



ALL STAR SOCCER ACADEMY

GOTHIA CUP TOUR

Emergency Procedures

Immediate Actions

In the event of an emergency, staff should follow these steps in order:

- Assess the situation calmly and quickly
- Safeguard uninjured members of the group first
- Attend to any casualty or casualties
- Contact the Emergency Services immediately if appropriate
- Ensure all group members are safe, accounted for and supervised
- Establish the names of any casualties and secure immediate medical attention for them
- Ensure all relevant staff are aware of the situation and that emergency procedures are being followed
- Ensure an adult accompanies any casualty to hospital — the remainder of the group must be kept together and adequately supervised at all times
- Inform the **Tour Manager (Craig Bowker)** as soon as possible

Information to Pass On

When reporting the incident to the Tour Manager or emergency services, be ready to provide:

- Nature and time of the incident
- Location of the incident
- Names of casualties and details of any injuries
- Names of others involved, so that parents can be reassured
- Action taken so far
- Action still to be taken, and by whom
- Additional contact telephone numbers for follow-up

Record Keeping

- At the earliest opportunity, write down accurately all relevant facts and witness details to preserve vital evidence
- Keep an updated written log of all events, times and contacts following the incident
- Records are to be passed to the Tour Manager (Craig Bowker)

Media & Legal

- No member of the tour party should speak to the media under any circumstances



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- Names of those involved in any incident must not be given to the media
- All media enquiries and any other external enquiries must be directed to the **Tour Manager (Craig Bowker)**
- No member of the tour party should discuss legal liability with any other party

Key Contacts

Role	Name	Mobile	Email
Tour Manager	Craig Bowker	07920 259431	Craig.Bowker@allstarsportscoaching.co.uk
Designated Safeguarding Lead	Ian Bonnette	07805 004072	Ian.Bonnette@allstarsportscoaching.co.uk
Swedish Emergency Services	—	112	—
Swedish Non-Emergency Police	—	114 14	—