SCOTTISH YOUTH FOOTBALL ASSOCIATION

OVERNIGHT TRIP - PARENT/CARER INFORMATION, CONSENT & PLAYER CONDUCT AGREEMENT

Board-approved model form | Aligned with SYFA Overnight Trips & Excursions Pack Version 1.4

IMPORTANT: One form should be completed for each player. The player and parent/carer should read the conduct and cost sections together before signing. This form supports - and does not replace - the club's safeguarding, medical, risk-assessment, insurance and emergency procedures.

CONFIDENTIAL WHEN COMPLETED: This form contains personal and health information. Access should be limited to authorised people who need it for the trip. Store, share, retain and dispose of it securely in line with the club/SYFA privacy and records arrangements.

1. Trip information - to be completed by the club/team

Club / team	
Trip / event	
Destination	
Departure date, time & place	
Return date, time & place	
Accommodation & contact	
Trip Leader & mobile	
Trip CWPO & mobile	
First aider / medical lead & mobile	
Emergency / home contact	

Official Club payment information

Official Club payee / account name	
Trip payment reference	
Club Treasurer / finance contact	
Payment verification contact (Secretary / Treasurer / authorised Club officer)	

IMPORTANT - PAYMENTS FOR THIS TRIP: CLUB BANK ACCOUNT ONLY

All payments for this trip must be made directly to the Club using the official Club payment instructions issued through an authorised Club communication channel. Do not pay a coach, team manager, volunteer, parent or other individual. Do not transfer trip money to a personal bank account, personal payment app/e-wallet or similar facility, and do not make family trip payments in cash. If you receive different bank details or an unexpected request for payment, do not pay until you have verified it directly with the Club Secretary, Treasurer or another authorised Club officer. Approved fundraising may have separate arrangements, but all proceeds must be recorded and banked into the Club account under Club controls.

2. Player and parent/carer details

Player full name	
Date of birth	
Team/age group	
Player mobile (if appropriate)	
Home address	
Postcode	
Parent/carer 1	
Mobile Tel No.	
Email Address	
Parent/carer 2 / alternative emergency contact	
Mobile Tel No.	
Email Address	



3. Health, medication, dietary and support information

PLEASE COMPLETE FULLY: Tell the club about anything that may affect the player's health, safety, wellbeing or ability to take part. If there is nothing to report, write "None". Update the Trip Leader before departure if anything changes.

GP / medical practice and contact details:

Medical conditions, previous significant illness/injury, or treatment relevant to the trip:

Allergies - food, medication, environmental or other - and known reaction:

Prescribed medication - name, dose, timing and storage/carrying instructions:

Emergency medication - e.g. inhaler / adrenaline auto-injector - and where it must be kept:

Dietary requirements - including allergy, intolerance, religious or cultural requirements:

Disability, accessibility, communication, sensory or personal-care support required:

Anxiety, homesickness, sleep, behaviour or wellbeing information that would help us support the player safely:

Medication arrangements

☐ The player can safely self-administer their medication in accordance with the agreed plan.

☐ The player requires adult support with medication. Details have been agreed with the Trip Leader / first aider.

☐ No regular or emergency medication is required.

4. Parent/carer permissions and declarations

☐ I have received the trip information and understand the planned travel, accommodation, activities, supervision and emergency arrangements.

☐ I give permission for the player named above to take part in this trip and stay overnight as described, subject to reasonable changes required for safety or operational reasons.

☐ I consent to the club-arranged transport described in the trip information and understand the agreed departure, return and collection/handover arrangements. I will tell the club promptly if these arrangements change.

☐ I confirm that the health, allergy, medication, dietary and support information I have provided is accurate and complete, and I will notify the club of any change before departure.

☐ I authorise the Trip Leader and responsible adults to seek medical or dental assessment/treatment where reasonably necessary and to share relevant information with healthcare professionals or emergency services. I understand that healthcare professionals will obtain consent in accordance with Scots law and that urgent treatment may be provided without waiting for a parent/carer where clinically necessary.

☐ I understand that relevant information from this form may be shared on a need-to-know basis with authorised adults, healthcare professionals, accommodation/transport providers or emergency services where necessary to protect the player's health, safety or wellbeing.

☐ I understand that the player must follow the Player Trip Code and reasonable instructions of authorised adults.

☐ I understand that all trip payments must be made only through the Club's official payment route. I will not pay a coach, team official or other individual, use a personal bank account/payment app, or make a family trip payment in cash. If payment instructions change, I will verify them directly with an authorised Club officer before paying.

5. Player Trip Code - our agreement for a safe and enjoyable trip

Players should read this section with a parent/carer. By signing the form, the player agrees to make a genuine effort to follow these expectations throughout the trip.

☐ I will treat teammates, opponents, officials, coaches, hotel/venue staff and members of the public with respect.

☐ I will follow reasonable instructions from the Trip Leader, coaches, Trip CWPO and other authorised adults.

☐ I will stay with the group, follow agreed meeting times and curfews, and will not leave the accommodation, venue or agreed area without permission.

