



Day Trips & Competitions CHECKLIST

Communication with Parents/Carers

Drop-off and pick-up times
(including secure location for drop-off and pick-up)

Destination and venues

Competition details

Kit and clothing required

Food and drinks required

Other specific requirements
(e.g. equipment required)

Process for parent/carer contacting coach or
young person and vice versa

Registration forms/consent forms received
(including photography/filming)

Medical details and medication requirements

Supervision and Staffing

Ample ratio of staff to participants
(including staff 'down' time)

Gender of supervisors appropriate

Responsibilities delegated and briefed

All supervisors have been vetted and have valid
Working with Children Check (or equivalent)

Supervisors suitably accredited (e.g. first aid
training - including specialist carers if required)

Insurance

Liability

Adequate cover

Transport

Transport arrangements confirmed

Journey times and stopping points confirmed

Supervision during travel/pit stops confirmed

Vehicle suitability, accessibility confirmed

Seat belts installed

Insurance confirmed

Driver's valid driving licence and Working with
Children Check (or equivalent)

Emergency Procedures

First aid kit available

Athlete medical information and specific
requirements documented

Contact details of participants parents/carer/
emergency contact listed

Venue medical information documented (including
nearest hospital and medical centre)

Emergency medicines (e.g. Ventolin puffers) and
dosage instructions safely stored

Reporting procedures confirmed:

- child safe practices
- medical/emergency
- complaints

Sign-Off (authorised personnel)

Signature

Print Name

Date