

## **5.13 Sports Tours Annex**

### **1. Pre Visit**

- 1.1. There will be discussions with, or information will be provided to, the group leader, which will cover:
  - 1.1.1. Group leader's objectives.
  - 1.1.2. Age and skill levels of participants and potential opposition in relation to that of the tour group.
  - 1.1.3. Specific equipment/clothing requirements, with regard to any existing international legislation, local rules and the range of playing surfaces that may be encountered.
  - 1.1.4. Suitability and duration of proposed coaching, games, matches and/or tournaments, including scheduling of matches in tournaments to allow sufficient rest/recovery periods in tournaments.
  - 1.1.5. Special needs.

### **2. Insurance**

- 2.1. Any insurance offered to the client will have full cover for the sports undertaken.
- 2.2. Leaders will be reminded that it is their responsibility to ensure any alternative cover is suitable and a copy of any such insurance arranged separately by the client will be obtained and kept on file.
- 2.3. The tour leader will be recommended to inform parents of the detail of the insurance schedule so they may make their own decision on suitability.

### **3. Permissions**

- 3.1. Suitable information will be provided to the group to ensure informed decisions on permission by parents and the managing authority.
- 3.2. Where such schemes exist, approval to tour by a UK Sports Governing Body will be confirmed in writing.

### **4. Facilities**

- 4.1. All facilities offered will be fit for purpose to achieve that discussed in section 1 and maintain safe standards. In particular an assessment of the following will be made:
  - 4.2. First aid facilities.
  - 4.3. Emergency medical process.
  - 4.4. Changing and welfare facilities.
  - 4.5. Transport access.
  - 4.6. Pitch or court playing areas are appropriate to the age group involved.
  - 4.7. Where due to adverse local conditions the suitability of the actual location of fixtures should also be assessed.

## **5. Staffing & Coaching**

- 5.1. The quality of coaching and support staff should be fit for purpose.
- 5.2. For staff employed by the member there will be evidence of:
  - 5.2.1. Safe recruitment procedures are evident such as confirming identity, checking original coaching certificates and ensuring, where relevant, that coaches are licensed by the relevant NGB and not banned from working with young people.
  - 5.2.2. References taken up and, where possible, background checks such as police reports, CRB checks and Independent Safeguarding Authority (ISA) registration if appropriate.
  - 5.2.3. Monitoring of performance.
- 5.3. Where third party providers are used, there will be evidence of:
  - 5.3.1. Suitable checks with regard to the competence of staff provided, and/or the competence of individuals and any safeguarding /child protection information where available and appropriate to the particular location of the tour.
  - 5.3.2. A feedback process will exist to measure suitability of delivery.

## **6. Equipment Supplied**

- 6.1. All equipment supplied will be fit for purpose and, where appropriate, there will be evidence of:
  - 6.1.1. Regular checks.
  - 6.1.2. Maintenance records.
  - 6.1.3. The size, weight and type of equipment is suitable for the age, ability and physical size of the group.

## **7. Opposition Teams & Events**

- 7.1. Where teams are supplied as opposition, they should match the information given under 1.1.2 unless:
  - 7.1.1. The client has later specifically requested a different standard.
  - 7.1.2. In exceptional circumstances, no reasonable alternative is available and the client has been informed and agrees.
- 7.2. The agent or organiser of the supply of opposition teams will have been made aware of the age and skill level of the client team.