

St. Albans City Youth Community F.C.

Patron: Annie Brewster
President: Malcolm MacMillan

Affiliated to:
Hertfordshire County F.A.

GOING ON TOUR POLICY - HOME OR ABROAD

This document defines the key points and actions along with the guidelines and policies that teams representing St Albans City Youth Football Club must abide by when on an organised tour.

Key Points

No Tour can take place without the prior agreement of the Club Secretary. This is MANDATORY.

All adults, who are part of the Management/Coaching team forming the Tour Party must have DBS clearance prior to departure. (Adults who are simply supporters or spectators and do not form part of the vetted Tour Party must make their own travel and accommodation arrangements).

A full list of participants on tour must be given to the Club Secretary or nominated person. This must include the Management/Coaching Team.

All players and parents must complete and sign a Consent Form (available on the website) and each player must be made aware of the standard of behaviour expected whilst on tour while representing the Club.

As a Registered Charity, all fundraising activities, including bag packing, must go towards the cost of the tour for the benefit of the child/young person.

The Club Treasurer has an account set up for Tours. The Club Treasurer will only be responsible for monies for the Tour Party. The Tour Party will appoint a Tour Treasurer who would be responsible for liaising with the Club Treasurer on a regular basis.

A special bank account must **NOT** be set up in the Club's name to hold Tour money without permission from the Committee.

The Tour Treasurer must ensure that the budgeting costs for the Tour are carefully worked out and ensure that monies are collected "up front". The Club cannot fund/underwrite tours.

A deposit of a minimum of £50 per person should be collected as soon as permission has been given to tour with staggered payments made so that payment for Tours can be made at the appropriate time.

DBS (CRC) Disclosure Requirements

ALL adults who will be supervising youngsters on the tour **MUST** have DBS clearance prior to departure of the Tour. For more details see the document 'Criminal Record

F.A. CHARTER STANDARD COMMUNITY CLUB



Web Site www.cityyouthfc.com e-mail info@cityyouthfc.com
Registered Charity No. 1089343



Checks – Guidance’ which is available on the clubs website under the managers tab. The document ‘Criminal Record Checks – Guidance’ is issued by the Football Association.



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