



Wittlich Legacy Tour - 2018

Common Questions and Answers

Below you will find the most commonly asked questions regards the trip – please use this resource to both prepare and as a first port of call should you have any questions. If the document doesn't answer your question, contact your child's Manager/Coach and he will investigate further – please refrain from going direct to Antony, Geoff or Cliff so that we can avoid repeat questions etc.

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1. When do we leave?

The coach will depart from the Earls Barton Co-Op car park at 9:45pm on Sunday 1st April. This will be the only pick up point and its best for everyone to arrive in enough time to see them safely on board, say good bye etc in order that we leave on time.

2. Documents and Travel Requirements

2.a. Passport

Anyone travelling must hold a valid passport and that passport validity must be for the full duration of the trip (so if a passport expires prior to the 7th April 2018 you will need a new passport in order to travel). It is assumed that all passports will be UK issued – if not please contact your manager or coach asap for assistance.

2.b. Insurance

Insurance has been secured for all of the players and children via the Northamptonshire FA's recommended provider, Sportsguard, and a copy of the insurance documents is available on request.

In addition, the travel provider – R&B Travel are also fully insured. We have used them for all of the Wittlich trips over many years and our driver will stay with friends he has made through these very trips for the duration of our own stay.

2.c. Medical

Each child will need a completed EHIC (European Health Insurance Card). An EHIC lets you get state healthcare in other EEA countries and Switzerland at a reduced cost or sometimes for free – all of these cards will be held by the club. You are able to make an application for a card by visiting:-

<https://www.gov.uk/european-health-insurance-card>

If you haven't done so already, please make sure that this is completed and details passed to your child's manager/coach asap as failure to complete in time may result in your child being unable to travel with the club.

2.d. Contact

You will have completed the travel form with your contact details and this will be carried by the club for the duration of the trip. If any of this information changes prior to departure or during the trip please notify your child's manager or coach asap. Please also ensure that the contact information you supply relates to individuals NOT accompanying us on the trip.

3. What should my child bring with him or her?

3.a. Clothing

The weather in Wittlich is very similar to the UK so similar clothing is recommended and use your judgement regards how many of each item your child will realistically need for the week – we return on the 7th April. It goes without saying that a coat or jacket suitable for wet or cold weather is a must as a precaution. There is no weight or size limitations regards luggage, but your child will be expected to carry and lift as such so bear that in mind! Sensible hand luggage is a great idea for the journey and travelling.

3.b. Football

The football itself will require that your child bring match day kit to include Shirt, Socks and Shorts as well as football boots, indoor football footwear (**astro's or trainers – please note that these can't be black soled however**) and shin pads. If you're a goalkeeper, then gloves are also needed but the club will have these in reserve if needed.

3.c. Food and Drink

Your child is free to bring a packed lunch or similar for the coach journey – there will be breaks along the way at services, but these can be expensive and children with money and excitement can sometimes equate to overspend! If you do decide that a packed lunch is a good idea we would suggest bagging rather than boxing this so that disposal is easy, and a lunch box doesn't have to be carried around thereafter – a drinks bottle is a good idea however as this can be used for the football etc during the stay.

3.d. Money

Whilst we will do our best to monitor your child's spending, it will remain your child's responsibility. Bear in mind that food and accommodation is paid for, so they only need furnishing with spending money - excessive sums of money are best avoided. As Cliff put it "how much would you give them normally" is probably the right guide.

We do recommend that a split in Pound and Euro is sensible so that they are afforded the option of purchasing without issue in the UK and in Germany.

NOTE: Some of the loo's require small denomination change to access so if you have any coins its not a bad idea to arm the kids accordingly.

3.e. Gadgets, Electronics and Phones

They are free to bring whatever they like with them however, as you would with any school trip, excessive or expensive gadgets are likely best avoided. The club can accept no responsibility for broken or misplaced items such as iPad's or laptop's etc so taking the sensible view here is again the best advice – Antony has covered this before with some solid advice: "If a child takes a handheld gaming, smartphone with apps or iPad type device they are more likely to site and play that with their head down, this may prevent them from getting the full Wittlich experience".

