



## Christleton C.C. – Managing Children away from the Club



### **Guidance for managing children away from the club, including trips involving an overnight stay**

A Team Manager should be appointed with clear roles and responsibilities including:

- Establish and communicate the following information to parent(s):
  - Why the trip is planned and what is its reason or purpose
  - When the trip will take place – date, time of departure and estimated time of return
  - Where the trip is to, including the destination and venue
  - Where the meeting points will be, at home and at the away venue
  - Staffing arrangements, including the name and contact details of the Team Manager responsible for the trip
  - Kit and equipment requirements
  - Details of cost implications, including the competition fee, any spending or pocket money needed and the transport costs
  - Name and contact number of the person acting as the 'Club Home Contact'
  - Arrangements for food and drink

Be in possession of a written copy of relevant emergency contact details and any medical information for all children taking part.

Determine appropriate staffing and staff training arrangements.

- Wherever possible, a club should appoint a Head Coach and Team (tour) Manager, with the Head Coach and coaches taking responsibility for training and competition management

of the team and the Tour Manager (and any other staff) taking responsibility for any other necessary support roles, such as chaperones

- All members of staff need to have a clear knowledge of their role and responsibility for the team
- All staff must go through an induction programme ensuring they understand the ECB "Safe Hands Policy"
- Ensure there is a 'Club Home Contact' – a member of the club who is not travelling away, who will act as a contact point in an emergency.

Ensure the Club Home Contact is provided with the following information to enable them to fulfil their role should they need to:

- Names of players and staff on the trip
- Emergency contact names and phone numbers for each of the above
- Details of any medical or physical needs these persons may have
- Contact numbers for staff which can be used while the staff are on the trip
- Telephone numbers for the local police to the home club

The Club Home Contact should be a member of the club who has been appropriately vetted.

Further specific guidance is given for overnight stays and can be found in the EC Safe Hands Kit Bag