

Representative Teams



Representative Teams – Key Personnel

Regardless of whether event is UK or overseas based

- Team Lead
- Team Managers - decide on levels of supervision required (ratios), gender balance, can they provide First Aid cover?, formal training?
- Medical cover - level needed (First Aid?, Physiotherapy?)
- Emergency point(s) of contact
- Team Captain(s)?
- Logistics - is there someone within the organisation with these key skills?
Specialist travel agent?

Representative Teams - Key Decisions

Regardless of whether event is UK or overseas based

- Logistics - travel planning, accommodation
- Selection process
- Costs - is the trip fully funded or is there reliance on contributions from participants? Who takes responsibility for finances?
- Collection of personal data/welfare forms (participants AND staff)
- Use of Codes of Conduct (will you want sign-off on these?)
- Kit allocations, management and supply

UK Based Events / Tournaments

- Travel: Coach (factor in additional costs plus driver accommodation), self-drive (college minibus or hire vehicle), are flights an option?
- Accommodation: Hotel(s), hostels, university/college campus based. Rooming – single OR shared (how allocated?), team management rooming
- Take care to manage 'down time' - structures, timings. Provide clear guidance. Do you need to plan visits and activities to fill time?

UK Based Events / Tournaments

Travel

- Is Coach travel an option?
- If flights being used, consider how much advance planning is needed (most airlines require names when bookings are made)
- Passports and visas (or waivers) – see below
- Transfers to the airport OR meet at the airport? (plus return journey)
- Luggage allowance (don't forget kit!)
- Aircraft seating plan

Passports and Visas

- Passports – remember you will need full names for airline booking (as it appears on passport) PLUS passport numbers (always best to ask to have sight of OR be sent a photograph of information page)
- Remember to check expiry dates (different countries apply strict controls around how much time is needed for entry)
- It is unlikely that visas will be a requirement for a sporting/cultural trip
- However:
 - The US requires a visa waiver to be completed (ESTA, on-line)
 - Schengen countries will require the same from late 2023
 - (ETIAS, on-line). Costs Apply!

Further Considerations 1

Insurance

- What level of cover will you need?
- Group policy including personal injury, loss, theft etc.
- Comprehensive medical cover – to include repatriation in event of serious injury
- How will you meet these costs?

Further Considerations 2

Health and Safety / Risk Assessment

- Ask the event organiser / host to provide both their event plan and risk assessment / medical plan
- Ask the accommodation provider for their risk assessment and evacuation plan
- Take advice around risk assessing travel plans and other arrangements. Look at possible scenarios, cover the bases (you will not be able to think of every circumstance!)

Further Considerations 3

Safeguarding / Child Protection

- Look at the age demographic of your party
- Decide on the safeguarding policies / procedures which will be used to cover the trip (and communicate it)
- Will team managers / staff need additional training
- Decide on the process to be followed if you have an incident (and who will lead)
- Which reporting template will you use in such an event?
- Who will you liaise with / report to in such an event?

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