



## CLUB SUPPORT FACTSHEET

# TRAVEL TO COMPETITION WITH OVERNIGHT STAYS

This factsheet aims to provide guidance for international and domestic travel to competition and/or training camps with overnight stays.

### Essential planning prior to the trip

#### Risk assessments

Prior to any trip, a risk assessment should be conducted by the lead team member. This is usually done six weeks prior to the trip and then reviewed three weeks prior to ensure nothing has changed. It is best practice to share this with all travelling members of the party and the parents of the athletes.

It is advisable to travel to the destination prior to the trip so that you can complete a site visit. If this is not possible, source information from others who have stayed at the destination or contact a local tourist board.

#### Supervision and staffing whilst away on competitions

- When recruiting and selecting staff and volunteers for the trip, it is important to ensure their suitability to work with young people. The profile of the trip will determine how many staff you will need and their differing responsibilities. Generally, there should be a group leader who oversees the general logistics and coaching staff who deal with training and competition. There may be additional support staff who will also travel.
- The ratio of supervisors to young people will depend on several factors, for example - age of participants, gender, behaviour, travel requirements and competence/experience of staff involved. While the risk assessment may well indicate the need for an enhanced level of supervision for the trip, the Child Protection in Sport Unit recommends adult to child supervision ratios as:
  - ✓ 9-12 years old: 1:8
  - ✓ 13-18 years old: 1:10



A youth/young athlete is any athlete aged under 18. From the moment the young athlete is handed over by the parent/guardian until the moment of return to the parent/guardian, the care and wellbeing is the responsibility of the group leader and allocated staff. This care includes both day and night during the trip.



Regardless of the overall supervision ratio agreed, at least two adults should be supervising young people at all times.

For more digital club support, visit the [England Athletics Club Hub](#)



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### Travel requirements

Things to consider when planning the trip:

- relevant insurance cover.
- specific airline requirements. For example, written parental consent to be shown at the airport.
- visas (if required).
- Global Health Insurance Card – more details can be found on the [NHS website](#)
- vaccinations (if required).
- the cultural traditions of the country and any additional information required by the country. Visit the [UK Government website](#) for additional information.
- all the needs of all the athletes are met. For example, disability, dietary requirements, religious beliefs.
- transfer logistics during the trip, including pick-up times, location and suitability of the transport. It is important to note that athletes must not travel alone (i.e. on buses or taxis etc) at any time.

### Parental consent

- All U18 athletes must have a permission form signed and returned by their parent/guardian. These should be stored safely in line with data protection principles.
- It is advisable to arrange a pre-travel induction meeting with parents/guardians of the athletes (virtually or face-to-face). Here you can ensure that parents have all the relevant information (for example, full travel itinerary and accommodation details) and are introduced to the adults travelling with the athletes. These meetings will also provide an opportunity for questions to be asked.

### Medication and clean sport

- It is important that all travellers take sufficient medication required for the duration of the trip and that all medication has been checked.
- Team staff must have permission from a parent/guardian to administer medication if required and whether there are any known allergies. All staff should be aware of where the medication is kept and who is responsible for distribution.
- For any athletes registered on national or domestic testing pools, it is their responsibility to update ADAMS in plenty of time prior to departure.
- Full guidance on clean sport can be found on the [England Athletics website](#)



### Safeguarding

- ✓ The group leader should ensure that all staff have been properly inducted and understand the UK Athletics and Home Counties Athletics Federation's child and adult safeguarding policies and procedures.
- ✓ Group leaders, coaching staff and support staff must have a UKA DBS.
- ✓ All should receive relevant training for their role. These could include Safeguarding in Athletics Tier 1, 2 and 3 for all staff and welfare training for the designated welfare officer.
- ✓ All travellers should sign a code of conduct for the trip. The purpose of a code of conduct is to outline expected behaviours, the standard of practice expected and the basis for challenging and improving practice.
- ✓ For more information related to policies and procedures contact [welfare@englandathletics.org](mailto:welfare@englandathletics.org)
- ✓ For all welfare information, including safeguarding policies and procedures, safeguarding training, codes of conduct and DBS visit the [England Athletics website](#)



## During the trip

- Ensure all passports, return tickets, medicines and valuables are stored in a safe place
- Team staff should have a room on the same floor as the athletes and be spread out across the accommodation. All athletes should be notified of the staff rooming details.
- All rooms should be checked upon arrival and rooming allocation done prior to departure.
- Athletes should share a room with an athlete of the same gender and similar age. Athletes over the age of 18 are not permitted to share a room with athletes under the age of 18.
- Ensure there is no access to alcohol in any of the rooms.
- Ensure that everyone is aware of the fire exits and emergency procedures.
- Ensure that all travellers have details of local emergency medical services, hospitals etc. You should also have details of the British embassy/consulate in the event of any legal or safety issues, which can be found on the [UK Government website](#). You can also use the government's 24-hour helpline for British citizens abroad, on +44 (0) 20 7008 5000.
- Hold daily group and staff meetings.
- Ensure all athletes are aware of important information including:
  - emergency procedures
  - curfew and room rules
  - itinerary and maps
  - meal plans
- Linked to the risk assessment, an emergency plan should be implemented, and all staff made aware of the procedure should an emergency occur.



## Post trip

- ✓ Collection details should be arranged prior to the departure of the trip.
- ✓ Team staff must remain with all athletes until they are collected by confirmed adult. The responsibility of all athletes is that of the organisers until this departure point.
- ✓ It is advisable to complete 'post-trip feedback' from all involved to assist with the planning of future trips.