☐ I will respect other people's rooms, privacy, belongings and personal space. I will not enter another player's room if the trip rules do not allow it.

☐ I will take care of buses/coaches, hotels, rooms, venues, equipment and other property.

☐ I will not bully, threaten, discriminate against, harass or deliberately exclude another person, including online.

☐ I will follow the trip rules on phones, social media, photographs and videos. I will not record or share images from bedrooms, changing, showering or other private situations.

☐ I will not possess or use alcohol, illegal drugs or prohibited substances. I understand that sexual activity/relationships are not permitted during the trip.

☐ I will tell a trusted adult or the Trip CWPO if I am worried, feel unsafe, become unwell, lose medication, am separated from the group, or am concerned about someone else.

☐ I understand that serious or repeated unacceptable behaviour may lead to restrictions on activities and, in serious cases, an early return home.

SAFEGUARDING FIRST: A child who reports abuse, bullying, exploitation, distress or another wellbeing concern will be supported under safeguarding procedures. Cost or disciplinary provisions must never be used to discourage a child from asking for help or reporting a concern.

6. Serious misconduct and early return home

Manage most behaviour issues calmly and proportionately during the trip. Early return home should be reserved for serious circumstances, for example where behaviour creates a significant safety, safeguarding or welfare risk, serious instructions are repeatedly ignored, there is violence/threatening behaviour, a serious curfew/absence incident, prohibited substances are involved, or the player's continued presence cannot be managed safely.

☐ Where reasonably practicable, the Trip Leader will consult the Trip CWPO / another senior adult and contact the parent/carer before deciding on an early return.

☐ The child's immediate safety and wellbeing will take priority. A child will not be left to travel home alone where this would be unsafe or inappropriate.

☐ The parent/carer may be asked to collect the player, or the club may arrange suitable return travel and, where necessary, an adult escort.

☐ The reasons for the decision and the arrangements made will be recorded and communicated to the parent/carer.

Parent/carer acknowledgement - early return costs

I understand that, where an early return is reasonably required because of the player's serious misconduct, the club may seek reimbursement from me for reasonable and evidenced additional travel, escort or directly related costs that it has actually incurred and cannot recover elsewhere. Any decision to seek reimbursement should be fair and proportionate to the circumstances. Any reimbursement payable under this section must be paid directly to the Club using its official Club payment arrangements. Payment must not be made to a coach, team official, volunteer or other individual.

☐ I have read and understand the early-return provision above.

7. Damage to property and recovery of costs

Players are expected to treat transport, accommodation, venues, equipment and other property carefully. This section is intended to deal with deliberate or reckless damage, not ordinary wear and tear or every accidental mishap.

☐ If the club becomes aware of damage, it should establish what happened before deciding whether to seek payment from a family.

☐ Where the player is responsible for deliberate or reckless damage, the club may seek reimbursement of reasonable and evidenced repair/replacement charges or other direct costs passed to the club and not recovered through insurance, the provider or another responsible party. Any reimbursement payable under this section must be paid directly to the Club using its official Club payment arrangements and not to an individual.

☐ There is no automatic liability for ordinary accidental damage, normal wear and tear, pre-existing damage, or damage that cannot reasonably be attributed to the player.

☐ The club should provide the parent/carer with details of the incident and evidence of any amount it proposes to recover, and should allow the family to raise relevant information or concerns before a final decision is made.

Parent/carer acknowledgement - damage costs

☐ I understand and accept the cost-recovery approach described above.

REFUNDS AND REPAYMENTS: Any refund due to a parent/carer will be processed by the Club through its normal financial procedures and recorded in the Club's trip financial records. Coaches, team officials, volunteers and parents must not personally make or receive refunds relating to the trip. Any reimbursement or recovery due to the Club must also be paid only through the Club's official payment route.

8. Photography/filming and overseas travel

Photography/filming - complete in line with current club/SYFA policy:

☐ I agree to approved photography/filming for the purposes already explained by the club.

☐ I do not agree to the player being photographed/filmed.

☐ Please contact me because there are safeguarding restrictions the club needs to know about.

Overseas travel - complete only if applicable:

☐ I confirm that I have parental responsibility/authority to give the required permission for this child to travel abroad, or I have supplied any additional permission required.

☐ I confirm that the player has the passport/travel documents required for the stated destination and dates, and I have told the club about any nationality, visa, immigration or border issue that may affect travel.

☐ I give permission for the player to travel to the country/countries and on the dates stated in the trip information.

9. Final agreement and signatures

PLEASE READ BEFORE SIGNING: The parent/carer signature confirms consent, the accuracy of information supplied, acknowledgement of the conduct/cost provisions, and acceptance of the Club-only payment, reimbursement and refund arrangements in this form. The player signature is a behaviour commitment; it does not itself create a financial obligation for the child.

Parent/carer full name		Relationship to player
Parent/carer signature		Date
Parent/carer mobile		Email
Player full name		
Player signature (where appropriate)		Date
Club check - name/role		Date received

Club use / follow-up required:

Issue / action	Responsible person	Deadline	Completed