

ORGANISING A TRIP FOR YOUR SPORTS CLUB OR SOCIETY

This document is a guideline on how to organise a trip for your club/society. There are 5 steps to follow, see them all below. If you have any questions, contact sports@su.arts.ac.uk for sports clubs or societies@su.arts.ac.uk for societies.

STEP 1: Informing Your Coordinator

The first step to organising a trip for your club/society is to inform your coordinator at sports@su.arts.ac.uk for sports clubs or societies@su.arts.ac.uk for societies. This must be done **at least 3 months before the trip** to allow for enough time to plan and arrange the trip.

In your email, please include the following information:

- Your name and position in the committee
- Your club/society
- Where you want to go
- How long you want to go for
- How many members you assume will be going on the trip

STEP 2: Initial Meeting with Your Coordinator

The second step is the first meeting with your coordinator. In this meeting you must outline your plan for the trip and expand on the information you included in the first email.

Meeting outline:

- Expand on where, how long and how many from initial email
- Suggested locations to stay (hotels, resorts etc.)
- Itinerary plan for the trip (activities, restaurants etc.)
- Questions

STEP 3: Arranging the Trip

Once the initial meeting has taken place, you can start arranging the trip. Here's a list of things you might want to plan out before going:

- Figure out how many members will be going
- Booking a place to stay
- Booking transportation (e.g. flights, trains, how to get around etc.)
- Researching nearby restaurants and activities
- Planning a handful of activities for the members to do together whilst on the trip (e.g. Volleyball club going to Spain might want to see if there's a beach volley class or tournament they could sign up for)
- Making an itinerary for the SU to know what will be going on as well as giving the members an idea of what will be happening
- Budgeting – how much will it cost for the individual member, applying for an additional grant, how much money to bring, do the activities need to be paid for in advance etc.
- And more...

STEP 4: Risk Assessment, Itinerary, Insurance etc.

When the trip has been planned there are some information you need to send to the SU so we can ensure your safety on the trip.

Risk Assessment: You need to create a risk assessment of all the activities and plans for the trip. If you need help creating this, you can find the guide [here](#).

Itinerary: As mentioned previously, you need to create an itinerary so the SU knows what will be happening on the trip. This must be sent alongside the risk assessment.

Student Details: For health and safety reasons we need to know the details of all students going.

- Name
- Course, year, college
- Phone number
- Email address
- Next of kin
- Insurance details

STEP 5: Signing Off and Final Meeting

Once everything above has been sent off to the SU, we will approve the details and sign off your trip. You should arrange a meeting with the SU at least 1 week before your departure for any last questions etc.

If you have any questions along the way, you can book a meeting with Charlotte Long [here](#) for sports clubs or Megan Cunningham [here](#) for societies.