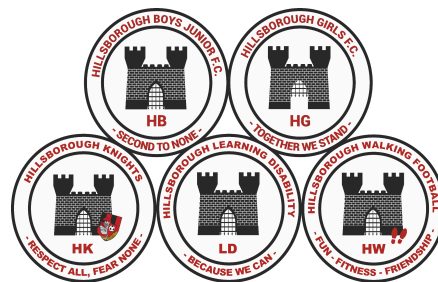


HBJFC Trip Coach Checklist

Team Name: _____

Date of Trip: _____

Lead Coach Name: _____



Action to be Completed	Date of Completion	Signed off by coach
Submit trip proposal		
Authorisation given by committee		
Enter the team into competition/tournament		
Hold a parents meeting to discuss all details relating to the trip		
Provide all parents with documentation including permission slips, payment details and health declaration forms		
Collect deposit from all individuals attending		
Book travel arrangements		
Book accommodation		
Check all individuals have correct travel documentation and is in date - a copy is required		
Book group travel insurance policy for all involved and ensure full cover is provided		
Begin fundraising activities for trip to cover costs such as kits, tracksuits etc seek prior authorisation		
Order any sportswear required for the trip to ensure arrives in good time		
Prepare a detailed itinerary for each day of the trip to be issued to parents 4 weeks prior to travel		
Hold a meeting with the parents and players one week prior to travel		