

WBSA Travel Policy CHECKLIST

Trip details	
Event name	
Date	
Purpose of the trip	<input type="checkbox"/> Competition <input type="checkbox"/> Training <input type="checkbox"/> Social <input type="checkbox"/> Other:

Planning	
<input type="checkbox"/> When is the trip	<input type="checkbox"/> Who (staff / volunteers / participants) is coming on the trip
<input type="checkbox"/> Where is the trip	<input type="checkbox"/> Risk assessment of activity

Communication with parents / carers		
<input type="checkbox"/> Destination, sport and accommodation details (address and telephone)	<input type="checkbox"/> Name and number of lead club / school link or team manager	<input type="checkbox"/> Safeguarding arrangements (reporting concerns, supervision, etc)
<input type="checkbox"/> Drop-off and pick-up times	<input type="checkbox"/> Transport arrangements	<input type="checkbox"/> Competition details
<input type="checkbox"/> Kit and equipment list	<input type="checkbox"/> Codes of conduct	<input type="checkbox"/> Consent form
<input type="checkbox"/> Emergency procedures, home contacts	<input type="checkbox"/> Process for young person contacting parent	<input type="checkbox"/> Local culture and language
<input type="checkbox"/> Process for parent contacting coach or young person	<input type="checkbox"/> Information re medical conditions (including allergies) or impairments, medication, and frequency of administration	
<input type="checkbox"/> Travel itinerary, including: <ul style="list-style-type: none"> <input type="checkbox"/> Drop off and pick up times and locations <input type="checkbox"/> Flight/train/travel times <input type="checkbox"/> Accommodation details (including address, telephone and website if available) <input type="checkbox"/> Schedule of trip <input type="checkbox"/> Competition details <input type="checkbox"/> Emergency contact details (Relevant staff, coach, club, club welfare, hotel, competition destination(s), etc) <input type="checkbox"/> Name and number of lead club / school link or team manager <input type="checkbox"/> Local hospital 		

Transport	
<input type="checkbox"/> Drop-off and pick-up times	<input type="checkbox"/> Suitability and accessibility
<input type="checkbox"/> Journey times and stopping points (risk assessments for stops)	<input type="checkbox"/> Drivers checked (DBS or equivalent, and valid licence to operate vehicle)
<input type="checkbox"/> Supervision	<input type="checkbox"/> Insurance covering transport

Accommodation	
<input type="checkbox"/> Type (hotel, hostel, hosting, camping, etc) Are there any additional considerations or equipment required for the accommodation? e.g. tent, sleeping bag, pillow, towel	<input type="checkbox"/> Suitability for group, including accessibility <input type="checkbox"/> Room checks at the start and conclusion of the stay (with children's knowledge) checking for risks, vulnerabilities, damage or leaving valuables behind.
<input type="checkbox"/> Pre-event visit and risk assessment made	<input type="checkbox"/> Supervising adults' sleeping arrangements
<input type="checkbox"/> Catering, special diets, food allergies	<input type="checkbox"/> Room lists

Preparing athletes		
<input type="checkbox"/> Local culture, language, or any provisions for communication	<input type="checkbox"/> Currency	<input type="checkbox"/> Maps of area
<input type="checkbox"/> Food and drink	<input type="checkbox"/> Telephones	<input type="checkbox"/> Safe sport away information
<input type="checkbox"/> Expectations on dress and behaviour		

Supervision and staffing		
<input type="checkbox"/> Ratio of staff to athletes	<input type="checkbox"/> Specialist carers if required	<input type="checkbox"/> Cover for all in-sport and free time periods
<input type="checkbox"/> Ratio of suitable gender staff to athletes for supervision in gender-specific spaces	<input type="checkbox"/> Clear responsibilities	

Documentation	
<input type="checkbox"/> Travel tickets, railcards, etc	<input type="checkbox"/> Check non-UK / non-EU nationals passports to ensure they are within any out-of-date restrictions, and they have their own passport that enables them to travel without family members
<input type="checkbox"/> Passports, visas	<input type="checkbox"/> Accommodation and travel booking documents

Insurance		
<input type="checkbox"/> Liability	<input type="checkbox"/> Accident	<input type="checkbox"/> Medical

Emergency procedures	
<input type="checkbox"/> First aid in line with guidance from your sports NGB	<input type="checkbox"/> Details of British embassy / consulate
<input type="checkbox"/> Specific medical information available	<input type="checkbox"/> Access to and administration details of medication
<input type="checkbox"/> Information on local emergency medical services, hospitals, etc	<input type="checkbox"/> GHIC Global Health Insurance Card form completed