



urdd myfyrwyr aberystwyth guild of students

Trip Registration Form

Club/Society

Please complete in BLOCK CAPITALS one copy to be kept with trip leader.

Emergency Contact Number

	Work	Mobile	Home
AU President	01970 621755	07764 260672	
Administrator	01970 621754	07764260677	01970 832013
Guild President	01970 621731	07764 260675	
Guild Manager	01970 621708	07764 260680	
Guild Reception	01970 621700		

Trip Organiser's Name

Aberystwyth Address

Telephone & e-mail number

Destination (Accommodation address, campsite, club hut or grid reference)

Tel/fax no & contact name

Provisional Itinerary (please include dates and estimates times of departure and return to Aberystwyth)

Transport Arrangements

Emergency Procedures & Rescue Services

Names of all Participants

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.
- 16.
- 17.
- 18.
- 19.
- 20.
-

Emergency Contact No

Drivers

- 1.
- 2.
- 3.
- 4.

First Aid Person: Names and details of qualifications

- 1.
- 2.

Pre-Trip Planning

- Transport
- Registered Driver(s)
- First Aider(s)
- Equipment
- Itinerary
- Accommodation
- Registration
- Emergency Procedures
- Any other (specify)

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The items indicated by a ✓ have been satisfactorily arranged for the mentioned trip.

Pre-Activity Information

- Weather Forecast
- Tide Conditions
- Surf/Swell forecast
- Avalanche forecast
- Water Levels
- Local Conditions
- Any other

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All responsible steps will be made to ensure that the information indicated with a ✓

Signed

Print & Date

IN THE EVENT OF A SERIOUS INCIDENT THAT MAY WARRANT THE USE OF ANY OF THE EMERGENCY SERVICES THE FOLLOWING PROCEDURES MUST BE FOLLOWED.

1. Ensure the safety of yourself, your group and the casualty. **DO NOT BECOME A VICTIM YOURSELF!**
2. Treat the casualty.
3. Call the Emergency Services if necessary on **999**.
4. Contact one of the Guild/Athletic Union contacts on the front of the Trip Registration Form. If necessary ask the operator to reverse the charges and inform him/her that it is an emergency involving a club/society from Aberystwyth Guild of Students.
5. Inform the Guild/Athletic Union contact that there has been an accident. Give him the telephone number you are calling from and ask them to phone you back.
6. The Guild/Athletic Union contact will require the following information:
 - * Your name.
 - * The name of the club/society involved and your location.
 - * A description of the incident/accident
 - * The names and number of students involved.
 - * The name of the hospital that casualties have been transferred to.
 - * The name and number of any Police Officer involved.
7. The Guild/Athletic Union contact will inform you what to do next. This will normally be to wait for further instructions.

DISCLOSURE OF INFORMATION

Cases have been reported where relatives have been contacted by the media rather than the Police following serious accidents or incidents. This is obviously a very difficult situation which should be avoided at all costs. Unofficial statements may also affect proceedings if any legal action results against Club Officers or Guild Officials. Therefore to reduce this from happening;

- Liaise with Emergency Services as required. Let the Emergency Services have full names of the casualties and any personal details. The Police may also request the name and address of the next of kin. Give them the name of the Guild representative you have contacted.
- Do not make any statement to the media other than "no comment".
- Ensure that no member of the group makes a statement to the media. The University/Guild will make an official statement as necessary.

On return to the Guild, you must report to the Athletic Union Administrator who will assist in the completion of the accident/incident report book.