



**STEVENAGE** FOOTBALL CLUB

# Academy Transport Policy

*#WEARESTEVENAGE*



# Academy Transport Policy

*INTERNAL / EXTERNAL*

<b>Date of Last Review</b>	1 <sup>st</sup> March 2023
<b>Review Undertaken By</b>	Mike Pink – Chief Executive Officer (CEO)
<b>Policy Overview</b>	
Our Academy Transport Policy outlines the Club's protocols for the travel and transport arrangements for all players, staff and volunteers within its Academy.	
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## **1 -Overview**

Stevenage Football Club have developed an Academy Transport Policy to ensure that every consideration is paid to the welfare of all young players who are under the age of 18 whilst they are using (1) Club transport, (2) whilst being transported by a Club member of staff, or (3) whilst travelling to or from Club activities. This policy is applicable to all Academy players, staff and volunteers.

We as a club are committed to safeguarding and the welfare of children and young players and all staff share this commitment also. This plan has been developed to provide all staff, parents/carers and young players with all the information that is needed regarding travel and transport when carrying out any club duties.

The Designated Safeguarding Officer has full responsibility in delivering and communicating this policy during the pre-season induction and to all new starters throughout the season as well as ensuring that all staff, players and parents/carers sign to say that they have read, understood and agree to adhere to the policy at all times.

The Scholarship and Education and Development Programmes at Stevenage Football Club is full time and this means that on every reasonable occasion players may have to make their own way to training and education using their own vehicles or public transport. Transport arrangements for scholars are made for them to attend all fixtures, with at least one adult (in addition to the driver) acting as escort. For academy tours and/or tournaments (should the club be involved) in such activities, there can be a combination of club transport and transport from an external provider where applicable.

Stevenage Football Club follow the guidance which is provided by the FA (Travel, trips and Tournaments), The Football league (Youth Tours and Tournaments), and the Department For Education (DFE) in regards to transporting young players on tours and tournaments.

## **2 - Club Transport Arrangements**

During the working week club, own and public transport is used across the whole of the academy in order to transport players, staff and equipment between the following venues:

- Marriotts School (Brittain Way)
- Bragbury End (Aston Lane)
- The Lamex Stadium (Broadhall Way)
- Shepalbury Sports Academy (Broadhall Way)

The club mini bus is provided to transport scholars to all matches and training venues where possible. If the scholars choose to make their own travel arrangements to matches and training venues, the club expects scholars to adhere to the transport policy at all times and that Stevenage Football Club Ltd accept no liability for their decision to transport themselves between venues.

### 3 – Academy Transport

#### Mini Bus

The club has one 17 seat minibus that is used to transport players, staff and equipment to training and fixtures. On occasions the mini bus may be used for tours and airport transfers. The mini bus is owned by Stevenage Football Club.

The mini bus is maintained by the driver and the Academy Operations Manager. The driver will inspect the vehicle before travelling at all times and the vehicle is also checked monthly for the following

- Tyre pressure and Tyre wear
- Brake Fluid
- Screen Wash
- Any other damage inside and outside

There is a form which is used to record any damage to bodywork, windscreen and any other general observations. Any issues must be reported immediately to the Academy Manager or Academy Administration Officer.

The mini bus is issued with breakdown cover and full insurance for all intended use which includes the transportation of young, professional footballers. All of these details are stored with the Academy Operations Manager. The Mini-Bus is only permitted to be driven if drivers hold the PCV D1 Category Licence.

Stevenage Football Club follow the direction from the DFE driving school minibus, regarding eligibility (Departmental advice, updated: 26 April 2012). "... staff can drive the minibus without any special licence, as long as their employer agrees and the following conditions are met:

- The staff member obtained their car driving licence before January 1997
- If drivers hold the PCV D1 Category Licence.

Once these expectations are met there are additional requirements required when transporting young players:

- Members of staff must have an enhanced CRB Disclosure through the FA's registered body;
- Staff are required to notify the Academy Manager of existing or impending disqualifications or convictions;
- Staff are required to submit their licence for regular checks as requested by the Club;
- Staff must report to the club details of any medical conditions which may affect their driving;
- Stevenage Football Club must issue consent forms to the parents/carers of all new players to obtain their permission for players to be transported in the Club vehicle or vehicles belonging to an external transport provider as is necessary for the duration of their registration at the Club. Parents and carers can withdraw this consent at a later date if they wish and their sons will no longer be able to access any Club transport and transport provided by an external company. Permission is sought by an annual survey issued to all Academy players where parents/carers must confirm their consent.
- Staff using their vehicles for work purposes are required to complete an **Academy Driver Registration Form** and an Academy **Checklist for Monitoring Driver Information**.

**Commented [TA1]:** Is there a check list/ sheet that is ticked and signed and dated by the people checking the vehicle?

