Travel Check List

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 and accommodation details (address / telephone)
□ Name/number of lead School/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 □ Martial Arts 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 students
□ 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
□ 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)