

Club trip log and return record

A manual record of people, kit and returns. Country-neutral fields.

Free template from SportsHQ (www.sportshq.app). Adapt freely; check your own constitution and governing body rules where flagged.

This is not a risk assessment, safety checklist or emergency plan. It sends no alerts. Use your club's agreed plans and qualified leaders. A completed log does not make a trip safe.

How to use the record

- 1 Choose who will keep the record current and who needs access.
- 2 Record the people and kit actually leaving. Update changes before departure.
- 3 Agree how updates will reach the record keeper, including without internet access.
- 4 Confirm each return. Do not mark the whole group back from one person's message.
- 5 For a late return or concern, follow the agreed emergency plan. Do not wait for this form to tell you what to do.

Blank trip details

Club: _____

Trip ID and date: _____

Activity: _____

Leader: _____

Record keeper / update contact: _____

Trip plan reference: _____

Emergency plan reference: _____

Planned departure: _____

Planned return: _____

Actual departure: _____

Last record update: _____

Keep private contacts and health details in the approved restricted record. Member IDs must be traceable by the responsible people. Do not publish the completed log.

Blank people and kit record

Person / member ID	Craft / kit IDs	Return confirmed at / by	Still open / notes
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Before closing

- ☐ Each person's return has been confirmed.
- ☐ Required craft and kit returns have been checked.
- ☐ Any fault or incident has its own linked record.
- ☐ Open actions have a named owner.

Record closed by / date and time: _____

Worked example: one return still open

Fictional records, not a plan for a real trip. Three people left with three craft. Two returns are confirmed. The third entry must stay open.

Entry	Last update
P01 / C01	Person and craft back at 15:05.
P02 / C02	Person and craft back at 15:12.
P03 / C03	Return not yet confirmed.

A returned craft with a fault still needs a separate equipment record. This is not an aircraft flight log or an inspection record.