

OU Walking Club's Trip Leader Safety Document – HT 2007

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1 - Introduction to the Club's Trip Leader Training Structure

In its commitment to safety on walks, OU Walking Club (the 'Club') operates an extensive '*Trip Leader Training Program*'. This consists of the training of sufficient Club members in both leader training and first aid in order to meet the demands of running trips. Leader training courses include Mountain Leader and Walking Group Leader training courses overseen by Mountain Leader Training UK (*MLTUK*), Club Winter Skills and Club Leader courses. First Aid courses are run by a Health and Safety Executive approved provider. The Club also runs Trip Leaders' Trips where Trip Leaders have the opportunity to enhance their personal and technical skills.

Where this document refers to a '*Qualified Individual*', this can be defined as someone who holds a Mountaineering Instructor Award (*MIA*) or Mountaineering Instructor Certificate (*MIC*) or someone with an equivalent level of expertise.

This Trip Leader Safety Document (the '*Document*') is incorporated into OU Walking Club's Code of Practice as section 9.

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2 – Club Trips

A – Definition and explanations

A 'Club Trip' is a trip that is advertised in a Club Termcard, in a Vacation Schedule Circular, on the Club's website or on the Club's 'Walking Announce' mailing list. It has a pre-defined group size, participants are required to be members of the Club, all financial transactions go through the Club accounts, and the Club will take any profit made or support any reasonable loss incurred. Club Trips are generally termed as 'Weekend Trips', in which overnight accommodation is pre-booked, or 'Minibus Day Trips' which have no overnight section. A member of the Club who goes on a Club Trip shall be referred to as a 'Participant'. A Club Trip may also include trips organised as part of the Trip Leader Training Program. All Club Trips must be registered with the Area Safety Office for Sport (ASO) using the Trip Registration Form as specified in Section 3 of the Code of Practice.

A 'Group of Equals' is a group of people on a trip who all consider themselves capable of carrying out the walk proposed and discussed in conjunction with the other group members, without being led, and in the company of individuals of similar experience to himself or herself. All the members of the group will be responsible for their own safety and conduct while on the walk.

This Document applies only to Club Trips and not to the 'Local Walks', which are organized by the Club, to which anyone may turn up at a specified place and time for a walk in the local countryside, which is guided by a member of the Club. In June 2002, The ASO accepted that the Club's Local Walks are not within the scope of this Trip Leader Safety Document, as it is considered reasonable that volunteers can lead such walks in a safe manner.

The procedure by which the Committee sets up Club Trips is given in Section 5.

B – Under 18s policy

The PTL (3.A) must find out the date of birth of all the Participants before the Club Trip, this process is helped by there being a date of birth column on the sign-up sheets at Free Tea. The PTL shall inform the Trip and Safety Coordinator as soon as possible of any Participant who is aged under 18 years on the first day of the Club Trip so that the following policy can be adhered to.

Any potential member who is aged under 18 should be provided with a modified Membership Form when they want to join the club. This includes a Parental Consent Form and Equipment List, along with the Code of Practice and Risk Assessment. The Club will advise them to read "Young People Climbing, Hill Walking, Mountaineering: A Parent's Guide" produced by the British Mountaineering Council which provides background on hillwalking and the risks involved. It can be downloaded from: <http://www.thebmc.co.uk/youth.htm>, or paper copies can be provided by the Trip and Safety Coordinator on request. They are also provided with an opportunity to contact the Trip and Safety Coordinator if they have any questions or concerns.

The Parental Consent Form gives parental consent for the member to participate in Club Trips for the duration of the membership. A new Parental Consent Form must be completed if the membership is renewed. These consent forms are kept by the Membership Secretary.

Any Participant who is aged under 18 years on the first day of the trip must be a matriculated member of the University. They can not participate in a Club Trip unless a completed Parental Consent Form has been received. If this was not done when they joined the Club, this form and documents must be provided to their parents/guardians. If there is not time for this before the Trip then the member must be told that, unfortunately, he/she may not participate in the trip.

Trip Leaders should be aware that they have a greater level of duty of care to a participant who is aged under 18 years on a Club Trip. The BMC guidance on dealing with minors should be followed. It is important that the Leader, Parents/Guardians and Participant understand the risks and responsibilities involved. If a pub is visited on the Club Trip then the Trip Leaders should be aware that a participant who is aged under 18 years is not legally allowed to purchase or drink alcohol, and will advise the participant accordingly.

