

Charlbury Cricket Club

Managing Children away from the Club



In any given season, as many as 50 per cent of matches can be played away from the club and that is without tours and festivals or similar events.

This section covers children being taken away from the club's normal base location and/or home ground and provides guidance to help clubs define their own policies in connection with the effective management of children while in the club's care.

The first part covers guidance on managing children away from the club including all trips involving an overnight stay.

The second part covers additional guidance particular to trips that include an overnight stay.

These guidelines also apply to open age group teams where one or more players are under the age of 18.

Guidance for managing children away from the club including trips involving an overnight stay

A Team Manager should be appointed with clear roles and responsibilities including:

- **Establish and communicate the following information to parent(s):**
 - Why the trip is planned and what is its reason or purpose
 - When the trip will take place – date, time of departure and estimated time of return
 - Where the trip is to, including the destination and venue
 - Where the meeting points will be, at home and at the away venue
 - Staffing arrangements, including the name and contact details of the Team Manager responsible for the trip
 - Kit and equipment requirements
 - Details of cost implications, including the competition fee, any spending or pocket money needed and the transport costs
 - Name and contact number of the person acting as the Club Home Contact
 - Arrangements for food and drink
- **Be in possession of a written copy of relevant emergency contact details and any medical information for all children taking part and ensure that this is kept in a secure and confidential manner**
- **Determine appropriate staffing and staff training arrangements:**
 - Wherever possible, a club should appoint a Head Coach and Team/Tour Manager, with the Head Coach and coaches taking responsibility for training and competition management of the team and the Team/Tour Manager (and

any other staff) taking responsibility for any other necessary support roles, such as chaperones

- All members of staff need to have a clear knowledge of their role and responsibility for the team
- All staff must go through an induction programme ensuring they understand the ECB “Safe Hands Policy”
- **Ensure the Club Home Contact* is provided with the following information to enable them to fulfil their role should they need to:**
 - Names of players and staff on the trip
 - Emergency contact names and phone numbers for each of the above
 - Details of any medical or physical needs these persons may have
 - Contact numbers for staff which can be used while the staff are on the trip
 - Telephone numbers for the local police to the home club

**The Club Home Contact should be a member of the club who has been appropriately vetted.*

Additional guidance for trips including an overnight stay

Listed below is additional information the appointed Team Manager needs to act upon.

Detailed trip planning takes place including the need to:

- Identify suitable venues and facilities for both the cricket and accommodation
 - If possible, ensure a visit to the tour facilities and venues is made before the trip, to enable an effective risk assessment to take place. (If this is not possible, a risk assessment should be sought from the tour operator or facilities management in advance of the trip)
- Conduct a risk assessment
 - Sufficient planning is key to incident prevention. Conducting a risk assessment is an essential part of planning any trip
 - Children must not be placed in situations which expose them to an unacceptable level of risk
- Analyse insurance cover required
 - Clubs are advised to check their insurance policies for clarification of cover for matches away from their home club especially in relation to the supervision of children.

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