

FC SUTTON DYNAMO CAMPING NIGHT SATURDAY 7th JULY 2018

CONSENT FORM

Dear Parent / Guardian

Before signing this form, you must read the attached information Sheet and Risk Assessment.

I/We(*Adult 1 Name in Block Capitals*) and
(*Adult 2 Name in Block Capitals*) hereby
 agree that I/we, together with the child / children named below will participate in the FC Sutton
 Dynamo Camping Night to be held on 7th/8th July 2018, and agree to be present and take full
 responsibility for ourselves and the child/children named below during this event.

Name of Child	Age	Age Group (SoccerTots – U16)	Please state whether you are the Parent, Legal Guardian, or responsible adult for each child during this activity

I/We understand that participation in this event involves a certain degree of risk (as detailed in the attached Risk Assessment). I/We have carefully considered the risk involved and give consent for myself/ourselves and the child/children named above to participate in this activity. I/We also understand that participation in this activity is entirely voluntary and requires participants to abide by applicable rules and standards of behaviour (as detailed in the attached Information Sheet). I/We release FC Sutton Dynamo and its volunteers, from responsibility and liability for an injury or illness that we may sustain during this activity.

Parent/Guardian/Responsible Adult Contact Information

Adult 1 Tel. (*Home / Mobile*)..... email address.....

Adult 2 Tel. (*Home / Mobile*)..... email address:.....

Please complete the following to indicate your food choices:

TOTAL NUMBER THAT REQUIRE MEAT BBQ & BREAKFAST	
TOTAL NUMBER THAT REQUIRE VEGETARIAN BBQ & BREAKFAST	

Payment must be made before FOOD is served (**£3 per child / £7 per adult**)

Cheques can be made payable to **FC Sutton Dynamo**

Please confirm any other information that you think FC Sutton Dynamo should be aware of.

Please hand your completed signed form, together with your payment to your team manager or the club representative – TBC.

Adult 1 (Signature) (Date)

Adult 2 (Signature) (Date)

CAMPING NIGHT INFORMATION SHEET

We hope that you are able to join us at the Club's Family Camping Night, and hope to make it an enjoyable and safe event for everyone involved. With this in mind, we ask that you read the information below and the Risk Assessment, and acknowledge that you have read and accepted these risks by signing and returning the Consent Form. Unfortunately only those that return a signed Consent Form will be able to participate in the event.

What to Bring/Wear

- Tent
- Sleeping Bag, Camping mattress/airbed
- Torch (we recommend you bring spare batteries as well)
- Insect repellent/bite cream
- Waterproof clothing in case of rain
- Warm clothing
- Suitable footwear for the weather conditions
- Optional - Salads/desserts/snacks to accompany your BBQ (optional)
- Optional - Indoor/Outdoor Games

Tea, Coffee, Hot Chocolate & Squash will be available for you to help yourself while the Clubhouse is open

Access to Clubhouse and Changing Rooms

- The Clubhouse will be open from 2:30pm until 11pm on Saturday, and from 8:00am until 11:00am on Sunday
- The Club Bar will be open from 3:00pm until 11:00pm on Saturday
- After 11:00pm on Saturday, the Changing Room toilets will remain open and lights will remain on so that the toilets can be used during the night. As the toilet facilities will be used by both male and females during this time, only the cubicles should be used
- There will be no shower facilities available

Provisional Saturday Itinerary

- From 1:00pm – Arrive at Club
- Check-in at Parents Committee Gazebo to ensure we have your signed paperwork and payment, and to collect your Food Vouchers
- 1.30pm - Pitch your tent
- 3:00pm – Bar open / World Cup Quarter Final being screened
- 6.30pm - 7.30pm BBQ food served (Sausage & Burger plus Roll – vegetarian option available)
- 8:00pm – Live Music
- 11:00pm – Bar Closes
- 11.30pm – Lights out (except for Changing Rooms).

Provisional Sunday Itinerary

- 8:00am – Clubhouse open for Tea, Coffee and squash
- 9.30am-10:00am – Breakfast served (Bacon Rolls and Danish Pastries or vegetarian option)
- 10.30am – All to pack up tents & clear up rubbish
- 10.30am–11:00am Assist clear up within the clubhouse
- 11am - Depart

General Information

- Behaviour – Parents and the responsible adult are responsible for the behaviour of their own children
- Toilets - Changing room toilets will be kept open all night with the lights on. Please use of cubicles only (no urinals) as toilets will be unisex
- Any personal possessions brought onsite are campers own risk
- Noise – please respect the local residents and keep noise level to a respectable minimum especially after lights out
- Equipment – Adults only should use equipment such as mallets to erect tents
- Out of Bounds – Please make all children aware that the wooded area and river are strictly out of bounds
- Alcohol – The club bar will be open and no personal alcohol should be brought to a club event
- Clear Up – All Club Committee members attending will organise the clear up, including the clubhouse and changing rooms. All equipment must be returned to the correct place



