

## Sports Trip Organisers Pack

# Visit to UCFB and National Cycling Centre Manchester

*The purpose of this trip was to take a group of learners from Cumbria to a HE campus but with a twist. UCFB is a unique HET which has campuses at Wembley and the Etihad Stadium in Manchester .*

*The trip targeted learners who have an interest in sport. It was important to take learners somewhere out of Cumbria and show that hobbies can lead to careers. The campus has European leading facilities which enhanced the learner 's experience.*

# Rationale

A big part of running this trip was to show learners that hobbies and careers can link up and intertwine. There are many pathways in Education, and this is a unique opportunity where courses can overlap, for example, Business Management and Coaching as one course.

The UCFB campus is not your typical Higher Education campus, as it is based at a in use Elite Football Stadium. To see these world-leading facilities is a unique experience for learners and one that can be inspiring.

## *Aims and Objectives:*

- The intervention activity will include 'learning' in a non-traditional education setting to develop target learner's academic capital.
- Learners will have increased their individual confidence and developed positivity towards their future.
- The intervention activity will increase a learner's academic, social, cultural capital in relation to new environments outside of the traditional classroom based learning.
- The intervention aims to increase the likelihood of individual target learner progression to HE or a degree apprenticeship.

# Planning the trip...

This section provides the contact details of the trip destination. The contact information of the liaison within the University. This page can be used to assess the potential costs associated with running this trip, such as coach costs and lunch prices.

## Destination details...

Etihad Stadium, Rowsley St, Manchester M11 3FF

Website- <https://www.ucfb.ac.uk/>

Twitter- <https://twitter.com/ucfb>

Instagram- <https://www.instagram.com/ucfbuk/> Facebook-

<https://www.facebook.com/UCFB/>

## Who to contact...

Below is the website where all contacts for UCFB are enlisted.

<https://www.ucfb.ac.uk/contact/>

## Costs to consider...

Below we have included an example of expenditure when this trip was arranged in the academic year 2019/20.

Item	Description	Cost
National Cycling Centre	BMX riding	£330.00
Lunch	Cafe	£75.00
Coach	Barrow In Furness to Manchester (Etihad Stadium)	£410.00
Total Spend		£815.00



# Planning the trip...

## Timetable

Here is an example timetable which was used in April 2019.

A blank timetable is included in this pack for you to plan your own day.

Time	Activity	Description
11:00	Arrival and UCFB Intro/Careers in Sport	East stand/1894 Suite 2
12:00-12:30	Lunch	
12:30-13:00	Walk to Velodrome/Session set-up	
13:00-14:00	Velodrome Taster Session	Off site
14:00-14:30	British Cycling Staff Talk	Off Site
14:30-15:00	Tour of UCFB Facilities	Off Site
15:00-15:30	Student Q&A and departure	1894 Suite 2

Use the following **organisers checklist** to track your planning process. In the rest of this pack, we have included templates for registers and timetables as well as examples of evaluation tools, risk assessments and discussion points.



### Organisers Checklist...

- ☐ Transport arranged
- ☐ Velodrome and UCFB room booked
- ☐ Timetable completed
- ☐ Student register and emergency contacts completed
- ☐ Risk assessment completed
- ☐ Evaluation tools planned

# Discussion points...



Below we've included some questions that were asked on the day and discussion points that took place on the bus/icebreaker ideas. these are highlighted themes/ conversations and questions which stood out from the trip that we ran in 2019.

*Lots of conversation about football!!*

*Gaining an insight into Career pathways in Sport.*

*Learners really fascinated to see facilities like this in person. These being the Etihad and National Cycling Centre for BMX riding .*

*Seeing European leading facilities such as the Etihad and National Cycling Centre so close to each other- a real hotspot.*

*Learners understanding that there can be an overlap in HE courses- for example Sports Coaching and Business Studies intertwined in one course.*

*Getting to meet Lecturers and students at a HE level and ask questions during the Q&A*

[illegible]



# Risk Assessment considerations...

Below we have listed some of the considerations to take into account when conducting your risk assessment or the trip. These were some of the considerations most unique to the trip.

It is worth noting that this is not the full risk assessment for this trip that Hello Future used, but these are the more 'unique' health and safety considerations for the trip.

Hazard	List of controls, safety procedures
Uneven, Wet or Slippery Floors- Slips, trips, falls, striking objects resulting in bruising, tissue damage, fractures	<ol style="list-style-type: none"><li>1. . Sufficient, bright lighting is provided to illuminate pedestrian routes, access and egress.</li><li>2. Procedures are in place to deal with spillages.</li><li>3. Access stairs or ramps are provided with handrails.</li><li>4. Changes in floor level are highlighted</li></ol>
Furniture and fixtures- Various injuries as a result of poorly maintained equipment	<ol style="list-style-type: none"><li>1. Permanent fixtures e.g. cupboards, shelving, display boards, interactive white screens are securely fastened and in a good state of repair.</li><li>2. Ensuring all furniture is in a good state of repair and suitable for the size of the students.</li></ol>
Environmental, temperature related conditions, eye strain, heat exhaustion, chill, etc	<ol style="list-style-type: none"><li>1. Adequate natural ventilation is provided by a ventilation system, maintained and managed by Manchester City FC.</li><li>2. Air conditioning units provided within some classrooms. Subject to annual maintenance</li></ol>
Hazardous Substances- Ill-health due to ingestion, absorption, or inhalation of hazardous substances.	<ol style="list-style-type: none"><li>1. No hazardous substances used during classes</li><li>2. Suitable spill procedures in place.</li></ol> Manual handling of these substances could cause injury.
Manual handling- Manual Sprains, strains and other musculoskeletal conditions	<ol style="list-style-type: none"><li>1. Staff are instructed not to attempt to lift items that approach the limits of their capabilities.</li><li>2. Heavier or bulky loads are broken down into smaller, lighter loads where possible.</li><li>3. Heavy items are stored at waist height; light items below or above waist level</li></ol>
Display Screens - Musculoskeletal disorders, fatigue, stress	<ol style="list-style-type: none"><li>1. Students are advised of good practice, posture, and ergonomics when using IT equipment.</li><li>2. Regular breaks (5 minutes every hour) are taken away from DSE equipment.</li><li>3. Eyesight tests are provided for DSE users on request</li></ol>

# Trip Timetable



Below we've included an example of the timetable used on the day. We have also included a blank timetable on the next page for your input.

Time	Activity	Description
11:00	Arrival	Description
11:00-12:00	UCFB Intro/Careers in Sport	A talk from a UCFB member of staff introducing sport as a career and the UCFB campus.
12:00-12:30	Lunch	Lunch on site
12:30-12:50	Walk to National Centre for Cycling	Only a short walk to the Velodrome. Ensure learners have belongings.
12:50-13:00	Session set up	Getting helmets, staff talk on safety and getting safety pads too.
13:00-14:00	Velodrome taster session	BMX session on the indoor park
14:00-14:30	British Cycling staff talk	A talk about the facility and pathways on how staff got to where they are now.
14:30-15:00	UCFB tour of facilities	Seeing the classrooms and stadium in further detail.
15:00-15:30	Student Q&A	A chance for learners to answer any questions about Courses, Careers or HE life
15:30	Departure	Ensure learners have all belongings. Register check.



# Timetable Template

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# hello future.

			
			
			
			

For more information:

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