



Muckamore Cricket & Lawn Tennis Club

Managing Children Away from the Club Policy

March 2022



Policy on Managing Children Away from the Club

This policy covers children being taken away from the club's normal base location and/or home ground and provides guidance to effectively manage children while in the club's care.

Where trips involve an overnight stay the Committee should be consulted. This policy also applies to open age group teams where one or more players are under the age of 18.

Parents/carers must give the coach written permission (email acceptable) for their child (under 18) to leave the club or a match on their own.

In addition to the details in this section the club will also:

- Undertake risk assessments of venues and facilities
- Follow supervision guidance for cricket activities involving children
- Have an agreed transport policy in place at the club
- Ensure the team has agreed to act within the appropriate Club Code of Conducts

For 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
- Team managers/coaching 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 appropriate food and drink for the safety and wellbeing of each child
- Be in possession of a written copy of relevant emergency contact details and any medical information for all children taking part
- Determine appropriate team managers/coaching and their 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 team managers/coaches) 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

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 team managers/coaches 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 team managers/coaches which can be used while the team managers/coaches 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.