



TERMS OF REFERENCE – Trip and Safety Coordinator

Continuous roles:

- Ensure that all Club Trips abide by the Code of Practice and Trip Leader Safety Document.
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.
- Seek advice from the BMC and/or the Area Safety Officer for Sport 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 Organisers' 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 Organiser's 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.
- 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 Organisers Notes, Risk Assessment, Trip Leader Safety Document, Incident Card and Minibus Drivers' Advice Sheet.
- Updates these Terms of Reference as necessary.

After your election:

- 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 Organisers Notes.
- Email to the walking-leaders mailing list with copies of updated versions of the Trip Organisers' 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 Organiser Pack'. Make it clear that paper copies are available from you on request
- Send a copy of the trip list agreed at the Trip Planning Meeting to the incoming President. Decide whether you or the President will receive the trip descriptions (including grid references) from Leaders. Collate these and forward them to the President and the Webmaster as appropriate.
- Ensure all Trip Organisers 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.

Irvine Fund

- Promote the Irvine Fund (<http://users.ox.ac.uk/~acirvine/>) to club members, which provides grants to assist junior members of the University to take holidays in the mountains either in Britain or abroad. Activities such as the following come within the scope of the Fund: mountaineering, exploration, hill walking and caving.
- Deadline for applications is 6th Week Trinity.

Before Trip Sign Up (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). A few copies of the kit list are useful too.
- Email a description sheet template to all Principal Trip Organisers, 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 (or other designated committee member 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 ballot meeting with Trip Organisers.
- Email all Trip Organisers/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!). Encourage other committee members and experienced club regulars to come along too in order to speak to Freshers and to discuss leading and driving opportunities. A visit to the pub for a drink/dinner afterwards is a good way to get people more involved.

- 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.

Introductory Talk/Slideshow: Michaelmas Term Only

- Along with other committee members (esp. President and Training Officer) and experienced club members/leaders, arrange a slideshow or talk for one evening in 1st Week to explain about the hillwalking and more adventurous things we do, which can be difficult to convey at the Freshers' Fair or on the Freshers' Walk.
- This is partly to attract keen hillwalkers who may not be aware of this side of the club but also to advertise the opportunity for leader training. It is also good to attract undergraduates who will be around for three/four years and therefore may get involved in committee/leading after a few terms.
- Try to find a large enough venue – committee to assist.
- Suggested content: where we go (Lakes, Snowdonia etc.); what sort of walks we do; wild camping trips; scrambling; photos/reports from previous trips; vacation trips; members past experiences; club members' own adventures. Explain opportunities to do Mountain Leader courses and similar training, as well as to organise your own trip.
- Head to the pub afterwards to talk further.
- OUMC (the climbers) do a similar thing – make sure the dates don't clash as people may be interested in both.

1st week

- Attend Free Tea and ensure that it runs freely.
- You should send Principal Trip Organisers a Trip Leaders Agreement for the trip, a Trip Report Form, a couple of payment request slips, and a Loan Agreement for Trip Organisers. These are available on the website or can be emailed out.
- Email the Trip Organisers to let them know DTV of the Ballot Meeting, and that they need to bring along trip sign up sheets and any payments received.

2nd week

- Chair the Ballot 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 Organisers 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-organise a weekend trip unless they have participated in one previously, and they cannot co-organise a minibus trip unless they have participated in either a weekend trip or a minibus day trip previously. Similarly, they cannot be Principal Trip Organiser for a trip unless they have co-organised one in a previous term or vacation.
- It is good practice to send an email the Principal Trip Organiser 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 trip organiser 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 organisers 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. (As of MT 2014, this is Natasha Ng’s pigeonhole in Balliol, marked “Ng, H.J.”)
 - Check the weather forecast and bring a print out.
 - After the trip, fill out Trip 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 Trip Planning Meeting to discuss trip locations for next term, and who will organise them. 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. Throughout term, try to find out who might be interested in doing this and encourage others to take part.
- Email all club members to let them know about the Trip Planning Meeting and what organising a trip involves. Ask that anyone who cannot make it lets you know if and when they can organise a trip, and where they would like to go. The President should include a reminder about this in the weekly emails.
- 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 Trip Planning Meeting (Often, this is actually held in 7th Week).
- Try to find leaders for trips that require them, either during term or, more likely, over the vacation. The Secretary will normally help find drivers, so it makes sense to co-ordinate this part with them.
- Distribute TIPs to all principal trip organisers 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 form trip report form) from the Trip Organiser.

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 Organisers' 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.

iv. The completed "Trip Leader Agreement" for each trip should also be put in this file *before* the trip happens.

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 Organisers Notes ('Minibus Hire Information', 'Minibus Safety Issues' and 'Breakdown / Accident Procedures'). These contain a lot of information that is useful to Trip Organisers 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 Organisers (as part of the "Trip Organisers' 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 Organisers Packs and in all First Aid Kits) are replaced.

Allocation of Trip Places

At the beginning of 2nd Week, a Ballot 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.

Places are allocated according to the following procedure:

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. This is best done on a spreadsheet, allocating a random number to each participant in the ballot (i.e. not leaders, drivers etc.) and then placing in ascending order.
5. 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.

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. The Treasurer will co-ordinate the return of their payments if they do not manage to later get a place or choose to leave the waiting list.

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.)

Clarification of Terms

Trip Organiser: Person responsible for organising the trip. There is always a (Principal) Trip Organiser and there may be an Assistant Trip Organiser or Co-Organiser.

Leader: Designated person(s) who are responsible for leading (i.e. navigating and supervising) on the walks. Full details of leading are in the Trip Leader Safety Document. Note that this definition here is only for ease of understanding– all individuals on a trip remain responsible for their own actions.

Last updated by Josh O'Shaughnessy MT 2014

Key Changes: Replaced “Trip Leader” with Trip Organiser to avoid confusion with the Leaders who lead the walks; updated ballot procedure in line with current practice.

Major additions: Introductory slideshow for new members interested in the hillwalking aspect of the club. Promotion of Irvine Fund to hillwalkers.