



These guidelines are designed to ensure the safety and well-being of all participants during student society trips. Adherence to these directives is mandatory for all society committees, organisers, and attendees.

1. **Trip Planning:**

- All society trips, including both domestic and foreign excursions, must be planned well in advance.
- Societies must complete two documents for any Trip:
 - i. **The Trip Notice Form** – (available at societies.ucd.ie/members or from the Societies Council) This must be completed no less than six weeks before departure. Please submit to
 - ii. **The Pre-Trip Form** ([link here](#) or email the Societies Council) – This must be completed no less than two weeks before departure.
- The forms must include:
 - i. The proposed day-by-day itinerary
 - ii. Flight/train/bus [or other transportation] details
 - iii. Accommodation information
 - iv. The nearest Irish embassy (or consulate)
- All Trips must comply with existing UCD Society guidelines and policies.
- Where applicable, all trips must be organised in accordance with relevant child protection guidelines and best practice. This includes the *UCD Child Safeguarding Statement*. Where a society or the officers of a society are unable to adhere to these guidelines for whatever reason, students under the age of 18 should not be included in the travelling party.

2. Finances:

See *Code of Practice for Student Society Finances* and, where appropriate, ensure any Special Grant submissions are made in advance of departure.

3. Attendees:

- Attendees must currently be active registered students of University College Dublin and an enrolled member of the Society for the current session.
- Attendees must provide next of kin details and an emergency contact – This must include a name, relationship to the contact (parent, guardian etc.), email, phone number and home address. This information should be readily accessible to trip leaders during the entire trip.
- The final list of attendee must be confirmed two weeks prior to the trip and should be made available to the Societies Officer or delegate via the Pre-Trip Form.
- Where possible, attendees should travel together.
- A society organising a trip should advise all attendees that Foreign Travel Insurance is recommended.
- Participants must be advised to hold valid health insurance coverage, including European Health Insurance Card (EHIC) if applicable.
- The society should ensure that attendees are advised to obtain the appropriate insurance cover for the specific activities and destinations of the trip.

4. Trip Notice Form:

THE PRE-TRIP FORM MUST BE SUBMITTED NO LESS THAN TWO WEEKS BEFORE THE DEPARTURE DATE. Failure to submit this form will mean your trip is not sanctioned and may result in penalties.

Please submit this notice to the Liz Cronin [elizabeth.cronin@ucd.ie] no less than six weeks in advance of your trip.

5. During the Trip:

- Attendees must not leave the group without informing the organisers.
- The society must share a detailed itinerary with all participants, including contact details.
- Prioritise group cohesion; discourage individual ventures. This is a society trip, not a personal holiday.

6. Advertisement:

- With the exception of training or representative competition related travel, participation in a trip should be open to all members of the society.
- The trip should be highlighted on the Societies Calendar with adequate notice given to society members.

7. Training/Competitive Trips:

- Trips taken for developmental/training or competitive reasons must include a justification for the travel. This may include:
 - Nature of training/competition
 - Reason this training/competition was chosen
 - Selection criteria for participants
 - Pre-trip training, audition or other related activity details

8. Emergencies:

- In the case of an emergency or noteworthy incident, the society should directly notify the Societies Officer.
- Where required, it may be necessary to contact emergency services, the Irish embassy, or a local hospital.
- In emergency situations, the travelling party should stay together and follow any guidance from local authorities or the Societies Office.

9. Behaviour:

- Attendees must be reminded that their behaviour reflects directly on the society and the university. Attendees should conduct themselves respectfully and appropriately at all times.
- Respect the environment and leave no trace.
- When travelling remember to be respectful of the local population and their culture.
- Adhere to local rules and regulations.

10. Post-Trip Report:

- A trip report must be submitted to the Societies Officer where any of the following issues are encountered:
 - Any incidents of note
 - Any health-related issues
 - Safety issues
 - Logistics issues

Failure to comply with these directives may result in consequences, including penalties for the society and its members. Your commitment to following these guidelines is crucial for ensuring the safety and success of all society trips and events.

For questions and clarifications, contact the Societies Officer (richard.bulter@ucd.ie).