



# TRAVELLING WITH A TEAM

## Planning and travelling for away fixtures

### Planning

Even the simplest trip requires some planning. This section gives guidance on away fixtures and day-trips that do not include overnight accommodation.

#### 1. Communication with parents, guardians and carers

For a simple away competition, this may amount to: the method of transport; the pick-up point and estimated time of return; the destination and venue; details of the competition; the name of the Coach and/or Team Manager (with contact details); emergency contact details; and a note of any costs (fares or money required for meals). Also clarify any special requirements for people with disabilities, if appropriate.)

#### 2. Transport

When it comes to transport, the main points to consider are:

- \_ Passenger safety
- \_ The competence and training of the driver to drive the proposed vehicle, and whether he/she holds insurance and an appropriate, valid licence
- \_ Total journey time, hours on the road, overall distance and suitable stopping points
- \_ The length of the driver's day – will more than one driver be required?
- \_ Type of journey, traffic and weather conditions, appropriate insurance and breakdown cover
- \_ Supervision requirements
- \_ Suitability of transport, if players with disabilities are travelling
- \_ Emergency procedures

### Transport - Legislation

It is the responsibility of the organising official/club/county to ensure that the travel arrangements and transport used are suitable for the journey. Vehicles transporting players should be appropriate, roadworthy and insured. Drivers must be appropriately licensed and are responsible for the maintenance and care of their vehicle during the trip.

### Minibuses and coaches

Minibuses and coaches carrying groups of three or more children (aged 3 to 15 years) must be fitted with seat belts for each child. Where seat belts are provided they should be worn. Vehicles used to transport wheelchairs should have anchor points. The driver must be suitably qualified and experienced in driving a minibus or coach.

### Private cars

It is the responsibility of the driver to ensure that the travel arrangements and type of transport are suitable for the journey. Vehicles transporting players should be appropriate and roadworthy and they should also have the



appropriate license and insurance cover. The insurance cover when transporting people as part of work, whether paid or not should be Business cover (insurance companies charge very little for this extra cover). It is the driver's responsibility for making sure the player's have seat belts and use them. Vehicles without seat belts should not be used. It is advisable that adults driving players around are not put in a position where they are alone with the player. If this is absolutely necessary, then parental permission should be obtained, and the player asked to sit in the rear of the vehicle. When groups of players are travelling together in a private car then a central collection and dropping point should be arranged. Particularly remember for coaches: you are not a 'Taxi driver' you are a team manager. It is the parent's responsibility to get their child to a certain location or event.

### Child Seats/Restraints

The law says that all children under the age of 12 will have to use some form of child car seat, unless they are taller than 135cm (4ft 5in). Regardless of whether the child is in the front or rear seats in cars, vans and other goods vehicles, the child must travel in the correct child restraint for their weight with very few exceptions. The correct child restraint may be a rearward facing baby seat, forward facing child seat, booster seats or booster cushions. The law states that it is the driver's responsibility to ensure that children under the age of 14 years are restrained correctly in accordance with the law.

The law does not require child restraints to be provided in taxis, private hire vehicles, minicabs, minibuses, buses or coaches, although they must be used if available. Seat belts must be worn, if fitted.

### Exceptions to the rules

In limited circumstances, children can travel without the correct child restraint, these include -

- 1) In a licensed taxi or licensed private hire vehicle.** If the correct child restraint is not available then, in the rear seat only, children under 3 may travel unrestrained. Children aged 3 years and over must use an adult seat belt.
- 2) In cases of unexpected necessity over a short distance.** If the correct child restraint is not available then, a child of 3 years or more **must** use an adult belt and be seated in the rear seat only. This exemption **does not** apply to children under 3 years and **does not cover regular school runs** or other journeys that are planned in advance.
- 3) Where two occupied child restraints in the rear seat prevent you fitting a third.** In this case, provided the front seat is occupied, a third child aged 3 years and over can use an adult seat belt (lap OR lap and diagonal) in the rear. If the front seat is free, then they must sit there using the correct child restraint.
- 4) In older vehicles with no rear seat belts.** In this case, children 3 years and over may travel unrestrained.

