



# Events/Trip Checklist

ACTIVITY	DETAIL	RESULTS/ACTION
Purpose of Event	Social, competition...	
Planning	When? Where? Who? Risk assessment of activity	
Communication with Parents	Travel arrangements Times, venues Dates of competition Consent forms Emergency procedures Contact details for organiser	
Venue	Risk assessment Insurance	
Supervision and Staffing	Ratios of adults to children Staff checking and recruitment Roles and responsibilities Staff training	
Emergency Procedures	Medical information Reporting procedures	
Registration	What is the process for registering in the competition? Parental permission?	
Documentation	Register of participants Player information Junior Player Profile Forms Photography permission Programme  Codes of Conduct Guidance for photography and media	