

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