A camera can be a good idea, unless a camera phone will suffice (if indeed you do wish for your child to take a phone with them – some parents/carers do, and others don't so there is no right or wrong take on this).

Be assured that contact is possible through the managers and coaching staff of the club, but this should be saved for emergencies.

If you do allow your child to take his or her phone, we would suggest that you check overseas use with your provider to avoid any nasty bill surprises.

3.f For the Journey

Although a comfortable coach, there are still a couple of extra you may wish your child to bring such as:-

A Travel Pillow

Travel Sickness Band or Tablets etc

Approved DVD's (bear in mind some of the children may be younger than your own so age appropriate please)

NOTE: If your child is prone to travel sickness or sea sickness make sure you let us know so that we can both monitor this and ensure he doesn't get carried away with fizzy drinks/sweets etc during the journey!

IMPORTANT NOTE : LEGACY HOODIES TO BE WORN FOR THE JOURNEY – ADULTS INCLUDED.

See section 13 for further details

4. Photographic Consent

All of the children travelling with the club are signed on – as such a form was completed in respect of photographic consent. The club will take pictures to be used for the website and publications like Barton Today – however this will remain in line with the same Photography Consent you have already given or otherwise, in other words if you have already notified the club that you do not consent to photographs of your child being taken or used this will be respected. This will also be extended by request to the Managers, Coaches and Associates of our hosts also.

5. Managers, Coaches and Volunteers

9 adults from the club will be accompanying your child for the duration of the trip, making up the Volunteer Team

Antony Owen	-	Club Chairman, U16 Manager, FA Level 2, DBS Checked, First Aid Trained
Lisa Harding-Duff	-	Club Secretary, DBS Checked
Kirk Thompson	-	U13 Manager, FA Level 2, DBS Checked, First Aid Trained
Shad Hester	-	U11 Manager, FA Level 1, DBS Checked, First Aid Trained
Sam Smart	-	U11 Coach, DBS Checked, First Aid Trained
Cliff Elliot	-	Ladies Manager, Wittlich Liaison FA Level 1, DBS Checked, First Aid Trained
Geoff Cleaver	-	Committee Member and Wittlich Liaison, DBS Checked, First Aid Trained
Eugene Murray	-	Publicity and Media, U13 Coach, FA Level 1, DBS Checked, First Aid Trained
Collette Thompson	-	Club Welfare Officer, DBS Checked

6. Code of Conduct

Whilst we don't expect there to be a reason to have to reiterate to the players the expectations of both yourselves as parents/carers and the club, it is worth reminding everyone that the tour is organised and enabled through the club and a reflection of the partnership we have developed over many years with Wittlich. Therefore, it is expected that everyone will represent the club well in their behaviour and actions. The players in particular are able to express and enjoy themselves as long as this does not present any health, safety or welfare issues for themselves, other players or anyone associated to the tour.

A couple of examples of this expectation: -

- Players will not be permitted onto the deck of the ferry unless such access is provided by and governed by a member of the volunteer team
- During travel to and from Wittlich – which includes exit from the coach and ferry journey time - all players MUST wear their Legacy Tour EBUFC Hoodie in order to be recognisable as part of the trip.

Whilst we won't list out expectations in full here it is expected that players will behave in the same manner were they are travelling with their parents or carers.

We really don't want to labour this point as the trip will be fun and many great memories will be created, therefore If you have any questions in respect of behaviour and code of conduct please contact your players Manager or Coach to find out more.

7. Risk Assessments

Many of you will know Collette Thompson – one of the clubs Welfare Officers. She is preparing the risk assessments prior to departure and these will be finalised and issued by the club in advance of the 1st April. If you do wish to see a copy of the Risk Assessment please make your child's Manager or Coach aware.

8. Media and Social

Should you choose to allow your child to take a smartphone, tablet or other with them that provides access to online portals such as Facebook, Whatsapp, Twitter, Instagram etc – we would ask that you speak to your children prior to us embarking on the trip and remind them of both the safeguarding and consent issues that can arise as a result of posting without permission.

