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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**