### Traveling in a Coach or Minibus

All coaches and minibuses manufactured after October 2001 must now be fitted with either three point seat belts or lap belts on forward or rearward facing seats. If you plan to travel by coach or minibus, you should contact the Operator in advance and ask if the vehicle is fitted with seat belts and if they offer the appropriate



child car seat restraint. It may not always be possible for the Operator to carry a range of car seats on their vehicle. If the Operator is unable to provide the appropriate car seat restraints, you should inform the parent/guardians/carer of this. If the Operator is able to provide the appropriate child car seat restraints you should use these, and inform the parent/guardian/carer of this. For further information regarding the above please visit –[www.childcarseats.org.uk](http://www.childcarseats.org.uk) or [www.thinkroadsafety.gov.uk](http://www.thinkroadsafety.gov.uk)

### 3. Supervision

#### Checking the suitability of supervising adult

All people acting in a supervisory capacity should ideally have completed an Enhanced Criminal Records Bureau Disclosure. Talk to your BTO for more details.

#### Mixed groups

Where the group is of mixed gender there should be at least one male and one female member of staff. The number of staff and their differing responsibilities will be determined by the profile of the trip. Consideration should be given to the individual requirements of disabled players and those with special needs.

#### Roles and responsibilities of the adult

Parents expect their children to be cared for safely and sensibly. All staff, including coaches, parents and volunteers, are expected to take the role of a responsible parent; to be acting *in loco parentis*.

All supervisory staff should be provided with a full itinerary, including emergency contact information for the child's parent(s) or guardian(s) and full transport arrangements. It can be difficult supervising groups where the parents of some players are also present. In this situation it should be made clear beforehand that players are part of a group, that this group is under the supervision of designated staff, and that individual parents should not seek to compromise the situation. There should always be a list of group members, so that a simple head count or register can be taken at any time. Also ensure there is easy access to home and emergency contact numbers.

It is vital for the responsible adult to acknowledge the significance of his or her role and to abstain from drinking alcohol whilst in charge of children.

#### Staff to player ratio

Any trip must have a suitable ratio of staff to players. The factors to take into consideration are:

- \_ Gender, age, ethnicity and ability of the group
- \_ Players with disabilities, or special educational or medical needs
- \_ The duration and nature of the journey
- \_ The competence and likely behaviour of the players
- \_ The experience of the staff in supervising players



Staffing ratios are difficult to prescribe as they will vary according to all of these factors, as well as the location of the fixture or event, the type of activity being undertaken and the resources available. However, consideration must be given to ensuring that there are enough people to deal with an emergency. As a guide, a ratio of 1:8 is preferable for 14+

### **Supervision while travelling**

On each trip, one adult – normally the coach – will take overall responsibility for the group (at all times) and become Team Manager. The level of supervision needed while travelling should be considered as part of the risk assessment.

- \_ Ideally, drivers will not be responsible for supervising players, but this may be the case with smaller groups.
- \_ Where appropriate, all group members should be made aware of the position and operation of their vehicle's emergency door, and the location of any first aid or fire equipment.

Factors that the Team Manager should consider when planning supervision on transport include:

- \_ The safety of the group near roads and other dangerous locations.
- \_ Safety on buses, trains, ferries and planes. The team Manager should make clear to the group members how much or how little freedom they have to roam. (Misbehaviour is one of the main causes of accidents to children. Appropriate supervision and discipline should be maintained at all times.)
- \_ Sufficient stops at suitable places, to ensure the safety and comfort of all group members including the driver.

The Team Manager should meet with all the travelling players at the beginning of the trip to set down clear ground rules and responsibilities.

### **Public transport**

When public transport is being used, the organiser should, where possible, book well in advance and arrange for seats to be reserved so that the party can travel together.

### **First aid**

The group organiser and Team Manager should know how to contact the emergency services and have access to the minimum first-aid provision.

### **Other medication**

The organiser and Team Manager should be aware of any medical conditions the players may have, including allergies.

### **Emergency procedure**

If an emergency occurs during a trip, then the following steps should be taken:

- \_ Establish the nature of the emergency as quickly as possible
- \_ Ensure that the group are safe and supervised
- \_ Establish the names of any casualties and get them immediate medical attention
- \_ Ensure that any group members who need to know are made aware of the incident, and that all group members are following correct emergency procedures
- \_ Ensure that a member of staff accompanies any casualties to hospital and that the rest of the group are adequately supervised (and kept together) at all times.



- \_ If necessary, notify the police immediately
  - \_ As soon as it is safe and sensible to do so, write down all relevant facts and any witness details, as accurately as you can, to preserve any evidence
  - \_ Keep a written account of all events, times and contacts after the incident
  - \_ Ensure that no-one in the group discusses legal liability with other parties.
- Those in charge of a trip have a duty of care to people under the age of 18. They also have a common law duty to act as any reasonably prudent parent would. Staff should not hesitate to act in an emergency and to take life-saving action in an extreme situation.

