



TERMS OF REFERENCE – Trip and Safety Coordinator (Web Version)

Continuous roles:

- Ensure that all Club Trips abide by the Code of Practice and Trip Leader Safety Document.
- **You must be a member of the BMC.** You must ensure that the club is kept up-to-date with current and relevant issues of the BMC through its literature, and abides by BMC policy and guidelines at all times. There is a lot of reference material on their website (www.thebmc.co.uk) and in the BMC Student Safety Seminar folder.
- Receive documentation for the Safety File of both First Aid and Leader Training courses. Email the Webmaster with any changes to the club's list of trip leaders. Even if you believe someone has taken a course, photocopies of their training certificates must be in the safety file or they cannot lead a trip, and an alternative leader must be found, or the trip cancelled.
- Organise First Aid, Club Leader, WGL training and ML training courses. In the past, we have run about one of each every year. Determine the level of subsidy available for each course, from both the Area Safety Officer for Sport (ASO) and the club. (See *TrainingInfo.doc* and the "Organising Leader Training Courses" section of the Safety File for more information. Information on subsidies is given in *TrainingInfo.doc* and these are recorded in the *TrainingSubs.doc* file.)
- Consider the demand and feasibility of arranging additional training courses, such as a Scrambling or Winter Skills course.
- It's a good idea to organise a one, two (or more) navigation/skills evenings for members a year. This could be coordinated with the O.U. Duke of Edinburgh Society – they often ask us to help train their members in Michaelmas and so we could run this jointly for our members.
- Seek advice from the BMC, the Area Safety Officer for Sport, and/or others as matters of uncertainty arise.
- Update the Risk Assessment as necessary. The risk assessment should be updated on an annual basis, usually in Michaelmas Term.
- Update the Code of Practice as necessary. It should be reviewed at least on an annual basis at the beginning of Michaelmas Term, and the new Code of Practice must be signed by the committee (at least the Exec) and be forwarded to the Area Safety Officer for Sport for approval.
- Update the Trip Leader Safety Document as necessary. Any amendment to the Trip Leader Safety Document must be approved by the Area Safety Officer for Sport and passed in a motion at a TGM.
- Update the Trip Leaders' Notes as necessary, incorporating any changes in club practice, any other relevant developments or feedback from trip leaders.

- Update the Minibus Drivers' Advice Sheet (in conjunction with the Secretary), or the minibus-related sections of the trip leaders notes, as necessary. It may be useful to discuss any changes with experienced club drivers.
- Update the Local Walk Leaders Advice Sheet (in conjunction with the Archivist). It may be useful to discuss changes with experienced local walk leaders.
- Update the Incident Card as necessary.
- Ensure that the Secretary and Webmaster receive the latest version of any updated club document.
- Ensure that every copy of the "Trip Document File" (kept in Stores) is maintained (in conjunction with the Quartermaster) – they should contain the latest versions of the Trip Leaders Notes, Risk Assessment, Trip Leader Safety Document, Incident Card and Minibus Drivers' Advice Sheet.
- We do not currently have group YHA membership (this was discussed at a committee meeting in MT07). If a trip plans to stay in a youth hostel then YHA membership should be sought in plenty of time.
- During Trinity Term, receive information about the BMC Safety Seminar at Plas y Brenin (in October). Delegates should be sent at least every other year (in 2007, 2009, etc), although the club encourages its members to go of their own accord if they like.
- Save committee meeting minutes that are distributed by the Secretary and add these to the Trip & Safety Coordinators CD.
- Updates these Terms of Reference as necessary.

After your election:

- **Send the Area Safety Officer (ASO) for sport, a photocopy of your BMC membership card.**
- Ensure the club's documents are up to date (see above).
- Update the club's Accommodation Guide and Pub Guide, copies of which can be found on the Trip and Safety co-ordinator's CD. This involves going through the previous term's minibus and weekend trips, recognising pubs and places of accommodation which have been visited by the club, and adding any useful information to the club's guides. Once updated, the guides should be forwarded to the Webmaster, who will then upload the documents on to the website.
- Discuss with the Quartermaster whether any changes need to be made to the Equipment List, Participation Statement, Loan Agreement (for Members or Leaders), or equipment-related sections of the Trip Leaders Notes.
- Email to the walking-leaders mailing list with copies of updated versions of the Trip Leaders' Notes, Risk Assessment, Code of Practice, Trip Leader Safety Document and Minibus Drivers' Advice Sheet. A summary of updates from the previous term should also be provided. These form a 'Trip Leaders Pack'. Make it clear that paper copies are available from you on request
- Send a copy of the trip list agreed at the Trip Leaders Meeting 2 to the incoming President. Decide whether you or the President will receive the termcard descriptions (including grid references) from Leaders. Collate these and forward them to the President and the Webmaster as appropriate.
- Ensure all Trip Leaders for the following term have received the Trip Information Pack (TIP) for their area. If this is not ready (still needed for a trip about to take place) ensure that they will receive it ASAP.

