



## Dropping off and collecting young players at the club/training session

- ▶ Coaches and club staff will be responsible for young people in their care.
- ▶ It is the responsibility of parent/carer to transport their child/children to and from the club.
- ▶ It is not the coach's or volunteer's responsibility to transport young people to and from the club.
- ▶ The club must receive permission from parents/carers for young people to participate in all competitions and away fixtures/events.
- ▶ The club will provide a timetable of activities at the beginning of a season and notify parents/carers of any changes to this timetable in writing where practically possible.
- ▶ The club will require emergency contact numbers for parents/carers.
- ▶ The club adopts and publicises a late collection policy (see points in the right-hand column).
- ▶ The club will provide the parents/carers with a contact number which may be used if the parent/carer will be late to collect their child/children.
- ▶ The club will ask parents/legal guardian to complete a form providing contact details, information about their child/children, i.e. medical details, etc.

## Late collection

If a parent /carer is late the club will:

- ▶ attempt to contact the parent/carer
- ▶ check the club contact number for any information regarding the young person
- ▶ wait with the young person at the club, with wherever possible other staff/volunteers or parents
- ▶ remind parents/carers of the policy relating to late collection
- ▶ report the situation to Social Services or the Police if parents/carers remain uncontactable.

## Staff/volunteers should avoid:

- ▶ taking the child home or to any other location
- ▶ asking the child to wait in a vehicle or the club with you alone
- ▶ sending the child home with another person without permission.

## Private cars

It is strongly advised that private cars, other than those of parents, are not used by coaches, club volunteers, team managers, and umpires to transport young players at any time, either to and from a training session, or to away fixtures. If for any reason this is the only feasible method of transport the following guidelines must be followed:

- ▶ drivers must ensure the safety of passengers
- ▶ drivers must ensure that their vehicle is roadworthy and that they have a valid licence and insurance cover

- ▶ drivers must only use vehicles with seat belts and ensure that their passengers are wearing these when in transit
- ▶ drivers must be aware of their legal obligations when transporting young players
- ▶ parents/guardians/carers must give written permission if their child/children are being transported in another adult car
- ▶ clear information on the expected time of departure and arrivals needs to be communicated to relevant people, i.e. parents/guardians/carers
- ▶ drivers should not be alone with a young person in the car at any time. If this situation arises, drivers need to ensure that the young person is in the back of the car

## Hiring transport

When booking transport for an away fixture you will need to remember the following points:

- ▶ passenger safety
- ▶ competence of the driver and whether the driver holds an appropriate valid licence
- ▶ number of driving hours for the journey and length of the drivers' day including non-driving hours
- ▶ whether more than one driver is required
- ▶ type of journey, traffic conditions, weather, appropriate insurance cover
- ▶ journey time and distance and stopping points
- ▶ supervision requirements
- ▶ suitability of transport if the team includes disabled players
- ▶ drivers will need to take breaks and be aware of emergency procedures

## Legislation – points to remember

### Minibuses

- ▶ All minibuses and coaches carrying groups of three or more young people aged between 3 and 15 years must be fitted with a seat belt for each young person.
- ▶ Ensure that anyone who is driving a group minibus has received training on driving the minibus and the management of passengers.
- ▶ Ensure that the driver of the minibus is legally entitled to drive it.

### General

- ▶ Vehicles must be appropriate and roadworthy.
- ▶ The driver is responsible for the vehicle during the trip.
- ▶ There must be an anchor point for wheelchair users.
- ▶ New child car seat regulations came into force in September 2006.

### Useful References

#### Minibuses

[http://www.direct.gov.uk/en/Motoring/OwningAVehicle/AdviceOnKeepingYourVehicle/DG\\_4022064](http://www.direct.gov.uk/en/Motoring/OwningAVehicle/AdviceOnKeepingYourVehicle/DG_4022064)

[http://www.direct.gov.uk/en/Motoring/DriverLicensing/WhatCanYouDriveAndYourObligations/DG\\_4022498](http://www.direct.gov.uk/en/Motoring/DriverLicensing/WhatCanYouDriveAndYourObligations/DG_4022498)

#### Car seats

<http://www.thinkroadsafety.gov.uk/campaigns/childcarseats/childcarseats.htm>

Photograph: [www.hockeyweb.co.uk](http://www.hockeyweb.co.uk)

