

# Planning Trips

Including training, matches home and away, day camps and any other day trips away



Photograph: [www.hockeyweb.co.uk](http://www.hockeyweb.co.uk)

**There are situations such as training camps, residential tournaments and tours where adults are placed in positions of trust.**

The following hockey specific guidelines are intended to assist when planning/running sessions and events.

## Before the trip:

- ▶ the organisers of trips should plan and prepare a detailed programme of activities for the young people who are involved in the session
- ▶ organisers should obtain, in writing, parental consent to young people joining a trip. This should include completed medical, photography and dietary forms and emergency contact details
- ▶ parents/carers should be given full information about a trip, including details of the programme of events, the activities in which the young people will be engaged and the supervision ratios
- ▶ all information about parents/carers should be collected, including telephone numbers where parents/carers can be contacted at any time during the trip.
- ▶ a responsible adult should be nominated and parents/carers made aware of this person and their contact details
- ▶ the facilities and surroundings being used should be checked as being safe and well maintained and large enough to accommodate the number of players in attendance
- ▶ check that the floodlighting is adequate, if required
- ▶ check that there are adequate changing and showering facilities

- ▶ be aware of the Standard Operating Procedure of the centre being used, including emergency facilities/telephone
- ▶ ensure that all young people are adequately protected from the effects of the weather
- ▶ ensure that all young people take appropriate kit (including goalkeepers) for the activity in which they are involved
- ▶ leaders in charge must be satisfied that those workers and adults who accompany group parties are fully competent to do so. Only qualified, experienced coaches should be used, and they should have adequate civil and third party liability insurance cover.

## During the trip:

- ▶ all young people should have adequate breaks for the length of the day and the intensity of the practices/games
- ▶ young people should not be put in physical danger through inappropriate grouping
- ▶ adults should take care when participating in games with young people
- ▶ young people do not play more than is desirable for their age and/or ability
- ▶ all young people need to be made aware of the importance of proper procedures for the intake of liquid and food for the activity in which they are engaged
- ▶ contact/medical information should be available for any young person involved in an adult team
- ▶ all young people should be adequately supervised and engaged in suitable activity at all times
- ▶ in circumstances when planned activities are disrupted, e.g.

due to weather conditions, then organisers should have a number of alternative activities planned

- ▶ young people must be supervised at all times, preferably by two or more adults
- ▶ young people must not be left unsupervised at any venue, either indoors or out
- ▶ do not conduct meetings with young people while they are changing
- ▶ do not be alone in a changing room with young people while they are changing or showering
- ▶ do not deal with young people's injuries without a First Aid certificate and without another adult present
- ▶ do not ask young people to perform in training sessions or games whilst injured, if by doing so they could make the injury worse. Coaches should advise players to seek appropriate medical help or advice concerning injuries
- ▶ do not expose young people to excessive extremes of weather during any session
- ▶ do not be alone with individual young people in any situation, particularly at the end of the sessions or in the dark
- ▶ do not offer to take young people home or allow others to take them home without the specific permission of the parents/ carers

- ▶ do not supply or encourage under-age children to purchase/ consume alcohol or banned substances of any sort or supply or encourage pornographic material. This is especially relevant to adult tours by clubs/organisations

### Residential trips (in addition to all points listed so far):

- ▶ all residential facilities must be adequate for the age and number of young people
- ▶ young people and supervising adults must sleep in separate rooms
- ▶ young people must be encouraged to display high standards of behaviour, individually and as a group, recognising that their behaviour sets an example for the group
- ▶ do not shower with young people under any circumstances.
- ▶ Do not visit young people's rooms unnecessarily and never alone
- ▶ do not conduct individual meetings with young people in their rooms

