



Academy Transport Policy

NEWPORT COUNTY AFC

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Overview

Newport County Association Football Club Academy have developed a Transport Policy to ensure that every consideration is paid to the welfare of all staff and players whilst they are using (1) Club transport, (2) whilst being transported by a Club member of staff, or (3) whilst travelling to or from Club activities. This policy is applicable to all players, staff and volunteers.

We as a club are committed to safeguarding the welfare of children and young players, and all staff share this commitment also. This plan has been developed to provide all staff, parents/carers and young players with all the information that is needed regarding travel and transport when carrying out any club duties.

The club has full responsibility in delivering and communicating this policy during the pre-season induction and to all new starters throughout the season.

The Professional Development Programme at Newport County Association Football Club is full time, meaning that players may have to make their own way to training and education using their own vehicles or public transport. Transport arrangements for scholars are often made for them to attend fixtures.

Newport County Association Football Club follow the guidance which is provided by the FA (Travel, trips and Tournaments), The Football league (Youth Tours and Tournaments), and the Department for Education (DFE) guidance in regards to transporting young players on tours and tournaments.

1. Club Transport Arrangements

During the working week, club-owned transport is used across the whole of the academy to transport players, staff and equipment between the following venues:

- University of South Wales, Sports Campus
- 3G Velodrome
- Llanwern High School
- Away fixtures at other clubs

The club minibus when available is intended for use to transport scholars to matches. If the scholars choose to make their own travel arrangements, the club expects scholars to always adhere to the transport policy. Newport County Association Football Club accept no liability for their decision to transport themselves between venues.

2. Academy Transport

Mini Bus

The club has one minibus that is used to transport players, staff and equipment to some training and fixtures. On occasions the minibus may be used for tours and airport transfers. The minibus is owned by Newport County Association Football Club.

The minibus is maintained by the driver and the Academy Manager. The driver will inspect the vehicle before travelling and the vehicle is also checked at least monthly for the following:

- Tyre pressure and Tyre wear
- Brake Fluid
- Screen Wash
- Any other damage inside and outside.

The designated drivers are anyone who is an employee of the club and meet the relevant criteria set by the Department for Education Guidance, and Club Insurance Policy.

The minibus is issued with breakdown cover and full insurance for all intended use which includes the transportation of young, professional footballers. All these details are stored within a pack inside the minibus which is available to the driver and/or staff if needed. There is a form which is used to record any damage to bodywork, windscreen and any other general observations. Any issues must be reported immediately to the Academy Manager.

Newport County Association Football Club follow the direction from the DFE driving school minibus, regarding eligibility (Departmental advice, updated: 26 April 2012). Staff can drive the minibus without any special licence, as long as their employer agrees, and the following conditions are met:

- The staff member obtained their car driving licence before January 1997
- The staff member obtained their car driving licence later than January 1997 - but has held it for at least two years - and is not being paid to drive the minibus (because exemption depends on no consideration being received by the driver) and the minibus weighs no more than 3.5 tonnes and is not used for hire or reward. All drivers understand the maximum capacity for the vehicle they are using and know that this must not be exceeded.

Once these expectations are met, there are additional requirements when transporting young players:

- Members of staff must have an enhanced DBS Disclosure
- Staff are required to notify the Academy Manager of existing or impending points, disqualifications or convictions
- Staff are required to submit their licence for regular checks as requested by the Club
- Staff must report to the club details of any medical conditions which may affect their driving.

External Transport Providers

There may be events within the football club that would require the club to source a coach company, for example, away fixtures, FA Youth Cup fixtures, or tours. Newport County Association Football Club have established relationships with reliable and trustworthy transport providers who understand the club commitment to safeguarding all young players. All companies used will provide a copy of their public liability insurance, provide a qualified and DBS checked driver(s) and ensure that all vehicles used when transporting our young players are safe and fit for purpose. The Academy Head of Operations will collect all information for the external transport providers. When travelling via this method all players are accompanied by staff.

Staff Transporting Young People

Members of staff are not expected to transport children and young adults in their private vehicles as part of their duty, unless stated otherwise under exceptional circumstances, to be agreed in advance with the Academy Manager or Head of Academy Operations. Staff understand that circumstances may sometimes arise where the risk of not transporting a young person is greater than doing so, for example in an emergency, or after a late football fixture and the distance to home is too far or too dangerous to walk.

In the unlikely circumstance that a member of staff feels that they must transport a young player in their private vehicle because it is the safest or only option, they must adhere to the following protocols where applicable:

1. Inform the Academy Manager or Head of Academy Operations of the journey, the reasons for the journey, any incidents that arise during the journey and when the journey is completed
2. Have an enhanced DBS disclosure
3. Have a roadworthy and appropriately insured vehicle that meets all the legal requirements for use of the road (the Club cannot take any responsibility for any grievances arising from inadequate insurance or non-roadworthy vehicles)
4. Have permission from the young player's parents/carers (if possible)
5. Have another member of staff accompanying them (if possible) or more than one young person to accompany one another
6. Players are to be seated in the back where possible and wearing a seatbelt.

