



SPORTS EVENT CHARTER PLANNING CHECKLIST (VIC 2025 EDITION)

A practical guide to organising safe, efficient, and stress-free transport for school and community sporting events

Created by Quinces Coaches – Melbourne’s trusted transport partner for schools, sports teams, and major events for over 75 years.

1. Confirm Your Event Details

Before you book, lock in the essentials:

- Event name, host organisation, and venue address
- Event type (carnival, interschool, tournament, training, or final)
- Date(s), start and finish times
- Number of players, coaches, and supporters travelling
- Equipment and luggage volume (tents, marquees, gear bags, etc.)
- Any accessibility or medical requirements

Tip: Always verify venue access and parking arrangements before confirming transport.

2. Check School or Club Approvals

For schools, follow the Victorian Department of Education Excursions Policy. For clubs, confirm committee or board approval.

- Principal or coordinator approval obtained
- Risk assessment completed
- Parent or participant consent forms collected (if under 18)
- Emergency management plan prepared for large or overnight events
- Medical and contact details updated
- Required supervision ratios met (schools: min 1 adult per 20 students, 2 staff minimum)

Tip: Keep copies of the approval, risk register, and medical list on hand and digital.

3. Select a Licensed, Sports-Ready Transport Partner

Your provider should:

- Hold full Victorian bus/coach accreditation (Commercial Passenger Vehicle Victoria)
- Employ Working with Children-checked and First Aid-trained drivers
- Operate seat-belted, air-conditioned, and regularly serviced vehicles
- Provide large under-floor luggage compartments for sports equipment
- Have a clear safety record and public liability insurance

Quinces Coaches meets all these standards and has decades of experience with school and club sport travel across Victoria.

4. Plan Your Travel Schedule

Coordinate transport around warm-ups, game times, and return travel:

- Pick-up and drop-off locations
- Meet-up points for teams and supporters

- Departure and return times with buffer for traffic
- Duration of breaks, rest stops, or meals
- Contingency plan for delays or extended events

Tip: Provide your driver with a full match-day itinerary and coach/manager contact list.

5. Organise Player & Equipment Logistics

Make sure your athletes and gear travel safely and efficiently:

- Allocate seats by team or division
- Secure all gear in luggage holds (no loose items in aisles)
- Check heavy equipment weight limits
- Assign one staff member to oversee loading/unloading
- Confirm storage area access at the venue

Tip: Use labelled tubs or bags for team gear to speed up departure after the event.

6. Meet Child Safety & Supervision Standards

If transporting students or minors:

- Ensure all supervising adults hold WWC approval
- Maintain supervision ratios (min 2 adults, 1:20 recommended)
- Review behaviour expectations before travel
- Apply the Victorian Child Safe Standards across the event
- Keep staff-to-student roll lists current

Tip: Brief volunteers on child safety responsibilities before departure.

7. Vehicle & Safety Compliance Check

Before the trip:

- Confirm vehicles are roadworthy, registered, and insured
- Verify driver licensing and fatigue compliance
- Ensure seatbelts are available and worn (mandatory if fitted)
- Store all luggage safely and within load limits
- Carry a First Aid kit and emergency contacts onboard

Tip: Quince's vehicles undergo routine safety inspections and maintenance.

8. Prepare Teams for Travel

- Distribute itineraries and expected behaviour code
- Remind players about hydration, nutrition, and uniforms
- Ensure essential gear (shoes, uniforms, equipment) is packed
- Communicate emergency procedures and return arrangements

Tip: Designate team captains or staff to assist with roll calls and communication.

9. On the Day

- Arrive early for boarding and conduct final roll call
- Confirm players' seatbelts are fastened
- Review safety and conduct guidelines

- Check weather and field updates before departure
- Maintain clear communication between coordinators and drivers

Tip: Keep one staff member at each end of the bus during boarding and unloading.

10. After the Event

- Final roll call before leaving the venue
- Collect and load all gear
- Check the bus for lost property
- Debrief with team staff and record any incidents
- Provide feedback to the transport provider for next time

Tip: Keep notes on timings, costs, and logistics for future sports events.

Need Transport for Your Next Sports Event?

Quinces Coaches delivers safe, comfortable, and on-time transport for school and club sporting events across Melbourne and regional Victoria.

From swimming carnivals to interstate tournaments, our modern fleet and experienced drivers keep your team moving safely.

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