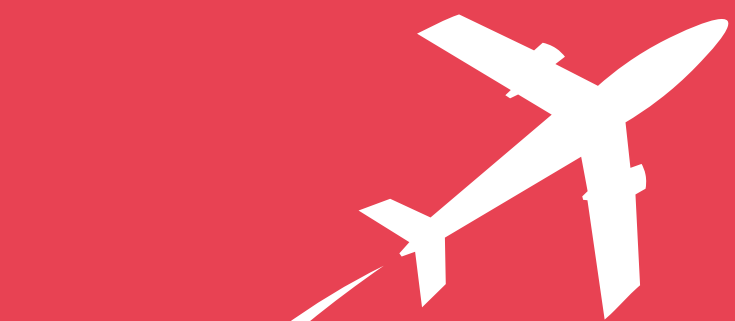


TRIPS & TRANSPORT





THE TRIPS FORM

THE STUDENTS' UNION AT UWE TRIP FORM

A TRIP FORM BEING SUBMITTED DOES NOT GUARANTEE THAT A TRIP WILL BE APPROVED. THE TIME FRAMES FOR TRIP FORM SUBMISSION BELOW STILL APPLY.

This booking form must be used for **all** sport and society trips or competitions that require **travel and/or transport**. The only exceptions are for BUCS team competitions where Ryan Sampson organises transport to fixtures.

- This form must be completed **at least 7 working days** before the trip will take place if *no* international travel is required.
- It must be completed **at least 1 month** before the trip if international travel *is* required.

NOTE: If your trip requires accommodation or venues to be booked, a week's notice may not be long enough. Please plan ahead and give The Students' Union as much notice as possible.

Missing information will not be chased. It is the responsibility of the committee members organising the trip to supply *all* required information or to contact the Students' Union if any aspect is unclear.

Any missing information will prevent trips being authorised.

If you are not using online payment(s) for this trip (or are adding any attendees free-of-charge), you must ensure a Participant's List is submitted via the Committee Admin section of the website:

The deadlines for Participant's Lists are as follows:

- **1 working day** before the trip for trips that **do not require international travel**.
- **1 week** before the trip for trips that **do require international travel**.

You will receive email confirmation once the booking has been processed and again upon authorisation.

If you have any questions or queries regarding the trip, please contact the Opportunities team: SUopportunities@uwe.ac.uk

SUBSIDY

A TRIP FORM BEING SUBMITTED DOES NOT GUARANTEE THAT A TRIP WILL BE APPROVED. THE TIME FRAMES FOR TRIP FORM SUBMISSION BELOW STILL APPLY.

If you are organising a trip where money paid by those going (the participants) will not cover all costs, it is very important that any subsidy from your activity's account is pre-authorised.

While we will do our best to ensure the relevant VP is informed of your plans, it is always best to contact them by email to advise of any expenditure you wish to make **BEFORE** your trip takes place.

Societies: ypsocsandcomms@uwe.ac.uk

Sports: ypsports@uwe.ac.uk

National, Faith & Identity Societies: ypsocsandcomms@uwe.ac.uk

Please choose the phrase that best describes the trip you are organising: *

- ☐ Ticket sales will cover the total cost of the trip including all activities, travel costs and accommodation (where applicable).
- ☐ We will need to use funds from our account to pay for some or all of the costs of this trip.
- ☐ This trip is free, there are no associated costs or it is a Students' Union Staff booking.

Back

Cancel

Next

THE TRIPS FORM



What is it?

- Required for all sports and society trips that are due to take place outside of Bristol (not BUCS fixtures!).
- At least 2 attendees must be first aid trained, and a risk assessment will need to be filled out.



Deadlines

- **UK Trips:** It must be submitted at least 2 weeks before the trip.
- **International Trips:** It must be submitted at least 1 calendar month before the trip.



Responsibility

- It is the responsibility of the committee members organising the trip to provide all required information.
- Missing information will not be chased and will prevent trip authorisation.

TRANSPORT

Own transport can be used for trips, but the drivers must be a **registered driver with the Students' Union**. The form can be found on the website under Trips & Transport.

