

Trip Planning Guidance and Approval Form



This form should normally be submitted at least one month before the event. If there is problem with meeting this deadline please consult the Chair of Trips Planning and/or one of the trips approval team. Residential and overseas trips will need more time and you need to use the Extended Trips Planning Guidance notes with this approval form.

Please ensure that you forward planning details to tripsplanning@adventuredolphin.co.uk
The form will then be forwarded automatically to Kevin, Claire and Ed (trips approval team)

Chair of Trips Planning Group – Ian Blatchley (Scampi)

Trips should not be posted as ‘confirmed’ on Adventure Dolphin website until approved

Once approved the confirmed trip can be put on Website and Webcollect, Facebook, the AD newsletter and posters

Planning

Venue/Title of trip	
Date	
Trip Leader Name Who is leading the trip (this does not need to be the qualified river /activity leader) Leader qualification Trip leader Contact Details	
Activity Description of the trip Some useful information could include: Peer group Led/guided Coached/training What craft is the trip suitable for? Environment/grade Canoe/sea/flat water/ white water – 2/3/4 Type of activity/paddling – eg Very easy paddling/easy paddling/some experience needed Pre-requisites needed by participants - Skills/ star award or particular experience needed	
Activity continued <i>What is the rough outline of the day.</i> <i>Are there any specific objectives</i> <i>e.g. river running, skills coaching, group bonding.</i>	

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Who is leading the activities?	
Additional Leaders or coaches and their qualifications Are activity leaders qualifications appropriate (ie “in remit”) Are all activity leaders up to date with paperwork Ratio leaders to participants (e.g. 4 star leader 1:4, BCU Coach 1:6)	
Maximum number of participants	
Minimum number in group	
Plan B	
Meeting Time	
Meeting Location	
Finish Time	
Finish Location	
Transport details Drivers Shuttle Vehicle Can we park at venue? Car driver form completed (if transporting under 18s) Any additional transport information eg minibus driving, licences required, tow bar and trailer, European driving etc	
Potential Cost Shared car fuel Tolls Parking Access fees etc	
Equipment needed <i>e.g. significant items such as arranging kayak hire for a participant, helmets etc</i>	
Risk Assessment <i>Have all the leaders reviewed Risk Assessment in the recent past? Consider any modifications.</i>	
Emergency Contact – if relevant Needed if: 1 Minibus used 2 Residential 3 Overseas trip	Name Home telephone number Mobile number

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<p><i>Any Adventure Dolphin trustee or member of Seneschal</i></p> <p><i>They will need to know-</i></p> <ol style="list-style-type: none"> <i>1. Details of all participants</i> <i>2. What they might need to do.</i> <i>3. Charity emergency numbers</i> 	<p>Charity Chairman (Clive Williams) 01491 671631</p>
<p>Promotion Info for Event to AD website, AD newsletter and AD Facebook – currently (April 2017) Nick Hatchett, Ralph Delaney and Rob Barrett Notices and word of mouth</p> <p>Date of last booking (this will vary for different types of trips) Day – 5 days before event Residential –to be decided by trip leader Overseas – to be decided by trip leader</p>	
<p>Monitor booking It is advisable to keep a list of names and contact number to monitor numbers and to consider checking participants have pre-requisites.</p>	
<p>Prior to event Watch weather and river levels Make sure you remain in remit and are happy with the plan Collect Medical Consent forms.</p>	
<p>Trip Plan Checked by</p> <p>Date</p>	
<p>Trip Approved by</p> <p>Date</p>	
<p>Website Info passed onto webmaster@adventuredolphin.co.uk</p> <p>Webcollect Facebook and newsletter</p>	

Pre- trip Preparation

Check list of participants	
Check river Levels, weather report	
Final transport check	
Contact drivers and participants	

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<i>mobile number for each driver</i>	
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On the day

Collection of medical consent forms Summary form could be completed by trip leader and copy given to assistant	
Dynamic risk assessment	
On the return journey, it is good for the drivers to have the medical consent forms.	

Post Trip

Feedback to Trips Planning group	
Equipment	
Accounts	
Incident Report (including actual incidents and near misses)	
Trip report and photos to Marketing	

The following policies and forms are relevant to trips planning:

1. Trips Policy
2. Trips planning check list and approval for extended trips
3. Medical /Consent Form
4. Event participation form
5. Trip costing form
6. Use of Private vehicles form for transporting under 18s
7. Specimen/template letter to participants/parents
8. Risk assessment appropriate to the activity