



ECFC Academy Transport Policy

2018/19

Contents

Order	Section	Page no.
	Statement of Intent	3
	Purpose	3
	Undertakings	3
	The Policy & Awareness	3
1.0	Travel Arrangements	4
	Current Travel Arrangements Awareness	
	Policy Statement (Travel Arrangements)	
2.0	Vehicles	4-6
	Current Vehicles Awareness	
	Policy Statement (Vehicles)	
	Current Private Vehicles Awareness	
	Policy Statement (Private Vehicles)	
	Minibus & Coach Hire Awareness	
	Policy Statement (Minibus & Coach)	
	Club Minibuses Awareness	
	Policy Statement (Club Minibuses)	
3.0	Drivers	7
	Drivers Awareness	
	Policy Statement (Drivers)	
4.0	Passengers	7
	Passengers Awareness	
	Policy Statement (Passengers)	
5.0	Scholars in Own Vehicles	8
	Scholars in Own Vehicles Awareness	
6.0	Seven Point Quick Check List: Notice to Staff	8
7.0	Complaints	8



ECFC Academy Transport Policy

Statement of Intent

Exeter City Football Club Academy (The Academy) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Purpose

This policy has been developed to provide staff, parents/carers and young players with the necessary information regarding travel and transport during the working day or when carrying out Club and/or Academy duties.

Further, it also serves to ensure that consideration is paid to the welfare of young players aged 18 years and below whilst using Club transport, being transported by a Club staff, or whilst travelling to or from Club/Academy activities.

Undertakings

Wherever possible & practicable; it is advised that Scholars and other U18 Academy players travel in Club vehicles with at least one adult (in addition to the driver) acting as an escort.

However, due to the full-time nature of the Scholarship programme: 16-18year olds may, given the Stadium, the Training Ground, and accommodations are sited at different venues, require varying arrangements to be accounted-for regarding independent travel and the use of Club vehicular transport.

When transporting young players on tours and tournaments, The Academy will adhere to the guidance provided by the FA ('Travel, Trips & Tournaments'), the EFL ('Youth Tours & Tournaments'), and the Department of Education ('Health & Safety for Pupils on Educational Visits'). These guidelines can be sourced through the links on the Academy website.

All staff must read and understand this policy. If at any time further guidance is required; staff should contact the Academy Head of Education & Welfare (HEW) to establish any further clarity and understanding.

If for any reason a member of staff is unable to follow the protocol: he/she must contact the HEW first, to seek assistance to gain necessary advice.

Similarly, if any player/parent has a query or complaint regarding transport policy; contact should be made with the HEW or Academy Operations Manager.

The Policy & Awareness

This policy is split into the following categories:

- 1. Travel arrangements**
- 2. Vehicles**
- 3. Drivers**
- 4. Passengers**
- 5. Scholars in Own Vehicles**
- 6. Checklist: Notice to Staff**
- 7. Complaints**

Viz:

1.0 Current Travel Arrangements Awareness

1.1 Working Days

1.1a. Club and public transport is used across the Academy during working days to transport players between the Stadium, the Training Ground and other training or education venues.

1.1b. The Scholars use public transport and their own cars for their journeys to & from the Club/Training Ground on a daily basis. Club vehicles are used to transport them to other training venues and to away match venues.

1.1c. On occasions, U15 & U16 players are asked to attend practice at the Training Ground. On these occasions, players are asked to make their own way to the ground either by public transport or with a parent/guardian/carer and be collected at the end of their session.

1.2 Home Match Days (Youth Team)

1.2a. For home youth games, Scholars will travel from home/provided accommodation to the Training Ground as above. Following the game; they will make their way home/to provided accommodation either by bus, with parents/carers or in their own private vehicle.

1.3 Away Match Days (Youth Team)

1.3a. For away youth games, Scholars will travel to designated pick up points that have been agreed by Academy staff and communicated to players and/or parents/carers.

