



GUIDANCE FOR AWAY TRIP

Travelling to away fixtures is a regular event for many junior clubs. Trips may vary from short journeys across town to play another local team or involve more complicated arrangements involving overnight stays. But even what may appear as the most straightforward of trips will require some level of planning. The following will outline a number of issues that need to be considered when travelling with children.

Communication with:

- **Children** – they should be aware of the travel plans, venue and time for collection, time of return and any costs. Children should also have a clear understanding of what standard of behaviour is expected of them. Children must know what sports kit they need to bring with them.
- **Parents** – should be made aware of the above and must have completed a consent form detailing any medical issues that the team manager should be aware of. Parents should also have the name and contact details of the team manager in the event of an emergency.
- **Other coaches/volunteers** – need to be made aware of what their responsibilities are in advance of the trip. If the trip is a long journey, it is important that all coaches/volunteers have an itinerary.

Transport

A more detailed transport policy is available in appendix 10, but the following are some basic points.

- Ensure the driver has an appropriate and valid driving licence.
- Allow an appropriate length of time to complete the journey.
- Consider the impact of traffic and weather conditions.
- If using a mini-bus ensure that all seats are forward facing and they all have seat belts fitted if carrying children. Is the driver experienced in driving a mini-bus?
- Ensure leaders and children wear seat belts.
- Check there is appropriate insurance for the journey.



- Clarify supervision requirements with other leaders. The driver should not be considered as a supervisor during the journey.
- Ensure that the vehicle is road worthy.

Ratio

Dependent on the sport the ratio of adult to child may vary but what ever is considered appropriate would generally need to be increased when travelling away from home.

Insurance

In addition to the mini-bus/car insurance, the team manager needs to ensure that the clubs general insurance covers travel to away events.

Emergencies

Ensure that the vehicle has breakdown and recovery cover. At least one of the leaders should be trained in first aid procedures and a first aid kit should be available.

The leader should have access to a mobile phone and contact details for all the children.

The above are only basic points of advice and are not comprehensive guidelines. For more detailed guidelines see Safe Sport Away.

Hosting

Being a host family or being hosted is an integral part of many sports and, if handled appropriately, can add to a child's enjoyment and experience at a competition. The whole area of hosting though can create a great deal of concern for parents, children and the hosts. It is in response to these concerns that we have drawn up the following guidelines.

Being a host can be a particularly challenging role, but also very rewarding. A host should be provided with as much information about the child/children staying with them and details of the competition. They in turn should agree to provide references and be vetted when this is available.



With the introduction of the Criminal Records Bureau, Disclosure Scotland and the Pre-Employment Consultancy Service, access to vetting for sports clubs organising events within England, Scotland, Wales or Northern Ireland should be achievable.

When arranging for events/trips abroad, the club will be dependent on the ability of the host organisation to access vetting services and obtain appropriate references. It is still the responsibility of the trip organiser to provide the hosts with the relevant information on the child and details of what is expected.

It is the responsibility of Bredagh’s organiser to ensure that the receiving club are aware that in the event of a problem in relation to the safety of any child then Bredagh GAC will respond in accordance with their policies and procedures. Where the host club have a similar procedure then it can be agreed that this is initiated.

Child/Youth Member

Right To:	Responsibility
<ul style="list-style-type: none"> • Be safe. • Have any concerns listened to. • Be respected by their coach and host family. • Have easy access to phone contact with the trip organiser. • Have a list of events (itinerary). • Regular group meetings with other young people. • Have their religious needs facilitated. • Have prior knowledge of the climatic variation to enable them to bring adequate clothing. • Be made aware of the codes required for phoning home. 	<ul style="list-style-type: none"> • Show respect to their host families. • Show respect to other youth members and their leaders. • Reporting inappropriate behaviour or risky situations. • Attending any prior planning meeting to ensure they are fully informed of the plans. • Maintain the sport’s reputation by adhering to their code of conduct. • Discussing their dietary needs with the host family (though it is the parent’s/organiser’s responsibility to ensure this information is passed on in advance).



