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## Transport Policy

**Date of issue:** 25th November 2011 (this version supersedes all previous versions)

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**The following document outlines Hatfield Swimming Club's policy in relation to the transportation of children in connection with all ASA activities.**

Parents and carers are responsible for the safe delivery and collection of their child to any training or competitive event, except when the club have organised transport in respect of the team.

It is not the responsibility of the coach or other poolside staff to transport, or arrange transport for swimmers to and from any swimming event. Arrangements made between parents to transport the children of other club members are at the sole discretion of the parents concerned.

When transport is provided by the club in the form of a mini bus or coach, the driver will have been CRB checked. The club will ensure that consent is obtained from the parent or carer for the child to be transported by coach, and that a consent form for Emergency Medical Treatment is also obtained.

**The Team Manager will provide parents and carers written details of:**

- 1) The location where swimmers should be dropped off before, and met after the event.
- 2) The expected time of arrival at the collection point, and the expected time of arrival back at that point.
- 3) A contact telephone number for parents to use, if they are unavoidably delayed in collecting swimmers, or to arrange suitable alternative plans for collection.

**The Team Manager will ensure they have:**

- Relevant forms completed and signed by parents as outlined in Safe Sport Away.
  - Details of the parents contact phone number on that evening if it differs from the numbers already held by the club.
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