

WBSA Travel Policy

Note:

- The terms 'child' or 'children' apply to anyone under the age of 18.
- The term 'parent' applies to anyone with guardianship or caring and parental responsibility for the child.
- The term 'official or Staff' applies to Committee members, tournament directors, coaches, referees and volunteers.
- All players and officials will be responsible for all travelling/associated parties and travelling/associated parties will be held to the same conduct and disciplinary procedures.

Introduction:

WBSA send all Junior and Senior qualifying Players and Officials to National and International competitions to represent Wales.

Trips may vary in distance from local journeys to national and international travel.

Competition travel may also vary in duration, from overnight stays to weekly or fortnightly events.

The following guidelines will offer WBSA guidance on running such overnight stays and international travel.

All WBSA officials will be fully qualified with level 1 safeguarding training and will have completed the necessary DBS checks.

Player & Parent Consent:

- Juniors and Seniors will have to complete our Registration and Consent Form ([link here](#)) before being allowed to travel. WBSA will need records of parental and emergency contacts, medical information and any special requirements that our travelling officials will need to be made aware of.
- Juniors and Seniors will also need to read and sign our Players & Officials Contract ([here](#)) to ensure all conduct is fitting of a travelling WBSA member.

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Travel Communication:

- Qualifying Juniors, Seniors, Parents and Officials will be added to a WBSA WhatsApp Group for that particular event.
- The group will be monitored by our Lead WBSA Safeguarding Officer, WBSA Coach and another WBSA Official - a minimum of 2 Officials will be present in the group at all times ([WBSA Supervision Ratios](#))
- Information and instructions will be shared in the group before, during and after the event. Questions will be welcomed and responded to in a timely manner.

Qualifying Players, Parents and Officials will be made aware of:

- Necessary dress code.
- Equipment.
- Full itinerary.
- Travel arrangements.
- Accommodation details.
- Collection & return times.
- Any additional costs.
- Any special requirements.
- Contact details for trip organisers.
- Contact details for playing venues.
- Medical and emergency contact details.
- Medical and emergency procedures.
- Expected standard of behaviour:
 - ✓ Code of Conduct children and young people ([here](#))
 - ✓ Code of Conduct Parents and Carers ([here](#))
 - ✓ Code of Conduct Adults ([here](#))
 - ✓ Code of Conduct Officials ([here](#))
- How to raise a concern - safeguarding@welshsnooker.com
- Who the safeguarding officer is - ([here](#))
- Risk assessments

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WBSA travelling officials will know:

- How to report a concern (safeguarding@welshsnooker.com)
- Who to report it too ([WBSA Safeguarding Officers](#))
- How to document any concern and incident. ([WBSA Children report form](#)) ([WBSA Adult Form](#))
- How to deal with complaints and accidents. (complaints@welshsnooker.com)
- How to deal with the medical or emergency procedures necessary.
- How to operate with the highest safeguarding standards.
- How to conduct a risk assessment.
- All the necessary medical information of the travelling members.

Qualifying Players and Officials will:

- Be reminded of their membership signed contracts and policies.
- Be sanctioned should there be any breach of WBSA conduct and contracts.
- Depending on arrangements - manage their own money.
- Report all necessary medical, allergy, dietary information to WBSA officials.
- Report any additional care needs required.
- Keep their phones on when not competing so they can be contacted.
- Have their necessary travelling insurances.
- Be responsible for all their belongings, accommodation, mode of transport and pay for all damages.

Transport:

- All drivers will have the required DBS checks and full driving licence.
- Members must wear seatbelts at all times.
- Conduct themselves at all times as positive ambassadors of the WBSA whilst at airports, hotels, events, and all other modes of transport.
- Stay together and support each other.
- WBSA will ensure the booking and insurance details for the transport are accessible should you encounter any issues or need to clarify any details.

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Stops:

- Risk assessments will be completed for any stops or other situations where children may make contact with the public.
- A dynamic assessment plan will be made for changing situations which may arise during the trip, such as children's needs, traffic congestion and delays.
- There will be adequate stops for toilet breaks, food and opportunities for children and young people to stretch their legs.

Supervision & Staffing:

- Minimum of 2 WBSA Officials will travel with qualifying players.
- Members must comply with the instructions of WBSA officials.
- Stay together and support each other.

Public Transport:

- If travelling on public transport, such as a bus, plane, train, or boat, we will be appointing supervision groups, check in and out points and headcount's.
- WBSA officials will keep children and parents together before during and after boarding and leaving any transport vessel.
- 1 official will board the vessel first and one will remain at the back of the group ensuring everyone in the group has boarded successfully.
- 1 member of staff will be on hand at any location where tickets are being checked and verified, to assist with any concerns and ensure everyone is able to board safely. Once safely in the vessel, a headcount will be completed.
- Emergency procedures for that transport vessel will be clearly communicated for children and parents.

