



# **Trips, Tours, and Tournaments Policy**

## Sheffield Football Club

<b>Implementation Date:</b>	01 / June / 2024
<b>Agreed By:</b>	Graham Abercrombie
<b>Next Review Date:</b>	01 / June / 2025



THE  
**NATIONAL  
LEAGUE**  
EST. 1979



**ISTHMIAN  
LEAGUE**



**NORTHERN  
PREMIER  
LEAGUE**



**Statement:**

Whenever Sheffield Football Club undertakes trips, tours, or tournaments it will ensure the safety of children and adults at risk that it is responsible for. Alongside this, children and adults at risk will have the opportunity to grow their confidence, self-esteem and develop their skills. All trips, tours and tournaments will be carefully planned, and preparations made well in advance to ensure that any concerns from players, parents or carers are addressed. We will ensure that safety of undertaking of trips, tours, and tournaments through following our Safeguarding policies and procedures and those of the FA.

This policy should be read in conjunction with The FA Safeguarding Guidance Note 5.4 – Travel, Trips and Tournament Advice and Permissions.

**Other relevant policies and procedures:**

- Safeguarding children's policy
- Safeguarding Adult at Risk policy
- Codes of conducts for staff, volunteers, players, and spectators.
- Safer Recruitment policy
- FA Guidance notes 3.5, 5.4, 5.5, 8.2
- See Appendix A - APPLICATION TO PARTICIPATE IN MATCHES AGAINST FOREIGN OPPOSITION

**Open Age Football:**

Sheffield Football Club use this policy for those players who may travel with the first team or affiliated teams in open age football who are aged 16/17 (defined in law as children). We are responsible for ensuring appropriate safeguards are in place when arranging transport and trips and ensuring anyone supervising U18s has undertaken relevant safeguarding training and DBS checks are in place.

**The following are core principles of Sheffield Football Club and will be always followed:**

- No child will be permitted to undertake a trip, tour or tournament organised by the Club unless there is relevant signed consent from parents / carers on file.
- When going on trips, tours, and tournaments we will ensure that minimum staff ratios are met for the age of the children participating and needs of the adults at risk.
- Prior approval will always be obtained by the CFA when planning to play foreign opposition (Appendix A).
- We will ensure that staff of the same sex as the groups are present during the trip, tour, or tournament.
- A member of staff will have a copy of the Emergency Procedures guide relevant to the trip, tour, or tournament.
- A qualified first aider will always be present and will carry a fully stocked first aid kit.
- The Club will work with the children and adults at risk to establish and agree rules for the trip, tour or tournament and communicate the consequence of breaking them.
- The Club will not endorse any tours, trips or tournaments of non-affiliated teams which are not arranged by Club staff. Should parents wish to independently take a group of players on a tour, trip, or tournament they MUST speak to CWO at least 8 weeks prior to the event. Contact Club Welfare Officer (Graham Abercrombie) for assistance.

**The Club will ensure that the appropriate insurances are in place to cover the following:**

- Public and civil liability
- Travel Insurance
- Personal accident
- Vehicle insurance
- Breakdown cover for transport
- Medical cover abroad (if applicable)

**The Club will commit to meetings with parents and carers to:**

- Introduce staff who will undertake the trip, tour or tournament with the child(ren) or adult(s) at risk.
- Confirm roles and responsibilities of those travelling, including the Club staff members with Safeguarding responsibility whilst away. This person will hold the safeguarding qualifications necessary to perform the role.
- Provide information packs.
- Ensure all welfare requirements are known, recorded, and understood for each person with specific requirements and needs (medical, physical, or psychological).
- Confirm a Club point of contact for parents and carers.

**Accommodation guidance for overnight stays:**

The Club will ensure when booking a trip, tour, or tournament – that they have permission from the CFA, the location is suitable, and it holds a current fire certificate. In addition, we will ensure that:

- There are ensuite facilities or separate facilities for children and adults.
- Under 18's will not share rooms with adults.
- There is secure parking.
- That varied dietary requirements can be met.
- Valuables can be stored safely.
- There is sufficient nighttime security.

**If possible then the club will look to send a member of staff to visit the accommodation before booking to ensure it is suitable but in any case, thorough research will take place prior to booking.**

**Travelling and staying abroad:**

If travelling or staying abroad then the Club will advise parents/ carers of any Visa's and/or vaccinations required. Parents and carers will also be asked to provide details of valid international health insurance for each child and adult at risk.