## External Transport Providers

There may be events within the football club that would require the club to source a coach company for example, FA Youth Cup fixtures, tours or friendly fixtures. Stevenage Football Club have established relationships with reliable and trustworthy transport providers who understand the club commitment to safeguarding all young players. All companies used will provide a copy of their public liability insurance, provide a qualified and CRC/DBS checked driver(s) and ensure that all vehicles used when transporting our young players are safe and fit for purpose. When travelling via this method all players are accompanied by staff.

## Regulations for Staff Transporting Young People

Members of staff are not expected or asked to transport children and young adults in their private vehicles as part of their duty unless stated otherwise. Staff understand that circumstances may sometimes arise where the risk of not transporting a young person is greater than doing so, for example after a late football fixture and the distance to home is too far or too dangerous to walk, or in an emergency situation.

In the unlikely circumstance that a member of staff feels that they have to transport a young player in their private vehicle because it is the safest or only option, they must adhere to the following protocols where applicable:

1. Inform the Club Welfare Officer or Academy Safeguarding Manager/Academy Manager of the journey, the reasons for the journey, any incidents that arise during the journey and when the journey is completed;
2. Have an enhanced DBS disclosure;
3. Have a roadworthy and appropriately insured vehicle that meets all the legal requirements for use of the road (the Club cannot take any responsibility for any grievances arising from inadequate insurance or non-roadworthy vehicles);
4. Have permission from the young player's parents/carers;
5. Have another member of staff accompanying them (if possible) or more than one young person to accompany one another.
6. The player is to be seated in the back where possible and wearing a seatbelt.

When a member of staff is transporting a young player, they must understand that the safety and welfare of the child is their responsibility until they are safely passed over to parent or carer. Stevenage Football Club's medical staff may transport players for medical emergencies or appointment where the parent is not available. All staff must make sure they have business insurance when transporting young players, for further information please see the Club's **Driving & Travel Policy**.

All staff must be fit to drive and free from all drugs, alcohol or medication which may inhibit or impair their ability to drive. Behaviour must be appropriate at all times and any incidents that occur on the journey must be reported to the Club Welfare Officer as soon as possible. All legal requirements must also be met when transporting young players such as not using mobile phones whilst driving. Staff members must also take in recommendations such as taking breaks during long journeys and understand the dangers when driving tired.

**Commented [TA2]:** Would the staff member have to have business insurance?  
If a staff member is using their own private vehicle for business purpose then they should have business insurance

If possible, drivers should be accompanied by another member of staff when transporting young players as this can reduce the risk of any distractions, accident, injury or allegation of misconduct or abuse.

Staff should follow all safety rules and make sure that all passengers including themselves must wear a seatbelt at all times, however the responsibility lies with the passenger when travelling.

### **Young Players Using Club Transport**

When using club transport all players should take full responsibility to ensure that they are well prepared and on time when club transport has been arranged by the club. Players must understand their personal responsibility when travelling for example wearing a seatbelt and not partaking in high risk behaviours such as distracting the driver. All players should understand that they must not ask any member of staff for lifts or accept any lifts in private vehicles unless in exceptional circumstances. If this situation was to arise advice is given in the above section '**Regulations for staff transporting young people**' should be adhered to at all times. All players are prohibited to travel to training and matches in vehicles together whilst the Government's categorisation of COVID-19 is at amber or above. In circumstances where this cannot be prevented face coverings must be worn.

Parents/Carers should never ask staff members to provide transport for their son in a personal vehicle. No parent/carers are allowed to travel on any form of club transport unless transport is sourced from an outside company. Parents/carers can only travel in club transport if there is a serious circumstance i.e. accompanying a child to hospital/home. Parents/Carers at the start of the season must give their consent for their child to travel on club transport (via annual Academy survey).

### **Regulations for Young Players Traveling Independently (Including Public Transport & Own Vehicles)**

Many young people pass their driving test and get their first cars during their scholar years and when a scholar passes his driving test, they are advised to inform their insurers of their profession as a footballer. Stevenage Football Club regularly provide scholars with education regarding driving as part of the well-being section of their club induction and part of their Sporting Excellence Professional apprenticeship.

Stevenage Football Club provide transport to training and all matches (home and away) and on occasions scholars may make independent travel arrangements for carrying passengers (who may be other scholars or professional footballers). Stevenage Football Club does not accept liability for any damage or personal injury that occurs as a result of an apprentice(s) choosing to travel independently, given that the club provides transport to and from training and match venues.

Stevenage Football Club advises all scholars to inform their insurers of their profession as a footballer and the nature of their driving if they intend to use their car for social and commuting purposes. Apprentices must ensure they have the right insurance with the help of their parents/carers in order to meet their personal circumstances including the intended business use if they choose to provide lifts for other football apprentices. Scholars will not be asked by Stevenage Football Club to provide transport for other peers or staff travelling.

