



Football Club – Travelling Procedures

Ryan FC will use the Following Procure:

- Consent forms – make sure they are signed, returned and kept safely in line with data protection legislation
- If the group is aged over 8 years there should always be 2 adults and a minimum of 1 adult to 16 children (more adults are required when working with younger age groups)
- When taking a male group, there should always be a male member of staff and, of course, when you have a female group, there should always be female staff
- There should always be a qualified first aider and a full and up to date first aid box
- If any of the group have asthma or diabetes, ensure that appropriate club members are aware of how to deal with any situation
- Ensure you have the following insurance in place:
 - Public and civil liability
 - Personal accident
 - Vehicle
 - Breakdown cover (whether it's a car or mini bus)
- Remember to let everyone know where and when to meet, this is needed for both home and away games

Other Important Considerations

- Holding a meeting with parents/carers at the start of the season, to explain your club philosophy, introduce staff, discuss club rules and your club code of conduct is very helpful. This is a great opportunity to discuss procedures for travelling for away fixtures, future trips or tours and the importance of the having up to date completed and signed consent forms
- Ensure that anyone transporting children or young people on behalf of the club has a valid driving licence, MOT and tax when using their own vehicle
- The more people who have completed the Safeguarding