1.3b. Following the game, there will be agreed designated drop off points. Travel from the designated pick up point to the fixture venue and then back to the drop off points will be made using one of the Club minibuses or a hired coach (further details can be found below under the sections which follow).

1.4 Home Match Days (First Team)

1.4a. For First Team home games, Scholars will travel to & from St James Park with parents/carers, by bus or in their own vehicles. On an evening fixture, Scholars will leave the ground as soon as practicable following the final whistle to ensure they are not using public transport too late in the evening.

1.1a. Policy Statement (Travel Arrangements)

1.a.1. Where possible, at least two members of staff will remain with these players until they have all been collected or made their way to their transport.

1.a.2. For Academy tours & tournaments and away games further afield; likely combinations of Club transport and transport from an external provider will be used.

1.a.3. On a standard working day (with exception on Youth or First Team fixture days), Scholars and players aged 18years & below will travel from home/provided accommodation to the Training Ground either with parents/carers, by public transport or in private vehicles.

1.a.4. All Scholars using buses are given public transport passes, paid for by the Academy.

1.a.4b. On days at which the players are at Exeter College, players either use their own personal vehicles or public transport.

1.a.5. For all First Team fixtures, players cannot leave the ground until a senior member of Academy coaching staff gives permission.

2.0 Current Vehicles Awareness

2.1. The Academy owns 2 minibuses and has a further minibus on lease hire. The vehicles are maintained by qualified mechanics under the aegis of the Academy Operations Manager.

2.2. The Academy uses minibuses when transporting young players. Vehicles are used for transporting players to games, training, college and on tours & tournaments.

2.3. All drivers must understand the maximum capacity for the vehicle they are using and know that this must not be exceeded. To drive a mini bus: staff must be in possession of a license issued prior to 1997 with a D1 or a separate mini bus license.

2.a. Policy Statement (Vehicles)

2.a.1. The Academy Operations Manager ensures that vehicles are regularly serviced and receive MOTs. The vehicles are insured for all intended use, which includes the transportation of young and Professional Players.

2.a.2. All staff aged 25years & over, who are in full-time employment with the Club and have a minimum of two year's driving experience on a full license, are permitted to drive company vehicles providing that the Club gives them permission to do so and that they provide a copy of their driving license, to be retained on record.

2.a.3. The records of this information are kept on staff files and monitored by the Academy Operations Manager.

2.a.4. In the event that training is needed for a member of staff to drive a mini bus (and it is felt this is required): the Academy Operations Manager will arrange the necessary training and assessments and keep a record on file.

2.a.5. When staff use Club vehicles for the main purpose of transporting young players, there are the following requirements:

2.a.5b. Staff must have an enhanced DBS disclosure through the FA's registered body;

2.a.5c. Staff are required to notify the Academy Operations Manager of existing or impending disqualifications or convictions;

2.a.5d. Staff must submit their license for regular checks as requested by the Club;

2.a.5e. Staff must report to the Club and Academy, details of any medical conditions that may affect their driving;

2.a.5f. The Academy will issue consent forms to the parents/carers of players to obtain permission for them to be transported in Club vehicles or vehicles belonging to an external transport provider for the duration of their Academy registration.

2.a.5g. Parents/carers can withdraw consent at a later date if they wish & their sons will no longer be able to access Club transport or transport provided by an external company.

2.a.5h. In the event that a player is touring with the Academy, representing the Club: an additional signed and dated consent form is required for the tour (Ref: EFL Form T5 from 'Tours & Tournaments' document).

2.1 Current Private Vehicles Awareness

2.1.1. Members of staff may be asked occasionally to transport young players in their private vehicles as part of their duties; in particular when circumstances 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), or in an emergency situation.

