



UNIVERSITY OF STRATHCLYDE SPORTS UNION

TRIPS & TOURS POLICY

Updated by:

University of Strathclyde Sports Union

Date:

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1. Introduction

The University of Strathclyde Sports Union (USSU) is dedicated to providing safe and proficient opportunities for clubs to engage in sports development. We recognise that trips and tours offer valuable experiences that enrich university sport. USSU is responsible for safeguarding all members during official club activities and expects all members to follow this policy to minimise risks and uphold the USSU's reputation.

2. Criteria for Trips & Tours

A **trip** is defined as any club activity that takes place outside the usual training and match venues, typically involving at least one overnight stay. Trips typically should only occur within the UK.

A **tour** is a trip that lasts four or more days, with at least two days dedicated to the club's sporting activity. Tours may occur both within and outside the UK.

Any trip that does not meet these criteria is considered a 'holiday' and will not be recognised as an official USSU tour. As such, 'holidays' cannot be associated with or considered USSU activities.

3. Requirements for Organising Trips & Tours

Approval Process

- All trips and tours must be registered with the Sports Union for approval by completing the online 'Trip Registration' form. Ideally, the Sports Union should be informed at the beginning of the planning process. However, the following timelines apply:
 - Trips require a minimum of 2 weeks' notice (10 working days).
 - Tours require a minimum of 4 weeks' notice (20 working days).
- Once the trip and/or tour has been approved by the Sports Union, clubs must then proceed to complete the 'Trips and Tours Checklist'.

Important: No trip or tour is permitted to go ahead until both the online form and checklist are reviewed and approved by the Sports Union. Any clubs booking and paying for a trip or tour ahead of approval is liable for the cost if the Sports Union does not approve the trip or tour to go ahead.

Club Responsibilities

- The organisation of trips and tours is the responsibility of designated club committee roles.
- Committees must assign specific duties to appropriate committee members and ensure all involved have completed relevant training (e.g., Club Safety, Wellbeing).
- Clubs should ensure there are an appropriate number of committee members to support the amount of ordinary members participating.
- All activities must comply with:
 - National Governing Body (NGB) guidelines
 - Strathclyde Sports Union policies
 - Recognised good practice standards
- Trip/tour organisers are required to inform all participants of the designated committee roles and responsibilities, including but not limited to:
 - Activity Leader/Coaching Staff
 - Wellbeing Officer
 - Safety Officer
 - First Aider(s)
- To ensure clarity and safety, it is essential that detailed written information is provided to all participants in advance of the trip or tour. This should include:
 - The trip/tour itinerary
 - Safety information
 - Contact details and roles of trip organisers
 - Participant requirements
- Clubs choosing to use external providers to organise the trip/tour must conduct due diligence to confirm the provider is reputable and reliable.

- Trip/tour organisers must hold a safety meeting before departure to:
 - Communicate trip details (venue, duration, key challenges).
 - Raise awareness of potential risks.
 - Ensure a suitable number of first aiders and qualified activity leaders/coaches.
 - Reinforce the personal responsibility of each participant.

Eligibility for Participation

- All trip/tour participants must be fully registered Sports Union and Club members.
- Membership must be either:
 - Full Year, or
 - Semester Only
- Extra care must be taken when trips/tours involve anyone under 18. Clubs are required to include a note of this within their risk assessment identifying any additional risks to them due to their age and establishing how those risks can be mitigated safely.

Note: Memberships cannot be purchased solely for the purpose of attending a trip or tour.

Insurance and Transport

- Clubs may request confirmation of any cover provided by USSU insurance prior to the trip/tour.
- Insurance cover is only applicable within the UK
- International trips/tours are not covered under USSU insurance policies.
- Trips within the UK that do not receive prior insurance confirmation from USSU will not be supported for claims.
- USSU hire vehicles may only be used for trips and tours within the UK.

Equipment

- Clubs must list any club-owned equipment that will be taken on the trip or tour to allow the Sports Union to confirm potential insurance coverage.
- USSU does not accept responsibility for any personally owned equipment, as it is not covered under USSU insurance policies.
- Individuals are strongly encouraged to arrange their own personal equipment insurance if required.

4. Disciplinary Action

- Any breach of this policy may result in trip/tour cancellation and disciplinary action. This includes any breaches as part of completing the trip/tours checklist.
- Any behaviour during a trip or tour that breaches the [Sports Union Code of Conduct](#) may result in disciplinary action upon return. This applies to both individuals and teams representing the University of Strathclyde Sports Union (USSU).
- Disciplinary matters will be initially reviewed by Strathclyde Students' Union, but may be escalated to the University if necessary, depending on the severity of the breach.

Appendix: Trips & Tours Checklist

The following checklist should be completed by any club that has completed the trip/tour registration form to advise the Sports Union of your intended plans for your trip/tour.

The checklist is an essential part of the trip/tour registration process. The checklist is designed to ensure clubs are prepared for their trip/tour by completing an essential 'to do' list prior to your trip/tour.

Clubs may have further actions to complete more specific to your sport, therefore this is not an exhaustive list for all clubs, but the minimum operating standards we expect from all clubs.

Pre Trip/Tour Checklist

#	Task	Check
<u>1</u>	All participants have been checked and confirmed as registered Sports Union members	<input type="checkbox"/>
<u>2</u>	All participants have been asked to advise the activity leaders of any medical conditions, which will be safely stored in a secure document	<input type="checkbox"/>
<u>3</u>	All participants are asked to provide next of kin details in case of an emergency, which will be safely stored in a secure document	<input type="checkbox"/>
<u>4</u>	The trip/tour itinerary has been shared with all participants	<input type="checkbox"/>
<u>6</u>	A trip/tour risk assessment has been completed and shared with all participants	<input type="checkbox"/>
<u>7</u>	Any transport needs meet the Sports Union's Transport Policy (e.g. drivers registered, hire vehicles organised through the Sports Union etc.)	<input type="checkbox"/>
<u>8</u>	Any equipment being used for the trip/tour is checked, is in suitable condition for use, and is insured. (Club owned equipment insurance must be checked with the Sports Union insurers in advance. Personal equipment must be insured by individuals)	<input type="checkbox"/>
<u>9</u>	There are an appropriate number of first aiders in attendance	<input type="checkbox"/>
<u>10</u>	All participants have personal accident insurance (regular club activity via trips likely covered by Sports Union but must be sought in advance. For all tours the Sports Union does not cover PA insurance)	<input type="checkbox"/>
<u>11</u>	For tours abroad, foreign travel advice has been sought via FCDO to consider safety and security, entry requirements, health risks and legal differences	<input type="checkbox"/>
<u>12</u>	Accident and Emergency Procedures have been read and understood	
<u>13</u>	The Trips/Tours Policy has been read and understood	<input type="checkbox"/>

Live Trip/Tour Checklist

#	Task	Check
<u>1</u>	For any outdoor activity, the weather forecast is reviewed prior to the trip/tour commencing, and consideration is made for the suitability of the trip based on the forecast.	<input type="checkbox"/>
<u>2</u>	All travel details are checked for suitability (e.g. road conditions if driving, train/flight status' are checked etc.)	<input type="checkbox"/>
<u>3</u>	A dynamic risk assessment will be completed throughout the trip/tour and any unexpected/unplanned hazards or concerns are communicated with participants	<input type="checkbox"/>