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If a Trip Leader does not want the additional responsibility of leading such a participant then he/she should inform the Trip and Safety Coordinator of this decision. The Trip and Safety Coordinator will then explain the situation to the member and, if they are unable to go on another trip of the same type that term, will place them on the priority list.

C – Trip Leader Trips

A 'Trip Leader Trip' is a Club Trip open to the Club's Trip Leaders (see Section 3) and is designed as part of the Trip Leader Training Program to give the Trip Leaders more experience. Such a trip is a Group of Equals (2.A) trip. A person may act as trip organiser on a Trip Leader Trip but this relates purely to the organisation of the Trip, such as accommodation, transport and food. This does not translate to a position of responsibility on the Trip itself. Activities which take place on the Trip, including route planning and obtaining weather forecasts should be done in conjunction with all participants. As a Club Trip it must be registered with the ASO in the normal way, the trip organizer is responsible for ensuring that this is done.

3 – Trip Leaders

A – Definition

The 'Trip Leaders' of any Club Trip are the members of the Club who undertake to organize the trip and are responsible for planning and leading group-walks during the trip. The Trip Leaders for each Club Trip shall consist of one 'Principal Trip Leader' (PTL) plus one or more 'Trip Co-Leader' (TCL). The PTL will be responsible for the administration of the Club Trip, such as registering the Trip with the ASO, the Trip's finances and the Trip's paperwork. The PTL will take on the organization of the Club Trip by carrying out tasks such as booking accommodation and organizing the loan of Club equipment to participants; delegation to the TCL(s) of individual organizational tasks is acceptable. The PTL should keep the TCL(s) informed of the organizational aspects of the Club Trip so that any TCL could be competent at organizing a Club Trip as a PTL in a subsequent term or vacation. The number of Trip Leaders required for a particular Club Trip depends on the group size and the terrain: more Trip Leaders are required for a larger group or for more difficult terrain.. The numbers of Trip Leaders that are required for a particular group size are outlined in the Trip Leader Requirement Table (Section 4.B).

B – Trip Leader Categorization

The Club formally categorizes a member as a Trip Leader when specific documentation is recorded in the Club's Safety File. The 'Level of Experience' of every Trip Leader relates to his/her level of skills and experience in personal walking, leading group-walks and group leader training. The Club encourages all Trip Leaders to maintain and increase their experience by leading Club Trips, attending training courses, and participating in Trip Leader Trips. The Trip and Safety Coordinator shall act as a point of reference for members who may be interested in leader training courses and will be able to advise on their contents.

N.B. It is only when specific documentation of these procedures is recorded in the Safety File that a Trip Leader can be categorized. See below the table for detailed information.

A person is categorised as a Level 1 (2,3, etc.) Leader when they fulfil the requirements shown in the following Trip Leader Categorization Table; further details are given below.

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Level	Requirements
1	<ul style="list-style-type: none"> • First Aid requirement, <i>AND</i> • Modest history of personal walking and a desire to co-lead relatively non-challenging group walks
2	<ul style="list-style-type: none"> • First Aid requirement, <i>AND</i> • Either <ul style="list-style-type: none"> – Successfully completed the Sports Leaders UK Level 2 Award in Basic Expedition Leadership (BELA), <i>OR</i> – Leader Approved after having participated in a Club Leader training course.
3	<ul style="list-style-type: none"> • First Aid requirement, <i>AND</i> • Completed a Walking Group Leader (WGL) Training Course
4	<ul style="list-style-type: none"> • First Aid requirement, <i>AND</i> • Completed a Mountain Leader (Summer) (ML) Training Course
5	<ul style="list-style-type: none"> • First Aid requirement, <i>AND</i> • Completed a Mountain Leader (Summer) (ML) Training Course, <i>AND</i> • Either <ul style="list-style-type: none"> – Completed a MLTUK Mountain Leader (Winter) Training Course, <i>OR</i> – Gained significantly more experience in winter mountaineering for his/her logbook since participating in a formal training course in winter mountaineering or since participating in a Club Winter Skills Course.

