



Chwaraeon  
Colegau Cymru  
Colleges Wales  
Sport

# REPRESENTATIVE TEAM TOOLKIT



Ariennir gan  
Lywodraeth Cymru  
Funded by  
Welsh Government



The information provided in this Toolkit is intended to support the Welsh Government Visit Leader Training for Lecturers in FE, Module 6, Collaborative Events.

Each area within the Toolkit provides examples of considerations for organisers when planning activity and links to useful resources.

Please note that this information is intended as supporting guidance and should not be viewed as replacing any statutory requirements or existing NGB, sport specific or FE college requirements.



## Representative Teams / Opportunities

- ✓ Logistics and Planning
- ✓ Roles and Responsibilities
- ✓ First Aid Provision
- ✓ Partnerships and Collaborative Working
- ✓ Health and Safety
- ✓ Safeguarding and Child Protection
- ✓ Codes of Conduct / Consent Arrangements



# Logistics and Planning

to include Finance, Travel and Accommodation

- ✓ Appointment of Team Lead, managers, medical staff?
- ✓ Is the event UK based / overseas?
- ✓ Event logistics, travel planning, passports, visas, flights, hotel(s)
- ✓ Costs and how communicated and collected. Currency differences. Selection process, letters\*, kit etc
- ✓ Transfers at destination, room allocation (shared / single)



1. [Sample Welfare Form](#)



2. [Sample Team Selection Letter](#)

# Roles and Responsibilities

- ✓ Management structure, role descriptions \* / codes of conduct \*
- ✓ Point of contact (in UK if overseas trip)
- ✓ Staff health forms (including next of kin contact details)
- ✓ Who coordinates and oversees the trip?

# First Aid Provision

- ✓ At least 2 from Team Leadership / Management Group with First Aid qualifications
- ✓ Check on event provision to ensure NO dual role

# Collaborative / Partnership Working

## Insurance

- ✓ Is the visit a CollegesWales Sport organised event OR in collaboration with a Sport's NGB
- ✓ Who is providing insurance cover?
- ✓ To include emergency repatriation in event of overseas visit
- ✓ Who meets insurance costs?

# Health and Safety

## Risk Assessment / Scenario Planning

- ✓ Who prepares the risk assessment around the event?
- ✓ Who needs to see the risk assessment?
- ✓ Protocols around medical emergencies



3. Sample Risk Assessment for Grass Pitches



4. Sample Risk Assessment for Cross Country

# Safeguarding and Child Protection

## 16/17 Year Olds / Adults

- ✓ Which policies and procedures will cover the event? AoC Sport examples \*
- ✓ Who leads on safeguarding/welfare issues (Team Lead?)
- ✓ Reporting template \*
- ✓ Mixed party 1 male / 1 female Safeguarding



5. [AoC Sport Safeguarding Policy - Adults](#)



6. [AoC Sport Safeguarding Policy - Children and Young People Pt 1](#)



7. [AoC Sport Safeguarding Policy - Children and Young People Pt 2](#)



8. [AoC Safeguarding Incident Reporting Form - Adults](#)



9. [AoC Safeguarding Incident Reporting Form - Young Person](#)



10. [Sample Child Safeguarding Process Flow Chart](#)

# Codes of Conduct / Consent Arrangements

- ✓ Sign off on codes of conduct\* BEFORE departure, parental signature also required if 16 / 17 years old
- ✓ What information needs to be collected (full names/DOBs/contact names and numbers/medical information/allergies/regular medication) on consent forms? \*
- ✓ Medical intervention permission obtained

 11. [Sample Code of Conduct for Team Manager Form](#)

 12. [Sample Participant Code of Conduct Form](#)

 13. [Sample Consent and Data Form](#)



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## Further Information

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