2.1.2. If a member of staff has to transport a young player in their private vehicle because it is the safest or only option, or as a result of any other emergency requirement identified, they must as far as possible adhere to the following points:

2.1.2a. Possess an enhanced DBS disclosure through the Club and The FA;

2.1.2b. Be in charge of a roadworthy and appropriately insured vehicle that meets all the legal requirements for use of the road;

2.1.2c. Have permission from the young player's parents/carers;

2.1.2d. (Where possible) have another member of staff accompanying them;

2.1.2e. Player(s) to be seated in the back wearing a seatbelt

2.1.2f. In an emergency: inform the Academy HEW of the journey; the reasons for the journey; any incidents that may arise during the journey and when the journey is completed.

2.1a. Policy Statement (Private Vehicles)

2.1a.1. The Academy will ensure that staff, volunteers and Scholars who drive during their working day are informed that they should discuss their insurance needs with their own insurance company; identify their occupation and if they use their cars for any business related activity ensure they have appropriate insurance cover for any work related journeys.

2.1a.2. Neither the Club nor Academy can take responsibility for players being transported in privately owned vehicles. Therefore, it is imperative that staff have business insurance for their vehicle; declare to their insurers that they work within the Academy of a professional sports club and to make their insurer aware that this may involve the occasional transportation of young players.

2.1a.3. Staff are required to ensure that their insurance cover is adequate to transport young players.

2.2 Minibus and Coach Hire Awareness

2.2.1. There are occasions when the Academy will use a coach company (for example, for an away fixture or a tour). The Academy has good relationships with local transport providers who understand the commitment to safeguarding.

2.2.2. These companies have adequate public liability insurance, a copy of which is obtained prior to hire, with qualified & experienced drivers who possess the correct driving license for the vehicle being driven.

2.2a. Policy Statement (Minibus & Coach Hire)

2.2a.1. The Academy will ensure that only bona fide registered minibus and/or coach hire firms are used for the transportation of Academy players & staff.

2.2a.2. The Academy will ensure that vehicles used are appropriately insured, roadworthy, fit-for-purpose with fitted seat belts appropriate to the size and type of vehicle and passengers carried, by way of receipt of paperwork & inspection.

2.2a.3. Players need to be accompanied at all times by staff when being transported by external transport providers.

2.2a.4. The Academy will ensure the appropriate supervision ratios for the age range of the group is met at all times.

2.2a.5. The Club will ensure appropriate legal advice is made available to The Academy to facilitate all reasonable care and due diligence, when entering into contracts with individual transport providers.

2.3 Club Minibuses Awareness

2.3.1. The Club owned and lease hired minibuses are regularly used to transport Scholars and young players to games. In instances when excess player numbers cannot safely (or legally) fit in the minibus(es): provision to transport other players using Academy Pool Car(s) or an appropriate Academy staff member's vehicle is utilised.

2.3a. Policy Statement (Club Minibuses)

2.3a.1. At least two adults need to accompany each vehicle used when transporting players to games.

2.3a.2. All Club & Academy must vehicles undergo annual servicing and MOT testing to ensure they are kept safe, roadworthy & up to date on road tax.

3.0 Drivers Awareness

3.1. When staff are transporting young player(s), they must take responsibility, understand that the players are 'in loco parentis' and are accountable for their welfare until such time until they are safely returned to a parent/carer.

3.2. Staff members must be fit to drive and be free from any drugs, alcohol or medicines which may impair judgment and the ability to drive safely at all times.

3.3. Staff must also consider taking regular breaks whilst driving and being aware of the dangers associated with tiredness when in charge of a motor vehicle.

3.4. Where possible, drivers should be accompanied by another member of staff when transporting young players, to eliminate potential risk of distraction, accident, injury or allegations of misconduct or abuse (bullying).

3.5. The decision of whether it is safe to transport young players in bad weather conditions (snow and ice) is down to the discretion of the staff member and a responsible attitude, based on the best interests should be adopted.

3.1a. Policy Statement (Drivers)

3.1a.1. Any incidents that may occur on a journey must be reported to the Academy HEW and Academy Operations Manager immediately or as soon as it is safe to do so.

3.1a.2. When transporting young players, staff must adhere to all legal requirements such as not using mobile phones, adhering to speed limits and all aspects of the laws of motoring.