A suitable First Aid course is one that lasts a minimum of sixteen hours, one that has been carried out in the last three years, and one that is run by a Health and Safety Executive approved provider. *A member shall not be a Trip Leader unless a photocopy of the first aid course certificate is recorded in the Safety File.*

The Sports Leaders UK Level 2 Award in Basic Expedition Leadership (BELA) is a nationally recognised award to lead groups in lowland areas, take responsibility for the care of others when outdoors and to organise base and mobile camps. The BELA certificate from the Sports Leader award logbook must be recorded in the Safety File.

Leaders can be '*Leader Approved*' by participating in a '*Club Leader*' training course. Such a course involves two or more days of hands-on instruction in navigation and group-management, and is provided for a group of members by a Qualified Individual. After the training course, the provider will give the Trip and Safety Coordinator written evidence to Leader Approve the Trip Leaders who he deemed to be sufficiently competent in navigation and group-management to lead low-level walks. This evidence must be recorded in the Safety File.

A Trip Leader can participate in a Walking Group Leader (*WGL*) or Mountain Leader (Summer) (*ML*) Training Course, which is overseen by MLTUK. He/she needs to register with the MLTUK for the award in question and participate in the appropriate training course. A photocopy of both the Training Course Report page and Endorsement page (with the official training sticker in place) from the WGL or ML logbook must be recorded in the Safety File.

A Trip Leader can participate in a '*Club Winter Skills*' course, which involves two or more days of hands-on instruction in winter mountaineering, including tuition in the use of an ice axe and the wearing of crampons, and is provided for a group of members by a Qualified Individual. After the training course, the Qualified Individual will provide the Trip and Safety Coordinator with written evidence for the Safety File of those members who have shown awareness and competence during the course.

A Trip Leader can be classified as a Level Five Leader when they have carried out the MLTUK Mountain Leader (Winter) training course, *OR* gained significantly more experience in winter mountaineering for his/her logbook since participating in a formal training course in winter mountaineering (such as the British Mountaineering Council's Conville course) or a Club Winter Skills course (after written evidence by a qualified individual of his/her awareness and competence during the course is recorded in the Safety File).

With no exceptions, no member of Committee, nor the Committee as a whole, shall have the power to categorize a member as a Trip Leader with a specific Level of Experience, other than by the methods recorded in this document.

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C - Responsibilities of the Trip Leaders

Before leading a Club Trip, it is the responsibility of every Trip Leader to sign the '*Trip Leader Agreement*'. A separate Trip Leader Agreement is required for each trip. It states: "On signing this Trip Leader Agreement, I formally accept the role of Principal Trip Leader (marked PTL beside the Principal Trip Leader's name) or Trip Co-Leader (marked TCL beside the Trip Co-Leader's name) of a stated OU Walking Club Trip, I acknowledge that I have read and agree to follow the club's Risk Assessment and the guidelines set out in the club's Trip Leaders' Notes, and I acknowledge that I have read and agree to adhere to the rules in the club's Trip Leader Safety Document, which is section 9 of the club's Code of Practice, including the restrictions on where I can lead a group on a given Club Trip according to my designated 'Level of Experience' ". All leaders should take time to read these documents, and any updates, carefully. On every trip the PTL shall ensure that in every vehicle there is a Trip Document File containing the Trip Leaders' Notes, Risk Assessment, Trip Leader Safety Document, Incident Card and Minibus Drivers' Advice Sheet.

The PTL shall ensure that every Participant signs a Club Participation Statement and that the Participation Statements of only those who turn up for the trip are left in a pigeonhole of a member of Committee who will be in Oxford for the duration of the trip. The Trip and Safety Coordinator will inform the PTL who that member of Committee is. The PTL must note that this will be done, specifying the name and college of the pigeonhole, in the section 'Names of People Taking Part' when registering the Trip with the ASO.

The PTL must find out the date of birth of every participant before the trip so that the Club's under 18 policy can be adhered to. This is detailed in Section 2.B.

