<event Name> International Team Manager Report 2018/19

Last Updated: 22.10.2018 Author: Georgina Usher

# Purpose of Document

To provide any Team Managers that are allocated to a Junior World Cup (JWC) with the necessary background information to plan a full and comprehensive British Fencing (BF) risk assessment and adequately plan travel, hotels and restaurants

Report by:

# Travel and Logistics

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Quality of service from Sport80** | EXCELLENT | GOOD | FAIR | POOR |
| **Quality of Flights (add rows if nec)** | EXCELLENT | GOOD | FAIR | POOR |
| **Airline used (add rows if nec)** |  | | | |
| **Airports used (add rows if nec)** |  | | | |
| **Transfers (add rows if nec)** |  | | | |
| **Additional Comments** |  | | | |

# Accommodation and Food

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **General service** | EXCELLENT | GOOD | FAIR | POOR |
| **Rooms** | EXCELLENT | GOOD | FAIR | POOR |
| **Meals/food** | EXCELLENT | GOOD | FAIR | POOR |
| **Hotel details** |  | | | |
| **Comments on food taken other than in accommodation** |  | | | |
| **Additional Comments** |  | | | |

# Competition information

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Competition organisation** | EXCELLENT | GOOD | FAIR | POOR |
| **Information from organisers** | EXCELLENT | GOOD | FAIR | POOR |
| **Weapon control** | EXCELLENT | GOOD | FAIR | POOR |
| **Doping control** | EXCELLENT | GOOD | FAIR | POOR |
| **Support services (e.g., Doctor)** | EXCELLENT | GOOD | FAIR | POOR |
| **Additional Comments** |  | | | |

# Venue

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Location from hotel** | EXCELLENT | GOOD | FAIR | POOR |
| **Facilities** | EXCELLENT | GOOD | FAIR | POOR |
| **Access** | EXCELLENT | GOOD | FAIR | POOR |
| **Venue name, address, and contact numbers/email** |  | | | |
| **Additional Comments** |  | | | |

# Administration

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Communication with team managers** | EXCELLENT | GOOD | FAIR | POOR |
| **Communication with other officials** | EXCELLENT | GOOD | FAIR | POOR |
| **Information from organisers** | EXCELLENT | GOOD | FAIR | POOR |
| **Incidents that had to be reported to other bodies** | YES / NO | | | |
| **If yes please expand** |  | | | |
| **Additional Comments** |  | | | |

# Medical Incidents

|  |  |  |
| --- | --- | --- |
| **Incidents that need to be reported to BF** | YES | NO |
| **Date reported to BF** |  | |
| **If yes please expand** |  | |
| **Additional Comments** |  | |

# Disciplinary Incidents

|  |  |  |
| --- | --- | --- |
| **Incidents that need to be reported to BF** | YES | NO |
| **Date reported to BF** |  | |
| **Incidents that need to be considered further by DC/BF** |  | |
| **If yes please expand** |  | |
| **Additional Comments** |  | |

# Welfare Incidents

|  |  |  |
| --- | --- | --- |
| **Incidents that need to be reported to BF** | YES | NO |
| **Date reported to BF** |  | |
| **Incidents that need to be considered further by DC/BF** |  | |
| **If yes please expand** |  | |
| **Additional Comments** |  | |

# Useful Information

|  |
| --- |
| ***Anything regarding the competition, location, airline, venue, hotel, availability of restaurants etc that may be of interest to future Chefs, e.g. Banks don’t open on a Friday, or the walk to the venue requires crossing a major road etc.*** |
|  |
| ***What changes would you make to the risk assessment or other information gathering/BF processes:*** |

# Additional comments

|  |
| --- |
|  |

Add embassy and local hospital address in the box above

**Version History (can be placed at end)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version Number** | **Date Updated** | **Updated by** | **Comments** |
| v0.1 | 22.10.2018 | NB | Transferred to new template |
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|  |  |  |  |