9. Our Hosts

The players will be allocated accommodation with the host families on arrival at Wittlich – where possible we have ensured that any special requests – medical, dietary, access or otherwise – will be accommodated.

A point worth making here – in the past some players have voiced their unhappiness at not “rooming with their mates” but all have found that this is largely forgotten within the first 48 hours and is more a reflection of their own nerves or venturing into the unknown. Almost all of the families have hosted before and will be expectant of some hesitations for those that have not toured before.

As parents and carers you may be the first to hear of this during a call home for instance. Please be assured that the care your child will receive in Wittlich will be second to none and fully supported by the club volunteers so there will be no need to panic. Any initial tears will almost certainly give way once the players are settled in, the friendships rekindled or started a new and – as always happens – the first ball has been kicked.

The players from Wittlich are carbon copies of our own players – they all love FIFA and Fortnite on the Xbox/PS4, Playing football and socialising with their mates. They will have more in common than not and by day 2 even those that suffered extreme butterflies will be relaxed and into the full swing of things therefore your support during any such telephone call will help your child and us in making sure that happens sooner rather than later!

10. Accommodation

Host Families and Accommodation are allocated as follows:-

EBUFC Player/s

Elliot & Cohen Wilson
Joe Halton & Cameron Duff
Maynard Botwe
William Coble
Lewis Chaplin
Ewan Smart
Charlie Brennan
Ben Smith & Louis Fidelia
Max Farrington
Joe Hester
Alfie Sharp & Bob Murray
Harrison Thompson
George Smart

JSG Player/s - Host Family

Jonas Bommer / Fam. Bonner
Xhenis & Denis Kryeziv / Fam. Kryeziv
Ian Baller / Fam. Baller
Taha Bayraktar / Fam. Bayraktar
Julian Pick / Fam. Pick
Niclas Theis / Fam. Theis
Aaron Dockter / Fam. Dockter
Noah Niebergall & Tim Follmann / Fam. Niebergall-Follman
Jaron Michels / Fam. Wickmann-Michels
Henrik Sausen / Fam. Sausen
Peter Heinen / Fam. Heinen
Fam. Morbach
Fam. Scheidweiler

11. The Itinerary

Monday 2nd of April

11:30 am Arrival at the SV Lûxem Clubhouse; Allocation of the kids to their host families
Afternoon Free time at the host families' homes
6:30 pm English adults' and club officials' dinner at restaurant 'Daus'
Evening Meeting between the host families

Tuesday 3rd of April

10:00 am Official welcoming by the city of Wittlich in the old townhall
12:00 pm Free time with the host families
3:00 pm Teams meet at the 'Eventum'
4:00 pm Start of the 'Anne & Roland' Cup (U13 and U12 teams) with a show match between the adults; End of the day around 8:00 pm

Wednesday 4th of April

All Day Trip to Bernkastel-Kues (English adults and club officials)
> Visit to the 'Landshut Castle'
> Time in the town of Bernkastel-Kues
> English guided tour in the 'Zylinderhaus Museum'
> Dinner at the 'Zylinderhaus' restaurant

Thursday 5th of April

10:00 am Trip to amusement park - Eifel-Park in Gondorf. The park re-opened last year with a lot of new attractions and the hosts feel it is more age appropriate than the original trip to Klotten – its also the same distance.
5:30 pm Return to Wittlich
Evening Meeting between the host families
8:00 pm Wine tasting (English adults and club officials) at the winery 'Losen-Bockstanz'

Friday 6th of April

Morning Free time
2:00 pm Meeting at SV Neuerburg's football pitch
3:00 pm EBUFC U13 vs JSG Wittlich D1
4:30 pm Penalty shootout (adults), Also known as “Kirk’s Annual Sky Shot” :)
5:15 pm EBUFC U12 vs JSG Wittlich D2
7:00 pm Final event at SV Neuerburg Clubhouse (open end)

Saturday 7th of April

9:00 am Meeting at the 'Rommelsbachparkplatz'
Departure from Wittlich

12. Parting Gifts

The club will provide Earls Barton memorabilia in the form of Key Rings and Fridge Magnets to present from the players to their hosts at the end of the trip. It's not unusual for players to also add a box of chocolates or similar as their own thanks which, whilst a nice touch, is not an obligation.

