



NORTHUMBERLAND LAWN TENNIS ASSOCIATION

Guidelines for Organisation and Travel to Junior Inter-County Tournaments

1 Introduction

The following Guidelines are to be followed by all Team captains, coaches and parents travelling with junior age group County Cup teams to Inter-County Cup tournaments and other LTA sanctioned events involving junior players who are representing Northumberland LTA.

2 Prior to Trip

Details of the dates and venues of all proposed inter- county tournaments will be notified to parents as soon as they are known.

The Junior County Cup Team Co-Ordinator(s) will select a Team captain and in conjunction with the Team captain will review the player list for the relevant age group and select a team having regard to the County selection criteria.

Where, having regard to the County selection criteria, the Junior Co-Ordinator/Team captain requires a second opinion on player selection, a meeting of the County Team Selection Committee will be held sufficiently in advance of the date of the tournament to decide on the players to be invited to participate in the event.

A letter will then be sent by the Junior Co-Ordinator to the nominated players immediately following the team selection or a meeting of the Selection Committee meeting with details of dates/timings/venue and travel arrangements. This should normally be approximately one month in advance of the trip.

The Junior Co-Ordinator will liaise with the County Administrator regarding the booking of accommodation and, if required, mini bus hire for the event.

The Junior Co-Ordinator will also arrange for a suitable second adult to accompany the team.

Parents will be advised of full accommodation and travel arrangements if known at time of writing regarding selection. If these are not finalised, information should be communicated as soon as these details are available.

Parents will also be provided with details of the Team Coach and parent(s) to be responsible for the team during the trip.

A medical consent form will be provided and return requested prior to departure.

A Risk Assessment will be carried out for each individual team travelling to a County team event prior to the event. A copy of the Risk Assessment will be retained within



the County Office and a copy will be made available to each parent of a member of the team for their information.

A form requesting permission to take and use photographs of players will also be provided to parents.

Parents will be provided with advice regarding the format of the event and approximate dates/timings.

The situation regarding spectators/parents, and whether they are welcome or expected on the trip, will be explained to parents

Details of lunch/meal arrangements during travel (e.g. packed lunch), and at the venue and hotel will be explained. Details of the daily meal allowance if applicable will be explained to parents.

3 During Trip

Travelling

Seat belts must be worn at all times whilst travelling in any vehicle.

Rendezvous points will be clearly arranged and understood when stopping at service stations.

In the event of a vehicle breakdown en route to or from a venue, no players are to be left unaccompanied by an adult whilst awaiting breakdown/recovery services.

Hotel

All players must be present during check-in at the hotel.

Both the Team Captain and parent responsible will make a note of room numbers before players go to rooms.

The Team captain will provide details of both the Team Captain's and the travelling parent's room numbers to all players before going to rooms.

The Team captain will ensure that all players are aware of the hotel's fire drill in case of fire.

The Team captain will set bedtimes and instruct players not to leave rooms after this time except in an emergency, such as fire.

Players will be instructed that in cases of difficulty or lesser emergency, they are to telephone the Team Captain or parent responsible and not to leave their room.

The Team captain will instruct players not to open their hotel room door to anyone other than another member of the County party, and after bedtime to anyone other



than the Team Captain or parent responsible. In the event of it being necessary to enter a player's room both adults must be present.

Players should at no time leave the hotel without the prior permission of the Team captain or parent responsible.

Tennis Venue

Players should make the Team captain or parent responsible aware of their whereabouts at all times whilst at the tennis venue, and should under no circumstances leave the tennis venue without the prior permission of the Team captain or parent responsible.

The Team captain will remind all players of importance of complying with the venue's rules and procedures.

In the event of an injury/medical emergency involving a player who has to leave the tennis venue eg as hospital treatment is required, either the Team captain or the parent responsible will accompany the player and the remaining players will continue to be in the care of the second adult.

4 General

The Team captain and/or parent responsible will use their discretion to incur any expenditure necessary to deal with unforeseen circumstances/emergencies and all such costs will be reimbursed by the County.

In the event of an emergency, the Team Captain will use their best endeavours to contact a County official as soon as possible to convey details of the problem and request any assistance as may be required. A County official will be designated prior to the trip to respond to any such issues.

Chair: Chris Lott

Date: April 2021

County Safeguarding Officer:

Date: April 2021

Review Date: April 2023