Driven vehicles

- **Minibuses (16-33 seats)**
- **Coaches (40-70 seats)**
 - Good for larger groups
 - Can be expensive



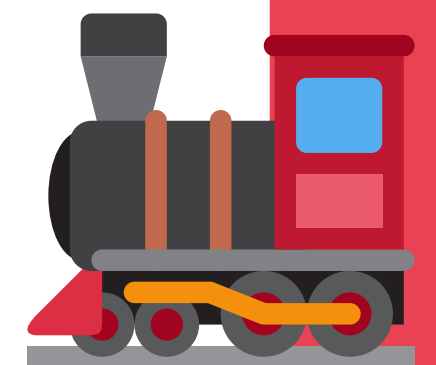
Hire vehicles

- **5-7 seat cars**
 - Flexibility in travel schedule
- **9 seat MPV**
 - SU MPV can be booked
 - Requires MIDAS*



Public transport

- **FlixBus**
- **National Express**
- **Local buses**
 - Often affordable tickets
 - Fixed schedules
- **Train**



**MIDAS - Minibus Driver Awareness Scheme. Upon completion you'll be able to drive up to a 12 seat minibus and any type of van.*

TRANSPORT

Minibus Driver Awareness Scheme (MIDAS)

Drive a Minibus or MPV for your club or society with our Driver Training courses!

Courses offered:

1. **Drive up to 12-14 seater minibuses**

- Requirements: Full UK Category B Licence (2+ years), aged 21+, clean licence.

2. **Drive up to 9 seater minibus & vans up to SWB**

- Requirements: Full UK Category B Licence, aged 19+, clean licence (*Currently unavailable*).

3. **Trailer Familiarisation**

- Book the MPV People Course and email thestudentsunion@uwe.ac.uk to add this session (*Currently unavailable*).

The Driver Registration Form



- Complete **at least 3 working days** before your travel date.
- Complete if you wish to drive a **vehicle hired** by the Students' Union.
- Complete if you wish to drive your **own vehicle** to reclaim fuel costs.
- The form will be automatically sent to The Students' Union Reception upon completion.
- Completing this form does not guarantee eligibility to drive a vehicle hired by The Students' Union.



ACCOMMODATION

Include **links to accommodation** options and give your **budget** - in case we can't book your preferred choice!

Accommodation Booking	
Contact / Company Name to Book with	Airbnb
Contact Number	
Any other information for booking?	<p>Here are some accommodation options we would like:</p> <p><i>Insert link 1</i></p> <p><i>Insert link 2</i></p> <p>Our budget is £600.</p> <p>There are 4 females and 8 males attending.</p> <p>Here is how the rooms can be divided...including the lead names for each of the room bookings.</p> <p>Room 1: Joe Bloggs and John Smith</p> <p>Room 2: Jane Doe, and ...</p> <p>Room 3: ...</p>
Accommodation	
Do you need the Students' Union to book your accommodation?	Yes

Let us know the **total number of attendees**, including a breakdown by **gender** and the **lead names** for each room booking.

PARTICIPANTS LIST



Every trip, must have a participants list. This includes vital information including emergency contact information of each participant.

There are two ways the participants list can be created:

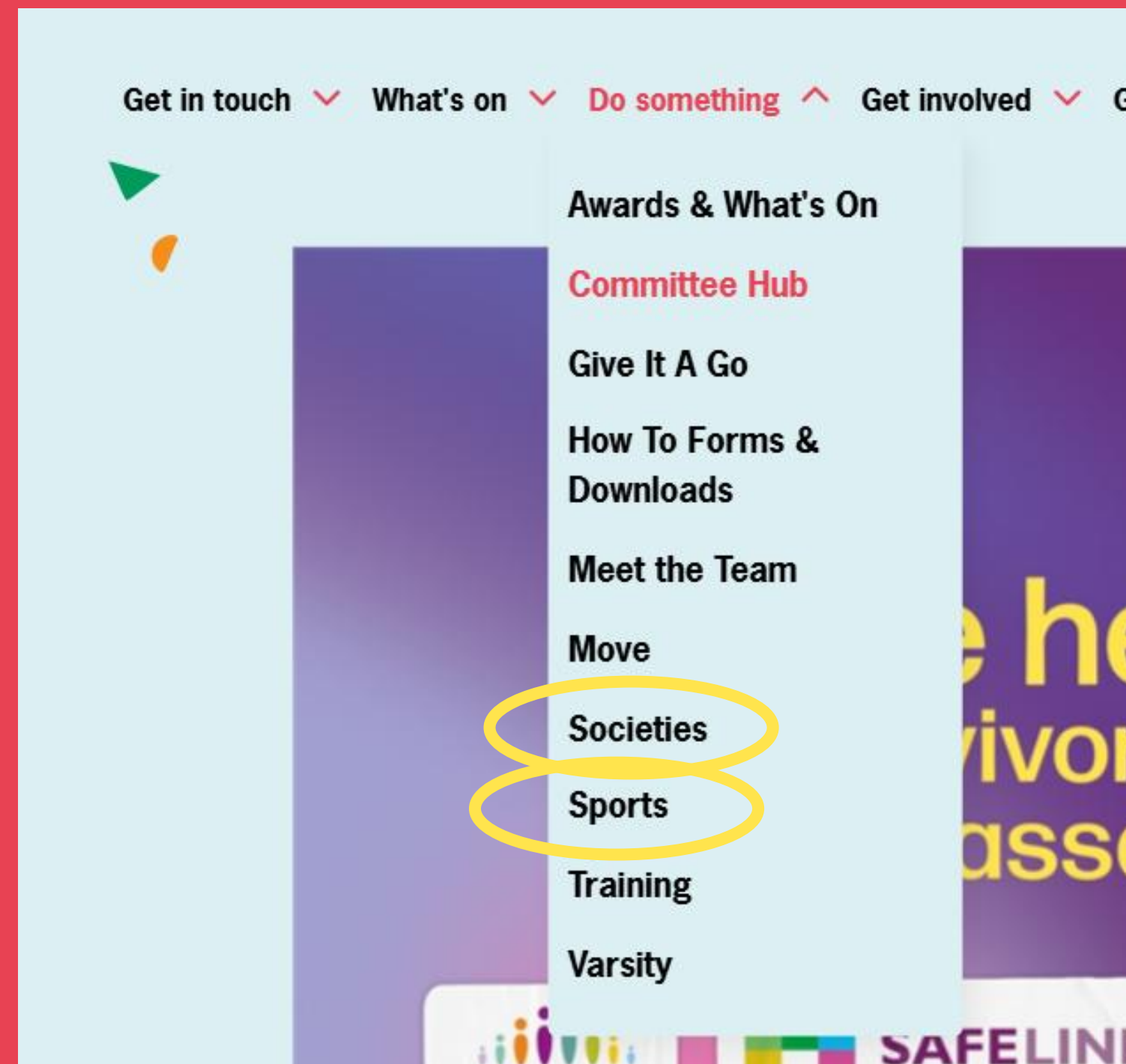
- 1) Through ticket purchases** - the trips & transport assistant can automatically pull off the participant list from ticket purchases.
- 2) Trip lead manual upload** - the trip lead can upload a participant list.

PARTICIPANTS LIST

THE STUDENTS'
UNION
AT UWE

How to upload a participant list:

- 1) Log into thestudentsunion.co.uk (you will be given “admin access” over the summer).
- 2) Click the “Do Something” drop down and then select “Sports” or “Societies”, then select your sports club or society.

