

JUNIOR GRAND PRIX SERIES

TEAM MANAGER CHECKLIST

LOGISTICS

- 1 Send a prompt confirmation email to the host to acknowledge that you understand the logistics of the event.
- 2 If the hosting fee is requested via BACS, ensure a prompt payment is made to the host. If it is requested via cash, ensure that this is planned ahead of the travelling to the event.
- 3 Print, complete and bring a copy of your [Team Sheet](#) for the day.
 - The maximum number of players permitted on the team each match is 12.
 - If your squad is larger than 12, a new team sheet is required for each match.
- 4 Check the specific detail of the host venue such as; changing facilities, food and drink (including water fountains, not all sites have them available) as well as parking and any tolls etc.
- 5 Plan your arrival time ahead with contingency time ahead of the event briefing. Note that teams are likely to be required to officiate, so check the schedule carefully.

SAFEGUARDING

- 1 Ensure that you have received a [parental consent \(SP5\) form](#) or already have the applicable permissions for all of the young people attending the event.
- 2 Check the permissions to see whether any young people have:
 - Specific medical information to be aware of.
 - Not given permission for photography / media.
- 3 Where applicable ensure that the adult(s) responsible for young people on the day have completed their [DBS check](#). They are valid for 3 years.