



End-of-season Trip – Checklist

3-day trip planning template

This document was provided by areacopa.com.

TEAM

TRIP DATES

LEAD COACH

6 months out

Fundamental decisions and club approval.

- Secure club approval (board, youth coordinator)
- Lock the date and cross-check with the league fixture list
- Sketch a rough per-child budget
- Narrow down the destination (region, maximum driving distance)

3 months out

Binding bookings and team setup.

- Book accommodation with a binding reservation
- Book a chartered bus with driver (outbound + return fixed)
- Schedule and invite parents to the parents' meeting
- Finalize the coaching team (who travels, who is main contact)
- Check the club's insurance coverage

4 weeks out

Parent communication and participant list.

- Run the parents' meeting
- Hand out consent forms with a return date
- Lock the participant list, maintain a waitlist
- Plan the on-site program in detail
- Collect emergency contacts and medication information

1 week out

Final polish before departure day.

- Assemble the emergency folder
- Verify all payments have cleared
- Send weather check and final packing list to parents
- Define the phone chain and communication rules with parents
- Align roles within the coaching team

Consent form

What must appear on the form without exception.

- Consent to the trip itself (both legal guardians sign)
- Medication list with dosage and times
- Allergies and special dietary needs
- Swimming ability (if a pool visit is on the program)
- Photo and video release for team photos
- Two emergency phone numbers reachable 24/7
- Authorized pickup persons
- Health-insurance details and a copy of the insurance card

Emergency folder

Physical folder on the bus, copy with the youth coordinator.

- Participant list with name, date of birth, address
- Per child: two emergency phone numbers
- Per child: medication plan with dosage and times
- Per child: allergies and special notes
- Copies of health-insurance cards
- Addresses and numbers: doctor, hospital, poison hotline
- Accommodation contact information
- Bus-company contact information
- Emergency plan: who informs whom in what order

Departure day

Tick on the morning before you leave.

- Participant list complete (reconcile with consent forms)
- All consent forms signed and in the binder
- Emergency folder on the bus
- Medications collected from every child and labeled
- First-aid kit and cold packs on board
- Cash float for emergencies (around 100 to 200 €)
- Accommodation contact on your phone and on paper
- Bus contact (driver's number) on your phone
- Pre-departure count: every child, every bag, every chaperone
- Parent WhatsApp group: departure message drafted
- Weather forecast for all three days checked and communicated
- Phone charger and power bank for the coaching team

Budget line items

Get at least two quotes per line.

- Transport (chartered bus with driver, day rate + driver overnight)
- Accommodation (full board, per child per night)
- On-site program (entry fees, pitch hire)
- Own catering (snacks, extras)
- Buffer (10 to 15 percent for the unexpected)