Trip Leaders have a duty of care to the Participants on the walks carried out on Club Trips. The day of every walk or the night before every walk on a Club Trip, an accurate and ideally local, weather forecast shall be sought by the PTL and the information distributed to the TCL(s). TCL(s) are also encouraged to seek this information. Trip Leaders shall use their experience to plan appropriate routes to allow for a range of walking abilities in the group, for the possibility of injuries being sustained by participants during the walk, for both good or poor weather conditions and for the possibility of the weather rapidly deteriorating. If any Trip Leader has concerns or doubts about a route that is being planned, then questions should be directed to the Trip and Safety Coordinator. Trip Leaders shall use their judgement on the day to modify the route and take appropriate action at all times according to the terrain encountered, the walking abilities of group members, any injuries sustained by group members and the weather conditions experienced.

In the event of an incident, the Trip Leaders are accountable for their decisions including those made on the day, taking into account the terrain, the group and the weather. The Trip Leaders and group should work as a team but ultimately the PTL is responsible for decisions made regarding the wellbeing of the participants on the Club Trip, and therefore must oversee safety issues and have the final say on matters of safety within his/her control. The only exception to this is if the TCL has a higher Level of Experience, overrules the PTL on a matter of safety and agrees to take responsibility for the decision.

Before every group-walk, the Trip Leaders must ensure that every member of the group participates in making a collective decision about the walk to be attempted: Trip Leaders shall show all participants the proposed route on the map, vividly explain any points that may offer a particular challenge to individuals, summarize the risks in question, state that an alternative walk will be offered to anyone who is unhappy with the proposed route, and invite individuals to speak with them at any point regarding any concerns about the walk.

It is left to the good judgement of the Trip Leaders to consider in which situations the group could encounter Winter Conditions and to recognize when the group is encountering Winter Conditions. A definition of Winter Conditions and more details are given in Section 4.C.

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4 – Locations

A - Definition

'Trip Locations' are categorized according to both the difficulty of the terrain encountered on a typical walk and how remote the group could be during the walk, they are categorized from Category 1 to Category 5. The more difficult or remote the terrain is, the higher the Trip Location category and the higher the Level of Experience required for Trip Leaders to lead a Club Trip to that Location.

If a Trip Leader expresses an interest in leading a Club Trip to a location that is not mentioned in this Trip Leader Safety Document, the Committee can categorise it according to the area definitions. If there is uncertainty about how to classify a new location then advice will be sought from a Qualified Individual. The Trip Locations in the original version of this Trip Leader Safety Document were categorized in Trinity Term 2002 by the Trip and Safety Coordinator and the ASO. A list of subsequent additions and modifications to these categorizations, including when they were made and by whom, must be kept in the Club's Safety File.

The terrain within a category can vary enormously. Although walks in mountainous terrain at 650 meters altitude are the same category as those at 1050 meters, the steepness, difficulty and remoteness of the terrain can be quite different. Therefore, it is the responsibility of the Trip Leaders to recognize and act appropriately upon the different demands and risks of different walks.

B - Trip Leader Requirement Table

The following Trip Leader Requirement Table defines the Club's rules on the minimum Level of Experience of all Trip Leaders required for a Club Trip to a specific Trip Location. The minimum number of Trip Leaders should be scaled proportionately with a larger group size.

The minimum number of Trip Leaders depends on the Trip Location and not on whether it is a Weekend Trip or Minibus Day Trip.

Note: areas covered by the MLTUK WGL Scheme meet the following criteria:

- Open, uncultivated, non-mountainous high or remote country known variously as upland, moor, bog, fell, hill or down.
- Areas enclosed by well-defined geographical or man-made boundaries such as classified roads (areas that merge with mountain regions and do not have well defined boundaries are excluded).
- Areas of remoteness that are easily exited in a few hours, returning to a refuge or an accessible road.
- Areas where movement on steep or rocky terrain is not required (in either a planned or unplanned situation).