3.1a.3. Staff should not transport young players if they do not feel it is safe to do so due to the road or weather conditions.

3.1a.4. If a decision is made not to transport players to the intended destination; the Academy HEW, Academy Operations Manager or relevant Lead Phase Coach should be informed as soon as it is safe to do so.

3.1a.5. Staff must be aware of the Club & Academy regulations detailed in this policy concerning the use of privately owned vehicles to transport players.

4.0 Passengers Awareness

4.1. Players/parents/carers must take responsibility for confirming travel arrangements and ensuring that the player is on time and prepared for travel, whilst players should understand their personal responsibilities such as wearing seatbelts; not participating in high risk behavior, which distracts the driver or disturbing drivers' concentration on the road.

4.1a. Policy Statement (Passengers)

4.1a.1. Players should not ask for nor accept lifts from staff in private vehicles, unless appropriate consent has been given.

4.1a.2. Parents/carers should never directly ask staff to provide transport for their son in a private vehicle. They must contact The Academy HEW or Academy Operations Manager to make a request to be considered and approved (or declined dependent), with subsequent communication to staff.

4.1a.3. For players aged 16 or below, travelling on their own as part of day release or during holiday periods: parents/carers will be informed of all details, including times players will be picked up by a member of staff from the train station/bus station.

4.1a.4. In this regard: the player must notify the Academy of their attendance the day before they are due to come into day release practice, to ensure arrangements are in place.

4.1a.5. With regards to independent travel such as walking or using public transport: Scholars/day release players/triallists will be advised to plan their route, stick to busy or well-lit streets and stay alert; keeping their mind on their surroundings.

5.0 Scholars in Own Vehicles Awareness

5.1. Many young players, whilst on the scholarship programme, pass their driving test and acquire their first car. Upon this occurrence: member(s) of the Academy Management Team (AMT) will offer certain advice regarding insurance, safe practice and the recommendation that the player informs his insurer that he is Professional Footballer.

5.2. Whilst Scholars may make private arrangements for carrying passengers (who may be other Scholars or Professional Footballers) in the course of normal leisure activities; they should (typically with the help of their parent/carer), ensure they have appropriate insurance cover to meet their personal circumstances, including the intended use (if they choose) to provide lifts for other football Scholars/Professional Players.

6.0 Seven Point Quick Check List: Notice to Staff

Staff have the responsibility to ensure the following before driving Club-owned, leased or hired vehicles:

6.1 They are suitably qualified and experienced to drive the vehicle.

6.2 They are at all times in a fit and proper state to drive.

6.3 The vehicle they are driving is appropriately comprehensively insured and that in this regard they have complied with all appropriate requirements.

6.4 They have thoroughly checked that the vehicle is safe and fit to drive before doing so and has all appropriate certificates and licences and that they have complied with all appropriate requirements.

6.5 When parked and /or unattended the vehicle is locked.

6.6 They pay all fines, parking tickets and congestion charges as well as notifying the Operations Manager thereof.

6.7 The vehicle is returned, in a fit, proper and clean state with a full tank of petrol (reimbursement of fuel will be given upon receipt of a receipt), the keys are handed are then returned to the Operations Manager.

7.0 Complaints

This complaints procedure follows a three-step process, as follows:

STEP ONE: Any complaints or perceived deficiencies in practice should be brought to the attention of a senior staff member (typically Head of Phase), who will in the 1st instance address (if possible & practicable) any perceived problem brought to their attention.

STEP TWO: The Senior staff member, will, in the 2nd instance, report to HEW and Academy Operations Manager of any actions taken or concerns that cannot be immediately addressed or brought to a satisfactory conclusion by him/her.

STEP THREE: Should a complaint and/or allegation need to move beyond informal 1st or 2nd steps: The Academy's Complaints procedure will be activated according to Academy policy and the matter will be referred to HR, where applicable.

Please note that the Club reserves the right to enter this sequence at any stage if the situation warrants such action.