Activity Risk Assessment

Club Name: FC Sutton Dynamo

Organiser: Andy Ferrier, Chairman

Date of Activity: Sat 6th July to Sun 7th July 2018

Place of Activity: FC Sutton Dynamo Clubhouse / Grounds

Address: Parsonage Lane, Sutton-at-Hone, Dartford, Kent DA4 9HD

Tel No. 07754 883356

Description of Activity / Event

Club Camping Night with BBQ & Breakfast

List of Tools/Materials/Equipment

- **Club to provide:** BBQ facilities & food, clubhouse & grounds, bar facilities, access to toilets, first aid kit
- **Individuals to provide:** Tents & sleeping equipment, Torch (with spare batteries), additional food if required, Insect repellent, Sun cream (if necessary)

Identified Significant Risks

Hazard no.	Nature of Hazard	Persons affected	Risk Rating	Control Measure	Person Responsible	Residual Risk
1	Adverse weather conditions (torrential rain or thunder/lightening)	All	L	Check weather forecast during week before event. Cancel/postpone if storms forecast. If sudden adverse weather, take refuge in clubhouse / changing rooms	Club Committee	L
2	Alcohol	All	M	Promote as a family event, close bar at 11pm, request that no personal alcohol be brought on site. Strictly no under-age drinking	Club Committee	L
3	Behaviour	All	L	Parents/adult responsibility for children. Include on consent form and information form	Parent / responsible adult. Parents Committee overall monitoring	L
4	Cleaning (BBQ)	Adults	M	Only clean when BBQ cold	Club Committee	L
5	Contact with Hot surfaces (BBQ cooking)	All	M	BBQ chefs to take care when cooking. Ensure BBQ not accessible to others. Tents well away from BBQ	Club Committee	L
6	Disorder e.g. Gate Crashers / local teenagers	All	L	Inform Police Community Support Officer of event. Call Police if necessary	Club Committee	L

7	Drowning (rivers in wooded area at bottom of field)	All	L	Wood at bottom of fields OUT OF BOUNDS. Inform parents on information sheet	Club Committee	L
8	Electrical Equipment – Lighting	All	L	Use only Low voltage temporary lighting. Ensure no wiring left as a trip hazard	Club Committee	L
9	Exposure to personal violence/aggression	All	L	See Alcohol & Disorder risks Call Police if necessary	Club Committee / All	L
10	Litter	All	M	Ensure bins are available and that any litter is picked up	Club Committee / All	L
11	Lighting levels (darkness)	All	L	Low voltage lighting to be erected around clubhouse. Ask campers to bring torches	Club Committee / All	L
12	Disease / Medication	All	L	If any children are on medication (incl inhalers) parents are responsible for their safe use and storage, and ensure that not accessible to other children	All	L
13	Fire, including smoking / Carbon Monoxide inhalation	All	L	See BBQ Restrictions, No fires permitted on site, No smoking, heaters or portable BBQ's in Tents or Clubhouse / Changing Rooms	Club Committee / All	L
14	Food Safety	All	L	All handling BBQ & breakfast food to follow food hygiene rules. Have anti-bacterial wipes or hand gel available	Club Committee	L
15	Animals	All	L	Ensure Camping area is clear of animal excrement. Ensure no food or rubbish bags are left outside during the night	Club Committee	L
16	Medical / First Aid provision	All	L	Ensure First Aid kit available. Have appointed first aiders if possible. Phone for use in emergencies. Advise use of insect repellent and sun cream	All	L
17	Obstructions – Guy Ropes	All	M	Risk of tripping – Organise lay out of tents are erected securely with guy ropes – Make able room for activities for children away from tents	All	L
18	Temp Structures – Risk to tents in high winds / heavy rain	All	M	See adverse weather risk Ensure tents are erected securely with guy ropes	All	L
19	Theft	All	L	Include statement on Information Sheet that personal possessions brought onsite at own risk. Clubhouse to be locked at Lights Out (changing rooms to be kept open for toilet access)	All	L
20	Use of Hand Tools (mallets for tents)	All	L	Include request on information sheet asking adults only use mallets	All	L
21	Other – Night time toilet activity	All	L	Changing room toilets to be kept open all night with lights on. Use of cubicles only (no urinals) as toilets will be unisex. Include on information sheet – Put signs in toilets	All	L
22	Other – Parking	All	L	Limited Car Parking (10 cars only behind the clubhouse – all other cars must be parked in the main car park.	All	L

23	Other – Parking	All	L	Outer gate to be locked over night – all campers to be made aware who has key in case of emergency	All	L
24	Noise	All	L	Ask Campers to respect noise levels late at night. Include on information sheet	All	L

Checked (Club Chairman) Date