**Staffing and staff ratios:**

- Minimum staffing ratio's will be met in accordance with the FA guidance note 5.5.
- Minimum of **two FA DBS checked coaches/ adults** (young leaders 16/17 year of age are not considered adults).
- Club will always ensure where same sex children or adults at risk are staying that we have the same sex staff members with the group.

**NSPCC Recommended Adults to child ratios:**

<b>Age of Children</b>	<b>Ratio of staff</b>
4-8 years	One adult per 6 children
9-12 years	One adult per 8 children
13-18 years	One adult per 10 children

**Rules whilst away:**

The Club will work with children and adults at risk to establish and agree rules beyond those in the codes of conducts. The consequences to rule breaking will be communicated to those travelling or staying overnight.

**Examples:**

No person under the age of 18 years will be allowed to possess or consume alcohol. If this rule is broken then those found with, or those having consumed alcohol may be:

- a) Prevented from playing further matches.
- b) Parents / carers will always be informed.

- c) Further sanction from the club on return, which could include a ban or being removed from the club.

**Safety, security, and safeguarding when staying in accommodation:**

- Once at the accommodation staff will check that all windows and doors are safe, check rooms for damage, that they are non-smoking rooms and report anything as per necessary.
- All rooms will be checked to ensure there is no access to alcohol and that movie access is appropriate or entirely restricted.
- All those staying are to be briefed with regards to fire safety and procedures in the unlikely event of fire.
- How to contact the adult in charge will be made clear, this will include details of where their room is in location to the children's room (ideally one at each end of a single corridor).
- Finally, all belonging including money, passports and valuables will be stored safely.

**APPLICATION TO PARTICIPATE IN MATCHES AGAINST FOREIGN OPPOSITION**

**Only for use by those that are NOT a Premier League /English Football League or FAWSL Club**



To be completed in full and forwarded to the County Association to which your Club is Sanctioned/Affiliated at least 60 days prior to the date of the intended match or the first of a series of matches.

We \_\_\_\_\_, the applicant Club with

Affiliation Number \_\_\_\_\_, wish to arrange the following match(es)

against the following foreign team(s): -

Name of Club(s)/ Tournament	First Team - Reserves - Age Group	Date of match(es) and kick-off time	Venue	Host Association	National Associations of Team(s)

(If insufficient space, please provide a separate list along with this form)

In submitting this application, we acknowledge and confirm that in relation to the match(es)/tournament for which consent to

participate is requested we shall fully comply with the Laws of the Game and all FA Rules, Regulations, Procedures and Policies.

**In circumstances where the match(es)/tournament involves one or more youth teams, we additionally acknowledge and confirm the following:**

- We shall fully comply with The FA's Safeguarding Children Policies and Procedures - <http://www.thefa.com/football-rulesgovernance/safeguarding>;
- We shall always be responsible for the safeguarding and welfare of our Club's Officials, Players, and Staff;
- We hold written consents from the parents/carers of all young persons aged under 16 that will attend the match(es)/tournament. No young person shall participate in the match(es)/tournament in the absence of such consent;
- Where match(es)/tournaments involving young persons of school age are due to take place during term time, we hold written permissions from the head teachers of all young persons involved;
- We have read and shall adhere to the Safe Sports Events, Activities and Competitions Guidance provided by the NSPCC,

Child Protection in Sport Unit - <https://thecpsu.org.uk/resource-library/2013/safe-sport-events-activities-and-competitions/> and

- We have satisfied ourselves that there will be an adequate Safeguarding Plan (compliant with the NSPCC's Safe Sports Events, Activities and Competitions Guidance), onsite emergency procedures and first aid provision in place to ensure the safety and welfare of all participants of the Club always during the match(es)/tournament.

If the Club requires safeguarding support, please contact your County Welfare Officer.

Club Signatory \_\_\_\_\_ Print Name

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Date

TO BE COMPLETED BY THE COUNTY FOOTBALL ASSOCIATION FOR ALL CLUBS BELOW STEP 4 OF THE NLS

\_\_\_\_\_ County Football Association hereby

approves the above  
application to play against foreign teams.  
Signed by the Secretary/Youth Secretary

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Date

**Completed form to be forwarded to: Licensing & Sanctioning Dept**

The Football Association, Wembley  
Stadium, London, SW1P 9EQ, PO Box 1966  
Email: [sanctioning@thefa.com](mailto:sanctioning@thefa.com) Tel: 0800 169 1863 x4601