### **Procedure for the Home Contact**

If contacted about an emergency, the person acting as the Home Contact should:

- \_ Verify that the Team Manager has control of the situation and establish if any assistance is required
- \_ Contact parents and keep them as well informed as possible
- \_ Liaise with the Borough and LYG

### **Public liability cover**

Organisers and Team Managers should ensure that public liability insurance is in place and that they are aware of any limitations in cover. They should take a copy of the policy with them, or at least know where the policy is kept.

### **Personal accident cover**

Organisers should ensure that adequate personal accident insurance is in place and that they are aware of any limitations in cover.

### **Insurance while travelling**

Passengers travelling in motor vehicles in the UK are covered (under law) by insurance policies required under the Road Traffic Act (1988). Best practice is for club or borough to check the insurance certificates for any vehicle that is being used to transport players. At the same time, it is prudent to check driving licences. For self-drive vehicles, consideration should be given to the extent of accident cover (noting any accidental damage or glass breakage excess), and the availability of breakdown and recovery services.

### **Code of conduct for travelling**

The purpose of this document is to establish a set of guidelines, policies and procedures for sports fixtures in which the club or school participate as a team. It covers both the organisation of the team whilst attending the meet, and the responsibilities and behaviour of staff and athletes. It is specifically aimed at away trips where travel and accommodation are required, although it should be followed at any events where the club is represented.

**Behaviour and personal conduct** – must at all times be of a high standard and reflect favourably on the sport and the school or club. Language in public and relevant group situations must always be appropriate and socially acceptable.



**Consumption of alcohol** – is totally forbidden for under-age players as defined by UK law (or the law of the host country). Alcohol must not be consumed by a Team/Squad or staff member while en route, prior to, or following a competition event, training camp or other activity, without specific consent from the Coach/Team Manager. During competition, alcohol is strictly forbidden to all team/squad members and staff.

**Smoking** – is prohibited by Team/Squad members and staff whilst en route, prior to, during, or following a competition event, training session or team activity.

**Personal appearance** – shall be appropriate to the circumstances as indicated by the Coach/Team Manager. Team kit and equipment shall be worn as directed by the Coach/Team Manager when competing and training, when assembling or travelling, at official team functions and on other occasions as notified.

**Attendance** – is expected all activities unless agreed by the Coach/Team Manager. For the duration of the trip players should keep staff informed of their whereabouts. Punctuality on all occasions is essential and any curfew must be observed.

**Illegal performance drugs and substances** – are strictly forbidden. Players are expected to be aware of the current list of banned substances and particular care must be exercised if anyone is on medication prior to, or during a meet.

**Other illegal drugs and substances** – are strictly prohibited, even though they may not appear on the official banned list in respect of performance enhancing drugs.

**Medication** – current medication should be reported to the Coach/Team Manager, who will then report it to the relevant personnel. Allergies to any medication must also be reported to the Coach/Team Manager (this is often overlooked but is an essential part of proper medical care).

**Sanctions** – breaches of the code of conduct shall be dealt with in the first instance by the Coach/Team Manager. He/She shall report the incident to the secretary of the club, who will then take further action as is deemed necessary.

**If you have any concerns about a child's welfare**

Please remember, it is not your responsibility to decide whether a child is being abused, but you must act on your concerns and pass them on.

Make a detailed note of what you've seen or heard but don't delay passing on the information to either your Borough Team Officer or your Borough Welfare Officer.

Your information should include:

The nature of the suspicion or allegation

A description of any visible injury

The player's account of what has happened

Dates, times and any other information





**If you are a club officer or team manager, you should contact:**

\_ Your Borough Team Organiser

\_ Your local social services or the police, if you believe there may be an immediate danger.

Please remember to make a detailed note of what you've seen or heard but don't delay in passing on information.

**It is important that you do not conduct any further enquiries until you have either spoken to your BTO or another qualified individual.**

**Checklist for day trips**

**Communication**

**Parents, Carers, Club,  
Borough, School**

Timings – Leaving, Arriving,  
Competing Returning

Venue – Map and Address

Journey time and stopping  
points

Kit Requirements, Extra Costs

Supervision and Emergency  
Contacts, Remote supervision  
consent form

**Transport**

Type, Legislation, Drive

**Supervision and Staffing**

Staff Ratio

Responsibilities

First Aid

**Emergency Procedures**

Sharing the process with team  
and staff

**Insurance**

Documentation

**Financial**

Collect in valuables and money

**Medical**

Medical Notes, medication  
timings and amounts

**Morning Team Meetings**

Run through schedule