

Away day trips and fixtures checklist

An essential safety checklist for sport organisations.

Communication with parents

- Drop off and pick up times
- Destination and venues
- Competition details
- Kit and clothing required
- Food and drinks required
- Other specific requirements
- Consents/registration forms received
- Medical details and medication
- Process for parent contacting coach or young person

Transport

- Journey times and stopping points
- Supervision
- Suitability, accessibility
- Drivers checked
- Insurance
- Seat belts

Supervision and staffing

- Ratio of staff to athletes (include 'down' time)
- Male/female
- Specialist carers
- Responsibilities

Emergency Procedures

- First aid
- Specific medical details
- Reporting procedures
- Home contact details
- Athlete information

Insurance

- Liability
- Adequate cover