are expected to contribute to the success and safety of the trip by following leader instructions and avoiding undue pressure on leaders.All participants on a club trip must accept that the Trip Leaders decisions regarding participant safety override all other factors such as requests etc. Safety of the group is the most important factor, and leaders may need to advise a participant that they cannot go on a particular trip, or some part of a trip for safety reasons. **All participants are expected to adhere to instructions given by the Trip Leader where possible** as these may be based on the Club’s risk assessments, Policies, or the safety of the participants / group.  A paddler who decides to depart from the club activity must inform the leader and accept that the leader and the Club are no longer responsible for the paddler’s safety. 1. Responsibilities
	1. Trip Organisers must:
		* Ensure all relevant documentation is filled correctly prior to the start of the trip. This includes:
			+ Event Planner where applicable
			+ Trip form for overnight trips, and when using SU transport incl. medical and contact information of each member attending the trip.
			+ Transport Bookings (if using SU vehicles, train, ferry, airplane etc.)
			+ Accommodation bookings (campsites, hostels, hotels etc.)
			+ Tickets for venues and centres.
		* Ensure trip signups are available plenty of time before the trip.
		* Ensure trip signups are publicised (with Vice Chair).
		* Ensure products are available promptly and that every Participant purchases the correct product (with Treasurer).
		* Ensure enough Leaders attend the trip (with Coaching Sec.).
		* Ensure enough First Aiders attend the trip (with Coaching Sec.).
		* Ensure suitable transport is in place and enough Drivers are attending the trip (with Transport Sec.).
		* Ensure each attending Member has filled the medical form prior to attending the trip. If Non-Members are attending the trip, ensure that this information has been collected.
		* Send a trip brief to all Participants (with Trip Leader). This should be sent in advance of the trip with plenty of notice, and should include details such as:
			+ Departure / arrival times,
			+ contact details of relevant people such as Trip Organiser, Trip Leader, First Aiders, and Drivers provided they consent to this information being shared.
			+ Meeting points for vehicles
			+ Kit lists

 * 1. Trip Leaders must:
		+ Ensure Participants have brought suitable personal clothing and equipment – layers, coats, suitable footwear etc.
		+ Ensure all kit taken on the trip is in good working order and safe condition prior to departing.
		+ Promptly report any kit defects or damage sustained during the trip to the Kit Sec.
		+ Manage the day to day running of the trip.
		+ Fill in an incident report where required
		+ Ensure all kit is properly stowed after the trip.
	2. First aiders must:
		+ Have an in date, accredited first aid qualification of the correct length for the trip environment(s)
		+ Ensure first aid kits are complete and are brought on the trip
		+ Be prepared to assist casualties according to their training
		+ Fill in an incident report where required
1. Non-Club Members on Trips

Non-club members may attend trips if invited by the Trip Organiser for a specific role (e.g., Leader or First Aider). They must provide proof of PUK membership (On The Water) for insurance purposes. Non club members must use their own equipment unless agreed with Kit Secretary and Trip Leader. 1. Volunteering to Drive on a Club Trip

Please refer to BUCC-POL-01 – ‘Canoe Club Driver Expectations’.1. Club Trip Finances

For information on the estimation of Club Trip costs as well as policies on refunds, drop-outs, and cancellations please refer to BUCC-POL-02 ‘Bath University Canoe Club Finance’.**Peer Paddles**A Peer Paddle is any activity that does not fit into the previous definition of Club Activity. A Club Member may borrow Club equipment for a peer paddle subject to the conditions below:  1. Members taking advantage of this facility must take responsibility for their paddling.
2. Members are responsible for checking over the condition of club boats before use.
3. Club coaching sessions and Club Trips / Events have priority over other usages of club boats and equipment.
4. Members must have their own public liability insurance e.g. by holding PUK On The Water membership.
5. Club boats and equipment may be used on Peer Paddles provided that prior approval has been obtained from the Kit Secretary or Chair. When borrowing a boat or equipment for a Peer Paddle away from the Avon, the borrower must record the information on the “kit borrowing form”.
6. Club boats and equipment borrowed for all Peer Paddles may only be used by the Club member, and not by the members’ friends and family.

Club boats and equipment may be used on extended trips of up to 14 days (unless agreed with kit sec or chair) on the same basis as Peer Paddles away from the Avon.  Club boats and equipment may be used for trips abroad; however, members must either arrange appropriate insurance or accept full liability for replacing the Club’s boat or equipment. |