

TRIP POLICY

All Sport Brighton affiliated club activities must be registered.

- 0 nights away- 24 hours before
- 1 or more nights- 5 working days before
- Aboard outside of the UK- 1 calendar month before departure, or end of term.

Forms are on the website and best emailed to studentsports@brighton.ac.uk

Forms submitted after these deadlines cannot be processed in time, therefore the trip/ activity will not be allowed to go ahead as planned unless otherwise agreed by the Sports Development Manager.

Forms are available in site receptions, the Sports Development Manager can be contacted regarding any queries you may have concerning Activity/ Trip Registration.

ACTIVITY/ TRIP REGISTRATION

It is important to let the people know where you are going and also to inform them of what you intend on doing. Sport Brighton in promoting 'Good Practice' within its Clubs has introduced the Activity/ Trip Registration, which is directly linked to the University Clubs will be vital in dealing with any incident. All Clubs are required to register their activities with the Sports Office.

WHAT ACTIVITIES NEED TO BE REGISTERED?

'Club activities' are...

- Any activity that is being conducted under the name of the University of Brighton.
- Any activity publicised at Club meetings.
- Any activity publicised on Club web sites, journals, leaflets, notice boards etc.
- Any activity funded in any way by the University of Brighton Students' Union, University or the Club.
- Any activity requiring the use of equipment owned by the University of Brighton Students' Union, University or the Club.
- Any activity requiring the use of transport or facilities booked through the University of Brighton Students' Union or University.

COMPLETING A REGISTRATION FORM?

All Clubs that are going away must complete an Activity/ Trip Registration Form except where the club is carrying out its regular activities at the normal location/facility within the towns/city of the University Campuses.



Where any trip/ event lasts longer than 2 days or is a tour then a copy of the itinerary that will be given to all participants must be submitted. This should include dates, times and details and all proposed activities. Sport Brighton appreciates that this is not always completely feasible and may be changed, usually due to the weather or other related conditions. However most Clubs will have a basic plan of their proposed activity. These timescales **MUST** be adhered to in order to allow for proper registration, and to ensure that all eventualities have been covered.

LINKED SECTIONS

Trip Form