**ADDENDUM** - **This section should be completed if you are travelling abroad for a match or a tournament**

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| Consideration | ESFA comments | Association actions/comments | Risk Assessment completed |
| Suitability of Accomodation | Has a previous visit been made to the accommodation/tournament? Are you able to visit the accommodation prior to the event? Can you arrange exclusive use? If not can you arrange the use of a whole floor – keeping all the children’s rooms close together. If the children’s rooms are on different floors. Adults should be available on each floor- Check fire regulations and procedures. Parents  should not be accommodated in the same hotel.  Ensure there are separate sleeping, washing and toilet areas for adults and children / older and younger children / boys and girls- Do any of the players have specific dietary requirements or allergies? Do any of the children need additional help or support? Do you have any children with religious or cultural needs? |  |  |
| Travel Arrangements | Ensure that suitable transport is arranged – Mini-bus or coach – check insurance arrangements and FA DBS status of Driver(s) – if school minibus is being used check if there is a need for more than one driver.Make sure every child has a seat belt.  If you are flying or using a ferry for an overseas trip, make sure parents/carers have details of the transport and that you have considered how to manage unexpected delays or incidents. |  |  |
| Travel Arrangements | Consider the location of your hotel and age of your players; Make sure parents and players are clear of the arrangements for players to meet for departure. Is the departure point safe for parents to drop off players At what point will you be responsible for the players? Do you have a plan in place for late arrivals?  Make sure that parents/carers are aware of your policy and that you have emergency and secondary contact information. Parents should not be part of the official party. For any overseas trip all Passports and travel documents should be collected by the Group Leader and copies kept in a safe place. |  |  |
| Medical | As part of the player registration process, you must collect details of any relevant medical conditions or requirements for each player. This information must be stored securely and shared with coaching staff where appropriate. Medication is the responsibility of players and parents and should not be administered by coaching staff, without the written agreement of the parent(s)/guardian. Actions plans must be in place for any players with additional needs.  Ensure that adequate MEDICAL INSURANCE is in place  **Cover by the European Heath Insurance Card is likely to end on 31 December 2020** |  |  |