

Trip information and assessment form

Process overview:

- **Simple trip/event** > Submit this form > Approval by the clubs 'Trips adviser'.
- **Complex trip/event** > Submit this form > Reviewed by the clubs 'Trip adviser' > Approved by the Clubs committee.

Title:		Date of Trip/Event:
Description and outline plan for the trip/event:		
Venue:		Start and End dates:
Trip/Event Leader:	Mobile phone:	Email:
Other leaders/helpers:		

Is this a Peer-led group trip/or coach-led trip?	
Is it easy paddling/or more experience needed?	What craft will be suitable?
What are the prerequisites (if any) for members?	Do you have the correct staffing/coaching level for the trip/event?

Risk assessment: Has a suitable BC risk assessment form been completed? (if exempt please state why)	
Signed by: Trip/Event leader: Date:	Signed by: Club's trip adviser: Date:
<p>Process Details: This form should be submitted to the club's trip adviser: Ian Blatchley. Email: Ian.Blatchley@adventuredolphin.co.uk To allow time for the trip approval process to complete this form should be submitted to the Club's trip adviser in advance. Depending on the complexity of the trip/event, a reasonable minimum period to submit this form is considered 2 weeks. If the trip adviser believes the trip needs further review (i.e., it's a complex trip) it will be passed to the full club committee to approve at the next committee meeting. It is possible that the Club's trip adviser will ask for more information if they consider it a complex trip or event. Trips can be socialised with members before approval (however trips are not confirmed to go-ahead until this form has been signed. Once approved the trip/event information must be passed to the club's communication coordinator for it to be posted on the PPC website calendar and WhatsApp groups.</p>	