



Overnight or Extended Stays TRAVEL CHECKLIST

Trip Details				
Event name				
Date	to			
Purpose of the trip	Competition	Training	Social	Other:

Planning	
Date/s and location confirmed	Trip authorised by sporting organisation
Risk assessment of activity including accommodation/venue complete	
Staff/volunteers required, appointed and hold current valid Working with Vulnerable People (WWVP)/ Working with Children Check (WWCC)	

Transport	
Transport requirements confirmed	Suitability and accessibility confirmed
Drop-off and pick-up times confirmed	Driver's licences confirmed
Journey times and planned stops organised	Insurance confirmed
Supervision organised for during transport	

Accommodation	
Accommodation type confirmed (hotel, hosting, camping, etc)	Suitability for group, including accessibility, considered
Distance of accommodation from supervisors considered	Room lists compiled (considering age, gender, feedback from players)
Catering considered (special diets, food allergies)	Storage of medication planned (if applicable)
Accommodation booking confirmed	Insurance confirmed
Risk assessment complete (proximity to areas such as parks, bodies of water, access to in-house movies, mini-bar)	



Supervision and Supervisors		
Ratio of supervisors to participants confirmed as appropriate	Supervisors WWCC/WWVP confirmed	Specialist care requirements considered appropriate
Gender of supervisors confirmed as appropriate	Roles and responsibilities of supervisors confirmed	Cover for all sport activities and free time confirmed appropriate

Insurance		
Liability	Personal accident	Travel/accommodation

Budget		
Travel and accommodation	Meals, refreshments	Miscellaneous costs (recovery food, extra meals, medicine)
Emergency medical	Participant budget requirement (e.g. spending money)	Payment schedule (e.g. deposit, staged payment)

Emergency Procedures	
Supervising staff first aid qualified	Insurance information documented
Specific medical information documented	Embassy/consulate information documented
Information on local emergency medical services, hospitals, doctors etc documented	Travel warnings considered (check Smarttraveller)
Access to, and administration of, medication documented	

Documentation	
Travel tickets	Insurance documents
Passports, visas	Accommodation and travel bookings
Medication travel approval (for controlled medications)	



Communication with Parents/Carers

The following items have been communicated with parents/carers:

All consent forms (e.g. travel, participation, medicine)	How to report concerns and to whom	Emergency procedures
Competition/event details	Itinerary and event information schedule	Destination, transport, and accommodation details (including address and phone number)
Drop-off and pick-up times	Packing list (kit and equipment)	Code of Conduct
Name and contact number for minimum of two officials	Process for parent contacting coach, child or young person	Process for child/young person contacting parent
Medical information (including medical form, medication list and medication dispensation/storage)		

Preparing Participants

Local culture, language, and laws (if required)	Currency and spending money required	Participant input into scheduled activities
Briefing/input into dress and behaviour expectations	Weather conditions and evacuation protocols	Itinerary shared
Meals required/provided outlined	Phone expectations outlined	Explain contact procedures
How to report concerns and to whom		

Arrival

Check rooms, meal times	Confirm expectations supervisors/athletes
Provide daily schedule	Provide room lists
Collect money, valuables	Information on medications
Check sporting venues (competition/training)	Confirm procedures with staff

Checklist Completed by:

Signature	Print Name	Date
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