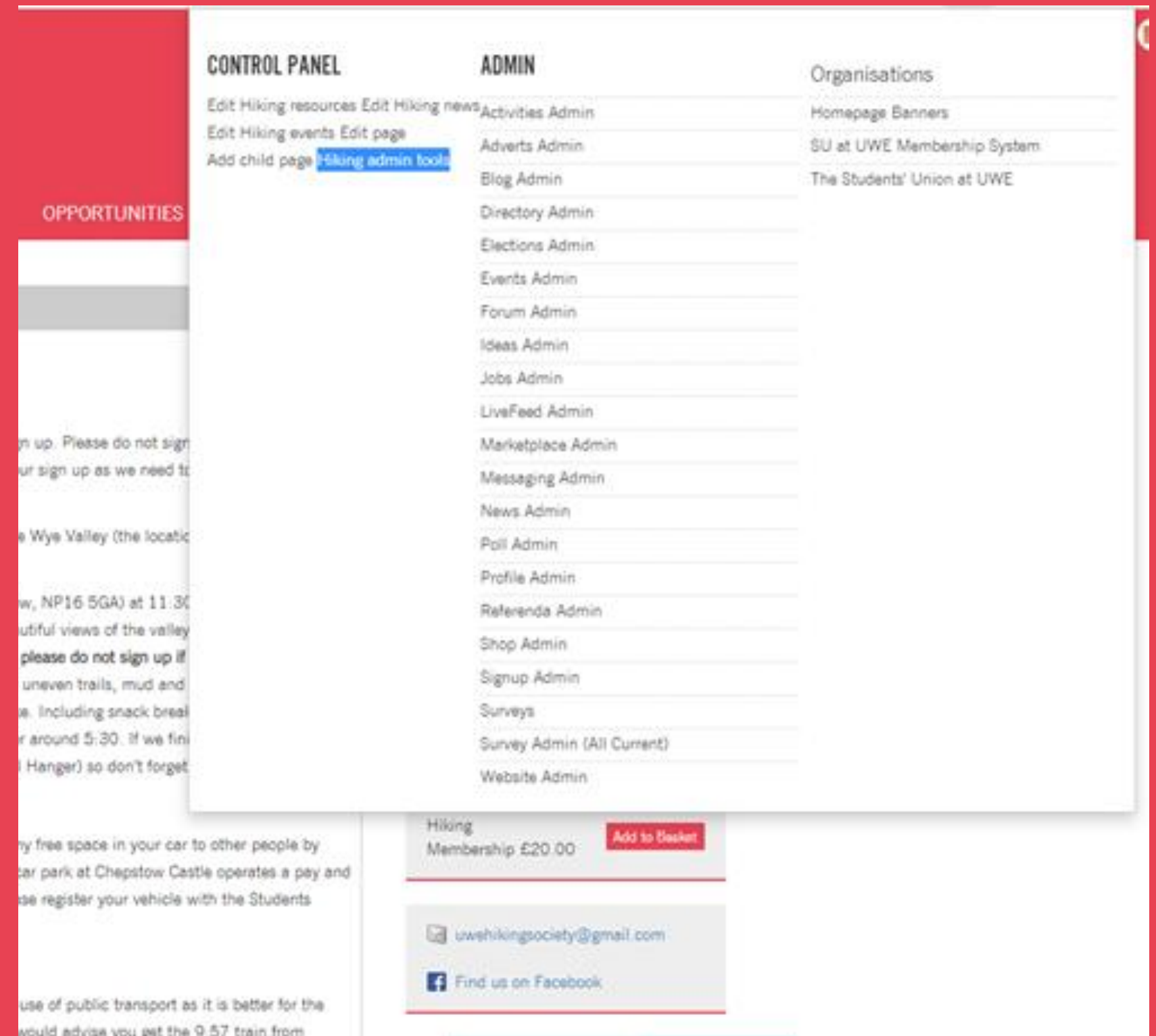


PARTICIPANTS LIST

THE STUDENTS'
UNION
AT UWE

How to upload a participant list:

3) Once on your club/society page, click the grey cog in the top right corner. Select “Club/Society Admin tools” under the control panel section.



PARTICIPANTS LIST

THE STUDENTS'
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AT UWE

How to upload a participant list:

4) Select “groups”

ADMIN TOOLS

[Go to home page](#)



Edit Details



Website pages



News



Events



Messages



Members



Groups



Signups



Surveys



Polls



Sales Reports



Resources

THE STUDENTS' UNION

AT UWE

5) Select “create new group”, type in the date and “TRIP” into the name box, and make sure yo write the trip name in following format: “YEAR-MONTH-DAY” e.g. 2025-11-03. Then select the type as “trip”.

CREATE AND MANAGE TEAM SHEETS AND EMAIL LISTS

Use this area to create trips and team sheets for specific events and group members into them.

TO CREATE A TEAM SHEET OR TRIP

1. Type in the date and 'TEAMSHEET' or 'TRIP' into the 'Name' box.
2. Name must be in the following format:

YEAR-MONTH-DAY TEAMSHEET - Fixture Name
eg. 2011-06-07 TEAMSHEET Bath vs Bristol
3. Then select type 'trip'.

TO CREATE AN EMAIL LIST

- give it a name e.g. 'First Team'
- Then select type 'list'
- You can then add people into your teamsheet or list

IMPORTANT: PAID FOR TRIPS: To Create a paid for trip:

1. Create an Event for the Trip (See your Admin Tools)
2. Then email support@uniteasports.co.uk with the name and date of the event and the price. They will then add a ticket to the event which can then be purchased via your club's webpage

[Hiking \(change\)](#)

GROUPS

[Back to admin tools](#) [Create new group](#)
































ACTIVE GROUPS

PARTICIPANTS LIST

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AT UWE

How to upload a participant list:

6) Select the group you have just made from the list.

