

Tour Guidelines and Checklist

The Club supports all teams wishing to undertake a tour. In order to fulfil our obligations to the league, FA, the children and our insurance, you must read the guidelines and obtain the necessary signatures before your tour commences.

Team/Squad name_____

Age Group_____

Manager_____

Level 1 Certificate

Current CRB Number

Current Emergency aid certificate

Current child protection certificate

Tour Details

Date From_____ To_____

Location_____

Accommodation Details_____

Travel Details (including planned routes)_____

FA informed by Secretary

Written permission obtained from FA by Secretary

FA form completed and signed by Team Manager and Secretary

Approval from League obtained by Secretary

Supervision

All tours MUST have adequate supervision; it is your responsibility to ensure your tour is adequately supervised

Please tick which group your tour falls into.

Mini Soccer (all players Under 11) – 1 Adult to 1 child (1:3 for any trips within the tour)

Under 11 to Under 18 – 1 Adult to 5 children for both tour and any trips

All match/training attendance sheets up to date

I understand the supervisions requirement of my tour and by signing I am agreeing to provide this level of support during the tour.

Manager signature _____ Date _____

Please attach a list of all players and adult supervisors who will be going on the tour with emergency contact number for each person in case there is an incident.. Please ensure that this list is kept up-to-date if there are any changes prior to the tour commencing. Please note all players must be registered with the club.

List of all players and supervisors attached

Finances

Cost of Tour _____

Please detail how you will meet the costs of the tour

If fundraising is required please contact the Commercial Officer. The Club will not pick up the cost of any tour. All payments, costs and funds must be passed to the Club Treasurer. Your team fines must be paid and Age Group Funds in a positive balance.

I understand I must follow the guidelines relating to payments, costs, fundraising and Age Group Funds

Manager signature _____ Date _____

Insurance

Tour Insurance in place

Name of Provider _____

Quote passed to Secretary (please attach)

Team Fines up to date

AGF in positive balance

First Aid stocked up and checked by Welfare Officer

Pre Tour sign off

Secretary _____

Welfare Officer _____

Team Manager _____

Post Tour

Accident Report Log completed and handed to Welfare Officer (attached)

Tour report and photographs on website and handed to Information Officer