Documentation:

- Official's will check with Players and Parents to ensure they have valid, in date documentation to safely and legally travel.
- Every member in the party must have a valid passport covering their legal travel throughout the trip.
- Every member must have their travel insurance documents in place.
- WBSA will check the passports of any non-UK / non-EU nationals to ensure they are valid for travel to the destination.

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- WBSA will ensure everyone has the required visa which has been checked in advance of the trip. We will ensure adequate time is given to apply for these.
- WBSA will ensure all children with British citizenship have brought their Global Health insurance card (GHIC), which can be applied for on the UK government's website. ([apply here](#))
- WBSA will ensure the booking and insurance details for the transport are accessible should you encounter any issues or need to clarify any details.
- WBSA will ensure children have brought all relevant documentation with them before setting off on the trip. Depending on the age of the group, we may collect and hold all documentation to ensure that it is kept safe.
- Some trips may require specific additional documentation. You should check this using the foreign travel advice on the governments' website.
- Keep Accommodation documents easily accessible.

Accommodation:

- WBSA will have the booking details for the accommodation accessible should we encounter any issues or need to clarify any details.
- Parents and guardians will be given details of the accommodation and any phone numbers should they wish to contact the officials or their child directly.
- Players/Officials must keep their rooms clean and tidy. WBSA will not be responsible for any damages caused. Players and Officials will pay for all damages.
- Junior players must be in their rooms at a reasonable agreed time by the officials. WBSA will not condone any misconduct. Disciplinary actions will take effect immediately.

Sleeping Arrangements:

- Planning the sleeping arrangements will be dependent on the details of the group, such as the age of the children and the size of the group, and on the details of the accommodation.
- We ask for a parent/guardian to travel with their child.
- If not accompanied by a parent/carer then the child will have their own room or stay with an arranged team mate of their own age that they are comfortable sharing with.
- Officials will not be allowed to stay in a room alone with any junior player.
- Players and parents will have a clear understanding of where the responsible adults/officials are in the event of an emergency, including their room number and mobile phone number.

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Catering:

- If WBSA is catering for players at home or away events, any special diets, food allergies and intolerances must be informed in advanced to enable provisions to be made.
- Players will be asked to purchase their own food whether it be at home or away events.
- Players must inform relevant parties of all food allergies, intolerances and dietary requirements.
- WBSA will make every attempt to notify members and bar staff not to sell nuts or bring nut containing products into the venue if any members have reported a serious nut allergy.

Emergency procedures:

- WBSA will have all the emergency contact details for all children, parents and officials.
- Inform all members where the first aid kit is located.
- Inform members how to follow emergency procedures.
- WBSA will update parents if there are any changes in transport arrangements, delayed or cancelled flights, medical problems or any unforeseen circumstances.
- WBSA will provide details of local emergency medical services and hospitals.
- WBSA will need specific medical information for children, parents and officials as well as access to and administration of medication in the case of a medical emergency.
- WBSA will also have details of the British embassy/consulate in the event of any legal or safety issues which can be found on the government website. <https://www.gov.uk/world/embassies>
- You can also use the government's 24 hour helpline for British citizens abroad on 0207 008 1500

Costs, Cash and Currency:

- WBSA will make sure you are aware of all the relevant costs of your travelling and accommodation.
- Inform you of the correct currency to bring on your travel.
- WBSA will have access to emergency funds for any unexpected occurrences.
- Players, spectators and officials will pay for all damages.

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Checklist & Support

- WBSA will complete a travel checklist before all travel ([link here](#)).
- Information and check-ups will be sent to the travel Wats app group throughout the entire stay by our Officials.
- WBSA coaches and officials will be available in the Wats App group to support, encourage and console players and will respond in a timely fashion. Contact our National Coach (Nationalcoach@welshsnooker.com)

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Declaration of Consent & Compliance: (Child & consenting Parent)	
I have read, understood and will fully comply with the WBSA Travel Policy:	
Signature of Child:	
Print Name:	
Date:	
Signature of Consenting Parent/Carer:	
Print Name:	
Date:	

Declaration of Consent & Compliance: (Adult (over 18) & Carer)	
I have read, understood and will fully comply with the WBSA Travel Policy:	
Signature of Adult:	
Print Name:	
Date:	
Signature of Consenting Carer:	
Print Name:	
Date:	

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Declaration of Consent & Compliance: (Official)	
I have read, understood and will fully comply with the WBSA Travel Policy:	
Signature of Official:	
Print Name:	
Date:	
Signature of Consenting Carer:	
Print Name:	
Date:	

Andy Rogers
WBSA ChairmanAnthony Krysa
WBSA Safeguarding Officer

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