Interested in	Interest List	Not categorised		
Leigh Woods Hike & Clifton Downs Barbeque	Interest List	Not categorised		
Saturday 11:00 AM Ashton Court Hike Admin signup	Interest List	Not categorised		
Saturday 11:00 AM Ashton Court Hike signup	Interest List	Not categorised		
Saturday 11:30 AM Ashton Court Hike Admin signup	Interest List	Not categorised		
Saturday 11:30 AM Ashton Court Hike signup	Interest List	Not categorised		
Saturday 12:00 PM Ashton Court Hike Admin signup	Interest List	Not categorised		
Saturday 12:00 PM Ashton Court Hike signup	Interest List	Not categorised		
Sunday 11:00 AM Ashton Court Hike Admin signup	Interest List	Not categorised		
Sunday 11:00 AM Ashton Court Hike signup	Interest List	Not categorised		
Sunday 11:30 AM Ashton Court Hike Admin signup	Interest List	Not categorised		
Sunday 11:30 AM Ashton Court Hike signup	Interest List	Not categorised		
Sunday 12:00 AM Ashton Court Hike Admin signup	Interest List	Not categorised		
Sunday 12:00 AM Ashton Court Hike signup	Interest List	Not categorised		
TEST12	Trip	Not categorised		
Wye Valley hike	Interest List	Not categorised		
1 2				

PARTICIPANTS LIST

THE STUDENTS'
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AT UWE

How to upload a participant list:

7) Select the members attending the trip, and add them to the list!

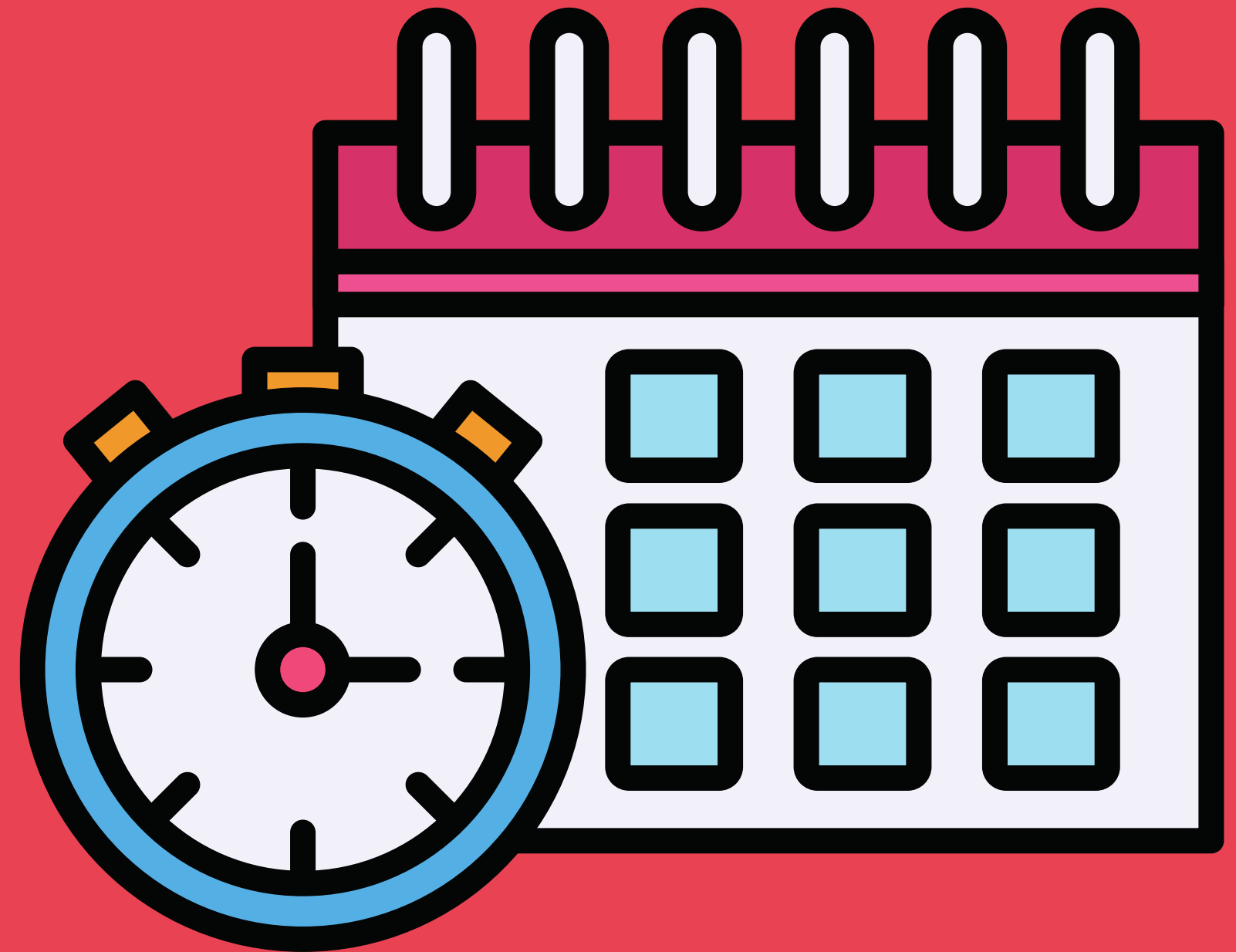
**IF YOU ARE HAVING ANY ISSUES
WITH THIS - PLEASE LET THE
TRIPS & TRANSPORT ASSISTANT
KNOW ASAP!**