Before free tea:

- Produce copies of the Equipment List (~20) and Participation Statement (~20), and 2 sign up sheets (labelled) for each Club Trip (quantities may need to be adjusted and produce more for big trips).
- Email a description sheet template to all Principal Trip Leaders, and ask them to bring produce a few copies for Free Tea – these aren't to be taken away, just for looking at during Free Tea. They should send an electronic version (preferably PDF) to the Webmaster before Free Tea
- The President should have booked the room for free tea, and arrange to meet whoever is letting us in - check this is the case.
- In the first committee meeting, ensure that a date, time and venue are set for the First Trip Leaders Meeting.
- Email all Trip Leaders/committee/other potential helpers to make practical arrangements for free tea - there should be one person to sign up for each trip, about 3 people on the membership desk (including the membership secretary and the treasurer, more people would be useful in MT when most new members join), someone sorting out drinks and biscuits and someone signing up for social events (possibly the same person!), and someone responsible for recruiting drivers, and someone for selling merchandise.
- Email everyone on the priority list and remind them that they have priority if they sign up for a trip at Free Tea.
- Collect a trip description sheet for every trip & put it in the folder.

1st week

- Attend Free Tea and ensure that it runs freely.
- You should send Principal Trip Leaders a Trip Leaders Agreement for the trip, a Trip Report Form, a Participants Report Form, a couple of payment request slips, and a Loan Agreement for Trip Leaders. You can normally give these out at Free Tea.
- Email the Trip Leaders to let them know DTV of the First Trip Leaders Meeting, and that they need to bring along trip sign up sheets and any payments received.

2nd week

- Chair the Trip Leaders Meeting. This could be chaotic but it is your job to ensure that trip places are allocated in a fair and impartial manner. The procedure is outlined in the Allocation of Trip Places section below and in the Trip Leaders Notes.

For every Trip:

- Ensure all the Leaders have a high enough Level of Experience to lead the trip, as detailed in the Trip Leader Safety Document. Note also that someone cannot co-lead a weekend trip unless they have participated in one previously, and they cannot co-lead a minibus trip unless they have participated in either a weekend trip or a minibus day trip previously. Similarly, they cannot PTL a trip unless they have co-lead one in a previous term or vacation.

- It is good practice to send an email the Principal Trip Leaders about a week before their trip to remind them to
 - Return the Trip Leader Agreement to you, with the signatories of every leader.
 - Check what is needed for the accommodation (cooking equipment, camping mats, sleeping bags, etc.), arrival time, key collection and location.
 - Phone Hotsons to check the minibus booking – give the PTL the minibus booking reference number for this.
 - Arrange who is collecting the minibus and provide them with all the details they need, all driving licenses (both parts) and a cheque from the Treasurer.
 - Request equipment from the Quartermaster using the loan agreement for trip leaders and/or the loan agreement for members
 - Register their trip with the Sports Federation by Thursday 1pm at the very latest using the online registration form and note that “The list of participants may change and Next of Kin details for everyone who takes part in the trip will be left in a labelled envelope XXX”.
 - Leave the participation statement in the designated Committee Member’s pigeon hole.
 - Check the weather forecast.
 - After the trip, fill out Trip Report Form, Participant Report Form, and return them to you along with all the payment request forms for the trip and all receipts.
 - Return the Trip Information Pack (TIP) if they were given one.

Before 6th week

- Arrange a DTV for the Second Trip Leaders meeting of the term. The second trip leaders meeting will be to discuss trip locations for next term, and who will lead the trips. Discuss with the committee how many weekend trips and minibus trips should take place next term in order to meet the demand of the club. Email all trip leaders to let them know about the second trip leaders meeting, and ask that anyone who cannot make it lets you know if and when they can lead a trip, and where they would like to go.
- Update the Trip Information Packs (TIPs). This involves photocopying the trip report forms for the term (and any from the end of last term) and adding to them, and updating the information on accommodation if you can.

6th week

- Chair the Second Trip Leaders Meeting.
- Try to find leaders for trips that require them
- Distribute TIPs to all principal trip leaders for weekend trips.

Trip and Safety Co-ordinator’s Files:

1) Trip Report File

This is where the report forms from every trip are filed. After each trip, make sure you receive both report forms (a participants report form and a trip report form) from the PTL.

2) Safety File

- i. This file contains a range of documents which deal with all aspects of safety and also the club’s Trip Leader Training Programme.

