



EASTBOURNE BOROUGH YOUTH FOOTBALL CLUB

www.ebyfc.net



TRAVEL TIPS & TOURNAMENTS

Revised August 2007

Statement of intent

Eastbourne Borough Youth recognise that travelling to away games and having trips away from home should be both safe and fun for children (which includes all those aged under 18). It should be a chance for all children to grow in confidence, self-esteem and skills.

Parents and carers will nearly always worry when their children are away but careful planning and preparation should help to ease those worries and demonstrate that you have taken into account the various needs of their children and the potential dangers of a trip away.

Procedures and Guidelines

- Coaches will need to provide written details of all trips/tours (outside of the normal arranged games and tournaments with the club) to the Committee prior to accepting the trip and notifying parents.
- Once authorisation is given then all details of the trip (contact details and names of all children/adults, venue and travel details) must be given to the child welfare officer prior to the trip
- Report any concerns/incidents from the trip to the child welfare officer.

Guidance for coaches

Much of this preparation can be done at the start of the season when you register members with your team and your club. For regular away trips you will find that very little needs to change from week to week although if you have a new team member or helper with additional needs or a different cultural background you may need to consider you're planning again.

Essential planning - At the Start of the Season

- If the group is aged over 8 years there should always be 2 adults and a minimum of 1 adult to 10 children (more adults are required when working with younger age groups)
- When taking a male group, there should always be a male member of staff and of course when you have a female group, there should always be female staff
- There should always be a qualified first aider and a full and up to date first aid box
- If any of the group has specific medical needs, ensure that appropriate club members are aware of how to deal with any situation
- Remember to let everyone know where and when to meet, this is needed for both home and away games.

Other Important Considerations

- Holding a meeting with parents/carers at the start of the season, to explain Eastbourne Borough Youth club philosophy, introduce staff, discuss club rules and your club code of conduct is very helpful. This is a great opportunity to discuss procedures for travelling for away fixtures, future trips or tours

Essential planning- trips away/abroad

When booking accommodation you need to consider the following:

- Is there a current fire certificate?
 - What is the locality like?
 - Is there secure parking?
 - Can varied dietary needs be met?
 - Can valuables be stored safely?
 - What are the night-time security arrangements?
 - Are there en-suite facilities or separate facilities for children and adults?
- Remember all beds must be single and staff and players must not share a room

Also consider:

- Drawing up a programme for parents/carers, including departure dates & times and when you are returning
- Have a meeting with parents/carers and players and run through the trip's programme of events and address any questions or concerns. Please note you can request the presents of the child welfare officer or any committee member to attend for support.
- Give everyone an information pack that should include: dates, what you are doing, where you are going, rules, kit list, pocket money, medical care needs

Other Important Considerations:

When Staying Away

- Before you leave work with the players to establish rules for the trip (and what will happen to those who break them)
- You've provided the adults with a detailed pack, it's a good idea to provide the younger children with a scaled down version of the pack
- Ideally children shouldn't wear shirts or hats with their names on
- Agree who is sharing with whom before you go; however, be ready to change this as friendship groups with children can change very quickly!
- Don't forget European Health Insurance cards
(Replaces E111 forms).

Once you have arrived:

- Remember to check the rooms for any damage and report
- Ensure that you have your staff bedrooms spread out, for example if the group is over 3 floors, there should be at least one adult room on each floor
- Check all rooms (are there the correct number of beds?)
- Ensure there is no access to alcohol in the rooms
- Ensure movie access is appropriate or indeed not available in the rooms
- Ensure that everyone is aware of fire exits and emergency procedures
- Store money and valuables
- Have a group meeting to review the programme and rules.

During the Trip:

- Hold daily group meetings and a staff meeting – this is an opportunity to discuss any issues or problems and solve them.

On Return:

- Ask the children and the staff what they enjoyed and what they would change, this will help with next years planning