13. Legacy Hoodies

All of the players will be presented with a Wittlich Legacy Hoodie prior to the tour. As an official Club top this will need to be worn when travelling – especially when exiting the coach or on the ferry – to ensure that all players are easily identifiable. The hoodie itself is also presented in memoriam and will reflect the spirit of friendship developed between the two clubs over the many years Anne and Roland worked together to keep this tradition alive.

The volunteers will also wear an alternate version of the hoodies so that they remain identifiable as being from the club.

The hoodies are being supplied by MDH, our kit wear supplier and you will need to have supplied your players manager with the size requirement.



Size:	XS	S	M	L	XL
Age:	3-4	5-6	7-8	9-11	12-13
Chest (to fit):	26	28	30	32	34

14. Approvals and Grants

For your information, the trip is being supported by a grant from The Earls Barton August Rally – we have also applied for the twinning grant from Wellingborough Council and the FA have provided their full approval for the football to be played on the Tuesday and the Friday.

15. When do we return?

We will be leaving Wittlich on Friday the 7th April at 9.30am in order to catch the 5.00pm ferry from Calais later that day. Drop off will be at the Earls Barton Co-Op car park where we started, and a message will be published to the WhatsApp group 30 minutes before we are due to arrive (The Swan, The Stag and The Tavern will be open if you want to wait in warmth with a beverage!)

16. Risk Assessment

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RISK
Exposure to weather	Cold injury, heat injury, over-exposure to sun.	Adults and Children	<ul style="list-style-type: none"> • Consider possible weather conditions and plan appropriate programme, clothing and equipment. • Plan for children who may not bring suitable clothing – check before departure and/or bring spares. • Daily weather forecast obtained and plans adjusted accordingly. 	Provide clear information about suitable clothing and equipment to children and Parent/Carers.	Low
Child lost or separated from group	Injury, death, inadequate supervision	Children	<ul style="list-style-type: none"> • Ensure supervising adults are competent and understand their roles. • Sufficient supervision • Plan and use suitable group control measures (for example, buddy systems, large groups split in small groups each with named leaders, identification system). • Discuss itinerary and arrangements with children. • Briefing to all on what to do if separated from group • Head counts by leaders particularly at arrival/departure points, and when separating 	<p>Plan supervision before visit and brief adults and children regarding staying together.</p> <p>Adults and children must wear hoodies provided whilst travelling.</p> <p>Children to be given contact details of adult supervisors and guideline document</p> <p>Children are forbidden to go on deck unsupervised whilst on the Ferry</p>	Low

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RISK
Illness or injury	Illness, injury.	Children/ Adults	<ul style="list-style-type: none"> • First aid cover accessible and appropriate • Leaders know how to call emergency services • Parents are reminded to bring individual medication for their child and this is securely kept • First aid and travel sickness equipment carried • Mobile phones carried if available • Emergency contacts arranged 	<p>Check medical histories.</p> <p>Check first aid certificates of supervising adults and medication brought by children</p> <p>Check Coach is equipped with sickness bags</p> <p>Parents contact details to be available</p>	Low
Special needs of specific children – medical, behavioural, educational	Illness, injury.	Children	<ul style="list-style-type: none"> • Obtain information from parents • Take advice from SENCO if appropriate <p>Make necessary arrangements for individual child including individual risk assessment and additional staffing as necessary.</p>	Use parental consent form. check medical histories	Low

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RISK
<p>Vehicle Safety & Documentation</p>	<p>Injury/ Breakdown</p>		<ul style="list-style-type: none"> • The following documents must be checked as evidence the vehicle is roadworthy. <ul style="list-style-type: none"> ◦ current MOT certificate ◦ (Receipt for last service?) ◦ adequate motor vehicle insurance cover provided i.e. for personal business use • It is ideal to have some form of 'Breakdown' cover • The establishment must ascertain that: <ul style="list-style-type: none"> ◦ the vehicle is fitted with fully operational seatbelts (ideally 3 point) for each person ◦ booster cushions must be available for use when appropriate (children under 1.35m) ◦ the vehicle has sufficient capacity for each passenger to have their own seat and own seatbelt ◦ Heating and air conditioning in good working order 	<p>All drivers credentials & documentation to be checked and verified</p>	<p>Low</p>