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<u>TRIP LOCATION</u>	<u>REQUIRED LEVEL OF EXPERIENCE</u>
<p><u>Category 5</u> Winter Conditions in any trip location</p>	<p><u>All Trip Leaders = Level-Five Experience</u> A minimum of 2 Trip Leaders for a group size of up to 13 Members. (Minimum 3 Trip Leaders for up to 19 members, 4 Trip Leaders for up to 26 members, etc.)</p>
<p><u>Category 4</u> Mountainous or remote country in summer conditions in the UK, as covered by the scope of the MLTUK ML scheme, and mountainous terrain abroad.</p> <p>Mountainous areas of: Scotland Galloway Hills Snowdonia Cambrian Mountains Brecon Beacons Lake District Cheviot Hills</p>	<p><u>All Trip Leaders = Level-Four Experience</u> A minimum of 2 Trip Leaders for a group size of up to 13 Members. (Minimum 3 Trip Leaders for up to 19 members, 4 Trip Leaders for up to 26 members, etc.)</p>
<p><u>Category 3</u> Areas covered by the MLTUK WGL Scheme (see note above), and non-mountainous areas abroad.</p> <p>Dark Peak District Dartmoor Forest of Bowland Yorkshire Dales</p> <p>Moorland areas of: North York Moors Exmoor</p> <p>Non-mountainous areas of Scotland Galloway Hills Snowdonia Cambrian Mountains Brecon Beacons Lake District</p>	<p><u>All Trip Leaders = Level-Three Experience</u> A minimum of 2 Trip Leaders for a group size of up to 13 members. (Minimum 3 Trip Leaders for up to 19 members, 4 Trip Leaders for up to 26 members, etc.)</p>
<p><u>Category 2</u> Coastal paths with cliffs and other non-remote areas.</p> <p>Bodmin Moor Long Mynd Mendip Hills Northumberland Hills Quantock Hills Roaches White Peak District Stiperstones</p> <p>Coastal Paths: Cornwall Dorset Gower Peninsula Isle of Wight Pembrokeshire South Downs North York Moors Exmoor</p>	<p><u>All Trip Leaders = Level-Two Experience</u> A minimum of 2 Trip Leaders for a group size of up to 17 members. (Minimum 3 Trip Leaders for up to 25 members, 4 Trip Leaders for up to 34 members, etc.)</p>
<p><u>Category 1</u> Non-challenging terrain.</p> <p>Chiltern Hills Cotswold Hills Malvern Hills South Downs (inland) Stonehenge Hadrian's Wall Holy Island</p> <p>Forests: Kielder Forest Forest of Dean New Forest</p>	<p><u>One Trip Leaders = Level-Two Experience</u> <u>All Other Trip Leaders = Level-One Experience</u> A minimum of 2 Trip Leaders for a group size of up to 17 members. (Minimum 3 Trip Leaders for up to 25 members, 4 Trip Leaders for up to 34 members, etc.)</p>

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C - Winter Conditions

'Winter Conditions' are defined by the following factors: substantial snow is forecast, there is hard snow on the ground or where the carrying of ice axes or wearing of crampons would be the expected normal for the given conditions. The Club recognizes that Winter Conditions are not confined to a specific part of the year, a specific altitude or a specific area. Therefore it is left to the good judgement of the Trip Leaders to consider in which situations the group could encounter winter conditions and to recognize when the group is encountering Winter Conditions. It is important to note that Winter Conditions can vary from hour to hour, particularly because of the aspect of the slope, changes in temperature and changes in wind direction. The Trip Leaders are expected to be able to recognize Winter Conditions, and if necessary adapt a route accordingly, if Winter Conditions are experienced.

In addition to the Level of Experience requirements of the Trip Leaders, every Participant on a Trip experiencing Winter Conditions must have:

- Completed a MLTUK Mountain Leader (Winter) training course, OR
- Completed a Club Winter Skills course (after written evidence by the instructor or a qualified individual of his/her awareness and competence during the course is recorded in the Safety File), OR
- Participated in a formal training course in winter mountaineering (e.g. the British Mountaineering Council's Conville course).

It is the responsibility of the Trip Leaders to ensure that every member of the group has the specified experience in winter mountaineering before leading them in Winter Conditions on a Club Trip.

If a group of members wish to further their experience by practicing the skills learnt on a Club Winter Skills course, yet there is not the Trip Leaders available that meet the above criteria, then the group must undertake such walks as a Group of Equals (2.A).

