

Guidelines to help an Individual/Club/Squad when travelling locally or abroad for a training camp/competition:-

1. Please ensure all swimmers and non-swimmers travelling are current members of Scottish Swimming
<http://www.scottishswimming.com/members/membership/membership-check.aspx>
2. Scottish Swimming Code of Conduct to be completed for each swimmer and non-swimmer travelling locally or abroad. Please amend Code of Conduct to suit your club requirements
<http://www.scottishswimming.com/media/1684900/2-Code-of-Conduct.pdf>
3. All chaperones/coaches must hold a **valid** Scottish Swimming PVG certificate
<http://www.scottishswimming.com/members/child-protection.aspx>
4. Key members of staff should have attended a Team Manager Training course before taking any club members away
<http://www.scottishswimming.com/members/teachers-coaches/continuous-professional-development.aspx>
5. Travelling abroad - apply for a Scottish Swimming International Permit in accordance with FINA rules. Members of affiliated clubs wishing to compete, officiate, coach or train in countries outside Great Britain must apply for permission to do so by completing an International Permit Form. This form must be returned to the office 28 days before travel
<http://www.scottishswimming.com/media/1955380/International-Permit-Form-and-Process.pdf>
6. Scottish Swimming membership insurance only covers you while participating in a training camp/event locally or abroad. The insurance does not cover you for travel, loss of property, etc, within the UK or abroad. Additional personal travel insurance is required for each person travelling.

Should a swimmer/non swimmer travelling abroad, already hold current personal travel insurance, the swimmer/non swimmer is to confirm this in writing to the team manager.

We recommend Perkins Slade if you need to arrange additional sport travel insurance:

PerkinSlade
Sports Department
3 Broadway, Broad Street
Birmingham
B15 1BQ

Tel: 0121 698 8160

w: www.perkins-slade.com

7. Guidance information on taking club members away - The NSPCC's Safe Sport Events, Activities and Competitions document provides guidance on planning safely for trips away. This document can be downloaded from Child Protection In Sport unit website at www.thecpsu.org.uk

If you require any further information/clarification please do not hesitate to contact Scottish Swimming on 01786 466520 or email info@scottishswimming.com