When a member of staff is transporting a young player, they must understand that the safety and welfare of the child is their responsibility until they are safely passed over to parent or carer. Newport County Association Football Club's medical staff may transport players for medical emergencies or appointment where the parent is not available. All staff must make sure they have the correct insurance when transporting young players.

All staff must be fit to drive and free from drugs, alcohol or medication which may inhibit or impair their ability to drive. Behaviour must be always appropriate and any incidents that occur on the journey must be reported to the Head of Academy Operations as soon as possible. All legal requirements must also be met when transporting young players such as not using mobile phones whilst driving. Staff members must also take in recommendations such as taking breaks during long journeys and understand the dangers when driving tired.

If possible, drivers should be accompanied by another member of staff when transporting young players as this can reduce the risk of any distractions, accident, injury or allegation of misconduct or abuse.

Staff should follow all safety rules and make sure that all passengers including themselves must always wear a seatbelt, however the responsibility lies with the passenger when travelling.

All full-time staff members must sign a 'Driver Registration & Monitoring Driver Information' form at the start of the season and must update staff on any changes.

Young Players Using Club Transport

When using club transport, all players should take full responsibility to ensure that they are well prepared and on time when club transport has been arranged by the club. Players must understand their personal responsibility when travelling, for example wearing a seatbelt and not partaking in high-risk behaviours such as distracting the driver. All players should understand that they must not ask any member of staff for lifts or accept any lifts in private vehicles unless in exceptional circumstances.

Parents/Carers should never ask staff members to provide transport for their son in a personal vehicle. No parent/carers are allowed to travel on any form of club transport unless transport is sourced from an outside company. Parents/carers can only travel in club transport if there is a serious circumstance i.e., accompanying a child to hospital/home.

Young Players Traveling Independently (Including Public Transport & Own Vehicles)

Many young people pass their driving test and get their first cars during their scholar years. When a scholar passes his driving test, they are advised to inform their insurers of their profession as a footballer. Newport County Association Football Club regularly provide scholars with education regarding driving as part of the well-being section of their club induction

Newport County Association Football Club provide transport to training and all matches (home and away) but on occasions scholars may make independent travel arrangements. Newport County Association Football Club does not accept liability for any damage or personal injury that occurs because of an apprentice(s) choosing to travel independently. All apprentice(s) travel routes are recorded to and from home even if it is public or own transport.

Newport County Association Football Club advises all scholars to inform their insurers of their profession as a footballer and the nature of their driving if they intend to use their car for social and commuting purposes. Apprentices must ensure they have the right insurance with the help of their parents/carers to meet their personal circumstances. Scholars will not be asked by Newport County Association Football Club to provide transport for other peers or staff travelling.

If apprentices are making their own alternative transport arrangements to matches, they must inform their lead coach 24 hours prior to the match.

3. Club Transport

Staff using Vehicles for Work Purposes

All staff must complete the Company Vehicle Usage form and Health Questionnaire if they are to drive for work purposes. The forms will allow the Club to check drivers' license, MOT and insurance as well as ensure that drivers are healthy enough to drive and not under the influence of medication. If staff are required to use vehicles for work purposes, they must:

- Ensure that they disclose points/disqualifications to the Club
- Ensure all staff who use their personal vehicle as part of their duties:

- Have appropriate vehicle insurance
- Have the appropriate driving license and are not subject to any driving restrictions as a result of health problems or driving convictions
- Must not drive under the influence of alcohol, drugs or medication
- Ensure that the vehicle used is roadworthy and meets all legal requirements for use on the road.
- Ensure that the vehicle is fitted with seat-belts appropriate to the size and type of vehicle and number of passengers to be carried.

All staff, volunteers and apprentices who drive will be reminded of the need to detail the appropriate insurance in the inductions.

Pool Cars operate under the strict rules that:

1. The car is made available to, and used by, more than one employee
2. The car is made available by reason of the employee's employment
3. The car is not ordinarily used by one employee to the exclusion of others
4. Any private use of the car by the employee is merely incidental to any business use of the car
5. The car is not normally kept overnight on or in the vicinity of any residential premises where the employee is residing
6. The car is only insured to be driven by employees of the business.

To ensure compliance with the above, a vehicle usage record for each pool car will include:

1. Date of Journey
2. Name of Driver
3. Reason for Journey
4. Total Mileage driven.

All cars must be collected from and returned to the car park at Rodney Parade after use.

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