D – Scrambling on Club Trips

One definition of Scrambling is the movement over rock where the hands are necessary for progress. Scrambles grading varies from area to area, the following definitions are only a guide and a scrambling guidebook should be consulted:

- Grade 1 – A straightforward scramble with little or no route finding difficulty (e.g. Crib Goch, Tryfan North Ridge). These require no special mountaineering skills, should be within the capability of any adventurous and experienced hill walker, and may be considered even in unfavourable weather. They are unlikely to require rope protection and may be considered for descent.
- Grade 2 – Contain longer and more difficult sections of scrambling, a rope may be found useful for safety in the occasional exposed sections. Some skill in route finding is required to follow the desired line. These include the difficult gullies and ridges, and the easier face routes (e.g. Bryant's Gully, Clogwyn y Person Arête, Braich Ty Du Face). Such routes are rarely suitable for descent.
- Grade 3 – These are more serious and should only be undertaken by competent groups. A rope is advisable for safety on occasional exposed sections, and for some pitches which demand easy rock climbing. A rope should be used whenever the safety of an individual is in doubt. Dry conditions are essential. Someone whose background is limited to hill walking and scrambling will need to acquire a knowledge of basic rope technique before attempting these routes, in particular an ability to select belay anchors, fix running belays, and, in the event of a forced retreat, to abseil.

It is the Trip Leaders responsibility to ensure that they are aware of which routes involve Graded Scrambles. Trip Leaders of Level-Four or Five Experience may lead Grade 1 Scrambles under the conditions outlined in this section. One leader may lead a group of up to four participants on such a scramble. However, the Trip Leader in question must be aware of the serious nature of this activity, given the possible consequences of an accident.

The Trip Leaders must be aware of their responsibilities when they undertake to lead a graded scramble, which include:

- Ascertaining whether the group they intend to lead on a scramble is experienced enough to do so. This judgement may be based upon knowledge of the formal training of the individuals, or upon knowledge of or observation of their level of experience, skill and confidence. This could for example be achieved by taking the group on an easier, non-graded scramble on the first day of the trip.
- Gaining knowledge of the grading system used in the area, gained from a scrambling guide.
- Choosing a route suitable for the abilities of the people in the group.

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- Gaining knowledge of the nature of the route, from scrambling guides, and preferably from their own prior experience.
- Comprehensively briefing the group on the terrain to be covered and safe practices.
- Using their judgement to determine when the route is not suitable due to forecasted or prevalent weather conditions; heavy rainfall, snow, ice, or strong winds can make many scrambles treacherous.
- Judging which equipment is most suitable for the ground covered. The use of helmets should be discussed with the group, the final decision being made by the Trip Leader after all other concerns have been considered. For example, helmets are advisable on gully scrambles where exposure to falling rock is possibly greater. A rope should be carried by the trip leader on graded scrambles. If slings, karabiners and other technical climbing equipment are to be taken/used on scrambles, the user should be experienced in their use.

Scrambles of Grade 2 or 3 should only be undertaken on Club Trips as a Group of Equals (2.A). In this case, all the above issues should be discussed by the group as a whole, with each individual taking responsibility for their actions.

5 – Responsibilities of the Committee

A - Set up of Club Trips

The President, for every term that he/she is incumbent, shall produce one ‘*Termcard*’, which advertises the planned term-time Club Trips to the members: a copy should be distributed to every member at the start of term and a copy should be sent to all new members who join the club after the start of term. A copy of the Termcard will also be forwarded to the ASO. Additional Club Trips may be set up during the term in question by the President, after approval by the Committee.

The Club also recognizes that it is important to provide activities for its members during the vacations, in particular the long summer vacation. Therefore, for each vacation, one member of Committee will be appointed ‘*Vacation Schedule Coordinator*’ by the Committee, with his/her approval. By default this will be the Trip and Safety Coordinator of the term following the vacation.

For every vacation for which he/she is incumbent, the Vacation Schedule Coordinator may produce one ‘*Vacation Schedule Circular*’, which advertises vacation Club Trips to the members. A copy should be distributed to every member before the vacation begins and a copy should be sent to all new members who join the club after the start of the vacation. A copy of the Vacation Schedule Circular will be also forwarded to the ASO. The Vacation Schedule Coordinator shall assist in the coordination of the vacation Club Trips that are advertised in the Vacation Schedule Circular. The Vacation Schedule Coordinator may set up additional Club Trips during the vacation with the approval of the Committee.

The Trip and Safety Coordinator must ensure that he/she is kept up to date with changes in Trip Leaders’ Categorization, and passes up to date information on to the Vacation Schedule Coordinator. For any Club Trip, the Vacation Schedule Coordinator should consult the Trip and Safety Coordinator, where required, for advice in the interpretation of this Document.