- ii. Hard copies of the Trip Leader Safety Document, Code of Practice and Risk Assessment and Trip Leaders' Notes, as well as the Incident Card, Minibus Drivers' Advice Sheet and Local Walk Leaders Advice Sheet are filed here.
 - iii. A Trip Leaders' "level of experience" as defined in the Trip Leader Safety Document is determined by the documentation present in the Safety File. You **MUST** ensure that copies of every Trip Leader's first aid certificate AND training course report(s) together with their official log book endorsement page (if appropriate), are present in the Safety File. Once somebody ceases to be a Trip Leader, their documentation should be kept in stores for three years after the last trip s/he led.
 - iv. The completed "Trip Leader Agreement" for each trip should also be put in this file *before* the trip happens. Trip Leader Agreements should be kept for three years after the trip before being destroyed (older ones can be kept in stores if the file is getting full). (This is the same length of time that Participation Statements are kept in stores.)
 - v. You will also find information appropriate to the organising of Training Courses (see also *TrainingInfo.doc*) and Training Course Report Forms.
- 3) **BMC Club Reference Folder**
 Produced by the BMC, and distributed at the Student Safety And Good Practice Seminar, this folder contains advice and a selection of BMC leaflets. It is useful for reference

Minibus safety issues

Since the position of Minibus rep has been abolished, the Trip and Safety coordinator is responsible for issues of minibus safety and communication of good practice with drivers (usually through the Secretary). This aspect of the role is very important because minibus driving is recognised as a risky aspect of the club's activities. There are two club documents that have been produced in order to maximise good practice and safety during the transit of club members. First, there are sections of the Trip Leaders Notes ('Minibus Hire Information', 'Minibus Safety Issues' and 'Breakdown / Accident Procedures'). These contain a lot of information that is useful to Trip Leaders such as the organising the collection of the minibus and the club's Minibus Breakdown Procedure. You should update this as appropriate. Second, you should consider updating the 'Minibus Drivers Advice Sheet' by liaising with the secretary. The secretary will distribute it to all the drivers if there are any changes. It is a fine balance between pointing out aspects of minibus driving that some drivers may find useful and being too patronising. The Secretary will email the document to the drivers' mailing list, stating that they should read them carefully, and that paper copies are available on request. The final version of the document should also be sent to Trip Leaders (as part of the "Trip Leaders' Pack") and put in the "Trip Document Files" which are kept in stores and taken on every club trip. Note that if the club's Minibus Breakdown Procedure is updated, ensure that the Incident Cards containing the information (which go in both Trip Leaders Packs and in all First Aid Kits) are replaced.

Allocation of Trip Places

At the beginning of 2nd Week, a Trip Leaders' Meeting takes place. The aim of the meeting is to allocate places on Weekend Trips and Minibus Day-trips in a fair and impartial manner, ~~whilst letting as many people as possible go on at least one trip.~~

Places are allocated according to the following procedure, starting with the least subscribed trip.

For each Trip (and independently for Weekend and Minibus Day trips):

1. Only people that have paid are counted as having signed up for a trip.
2. The name of each person is checked against the membership list. Anybody who is not a club member is removed from the list of any over-subscribed trip (and will only be granted a provisional place on an under-subscribed trip).
3. Priority is given in the following order;
 - (1) The Trip Organiser and Trip Leaders for that trip,
 - (2) Minibus Drivers and their 'partners', Trip Organiser's 'partner' and Trip Leaders' 'partners'. (We can't risk losing minibus drivers by not giving their partners/close friends a place - only 1 per person (driver/leader/organiser) though!)
 - (3) Members on the Priority List from last term (for one trip only)
 - (4) Trip Leaders of other trips that term (for one trip only)
 - (5) Other members.
4. If the trip is still oversubscribed then a fair, open and independent ballot is held to decide which people are to participate. Note that any 'pairs' (such as couples, friends or people who have paid together) each get entered into the ballot individually. If they have said that they only wish to go if they can go together, then if one loses a place then they both do.
5. ~~Trip Leaders from over-subscribed trips (still waiting to read out their participants) will remove people (but not trip organisers, leaders or drivers, or their 'partners'!) who are being allocated a place on the less-full trip. (This was removed at the committee meeting at the start of MT 2007 to try and encourage people to go on more than one trip and get more involved.)~~

If there are members who paid for a Weekend Trip but failed to be allocated a place on *any* Weekend Trip then they will automatically be placed on a Priority List, and similarly for Minibus Day Trips. Trip leaders will return their payments.

A member is placed on the Priority List for the following term only – after that they are removed from the Priority List unless they fail to get on a trip again. (Some discretion can be used if, for example, they are away from Oxford for the whole of that term.)

Last updated by Christopher Thomas, MT07