



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

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 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 there is a 'Club Home Contact'

A member of the club who is not travelling away, who will act as a contact point in an emergency. 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.

When planning a trip it is important to allow sufficient time for all requirements to be completed.

Staff at the chosen accommodation must be contacted in advance to:

Ensure all accommodation is clean and has access to sufficient toilet and bathing facilities

Confirm that:

Players will not share a bed

Male and female players will not share a room

Staff do not share a room with players

Players of vastly differing ages do not share a room

Establish if rooms are equipped with satellite TV, and whether inappropriate programmes may be available. (It may be possible to arrange for these programmes to be disconnected)

Check the accommodation policy for extras on bills, breakages and lost keys

Ensure the needs of players with disabilities are met. For wheelchair users, it is important to check access to the buildings, bedrooms and bathroom facilities

Check where the staff accommodation will be and ensure players know which rooms staff are in and how to contact them if necessary

Where possible, ensure rooms are not scattered around the hotel on different floors but grouped together

Discuss the club's code of conduct and discipline policy

Ensure all dietary requirements are catered for

A meeting is arranged with the parents and players to provide details of the trip. The following additional information must be communicated to parents in writing:

An itinerary giving as much detail as possible

The duration of the trip

Details of accommodation with address and contact number

Names of all cricket staff

Codes of conduct for staff and players



Emergency procedures and telephone contacts

Child safeguarding procedures

Details of insurance

Date for paying deposit

Details of transport

The following written and signed information from parents/guardians/ carers must be obtained

Signed consent form accepting the code of conduct and detailing:

Any specific medical information such as allergies and current medication

Special dietary requirements

Consent for emergency medical treatment

Agreement to pay the fee

Confirmation that contact details have not changed

Players are prepared for touring

The Tour Manager and coaches should meet with players prior to the trip to agree:

Expectation of the players

Clothing list

Codes of conduct/behaviour – this should be signed by all young players with their parents' permission

Their responsibility for their own property

Staff roles and responsibilities

Emergency procedures

Support if they become homesick, are unhappy, or need to speak to someone in confidence

The Club Home Contact must be provided with the following additional information:

Contact numbers for the accommodation

Telephone numbers for the nearest police to the accommodation

The following guidance and protocols are followed as needed during the tour:

Concerning the general safeguarding of players:

The Team Manager must ensure players are safe throughout the tour

Players must know the whereabouts of staff at all times, including which room's staff are in and how to contact them if required

Staff must know they have a common law duty of care to act as a prudent parent.

Concerning the medical welfare of players:

Medical details and relevant information must be carried by a member of staff

Staff must be aware of any specific medical conditions that may occur i.e. epilepsy, asthma, diabetes

Staff should have access to calling the emergency services and the minimum first aid provision

A first aid kit should be carried

Staff must act in an emergency and take lifesaving action in extreme situations



If an emergency occurs, the Team Manager must:

Establish the nature of the emergency and names of any casualties

Ensure the rest of the team are safe and supervised

Ensure all members of the party are aware of the situation and follow emergency procedures

Ensure a member of staff accompanies any casualties to hospital

Notify the police if necessary

Complete an ECB incident reporting form

Ensure no one in the group speaks to the media. All media enquiries should be managed through the ECB Marketing and Communications Department at Lord's

Contact the Club Home Contact, who will:

Contact parents and keep them informed

Liaise with club staff, and if necessary, the ECB

Liaise with the media contact if applicable

Report the incident to insurers.