



# Malpas & District Junior Football Club

Main Ground: Malpas Sports Club, The Oxhays, Wrexham Road, Malpas, Cheshire  
Additional Grounds: Farndon Community Field, Farndon Primary  
[www.malpasfc.co.uk](http://www.malpasfc.co.uk)



## TRAVEL, TRIPS & TOURNAMENTS POLICY

### Prior Planning

During the season, many clubs organise trips to take part in festivals/tournaments or go on a tour. These trips often include an overnight stay. The organisation of trips can be demanding, however properly planned they are often the highlight of the club year and very rewarding for all. When booking accommodation you need to consider the following:

- What is the locality like?
- Is there secure parking?
- Can varied dietary needs be met?
- Can valuables be stored safely?
- What are the night time security arrangements?
- Is there a current fire certificate?
- Are there en-suite facilities or separate facilities for children and adults? Remember all beds must be single and staff and players must not share a room.

### Managers must also consider:

- Make sure every child has a Safe Away Card
- On trips away, the children may take part in non-football activities, for example, swimming – make sure you have a specific written consent for each activity for every child – The FA's Event Specific Form is useful for this.
- Check your insurance covers non-football activities
- Draw up a programme, including depart dates and times and when you are returning.
- Someone from the Club who is not going away needs to be identified as a point of contact. They should have a list of who is on the trip and their contact details (including the leaders/helpers)
- Make it clear who is the welfare officer for the trip, ensure they are suited to this role and make sure everyone in the group is aware of who this person is and what their role is on the trip.
- Give everyone an information pack, that should include: dates, what you are doing, where you are going, rules, kit list, pocket money, medical care needs.
- Ensure all helpers have a copy of the Emergency Procedures Guidance.
- Full risk assessments must be completed to include:
  - Transport
  - Activities
  - Free time
  - Safeguarding and medical needs

All the above must be presented to the Board and agreed before any information is given to parents. **Once agreed you must**

**Have a meeting with parents/carers and players and run through the trip's programme of events and address any questions or concerns.**

## **Other Important Considerations – When Staying Away**

- Before you leave, work with the players to establish rules for the trip (and what will happen to those who break them)
- You've provided the adults with a detailed pack, it's a good idea to provide the younger children with a scaled down version of the pack
- Children shouldn't wear shirts or hats with their names on
- Agree who is sharing with whom before you go, however be ready to change this as friendship groups with children can change very quickly.
- Visit the accommodation before booking but this is not always possible. Can you check with another club who have used this accommodation before or check with the local Tourist Information or visit their website?
- When you arrive at your accommodation, check that all windows and doors are safe.
- Remember to check the rooms for any damage and report any you find or you may end up with a bill!
- Check that the players are all allocated no smoking rooms – this is very important for anyone who has asthma.
- If there is a bar, what rules will you have in place?
- Is there a social area? What is there for children to do when not playing football?
- Some children have enuresis (bed-wetting). Ensure that the hotel can deal with this discretely.
- Ensure that you have your staff bedrooms spread out, for example – If the group is over 3 floors, there should be at least one adult room on each floor.
- In self-catering, who will do the cooking? Are there any special dietary needs? Agree the menu before you travel.

## **Essential planning – Whilst you are away**

- Check all rooms (are there the correct number of beds?)
- Ensure there is no access to alcohol in the rooms
- Ensure movie access is appropriate or, indeed, not available in the rooms
- Ensure that everyone is aware of fire exits and emergency procedures
- Store money and valuables
- Have a group meeting to review the programme and rules. Give out the Safe Away Cards

**During the trip** ☐ Hold daily group meetings and a staff meeting. They don't need to be long and they provide the opportunity to discuss any issues or problems and solve them before they can grow!

## **On return**

- ☐ Ask the children and the staff what they enjoyed and what they would change, this will help with next year's planning

## **Inclusivity Essential Planning**

Football is an inclusive sport and should be open to all. If you have young people with additional health needs/disability you need to consider the following:

- Do any children with additional health needs/disabilities need extra helpers?
- Will these helpers need any extra training e.g. asthma medication/diabetes management?

- Make sure any accommodation is suitable and has suitable access for players/supporters with a disability
- Volunteers from various ethnic groups don't only provide positive role models, they provide knowledge of language/diet/prayer needs
- Be aware of dietary needs of children from different ethnic groups. This includes fasting times linked to religious traditions
- Some activities may not be permitted with a mixed gender within some cultures e.g not all teenage girls will be allowed to attend mixed swimming sessions

**Additional Information The Child Protection in Sport Unit have produced a comprehensive booklet – Safe Sports Event (£19.95) which is available via The CPSU, 3 Gilmore Close, Beaumont Leys, Leicestershire LE4 1EZ. Email [CPSU@NSPCC.org.uk](mailto:CPSU@NSPCC.org.uk) Tel: 0116 234 7278**

Signed .....Andrew Harradine..... Chairman

.....Valery Ashbrook..... Club Welfare Officer

Date .....

Agreed Date: 1<sup>st</sup> September 2018

Review Date 31<sup>st</sup> August 2019