



Trips Policy & Procedure

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Background	2
Applicable Trips	3
Participant Selection Policy	3
Payments	3
No Shows & Drop Outs	4
Operational Guidelines	4

Background

UL Kayak Club has in excess of 400 registered members in any given academic year, the club provides routes and options for training and developing skills whether locally on the river Shannon or on some of its international trips such as The Alps, Scotland, Wales or further afield.

Due to capacity limits on these trips it's not possible to take every member of the club that wants to go. These trips are limited by safety ratios on rivers, spaces in vehicles and general logistics of a trip organised by volunteers. It is also important to note that these trips are usually subsidised by capitation provided by UL Students' Union and this subsidy must be used effectively.

Trips are also limited by the availability of Experienced River Leaders and Advanced Intermediate Paddlers known as Seconds. River Leaders are defined as a person who is competent to instruct and lead a group of intermediate/beginner paddlers down a river suited to their skill level. Leaders should have the relevant qualifications and experience as outlined (here and or in our Safety Statement). A Leader is to be a Level 4 standard as accredited by Canoeing Ireland or equivalent. A Second is defined as a person who is competent to look after themselves in Grade 3+ Water and be capable of assisting in a group with beginners present . A Second is to be a Level 3 standard as accredited by Canoeing Ireland or equivalent.

While every club trip offers the opportunity to develop one's kayaking skills international trips are most definitely set out with the intention of developing every member that goes on one. The purpose of the trips overseas are to build on the development of the members that have committed to the UL Kayak club in its domestic program . Beginners & Seconds are assessed on their commitment to the club, have they shown a genuine interest in the sport, will they benefit from the oversea experience. Beginners & Seconds past club involvement in its domestic trips program is examined on application of international trips.

Experienced River Leaders are an essential component of oversea trips. Leaders are assessed on their commitment to the club over the past 12 months in its domestic & international programs. Has the River Leader been actively engaging with club members in the context of teaching, instructing or assisting on domestic river trips or during pool time training.

The intention of this policy and guidelines is to make the application and selection process for larger trips easier and provide a fair chance to all members that wish to go on a trip.

Applicable Trips

This policy is applicable to all trips by the club that has competitive applications from its members and aims to develop those on it.

Participant Selection Policy

1. The ultimate decision whether a member is allowed to go on a trip, or portion of a trip, lies with the committee of the University of Limerick Kayak Club.
2. The membership types of those going on a trip should reflect the memberships of the club. E.g. percentage of undergrad students, percentages of external members.
3. Members should show that they've made the best of their opportunities locally with the club.
4. Those going on a trip should be of a suitable level of proficiency to make the most of the trip.
5. Members going on the trip must have contributed to the club in a suitable way (teaching, packing, cooking, cleaning etc.) in its day to day operations or on previous trips.
6. In the event of a member applying to go on an annual trip for their second or subsequent time they must show a suitable level of improvement and / or effort between trips.
7. Due to the time sensitive nature of organising international trips if a candidate is deemed unsuccessful in their application they must submit an appeal in writing to the committee within 5 days of being informed.

Payments

- Payments for trips must be made promptly in order to get the best value.
- A deposit must be paid on application for the trip or within a reasonable time of the trip selection being completed. The choice between these two options should be made by the committee and communicated in the trip announcement as well as the amount of the deposit.
- The amount of the deposit should cover any expected non-recoverable costs should a person drop out.
 - E.g. flights, ferry bookings, accommodation or extra fuel costs as a result of an empty seat.
- Deposits may be returned when the costs are recovered by the club.
- In the event of a participant choosing not to go on a trip after applying they will be held liable for the full deposit for the trip.
- If a person owes the club money either due to not paying fully for a trip or not attending they may not be allowed on any other club trips until payment of the balance is arranged.
- Payments for our annual international trips need to be received in full by the following timeline (timeline may be subject to change at the discretion of the current Captain & Treasurer)
 - Winter Trip (Scotland/Wales) - Payment due by Week 12 of Semester 1
 - Summer Trip (Italian/French Alps) - Payment due by Week 13 Semester 2

No Shows & Drop Outs

- In the event of a person dropping out of a trip the trip organiser needs to be given as much warning as possible. This will allow:
 - Members from waiting lists to be offered a place.
 - An opportunity to cancel bookings or recover costs.

Operational Guidelines

- To best manage the process a sub-committee should be established for each trip where this policy applies. The recommendation of this committee should be given to the committee of the club to approve or give feedback.
- Generally, for May/June Alps trips it would be expected that all members going on the trip would be at a Level 3 Kayak skills standard as defined by Canoeing Ireland or equivalent.
- Applications for a trip should close with enough time to enable an appeals process before making bookings that will be cost / individual sensitive (e.g. plane tickets) this is to ensure that all members going on a trip share the cost fairly.
- This document should be provided in the application for a trip where it applies.