

## Summer Tour planning process (14s/15s/16s focus)

Things to consider in smaller grey font

| When             | Action   | Who   |
|------------------|--|-------|
| 18-24 months out | <p><b>Decide dates &amp; Book accomodation</b><br/>           Avoid uk multi-day if poss;<br/>           Outside UK school term dates (esp. ENG/SCO)<br/>           Discuss with potential LC &amp; other TM<br/>           It's good to have availability for key staff and any other coaches who wish to arrive the night before kids if possible</p>  | TM    |
| Nov/Dec          | <p><b>Staffing advertise and start to organise</b><br/>           Chef &amp; LC critical;<br/>           Junior coaches often come on board through to Easter or beyond<br/> <b>Initial transport plan</b><br/>           Book minibus if we have a driver<br/>           Consider transport to S6D if it's an on that year</p>  | TM    |
| Jan              | <p><b>Work with LC and local clubs to identify areas and design programme</b><br/>           see Deeside 2019 Tour report in deeside exemplar folder</p>   | LC/TM |
| Easter           | <p><b>Look to have staffing reasonably well confirmed</b><br/>           Try to coordinate logistics, lifts, etc to minimise cost<br/> <b>Have a draft version of the tour information available</b><br/>           For an example see Deeside 2019 Bulletin 2 in folder<br/>           Also prepare parent and athlete joining questionnaires - for examples see links in folder<br/>           Also draft out budget, costings, etc - see previous in folder... note that deeside accommodation is a lot cheaper than elsewhere, and that coach expenses are around 50% lower in an S6D year (especially 2019)<br/> <b>Look to have programme and areas confirmed and an idea of who will plan what when</b><br/>           For an example see Deeside 2019 Bulletin 2 in folder<br/> <b>Figure out tour tops etc</b><br/>           For many years I have used contrast tech vests or tees from <a href="mailto:sales@eventsfr.co.uk">sales@eventsfr.co.uk</a> for a popular and cost-effective solution - they have the artwork etc and so it's easy to update with years and athlete names.</p> | TM    |
| Easter           | <p><b>Make arrangements for printing, check dates, etc</b><br/>           BML printers have been exceptionally generous in their support for Deeside over many years - check what support they may be able to offer each year. They are thanked on our Deeside tour tops.<br/> <b>Think through risk assessment, equipment, etc</b><br/>           Who can get what from where?<br/>           *Kites *SI *printer (stationary items see below) *extension cords</p>   | LC/TM |

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|   | <p>*radios (IE has JROS deeside sets)<br/> Check FA kit and update etc (IE has JROS Deeside one)<br/> Staff should all request DBS/PRG checs</p>   |       |
| When selections come out (typically around May) | <p>Send initial invitation email<br/> See example in deeside exemplar folder<br/> Collate responses<br/> If appropriate check with selectors whether there are any reserves available<br/> <b>After a week or so for responses send full details</b><br/> Full details to respondants and chase non-reponses,<br/> Consent forms to athletes and staff</p>   | TM    |
| T minus 1 month                                 | <p>Organise athletes into coaching/duty groups, arrange duty rota, etc<br/> See 'info lists' in Deeside exemplar folder<br/> <b>Plan Arrival, departure, logistics, briefings, jobs, etc...</b><br/> See 'info lists' in Deeside exemplar folder<br/> <b>Chase athlete and coach responses</b><br/> Consent forms, tour tops sizes,...<br/> <b>Acquire any stationary items/etc that will be needed</b></p>  | TM/LC |
| T minus 1 month                                 | Final map files to printers (eg. BML)  | LC/TM |
| T minus 2 weeks                                 | <p>Check all logistics in place<br/> Plan coach arrival, initial food, first shop, hanging/organising jobs etc<br/> Remind coaches to keep fuel receipts from now, kit list (sleeping bag etc)<br/> Remind athletes final details, point out kit list, cake, and other key items, etc</p>  | TM    |
| Whilst there:                                   | <p>Whilst there:<br/> <b>Initial meeting / introductions and ice-breaking fun</b><br/> Include sharing rules/expectations<br/> Phones - promise to take each day if seen using rather than interacting<br/> Only take/publish photos if you are sure that they wouldn't mind<br/> <b>Ensuring staff and athlete wellbeing:</b><br/> Keep an eye on happiness, friendships, homesickness,<br/> Blisters/ticks/injuries - monitor and record anything major - delegate this where appropriate<br/> <b>Communication:</b><br/> Staff and athletes have programmes and duties and results info available<br/> Staff and athlete meetings have questions/ suggestions opportunities<br/> Check for any emails etc from parents<br/> <b>Ice cream:</b><br/> Good to get one for everyone at some point<br/> <b>Wild swimming:</b><br/> Often at Deeside we go each day to a spot on the way back from training - always very popular -</p> | TM    |

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|  | Needs monitoring, decision-making (eg are water conditions appropriate?) and boundary setting (for athletes and staff) |  |
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Some kit list items (not exhaustive - please add to!):

- Flip chart, whiteboard/marker pens, scissors, stapler, insulation tape, masking tape, red pens, paper, ink for printer
- printer, laptop, cables, multi-gangs
- SI stuff – boxes/kit/download/miniprinter
- O equip – mini kites, danger tape,
- First aid kits; radios
- Tea towels; pegs and washing line;
- Spare: headtorches; whistles
- Personal: Headtorch, O box, shoes a plenty,
- Stuff to rent a vehicle – often: Driving liscence + check code and two address proofs and remind other drivers