TRIP DEADLINES

THE STUDENTS'
UNION
AT UWE

THE TRIPS & TRANSPORT ASSISTANT WILL SET DEADLINES FOR TICKETS TO BE PURCHASED, INFORMATION TO BE SENT OVER AND FOR PARTICIPANTS LISTS TO BE UPLOADED.

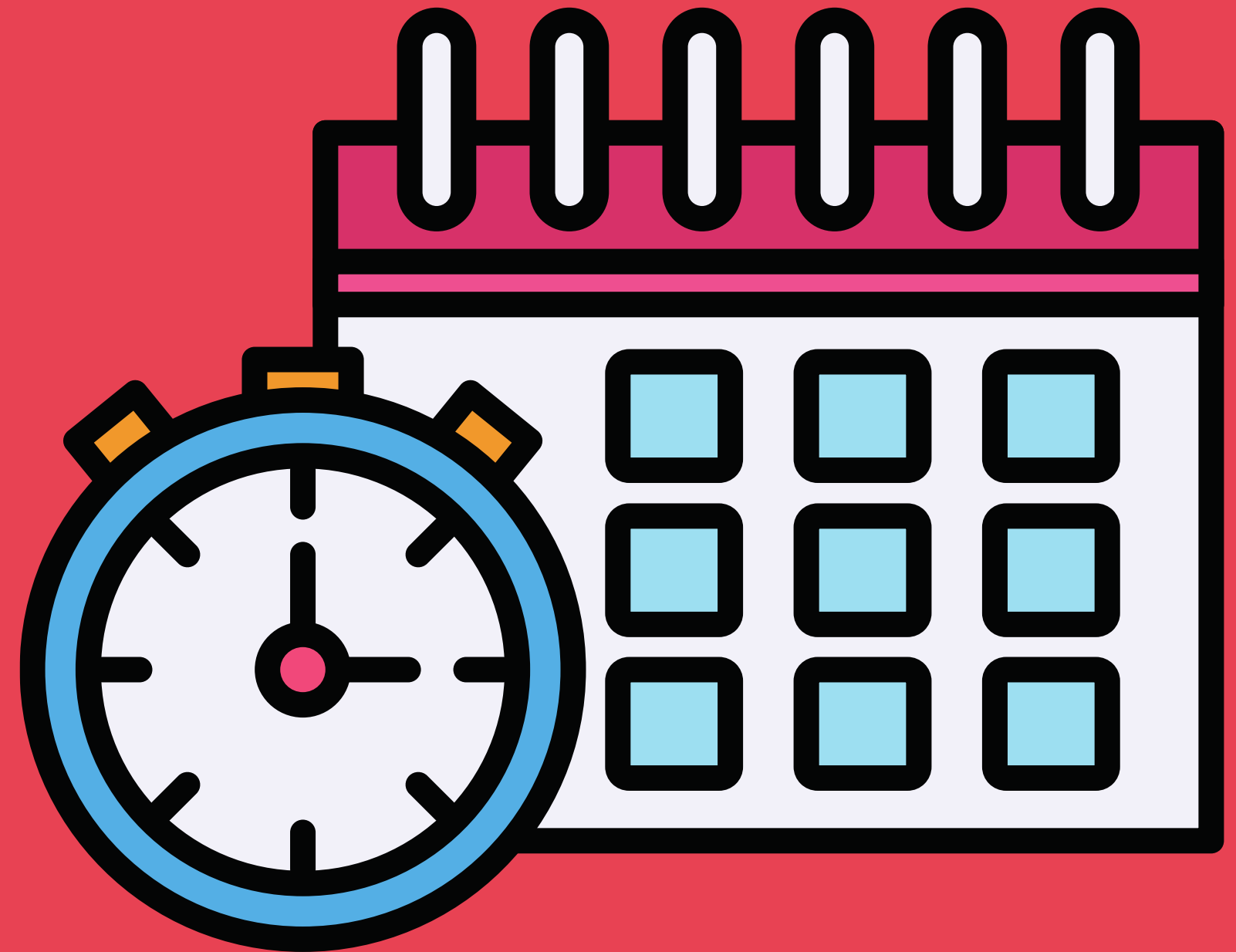
THESE DEADLINES, ARE FINAL AND WILL NOT BE MOVED. IT IS YOUR RESPONSIBILITY AS THE TRIP LEADER TO ENSURE ALL TASKS ARE DONE PRIOR TO THESE DEADLINES.