If apprentices are making their own alternative transport arrangements to matches they must inform their lead coach within 24 hours prior to the match.

All players are required to complete an annual survey outlining their permission and preferences for transportation while engaging with the Club.

#### **4 – Club Transport**

##### **External Transport Providers**

There may be events within the football club that would require the club to source a coach company for example, FA Cup or League fixtures, tours or friendly fixtures. Stevenage Football Club have established relationships with reliable and trustworthy transport providers who understand the club commitment to safeguarding all young players. All companies used will provide a copy of their public liability insurance, provide a qualified and CRC/DBS checked driver(s) and ensure that all vehicles used when transporting our young players are safe and fit for purpose. The Club Secretary collect all information for the external transport providers. When travelling via this method all players are accompanied by staff.

##### **Regulations for Players Travelling independently (Including Public Transport & Own Vehicles)**

Stevenage Football Club provide transport to all away matches for Apprentices and on occasions players may make independent travel arrangements for carrying passengers (who may be other scholars or professional footballers). Stevenage Football Club does not accept liability for any damage or personal injury that occurs as a result of player choosing to travel independently, given that the club provides transport to and from match venues.

Stevenage Football Club advises all players to inform their insurers of their profession as a footballer and the nature of their driving if they intend to use their car for social and commuting purposes. Players must ensure they have the right insurance to meet their personal circumstances including the intended business use if they choose to provide lifts for other football players. Players will not be asked by Stevenage Football Club to provide transport for other peers or staff travelling.

All players must be fit to drive and free from all drugs, alcohol or medication which may inhibit or impair their ability to drive. Behavior must always be appropriate All players are prohibited to travel to training and matches in vehicles together whilst the Government's categorisation of COVID-19 is at amber or above. In circumstances where this cannot be prevented face coverings must be worn.

##### **Regulations for Staff Transporting First Team Players**

Members of staff are not expected or asked to transport first team players in their private vehicles as part of their duty unless stated otherwise. Staff understand that circumstances may sometimes arise where the risk of not transporting a player is greater than doing so, for example after a late football fixture and the distance to home is too far or too dangerous to walk, or in an emergency situation.

In the unlikely circumstance that a member of staff feels that they have to transport a young player in their private vehicle because it is the safest or only option, they must adhere to the following protocols where applicable:

1. Inform the Club Welfare Officer or Manager of the journey, the reasons for the journey, any incidents that arise during the journey, and when the journey is completed;
2. Have an enhanced CRB disclosure through the Club and FA;
3. Have a roadworthy and appropriately insured vehicle that meets all the legal requirements for use of the road (the Club cannot take any responsibility for any grievances arising from inadequate insurance or non-roadworthy vehicles);
4. Have permission from the young player's parents/carers;
5. Have another member of staff accompanying them (if possible) or more than one young person to accompany one another.
6. The player is to be seated in the back where possible and wearing a seatbelt.

When a member of staff is transporting a player, they must understand that the safety and welfare of the player is their responsibility until they are safely reached their destination.

Stevenage Football Club's medical staff may transport players for medical emergencies or appointment where the parent is not available. All staff must make sure they have the correct insurance when transporting young players.

All staff must be fit to drive and free from all drugs, alcohol or medication which may inhibit or impair their ability to drive. Behaviour must be appropriate at all times and any incidents that occur on the journey must be reported to the Club Secretary as soon as possible. All legal requirements must also be met when transporting players such as not using mobile phones whilst driving. Staff members must also take in recommendations such as taking breaks during long journeys and understand the dangers when driving tired.

If possible, drivers should be accompanied by another member of staff when transporting young players as this can reduce the risk of any distractions, accident, injury or allegation of misconduct or abuse.

Staff should follow all safety rules and make sure that all passengers including themselves must wear a seatbelt at all times, however the responsibility lies with the passenger when travelling.

All staff members who may have to transport players must sign a 'Drivers registration and Monitoring driver information form' at the start of the season and must update the Club Secretary on any changes.

All players are required to complete an Independent/Travel Consent Form or the annual Academy survey outlining their permissions and preferences for transportation while engaging with the Club.

All players are prohibited to travel to training and matches in vehicles together whilst the Government's categorisation of COVID-19 is at amber or above. In circumstances where this cannot be prevented face coverings must be worn.



## **5 - Implementation & Enforcement**

The Chief Executive, senior managers and line managers are responsible for the promotion and maintenance of this policy by their staff. The Academy Manger is responsible for monitoring and reviewing the operation of this policy.

Employees are expected to comply with all elements of this policy. Employees not complying with the Academy Transport Policy may be subject to the Club's Disciplinary Procedures as outlined in its **Disciplinary Policy**.