# **Participant Pack for [INSERT CLUB/SOCIETY]**

**Trip Destination:** [INSERT]
**Date(s):** [INSERT]
**Night(s) at Accomodation:** [INSERT]
**Depart Cardiff:** [TIME, DATE, LOCATION]
**Depart** [INSERT LOCATION]: [TIME, DATE, LOCATION]
 **Accommodation Location:**[INSERT ADDRESS]
[INSERT PHONE NUMBER]
 **Notes on Trip/Location:***(Please list any relevant notes on the accommodation (rules, facilities etc.) or information on the destination)*

* E.g. Respect the accommodation and staff
* [INSERT]

**Trip Organiser/Leader Contact Details:**

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Phone Number** |
|  Enter name | Enter role | Enter number |
| Enter name | Enter role | Enter number |

 **Itinerary:**
*(List out your itinerary as accurately as possible including locations and times for both to and from destination. Add as many rows as needed and please delete below examples before distributing to students)*

|  |  |
| --- | --- |
| **Outbound Journey** | **Return Journey** |
| **Time** | **Action** | **Time** | **Action** |
| e.g. 09:00 | e.g. Meet at rear of SU | e.g. 07:00 | e.g. Meet in hotel foyer |
| Enter time | Enter text | Enter time | Enter text |
| Enter time | Enter text | Enter time | Enter text |
| Enter time | Enter text | Enter time | Enter text |
| Enter time | Enter text | Enter time | Enter text |
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| Enter time | Enter text | Enter time | Enter text |
| Enter time | Enter text | Enter time | Enter text |

**To Bring/Equipment Needed:**
*(List out any equipment the participant will need to bring with them e.g. food and drink, money, kit/equipment, specific clothing, sleeping bag/bedding etc.)*

* E.g. Lunch
* E.g. Any medication (inhalers etc.)
* [INSERT]

**Personal Insurance/VISA:** *(Delete as is appropriate)*

Students **are/are not** expected to purchase their own personal insurance for this trip.
If required, students **must** provide proof of insurance/insurance number to trip leader **prior** to the trip.

If required, please bring any relevant VISA documentation with you.

**Disclaimer Clause:**

By purchasing this ticket, I accept I may be participating in activities which involve an element of risk, in an environment where medical and rescue services may not be immediately available. It is my responsibility to ensure that I fully understand the exact nature of each activity that and undertake, the risks involved, the skill level required, and the equipment needed for my safe participation. I shall never participate in an activity where I am unsure of any of the above aspects. By purchasing a ticket and undertaking this trip, I am aware that I agree to act in accordance with the Students’ Union code of practice and social behaviour policy.

**Information for Participants**

We hope you’re looking forward to a great trip!

We wanted to take a moment of your time to remind you that whilst a participant on this trip, you remain an ambassador for Cardiff University Students’ Union and Cardiff University. We would urge you to ensure that you understand the expectations of behaviour whilst you are away and whilst you are travelling to and from your destination.

To be clear, the Cardiff University code of behaviour and the Students Union Social and Disciplinary policies apply whilst you are on this trip. As a result, poor standards of behaviour reported to either the University or Union could lead to disciplinary action and impact on your studies and/or involvement in future Union activities.

We want you to enjoy yourself, but please remember that the following aspects of behaviour will be considered as a breach of the expected standard of behaviour:

* behaviour causing or likely to cause harm to others;
* any form of harassment, unlawful discrimination or bullying of others;
* drunken and disorderly behaviour;
* possession or sale of illegal drugs;
* bringing the Union into disrepute; theft or fraud;
* deliberate damage to property;
* breach of any terms of membership of the Athletic Union or Guild of Societies;
* breach of any Policies or Bye-Laws of the Union

Please ensure that you follow the instructions of the trip organisers and be aware that they will be responsible for reporting any issues arising on the trip to the Union during or after the trip.

**Remember, you are an ambassador of Cardiff University during this event. Behaviour that contravenes the standards set out in the Student Behaviour Procedure will be reported to the University and investigated under complaint and disciplinary procedures. The consequences of this can have serious consequences to your education or future career as well as your ongoing participation is sporting or social activity with the Students’ Union.**

Have a great trip, have fun and look out for each other.