At the start of every term or vacation, the Trip and Safety Coordinator shall email all Trip Leaders on the Trip Leaders’ Mailing List with the most up to date copies of the Trip Leaders’ Notes, Risk Assessment and Trip Leader Safety Document, along with a summary of the updates from the previous term. All leaders should take time to read these documents carefully. Paper copies of all the documents are available on request from the Trip and Safety Coordinator.

A ‘*Trip Leaders’ Meeting*’, chaired by the Trip and Safety Coordinator, is held near the end of each term to discuss the subsequent term’s trips and Trip Leaders. The Trip and Safety Coordinator will advertise this to all the Trip Leaders on the Trip Leaders’ Mailing List

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B - Selection of Trip Leaders for Club Trips

For every term-time Club Trip, the Trip and Safety Coordinator will choose a PTL and the minimum number of TCLs necessary for the number of participants before term begins. It is his/her responsibility to select Trip Leaders for every Trip with the appropriate Level of Experience, as specified in the Trip Leader Categorization Table (3.B). Additional TCLs may be selected up until two days before the start of the Trip. Club Trips may be set up during the term in question by the President, after consultation with, and approval by, the Committee. It is the responsibility of the Trip and Safety Coordinator to ensure that he/she selects Trip Leaders for every Club Trip who have an appropriate Level of Experience, as specified in the Trip Leader Categorization Table (Section 3.B).

For every vacation Club Trip, The Vacation Schedule Coordinator will choose a PTL and the minimum number of TCLs before the vacation begins. It is his/her responsibility to select Trip Leaders for every Trip with the appropriate Level of Experience, as specified in the Trip Leader Categorization Table (3.B). Additional TCLs may be selected up to one week before the trip commences.

To ensure that Trip Leaders for every Club Trip are competent at organizing the trip, the following requirements must be fulfilled:

- The PTL of a Weekend Trip must have been a TCL of a Weekend Trip in a previous term or vacation.
- The PTL of a Minibus Day Trip must have been either a TCL of a Minibus Day Trip, or a PTL or TCL of a Weekend Trip, in a previous term.
- A TCL of a Weekend Trip must have participated in a Weekend Trip in a previous term or vacation.
- A TCL of a Minibus Day Trip must have participated in either a Weekend Trip or a Minibus Day Trip in a previous term or vacation.

If a Trip Leader pulls out in advance of a Club Trip and consequently another Trip Leader needs to be selected, or an additional TCL is requested by the PTL, then it is the responsibility of the Trip and Safety Coordinator (for term-time trips) or Vacation Schedule Coordinator (for vacation trips) to ensure that he/she selects a Trip Leader who has an appropriate Level of Experience, as specified in the Trip Leader Categorization Table (3.B).

If enough Trip Leaders with an appropriate Level of Experience can not be found for any Club Trip, the Trip and Safety Coordinator or Vacation Schedule Coordinator must do one of the following:

- Redirect the trip to an alternative Trip Location for which the Trip Leaders have an appropriate Level of Experience.
- Cancel the trip: he/she shall inform the Trip Leaders and relevant members of Committee that they should take appropriate action to ensure that the trip is cancelled.

The Trip and Safety Coordinator shall refer any disregard of these procedures to the ASO. Members of the Club, and in particular members of the Committee, are encouraged to report to the ASO or the Proctors the actions of any member of Committee who is in blatant or persistent disregard of these procedures.

The Trip and Safety Coordinator shall produce a paper copy of a Trip Leaders' Agreement for each Club Trip. The Trip and Safety Coordinator shall give it to the PTL of each Club Trip. It is the responsibility of the PTL to ensure that all TCLs sign the Trip Leaders' Agreement, and that it is received in person by the Trip and Safety Coordinator at least two days before a term-time Club Trip, or one week before a vacation Club Trip.

Last modified by Christopher Thomas, Trip & Safety Coordinator, 21st November 2006

The original version of this Trip Leader Safety Document was created by the Trip and Safety Coordinator and the ASO in Trinity Term 2002. A list of subsequent modifications, including when they were made and by whom, must be kept in the Club's Safety File.