



TEAM TRAVEL SAFEGUARDING COMPLIANCE & DECLARATION FORM

Event Details

Tournament/Event: _____

Venue: _____

Dates: _____

Province/Club: _____

Team Manager: _____

Team Manager Contact: _____

Travel From: _____

Travel To: _____

Team Composition

Category	Number
Athletes U18	_____
Athletes 18+	_____
Female	_____
Male	_____
Coaches	_____
Officials	_____
Volunteers	_____
Total	_____

Designated Safeguarding Officers

Primary: _____ Contact: _____

Secondary: _____ Contact: _____

Supervision of Minors

Age	Minimum Ratio
Under 8	1:6
8-10	1:8
11-17	1:10
Mixed ages	Youngest age ratio applies

- ☐ Minimum two responsible adults travelling.
 - ☐ Male and female supervisors provided where reasonably practicable for mixed-gender overnight teams.
 - ☐ One supervisor is the Designated Safeguarding Officer (or deputy).
 - ☐ No unsupervised one-to-one situations except emergencies.
- Actual Ratio: _____ Meets Requirement? ☐ Yes ☐ No

Vetting & Compliance

- ☐ All coaches/officials/volunteers vetted in accordance with ZAA Safeguarding Policy.
- ☐ All supervising adults briefed on safeguarding responsibilities.
- ☐ Emergency contacts held for every minor.
- ☐ Parental/Guardian consent forms completed.
- ☐ WADA (World Anti-Doping Agency) Rules and Code acknowledged by all athletes and officials.
- ☐ No prohibited substances or methods will be used and all participants agree to comply with anti-doping testing requirements.
- ☐ Incident Report Forms available.

Emergency Contacts

Emergency Contact Person: _____ Phone: _____

Nearest Medical Facility: _____

Medical & First Aid

Qualified First Aider: _____ First Aid Kit: ☐ Yes ☐ No

Transport & Accommodation

- ☐ Transport inspected.
- ☐ Driver licensed.
- ☐ Accommodation suitable.
- ☐ Separate accommodation arrangements for minors where required.

Travel Risk Assessment Checklist

- ☐ Travel itinerary completed
- ☐ Emergency communication plan
- ☐ Medical information available
- ☐ Weather reviewed
- ☐ Equipment inspected
- ☐ Safeguarding briefing completed

Declaration

The Club declares that this travelling team complies with the Zimbabwe Archery Association Safeguarding Policy, SRC and ZOC Safeguarding Policies applicable child supervision requirements, and the World Anti-Doping Agency (WADA) Code. The Club accepts full responsibility for safeguarding, supervision, welfare and anti-doping compliance throughout the event.

Signatures

Team Manager: _____ Signature: _____ Date: _____

Primary Safeguarding Officer: _____ Signature: _____ Date: _____

Club Representative: _____ Signature: _____ Date: _____

ZAA Approval

Reviewed By: _____ Approved: ☐ Yes ☐ No

Comments:

Authorised Signature: _____