



ZIMBABWE ARCHERY ASSOCIATION

TEAM MANAGER PRE-DEPARTURE CHECKLIST

Administration

- ☐ Travel Compliance Form completed
- ☐ Risk Assessment completed
- ☐ Emergency contacts available
- ☐ Consent forms collected

Safeguarding

- ☐ Safeguarding Officers appointed
- ☐ Adult:Child ratios compliant
- ☐ Safeguarding briefing completed
- ☐ Incident Report Forms available

Medical

- ☐ First Aid Kit packed
- ☐ Medication recorded
- ☐ Qualified First Aider travelling

Equipment

- ☐ All bows inspected
- ☐ Arrows checked
- ☐ Safety equipment packed

Anti-Doping

- ☐ WADA Compliant.
- ☐ Athletes reminded of anti-doping responsibilities

Final Authorisation

Team Manager Signature: _____

Date: _____