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| Purpose of the trip  □ Competition □ Training □ Social □ Other (specify) □ Combination, please state: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Planning  □ When.  □ Where  □ Who (staff / volunteers / participants) □ Risk assessment of activity  Communication with parents  □ Destination and accommodation details (address / telephone)  □ Name/number of lead School/School link or team manager □ Drop off/pick up times □ Transport arrangements  □ Competition details □ Kit and equipment list □ Emergency procedures, home contact □ Consent form □ Information re medical conditions (including allergies) or impairments, and medication □ Martial Arts Code of conduct □ Safeguarding arrangements (reporting concerns, supervision etc.) □ Process for parent contacting coach or young person □ Process for young person contacting parent  Transport  □ Drop off/pick up times □ Journey times and stopping points □ Supervision □ Suitability and accessibility □ Drivers checked □ Insurance  Accommodation  □ Type (hotel, hostel, hosting, camping etc.)  □ Pre-event visit and risk assessment made  □ Catering, special diets, food allergies □ Suitability for group, including accessibility  □ Room lists  □ Supervising adults’ sleeping arrangements  Preparing Athletes  □ Local culture, language □ Expectations on dress and behaviour  □ Food and drink □ Currency □ Telephones  □ Maps of area □ Safe sport away information | Supervision and staffing  □ Ratio of staff to students □ Male/female □ Cover for all in-sport and free time periods.  □ Specialist carers □ Clear responsibilities  Documentation  □ Travel tickets.  □ Passports, visas □ Check non-EU nationals □ Accommodation and travel booking documents  Insurance  □ Liability □ Accident □ Medical  Hosting or being hosted  □ Hosts vetted □ Hosts aware of any special requirements □ Language □ Transport arrangements □ Telephone contact □ Local map and information  Emergency procedures  □ First aid □ Specific medical information available □ Access to and administration of medication □ Information on local emergency medical services, hospitals etc. □ EHIC European Health Insurance Card (replacement for E111) form completed (EU visits). Further information: www.nhs.uk/Healthcareabroad □ Details of British embassy/consulate  Costs and cash  □ For travel □ Payment schedule – deposit, staged payment  □ Extra meals, refreshments □ Spending money □ Security  Arrival  □ Check rooms, meal times, phones, valuables □ Check sporting venues □ Collect in money, valuables □ Information on medications  □ Arrange group meetings □ Confirm procedures with staff  □ Rules (e.g. curfews) |

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**Travel Check List**