<p>Driver Distraction And Misbehaviour</p>	<p>Injury/ Death</p>	<p>Passengers Other Road Users</p>	<ul style="list-style-type: none"> • young people who are likely to present challenging behaviour are appropriately supervised by adults who are aware of and capable of handling their behaviour • volunteer drivers are informed beforehand of any individuals who might present challenging or difficult behaviour, and are considered sufficiently capable of dealing safely and appropriately with any disruptive behaviour • a second adult accompanies the main driver on long journeys, or with young people who might be disruptive, in order to maintain good order, ensure young people keep seat belts on, and attend to any needs • the supervising adults will place groups of young people together who get along well, thus minimising the risk of disruption and conflict • young people are briefed beforehand regarding required conduct/behaviour • young people are briefed not to open vehicle windows without permission, and not to place hands/heads out of open windows • young people are briefed not to throw anything inside or from the vehicle, or to make signs to passing road users 	<p>Children will be briefed regarding behaviour and reminded about codes of conduct.</p> <p>Children are supervised throughout the journey</p> <p>Children given guideline document to keep before journey</p>	<p>Low</p>
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			<ul style="list-style-type: none"> the driver will be informed of any significant medical conditions (including propensity for travel sickness) and relevant medication carried any travel sickness equipment is provided <p>young people are briefed to eat/drink sensibly</p>		
In event of breakdown or accident, additional collision with vehicle, or with passengers during evacuation	Injury/Death	Children/Adults	<ul style="list-style-type: none"> if breakdown or accident occurs, to evacuate all passengers away from passenger side of vehicle to safe resting place (beyond side barrier if possible), well away from passing vehicles if above is not possible, to instruct passengers to sit on side of vehicle furthest from moving traffic and remain wearing seat belts Ensure that Traffic Patrol officers are informed to place blue or amber flashing hazard lights between the vehicle and approaching traffic as soon as possible 	Planning	Medium
Toileting whilst travelling	Separated from Group	Children/Adults	<ul style="list-style-type: none"> Group to remain together Use designated toilets as recommended by supervising Adults (accompanying adults to wait outside toilets with children) Encourage good hygiene Euros will be needed for most public toilets in Germany 	Head count before and after Ensure Children wash their hands Sufficient stops at suitable	Low

				locations to ensure safety and comfort of all group., Take plenty of Euros	
Food & Drink	Allergies /Dehydration/ Choking	Children/ Adults	Parents should provide a packed lunch and a drink for the journey	Medical questionnaire is obtained. Check for serious allergies and inform other parents not to pack potentially harmful foods	medium
Electronics & Valuables	Lost Damaged	Children	All children will be responsible for their own money and electronics , if Children are taking cash then a combination of Euros and Sterling is recommended	As we are travelling through the night noise from games should be kept to a minimum or head phones should be worn. Ensure children/parents pack the correct chargers and 2 point plugs and that children have plenty of credit on their mobiles	medium

EHIC	Med Emergency	Children & Adults	Everyone needs a EHIC when travelling abroad	Planning - Children to keep with them	Low
Insurance	Personal Injury/lost property/cancellations	Children & Adults	<ul style="list-style-type: none"> Children are covered within the cost of the trip. Adults need to source their own insurance 	Planning - most banks offer free travel insurance	Low

