



Killingworth YPC

## OFFICIAL PROCEDURE FOR TRAVELLING TO MATCHES AND ATTENDING TOURNAMENTS

### TRANSPORT TO MATCHES

Hold a meeting at the start of a season with the player's parents and guardians to introduce the coaching staff and discuss the club rules and code of conduct.

Discuss the procedures for travelling to away fixtures, future trips or tours and explain the importance of the club's consent forms.

Ensure anyone transporting children on behalf of the club has the following: Valid driving licence. Valid MOT Certificate. Valid Tax. Valid Insurance

### TRAVELLING TO TOURNAMENTS

Prepare and provide a copy of an itinerary of the events to the parents and guardians and obtain the appropriate consents for the players to participate in any non-footballing events.

Obtain a signed consent form from the player's parent or guardian; ensure the documents are filed in a safe place in accordance with data protection legislation.

Arrange adequate parental supervision, children of 8 years and above there should always be 2 adults and a minimum of 1 adult to 10 children (more adults are required with younger age groups).

There should always be a male member of the club with a male group and similarly a female member of staff with female groups.

There should always be a qualified first aider and full and current first aid kit.

In the event any of the group has asthma or diabetes ensure that the appropriate club members are able to deal with the situation.

Arrange the following insurances:

Public Liability  
Personal Accident  
Vehicle Breakdown Cover

Confirm the time and venue to meet prior to both home and away games.  
Are extra volunteers required to help children with special needs/disabilities? Will the volunteers require extra training e.g. asthma medication/diabetes management?

Ensure the accommodation has suitable access for disabled members of the group.

Volunteers from various ethnic groups provide knowledge of language, diet, prayer needs.

Children from ethnic groups have specific dietary needs and may include fasting times linked to religious traditions.

Some activities may not be permitted within some cultures e.g. teenage girls may not be allowed to participate mixed swimming sessions

RESERVING ACCOMMODATION Please consider the following:

Does the accommodation have a current fire certificate  
Is the location of the accommodation suitable  
Secure parking  
Can varied dietary requirements be provided  
Adequate security facilities for valuables Adequate night-time arrangements En-suite and separate facilities for children and adults. All beds must be single, staff and players must not share a room.  
Decide who is sharing with whom prior to departure, however, be prepared to change the arrangements as friendship groups often change quickly.  
Liase with other clubs who have used the accommodation or local tourist information office or website.

Important Considerations

All children to be provided with a safe away card.  
Ensure the Event Specific Consent Forms includes permission for the children to participate in non-football activities.  
Ensure your insurance covers non-footballing activities.  
Prepare a programme, including departure dates & times and return date and time.  
Hold a meeting with the parents and guardians to discuss the programme of events and address any questions or concerns.

Identify a club official who is not travelling away as a contact for the parents and should be provided with a list of the players on the trip with the contact details (including leaders and helpers).

Designate a person responsible for child protection on the trip and ensure the group is aware of the person.

Prepare an information pack for parents and children which should include the following:

: Date of departure and return /Address of accommodation and location of tournament  
Programme of events on trip.

Rules

List of Kit

Medical care needs

Emergency telephone and contact details

Provide helpers with a copy of the emergency procedures

Inform the children of the rules for the trip and the implications for breaking the rules

Children should not wear clothing displaying their names.

In the event the accommodation is self-catering confirm the following prior to departure:

The person responsible for the cooking Menu  
Special dietary requirements if any.

#### ARRIVAL AT ACCOMMODATION

Please check the following:

Ensure the doors and windows are safe.

Inspect the rooms prior to occupation and report any damage as you may be charged.

Ensure there is no access to alcohol in the rooms

Ensure movie access is appropriate or not available in the rooms.

Ascertain whether there are any non-smoking rooms, which is important for asthma sufferers.

Inform the group of the location of the fire exits and emergency procedures.  
Store money and valuables.

Rules regarding using the bar area and facilities.

Ensure that organisers and volunteers refrain from drinking. The welfare of the children maybe compromised as your ability to respond to a situation maybe impaired by the affect of alcohol.

An adequate social area for children and are there suitable and sufficient activities.

Will the hotel be able to deal discretely with any incident of enuresis (bed-wetting)?

Arrange the allocation of organisers and volunteers, at least one adult per floor.

Hold a group meeting on arrival to review programme and rules. Distribute the safe away cards.

Group meetings to be held daily to discuss any issues or problems and solutions to any difficulties.

On Return

Ask the children and volunteers to provide details of the aspects of the trip, which were most enjoyable, and anything they would change to assist with the planning of next years trip.

## TRAVELLING ABROAD

Ensure your insurance covers you abroad as it may be necessary to arrange additional cover e.g. medical

Are visas necessary

Vaccinations may be required or pre-trip medication e.g. anti malaria

E111 Forms

Check the weather conditions, are any precautions required.

Store passports and return tickets in a safe place