

*Thank you for taking on the responsibility of organising a trip for the club. As a club we rely on the efforts of our members to enrich our offerings within the club. This document has been put together to help you in organising the trip.*

## Booking Accommodation:

This will have to be booked well in advance and a deposit paid to secure the booking. Once this has been done, the date can go in the calendar.

## Advertising:

You should run your trip details through with the Events lead from the committee. Once confirmed details should be sent to the Communication lead in order to advertise details and create a booking form. This should be done at least 3 months prior to the trip or ASAP.

Details should include:

### *Date*

### *Suitability*

Ability level required to participate. Beneficial to include likely rivers and grades (Links to descriptions on UK River Guidebook is often beneficial).

### *Accommodation*

A full address of where we are staying, is bedding is provided, slippers required etc. Participants should check with trip organiser before booking alternative accommodation.

### *Food*

If food is being offered you may want to list options and encourage people to inform you if they have any special dietary requirements. It is often best to make a statement along the lines of 'It is assumed that everyone will be wishing for X to be provided unless they inform the trip organiser otherwise'.

### *Costing*

An estimated cost for the trip should be listed and deposits made to the full amount. When estimating it is best to round up, any profit is helpful towards paying for club overheads (i.e. tea and coffee) and it is often tedious chasing all participants for additional money.

### *Equipment*

Anyone wishing to borrow kit should inform the trip organiser, ensuring the kit paddlers require arrives is still the responsibility of the participant. You may also wish to provide costings for equipment hire.

### *Medical*

Trip organiser should be made aware of any relevant medical conditions.

### *Consent*

If any participants are under 18 they must have a parent or guardian present for the trip. All under 18s must have a completed Consent Form for each trip, form must be presented to the trip organiser.

### *Lead Coach*

A lead coach must be elected prior to the trip, this might not be announced until closer to the trip commencing.

### *Deposit Conditions*

Note when there is a cost to attend a trip, a non-refundable deposit must be paid to book a place.

## Contact Details

If someone has any queries they should be encouraged to talk to the trip organiser, please provide best means of contact.

The list of information requirements above can be used to write your own description to go on WebCollect

## Deposits:

In order to secure a place on a trip, a deposit is required. The deposit should cover the total cost of the accommodation for the trip.

Standard booking procedure allows anyone (member/non-member) to pay a deposit 3 months prior to a trip. A non-member will not have their place confirmed until 3 weeks prior to the trip.

Once a deposit is paid, confirmation is at the discretion of the trip organiser. Things you might need to consider when confirming places might include:

- The balance of ability, ensuring you have enough experienced paddlers on the trip is important to the safety of those participating.
- Suitability of trip to individual's skills, participants may need help in understanding required ability to be on the trip without putting others or themselves at risk. You may want to discuss this with your elected lead coach or a coach who is more familiar with the paddler's ability.

All places should be booked via WebCollect. Try and inform those taking money on reception regarding spaces available. If a trip is looking full but not all deposits are paid people should be encouraged still to pay deposit and they will be informed when places are confirmed as available.

Trip organiser needs to know who requires kit (boats, paddles, etc) and arrange a collection time.

## Accommodation

Trip organiser should familiarise themselves with the emergency procedures and rules at the accommodation, passing this information on to others on the trip.

Trip organiser will organise notices (room, cooking rota, cleaning rota etc.) or they will arrange for someone to do it on their behalf if they are not getting down until late.

Make sure you take the trip folder with you. Then pass it on to the organiser of the next trip on your return.

If a trip has a lot of interest you might want to consider if it would be beneficial to help organise alternative accommodation, sometimes this might not be a good idea for increased complexity in organising both on and off the river.

## Safety

As trip organiser you will need to appoint a lead coach, who's responsible for overseeing risk assessment on the water. It is recommended that the trip organiser does not take on this role.

Trip organiser and lead coach should familiarise themselves with the generic risk assessment for the trip they are running and make any trip specific additions. Continuous dynamic risk assessment should continue throughout the weekend.

Trip organiser is responsible for organising safety kit for the weekend. They don't necessarily have to take it but must make sure that someone does, and make sure that it is returned to the Den. Trip organiser needs to

ask all participants if they have any medical issues prior to leaving for the trip. These details can normally be taken as part of the booking procedure. Any relevant details should be discussed with the lead coach.

A list of emergency contact telephone numbers should be compiled and made accessible whilst keeping an eye on privacy.

## Catering

Where possible try to source food locally e.g. local butcher – the bunkhouse can often give details of a local butcher.

Only cater for the number of people actually on the trip, and where an evening meal is being provided ask how many people want it, to avoid excessive waste.

Buy reasonable quality food to provide a healthy/enjoyable meal rather than the cheapest possible.

### Breakfast Menu Guide

Minimum breakfast is a breakfast bap. This can rise to full cooked English, priority is to offer a range that allows all to start the day well. You may want to avoid articles that cater to few (i.e. black pudding).

#### *Example:*

- Tea, coffee, sugar and milk
- Orange juice
- Ribena cordial
- Bread for toast, margarine/butter and jam
- Muesli and one other cereal (e.g. Cornflakes)
- Breakfast bap – bacon and egg or sausage and egg (with vegetarian option where needed)
- Tomato ketchup and Brown Sauce

#### *Other items required:*

- Kitchen paper
- Toilet paper
- Soap (for washrooms)
- Washing up liquid
- Sponges/sourer
- Tea towels

## Accounting

You need to balance the accounts and provide them within a month of the trip taking place to the treasurer.

## An Example of a Trip

### North Wales

10th-12th April 2015

#### *Suitability*

This trip is aimed at White Water Intermediate Paddlers (has experience of grade 3 whitewater). The rivers paddled will depend on water levels.

Some of the rivers we might paddle include:

- The Dee
- The Conwy
- The Trywern

If you aren't sure if this trip is suitable please talk to the trip organiser who should be able to advise you.

#### *Accommodation*

We will be staying at Lynda's bunkhouse:

Tyddyn Bychan  
Cefn Brith  
Cerrigydrudion  
Corwen LL21 9TS

The bunkhouse accommodates 32 people. Please check with me before organising any alternative accommodation.

#### *Food*

Lynda has agreed to cook breakfast for both mornings and dinner on Saturday night. This will cost approximately £20 it will be assumed that everyone going on the trip will want this option unless they inform me otherwise. A menu will be provided closer to the trip.

#### *Costing*

It is estimated that the total cost of the trip will be approximately £48 per person.

#### *Equipment*

Anyone requiring any club kit should contact me, ensuring the kit arrives remains your responsibility but I will try and help if I can. All boats must be fitted with air bags. There is a charge for use of some club kit, details of which can be seen on our website or discussed with a committee member.

#### *Medical*

If you have any relevant medical conditions please ensure you speak to me about them.

#### *Consent*

If any participants are under 18 they must have a parent or guardian present for the trips. All under 18s must have a completed Consent Form for each trip, form must be presented to the trip organiser.

## *Lead Coach*

Lead coach for the weekend will be Joe Bloggs.

## *Deposit Details*

Trips are open to placing a deposit from 3 months prior to the event. A deposit is the total cost of the weekend trip. Trip organiser will contact you to confirm your place has been reserved, a deposit must be paid before your place can be confirmed, non-members can book on the trip but won't have their places allocated until 3 weeks prior to the event.

Deposits are not refundable if we are unable to reallocate your place. If a trip is already full and you wish to be on the reserve list we would encourage you to pay a deposit, if no places become available we can then refund the deposit.

## *Trip Organiser*

This trip is being organised by Joe Bloggs, if you have any queries please feel free to contact him at the pool or at "joe@joe".