Ferry crossing	Injury, death, drowning, separated from group.	Children and Adults	<ul style="list-style-type: none"> Close supervision on vehicle deck. 'Rules' established and children briefed, especially about open deck area. Remain in pairs or threes (buddy system – each responsible for named other). Meeting point agreed throughout crossing and on docking (numbered stairway to coach deck). Careful head count before disembarkation. Planned procedure for missing children– for example, member of staff to leave as foot passenger. 	<p>Arrange procedures with adults and children before arrival at ferry.</p> <p>Children and Adults to wear hoodies provided at all times whilst travelling.</p> <p>Children are forbidden on deck unsupervised</p>	Low
On foot	Injury, death.	Children and Adults	<ul style="list-style-type: none"> Work on foot planned to avoid fast roads wherever possible. Supervision on pavements, roads and especially crossing of any fast roads is pre-planned. Childs are briefed about hazards and behaviour required. 	Planning - Children to be reminded of cars driving on the right	Medium
Use of public transport: trains, trams, underground,	Injury, death, separated from group.	Children and Adults.	<ul style="list-style-type: none"> Journey is planned and assessed – key risk points identified. Careful supervision, particularly in crowded areas and entry, exit and 	Planning	Low

bus, air travel.			<p>change points with head counts.</p> <ul style="list-style-type: none"> • Large groups divided into small groups each with leader(s). • children know their group and leader(s). • Emergency plan in place – children briefed where they are going, what to do if separated from group. 		
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Arrival	Safety	Children	<ul style="list-style-type: none"> • Children will meet their host families and enjoy some refreshments in the sports club house 	Adults to supervise and give reassurance throughout , after an hour or two children will leave with their host families and adults will check in to nearby hotel	Low
Photographs & Social Media	Safety	Children	<ul style="list-style-type: none"> • Children and Adults will be reminded that sharing photographs on social media is forbidden 	Children will most likely link up with their German buddies on What's app or Instagram, we will need to inform the host families and buddies that photos are not to be made public	Medium

Activities	Safety/Injury, Death	Children	<ul style="list-style-type: none"> • Wittlich Club have their own Risk Assessment in place for all of the various activities planned 	<p>Welfare Officer to see & check Wittlich Risk Assessment.</p> <p>Contact details of host families to be made available to Supervising adults</p>	Medium
Contact		Children	<ul style="list-style-type: none"> • Supervising adults to keep in contact with parents via our What's app group 	<p>Anything confidential or sensitive will be dealt with privately and not shared with the What's app group</p>	Low

17. Any Other Questions

Notify your child's Manager or Coach of any other question that you may have, and the answer will be added to this document for other parents/carers benefit.

18. Useful phrases in German

<u>English</u>	<u>German</u>	<u>Pronounced</u>
Yes	Ja	yah
No	Nein	nine
Please	Bitte	BIT-tuh
Thank you	Danke	DAN-keh
I'm sorry	Es tut mir leid	es toot meer lied
You're welcome	Bitte sehr	BIT-tuh zayr
Excuse me (getting attention)	Entschuldigen Sie	ent-SHUL-di-gen zee
Excuse me (begging pardon)	Entschuldigung.	ent-SHUL-di-goong
I don't understand	Ich verstehe das nicht.	ikh fur-SHTAY-uh dahs nikht
Where's the toilet please?	Wo ist die Toilette, bitte?	voh ist dee twah-LET-uh, BIT-tuh?
Do you speak English?	Sprechen Sie englisch?	shprekhen zee ENG-lish?
I can't speak German well	Ich kann nicht so gut deutsch	ikh kann nikht zo goot doytsh
Help!	Hilfe!	HILL-fuh!
Hello	Guten Tag	GOO-ten tahk
	Or Hallo	hah-LOH
Good morning	Guten Morgen	GOO-ten MOR-gen
Good evening	Guten Abend	GOO-ten AH-bend
Good night	Gute Nacht	GOO-tuh nakht
How are you?	Wie geht's?	vee gayts?
Fine, thank you.	Danke, gut.	DAN-kuh, goot
What's your name?	Wie heißt du?	vee highst doo?
	Or Wie heißen Sie?	vee HIGH-sen zee?
My name is...	Ich heiße..	ikh HIGH-suh
Nice to meet you	Nett, Sie kennen zu lernen	net zee KEN-en tsoo LER- nen
Goodbye	Tschüs	chuuss
	Or Auf Wiedersehen	owf VEE-der-say-en
And not forgetting.....		
Would you like to play...	Möchtest du spielen.....	Mock-test do schpeel-ehn..
FIFA	FIFA	FIFA
Fortnite	Vierzehn Tage?	VEER-zen Tag
Football	Fußball	Foos-bal