TRIP DEADLINES

THE STUDENTS'
UNION
AT UWE

**ANY DEADLINES THAT ARE
NOT MET MAY RESULT IN
THE TRIP BEING
CANCELLED OR MEMBERS
WILL NOT BE AUTHORISED
TO ATTEND!**



TRIP BUDGETING

THE STUDENTS'
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AT UWE

AS THE TRIP LEAD, YOU WILL NEED TO ENSURE YOU ARE FOLLOWING YOUR CLUB OR SOCIETY BUDGET AND ENSURE THAT ALL COSTS OF THE TRIP ARE ACCOUNTED FOR.

THE TRIPS & TRANSPORT ASSISTANT WILL BE ABLE TO HELP YOU CALCULATE TICKET PRICES THAT TAKE INTO CONSIDERATION ALL COSTS.

HOWEVER, THE TRIPS & TRANSPORT ASSISTANT IS NOT A MAGICIAN. THEY WILL NOT BE ABLE TO MAGICALLY MAKE THINGS CHEAPER*.



*THEY WILL ALWAYS WORK WITH YOU TO FIND THE CHEAPEST OPTION



WHAT TO DO IF SOMETHING GOES WRONG!?

UNFORTUNATELY, THINGS CAN GO WRONG...

**AS THE TRIP LEAD, YOU WILL NEED TO TAKE
RESPONSIBILITY AND ENSURE THE CORRECT
PROCEDURE IS FOLLOWED.**

**IF IT IS NOT AN EMERGENCY SITUATION
AND IT IS OUTSIDE OF OFFICE HOURS, YOU, AS
THE TRIP LEAD WILL NEED TO TAKE
RESPONSIBILITY AND COME UP WITH A PLAN B**

**BUT PLEASE MAKE SURE YOU LET THE
STUDENTS' UNION KNOW ASAP!**

IF IT IS NOT AN EMERGENCY SITUATION

**IF IT IS INSIDE OFFICE HOURS, CONTACT THE
STUDENTS' UNION ASAP, AND YOUR
COORDINATOR OR THE TRIPS & TRANSPORT
ASSISTANT WILL BE ABLE TO HELP YOU OUT!**

IF IT IS AN EMERGENCY

CALL 999 IF YOU NEED TO!

**FOLLOW THE EMERGENCY PROCEDURE (THIS IS AT THE
END EACH TRIP FORM).**

CONTACT THE EAST GATE RECEPTION / UWE SECURITY

0117 32 82552

0117 32 89999

RE-CAP (TO-DO)

THE STUDENTS'
UNION
AT UWE

- ✓ RESEARCH YOUR TRIP - FIND ACCOMODATION, ATTRACTION TICKETS ETC.
- ✓ FILL IN YOUR TRIPS FORM
- ✓ MAKE SURE YOU HAVE INCLUDED ALL INFORMATION NEEDED
- ✓ HAVE A PLAN B! (AND POTENTIALLY C!)
- ✓ MAKE SURE ALL MEMBERS PURCHASE THEIR TICKETS
- ✓ MAKE SURE YOU KEEP TO YOUR BUDGET!
- ✓ MAKE SURE ALL DEADLINES ARE MET
- ✓ MAKE SURE ALL DRIVERS HAVE REGISTERED AS A DRIVER
- ✓ MAKE SURE A PARTICIPANTS LIST IS UPLOADED

