

# SAFE TRAVEL CHECKLIST



Travel is a regular part of Tennis activities, and it is important to ensure that travel is a safe and enjoyable experience for all athletes, coaches, and staff. This checklist will help support the planning and management of travel ahead of time, while also providing best practices to follow while away.

**PRIOR**

- I have a minimum of 2 Persons in Authority travelling with athletes
- I have ensured that at least one Person in Authority is the same gender identity as the athletes
- I have ensured all other Support Staff are also screened/Safe Sport Trained
- I have submitted accommodations for approval, ensuring all guidelines are followed
- I have booked accommodations ensuring that no Persons in Authority share a room with athletes
- I have ensured athletes are age appropriate and same gender identity if sharing a room
- I have arranged transportation following the Rule of Two
- I have held (or have scheduled) a meeting with all athletes/parents/coaches prior to departure to review Code of Conduct and Safety Guidelines
- I have collected all signed Athlete Consent forms
- I have explained the Safe Sport Reporting Process to all participants

**DURING**

- I will provide specific safety information based on the city/country we are traveling to, as well as emergency procedures upon arrival
- I will provide Athletes with information on who to talk to/where to report should maltreatment occur
- I will review rules regarding behavior, curfew, and electronic devices
- I will ensure all interactions are in an open and observable space and that all interactions are justifiable, including electronic communication
- I will ensure all room checks are done with two Persons in Authority
- I will ensure adequate supervision for all activities including activities outside of practice/competition
- I will ensure individual Athletes never go anywhere alone and that a Person in Authority knows where Athletes are at all times
- I will remind all participants to always keep the True Sport Principles in mind when travelling and representing our team/sport/country