



CAFC ACADEMY **TOURS AND TOURNAMENTS POLICY 2018-19**

Introduction

Charlton Athletic Academy Tours and Tournaments policy has been constructed using The FA Travel, Trips and Tournaments Advice Recommended Guidelines and best practice. Charlton Athletic Youth Academy is committed to the development and enrichment of our players throughout all phases of their progress and journey. The academy encourages participation in professionally organised trips, tours and tournaments both domestically and abroad as, for all players to grow in confidence, self-esteem, and skills. Trips and tournaments abroad or away from the academy environment presents the opportunity to extend and challenge academy members in new surroundings, experience and educate members on different cultures, aiding their self- development both on and off the field. Extensive research and planning are conducted prior to trips to ensure the positive experience of the academy can be maximised. All trips approved by club secretary are fully insurance covered by public liability.

Planning for Trip

As part of the Academy's commitment to safeguarding, the following policies and procedures are in place and reviewed annually. These policies and procedures will be readily available for all members of the academy and apply across all tours and trips

- A Safeguarding Children Policy
- Safe recruitment staff
- An active Welfare Officer
- Procedures for reporting concerns about the welfare of a child
- Codes of conduct

Prior to all trips, tours or tournaments, a Tour Leader will be appointed by the Club department for each individual tour and they will designate roles and responsibilities to other staff members. The assigned Tour Leader will seek tournament regulations and codes of conduct to relay to tour staff and players involved. A Pre-Tour Risk Assessment visit is arranged for each new trip where financially viable. The Pre-Tour Risk Assessment covers both Health & Safety and Safeguarding areas and will include modes of transport, hotel or other accommodation, evacuation procedures, climate conditions, tournament match schedules and food provision. The Tour Leader will need to seek venue's existing risk assessment and safeguarding protocols. On arrival of destination, academy risk assessment will be completed and recorded. Tours have full insurance cover and are fully staffed to ensure appropriate supervision arrangements and medical support & equipment are available. Any activity undertaken by the academy will always give full consideration to the appropriate number of staff members available depending on the age of the children involved, the degree of risk the activity involves and whether there are any additional vulnerability or disability needs. The academy are committed to ensuring appropriate working ratios of 1:4 adults to child. A pre-tour presentation is provided for parents/carers so they are fully informed on the tour schedule prior to the group travelling.

Appropriate Documents and Consent Forms



- EFL Youth Development Tours And Tournaments Check List
- Notification to Club Secretary 2016-(T1)
 - Staff invite 2016-(T2)
 - Staff reply (staff declaration) 2016-(T2a)
 - Staff Personal details- (T2b)
- Notification to Parents 2016 (1) (T3)
 - Parent Consent form 2016 (T3a)
 - Academy Players Personal Details form 2016 (T3b)
- School Consent 2016 (T4)
 - School Consent given 2016 (T4a)
- Risk Assessment Form 2016 (T5)
- Emergency Procedures 2016 (T6)
 - Staff and Players list 2016 (T6a)
 - Near Miss accident form 2016 (T6b)

Trip Planning

- Selection of Tour Leader.
- Selection of staff academy team to travel.
- Tour leader and staff to receive training
- Work out a timeframe (allow at least 3 months for an overseas trip)
- Pre-Tour Risk Assessment
- Send out parent letter detailing;
 - Tour Itinerary
 - Flight / travel details (to and from)
 - What you will need to bring list (including kit and leisure wear)
 - Game / tournament details
 - Academy Personnel accompanying the group
 - Parental Consent forms (to be returned to tour leader)
- Send out school letter (if applicable) with returned consent (form t6)
- Tour leader to complete forms t2, t3, and t4
- Tour leader to collate and keep all consent forms and associated paperwork in designated 'tour file'. Consent forms kept safely in line with data protection legislation
- Tour leader to inform sports medicine staff of any individuals that may have medical conditions or dietary requirements
- A risk assessment of the tour destination should be carried out prior to the tour commencing and this should encompass both the accommodation and playing venues

On Arrival

- Tour leader and tour team to check venue facilities and complete risk assessments
- Tour leader and tour team to check accommodation
- Ensure that everyone is aware of fire exits and emergency procedures
- Tour leader to establish appropriate use of facilities for players.
- Tour leader to explain the storage of money and valuables
- Tour leader to conduct group meeting to review the programme and rules. Give out the Safe Away Cards



During the Trip

- Tour leader to hold daily group meetings and a staff meeting.
- Day schedule to be present to staff and group
- Provide update to “home contact”
- Protocols for travel to be explained

On Return

- Tour leader to make contact with “home contact” to circulate dates and times for parents and guardians.
- Tour leader to conduct feedback accounts with participants to gain insight of tour effectiveness

Other Academy Considerations

- Safe Away Cards made available and distributed
- Permission and consent for non-football activities approved (The FA’s Event Specific Consent Form to be used or club equivalency)-Check your insurance covers non-football activities
- Arrangements for departure dates and times clear with parents and guardians
- Club staff member, who does not travel, to be identified as a point of contact. They should have a list of who is on the trip and their contact details (including the leaders/helpers)
- Make it clear who is the welfare officer for the trip, ensure they are suited to this role and make sure everyone in the group is aware of who this person is and what their role is on the trip. (All safeguarding policies to be circulated)
- information pack, that should include: dates, schedule, code of conduct, kit list to be circulated- parents to receive copy prior to trip
- Ensure all helpers have a copy of the Emergency Procedures Guidance
- Check if you need visas and insurance for abroad travel
- For some trips, vaccinations or to take pre-trip medication such as anti-malaria
- European Health Insurance cards if applicable
- Check the cultural traditions of the country. This may have an implication on what clothes you ask the group to take
- Consider the implications of communication barriers where countries are not English speaking
- Consideration needs to be given to the use of remote supervision when utilising host families

Policy Approval:

Policy Reviewed:

Next policy Review:

Richard Murray

Non-Executive Chairman