**Template Overnight trips and/or travel abroad checklist**

**Purpose of the trip**

* Competition
* Training
* Social
* Other (specify)
* Combination, please state:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Planning**

* When
* Where
* Who (staff / volunteers / participants)
* Risk assessment of activity

**Communication with parents**

* Destination, sport and accommodation details (address / telephone)
* Name/number of lead club/school link or team manager
* Drop off/pick up times
* Transport arrangements
* Competition details
* Kit and equipment list
* Emergency procedures, home contact
* Consent form
* Information re medical conditions (including allergies) or impairments, and medication
* Code of conduct
* Safeguarding arrangements (reporting concerns, supervision etc.)
* Process for parent contacting coach or young person
* Process for young person contacting parent

**Transport**

* Drop off/pick up times
* Journey times and stopping points
* Supervision
* Suitability and accessibility
* Drivers checked
* Insurance

**Accommodation**

* Type (hotel, hostel, hosting, camping etc.)
* Pre-event visit and risk assessment made
* Catering, special diets, food allergies
* Suitability for group, including accessibility
* Room lists
* Supervising adults’ sleeping arrangements

**Preparing athletes**

* Local culture, language
* Expectations on dress and behaviour
* Food and drink
* Currency
* Telephones
* Maps of area
* Safe sport away information

**Supervision and staffing**

* Ratio of staff to athletes
* Male/female
* Cover for all in-sport and free time periods
* Specialist carers
* Clear responsibilities

**Documentation**

* Travel tickets
* Passports, visas
* Check non EU nationals
* Accommodation and travel booking documents

**Insurance**

* Liability
* Accident
* Medical

**Hosting or being hosted**

* Hosts vetted
* Hosts aware of any special requirements
* Language
* Transport arrangements
* Telephone contact
* Local map and information

**Emergency procedures**

* First aid
* Specific medical information available
* Access to and administration of medication
* Information on local emergency medical services, hospitals etc.
* EHIC European Health Insurance Card (replacement for E111) form completed (EU visits). Further information: [**www.nhs.uk/Healthcareabroad**](http://www.nhs.uk/Healthcareabroad)
* Details of British embassy/consulate

**Costs and cash**

* For travel
* Payment schedule – deposit, staged payment
* Extra meals, refreshments
* Spending money
* Security

**Arrival**

* Check rooms, meal times, phones, valuables
* Check sporting venues
* Collect in money, valuables
* Information on medications
* Arrange group meetings
* Confirm procedures with staff
* Rules(e.g. curfews)