



Crusaders Football Club
Away Trips

01 Introduction

These guidelines have been designed to support Crusaders Youth Academy taking young people away on tour. The guidelines focus on a step-by-step process of planning ensuring that the young people have a positive and safe experience when on tour.



02 Planning Purpose of the Tour

When planning for a tour, it is advisable to set up a working group:

- Appoint a tour manager/ leader
- Allocate clear tasks/ roles and responsibilities to members of the group
- Ensure there is an agreed plan identifying what needs to be done, by when and by whom
- Ensure there is time given to the planning process prior to leaving for the tour
- Involve young people in the planning
- Identify the purpose of the tour; is it social, training, competition or a combination.



03 Itinerary

To ensure that the parents, players and staff have a clear understanding of the tour, it is a good idea to produce an itinerary. This should include:

- The purpose of the tour
- A day-by-day list of activities with times, venues, transports arrangements etc.
- A balanced programme of playing matches and relaxation
- Clarification of accompanied and directed time
- Key contacts e.g. team manager and welfare officer



04 Cost

The cost of the trip will need to be established. Think about:

- How much the transport will cost
- How much the accommodation will cost
- How much food/ meals will cost
- If there is any kit costs
- If staff need paid/ reimbursed
- What contingency monies are required
- What spending money players will need
- What policy will be set for players/ staff managing spending money
- How much the tour will cost
- How much players are expected to pay
- Can the club subsidize the tour
- Who will be responsible for managing the tour accounts



05 Staff Code of Conduct

All coaching staff must respect the rights, dignity and worth of every young person with whom they work and treat them equally within the context of Crusaders Youth Academy.

All coaching staff must place the physical and emotional wellbeing of all young players above all other considerations, including the development of performance.

The relationship that coaching staff develops with the players with whom they work must be based on mutual trust and respect.

All coaching staff must ensure that all activities undertaken are appropriate to the age, maturity, experience and ability of young players.

All coaching staff should clarify with the young players and their parents/ carers what is expected of them both on and off the playing field and also what they are entitled to expect from the coach.

Coaching staff must not:



- Share a room with a player
- Smoke
- Consume alcohol or illegal drugs/ substances
- Engage in sexual activity with each other or with players
- Engage in inappropriate physical contact
- Make sexually suggestive comments to a player, even in jest
- Swear or use inappropriate language
- Arrange to meet a player on your own



06 Supervision whilst travelling

The Team Manager is responsible for the players and staff at all times including maintaining good discipline.

The driver should not be responsible for supervision.

All of the players and staff should be made familiar with emergency procedures within the vehicle i.e. emergency doors etc.

Seatbelts should be worn and the vehicle must be roadworthy.

The driver must hold a current driving licence and be adequately insured.

A first aid kit must be available in transport.

The driver must have completed an Access NI vetting check.

The Team Manager should also consider the following:



- The level of supervision necessary on coaches
i.e. players to staff ratio
- Clarity on the ground rules during transport –
the main cause of accidents is misbehaviour
- Sufficient and supervised stops
- In the event of a breakdown or accident, the
players and staff remain under management
and supervision of the Team Manager
- Head count when players are getting on and
off the bus/ vehicle



07 Room Allocation

The Team Manager and tour leader must allocate the rooms prior to arrival at the accommodation. They should consider:

- Same age and gender together
- Adults must not share a room with a player
- Same genders should be accommodated on the same floor
- Staff should only enter a players room in an emergency and this must be with a second member of staff – never one member of staff on their own
- All rooms must be accessible in case of emergencies
- If the rooms have digital TV, ensure there is no access to unsuitable channels
- Ensure there is no access to alcohol e.g. minibar

If possible, try to ensure everyone is on the same floor of the accommodation with coaches allocated at both ends of the corridor.



In case of emergency, all staff should have a copy of the player's home contact details and summary of medical conditions.

If an emergency occurs:

- Remain calm
- Establish the facts and nature of the situation
- Ensure all players are safe and supervised
- Contact the manager/ coach as soon as possible (the team manager will ensure all relevant persons are contacted e.g. parents/ guardians, Welfare Officer, Chairman etc.)
- Identify if any players/ staff are hurt and their immediate medical requirements
- If medical attention is required, call the first aider or 999 for an ambulance
- Staff must be aware of who is the first aid contact either within the staff or on site
- Ensure that any player going to hospital is accompanied by two members of staff



- Complete an incident/ accident report form once the situation is resolved
- If the club home contact is involved, they will contact parents/ guardians and keep them up to date with information and liaise with the manager/ coach/ welfare officer
- Report the incident to insurers if necessary



08 Reporting a Child

Protection concern

If there is a child protection concern:

- Report the incident to the Welfare Officer
- Complete an incident form

The Welfare Officer with the Manger/ Coach will decide on a course of action using the Crusaders Football Club policy and procedures. The Welfare Officer will contact Social Services and the Police where appropriate and act on their advice. Parents/ guardians will be contacted where appropriate.



09 Staff and Supervision

All staff working on the tour must have been recruited through the Crusaders Football Club policies and procedures. All screening processes and checks must be complete and satisfactory prior to any travel/ tour.

Codes of Conduct

All staff must sign up to and adhere to the Coaches and Volunteers Code of Conduct. If staffs breach the code of conduct, this will result in disciplinary action by Crusaders FC.

Whilst on tour, staff are expected to adhere to Crusaders FC Codes of Conduct.



10 Communication

Parents/ Guardians will be informed in detail of the tour. They will be provided with an information pack which includes:

- Purpose of the tour
- Dates, times, venues
- Relevant forms e.g. consent and medial forms etc.
- Accommodation details including address, contact numbers and details of sleeping arrangements
- Staff names, roles, responsibilities and contact details
- Full itinerary
- Transport details
- Insurance details
- Supervision details including codes of conduct and consequence of breach information
- Emergency procedures and contacts
- Welfare policy
- Cost of the tour and when/ how monies must be paid



- Spending money for players
- Contact details for Crusaders FC, Welfare Officer and Director of Youth Football

Parents must:

- Complete and sign consent forms (for travel, photography, social media etc.)
- Complete and sign medial form
- Complete and sign codes of conduct acceptance
- Provide specific dietary requirements
- Provide any further information about the player that the staff may need to know e.g. a bereavement etc.
- Attend a meeting/ briefing with the players and other parents to agree final details and ask any questions

Players must:

- Agree to the purpose of the tour, dates, times, venue, accommodation and room allocation
- Agree to codes of conduct
- Agree expectations of players and staff



- Agree the itinerary
- Agree supervision and safety
- Know who to speak to if they are worried, unhappy, unwell or homesick
- Understand emergency procedures



10 Checklist

Section	Action	Checklist	Budget/ Comment
Planning	<ul style="list-style-type: none"> • Purpose of tour • When • Where • Who • Risk Assessment (form?) 		
Communication	<ul style="list-style-type: none"> • With players • With parents • With coaches 		
Coaches & Supervision	<ul style="list-style-type: none"> • Access NI checks • Codes of conduct • Ratios of staff and players • Roles 		
Transport	<ul style="list-style-type: none"> • Forms of transport 		
Accommodation	<ul style="list-style-type: none"> • Risk assessment 		



& Venue	<ul style="list-style-type: none"> • Room allocation 		
Emergency Procedures	<ul style="list-style-type: none"> • What to do in an emergency 		
Insurance	<ul style="list-style-type: none"> • Vehicle • Venue 		

