

Guideline for Student Societies in Organizing Off-campus Outdoor Activities

1. **Always place the safety on topmost priority in planning your activity.**
2. The University insurance covers full-time students who sustain bodily injury whilst engaging in the activities organized or arranged by the University and/ or student societies. Please note that the activities organized by the students bodies with
 - (a) the support of student activity fund and/or
 - (b) the granting of Integrated Learning Programme unit(s)are covered by the University insurance policy. Activities other than (a) and (b) are not covered by the University insurance policy. You should consider carefully whether there is a need to have insurance coverage.
3. Please assess the potential dangers of the activity and decide whether your society will arrange insurance coverage or additional insurance coverage for the participants before you promote the activity. Please also consider if the activity requires certain health conditions of participants. All participants are expected to be solely responsible for their own safety during their participation in the activity. Make sure all participants understand the insurance, the required health condition and the liability when they enroll for the activity (Sample of the Undertaking Form attached).
4. Please be careful if you co-organize the activity with outside organization(s). Assess the creditability and reliability of the co-organizer(s). Please seek advice from Office of Student Affairs (OSA) in case of doubt.
5. Please inform all the participants of the following areas:
 - a. details of the activity
 - b. contact person of the activity
 - c. preparation of the participants
 - d. points to note
 - e. contingency plan
6. Please keep the name and contact number of the next of kin of all the participants for emergency purpose. The project-in-charge should keep this list throughout the activity.
7. Please take note of the weather condition and act accordingly. For the weather forecast, please browse <http://www.hko.gov.hk/wxinfo/currwx/currentc.htm>
8. You may report your activity to the police station of your destination for record. For the telephone number list of the police stations, please browse http://www.police.gov.hk/ppp_tc/contact_us.html
9. Please bring along a first-aid kit during the activity.
10. In case of emergency, please call 999 for assistance and report to the University afterwards (Tel: 2616 8000).

For assistance and advice, please contact Ms Nans Leung of OSA during office hours (Tel: 2616 7365 or email: nansleung@LN.edu.hk).

LINGNAN UNIVERSITY

(Name of the Activity)

(Date, Time and Venue)

Organized by (Name of the Student Society)

As a participant of the captioned activity, I understand that

1. there is no insurance coverage for the captioned activity/ HK\$XXX insurance coverage for accident incurred from the captioned activity;
2. the activity is not suitable for participants with (illness and/or disability); and
3. I am solely responsible for my own health and safety during the participation of the activity.
4. In case of emergency, you may contact my next of kin _____(Name) / _____(Relationship) at _____(Tel No).

Name : _____

Student Number : _____

Date : _____