<ul style="list-style-type: none"> • Maps of the local area. • Have the currency of the country they are visiting explained to them. • Be made aware of collection and drop off arrangements. 	<ul style="list-style-type: none"> • Maintain the accommodation to the standard set by the family. • Be aware that they are acting as an ambassador for their sport and on occasions their country. • Dependent on arrangements with parents, manage their own money.
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Coach/manager

Right To:	Responsibility
<ul style="list-style-type: none"> • Have support form their Governing Body if reporting any concerns about the arrangements. • Be protected from abuse by children/youths, other adults, members or parents involved in the trip. • Not be left vulnerable when working with children. • Receive the relevant information from parents/guardians in advance of the trip i.e. <ul style="list-style-type: none"> - Dietary needs - Any personal care needs - Emergency contact numbers - Signed medial consent form/ permission form - List of any medication/allergies - E111 form completed (EU visits). • Be respected by the children in preparation for and during the trip. 	<ul style="list-style-type: none"> • To plan well in advance of the trip. • Check Governing Body guidelines. • Gather information on destination and venue (if possible carry out a risk assessment). • Facilitate information meetings prior to the trip for parents and children. • Maintain confidentiality about sensitive information. • Be a role-model during the trip (disciplined/committed/time keeping). • Fostering team work to ensure the safety of youth members in their care. • Respond to children/youth members' statements and concerns. • Record any complaints or accidents on relevant documentation. • Provide the children, parents and host with an itinerary of events.



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| <ul style="list-style-type: none">• To have any personal “out of pocket” expenses reimbursed.• To be able to apply sanctions in line with the Governing Body guidelines and discussed prior to the trip.• To have time off i.e. that another adult is the point of contact for an emergency rather than one individual all the time. | <ul style="list-style-type: none">• Have clear arrangements for collecting and transporting children during the trip.• Ensure that if a young person has to share a room that it is with someone of the same sex and that they are aware of who this is in advance.• Check adequate insurance cover is arranged.• Ensure they have received the relevant documentation from the child’s parents/guardians.• To inform parents and children of standards of behaviour required and possible sanctions.• To ensure that there is an appropriate adult/child ratio.• To submit a report to club after the trip.• Make parents and children aware of photographic policy and obtain parent’s signature (or include on permission form). |
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Parents/Guardians

Right To:	Responsibility
<ul style="list-style-type: none"> • Know their child is safe. • Be informed of any problems or concerns relating to their children. • Be informed if their child is injured. • Have their consent sought prior to the trip. • Contribute to the decisions in planning the trip (when appropriate). • Have knowledge of where their child is staying and with whom. • Have a contact number for their child’s hosts and trip organiser. • Have a detailed itinerary of events that their child will be taking part in. 	<ul style="list-style-type: none"> • To be aware of the Code of Conduct for children, coaches and hosts. • To agree sanctions with the coach and child prior to the trip. • Ensure the child has appropriate spending money. • To pay for relevant costs prior to their child going on the trip. • Provide the coach with all relevant documents and emergency contact number. • Ensure the child has a passport (if required) prior to the trip. • Provide appropriate clothing to meet the needs of the child while away from home. • Drop off and collect their child at agreed time. • Encourage their child to play by the rules.

Hosts

Right To:	Responsibility
<ul style="list-style-type: none"> • To be treated with respect by the children, coaches and parents. • To have prior knowledge of any special requirements e.g. <ul style="list-style-type: none"> - Medical - Food 	<ul style="list-style-type: none"> • To have agreed to a Code of Conduct. • To consent to checks/references being sought into their appropriateness of being hosts.



<ul style="list-style-type: none">- Religious- Transport- Mobility. <ul style="list-style-type: none">• To have telephone contacts, lists of parents and coaches in the event of an emergency.• To be financially reimbursed for any expenses (when agreed).• To be informed of competition details.• To have clearly defined roles prior to the event.• To be consulted about any change in plans.	<ul style="list-style-type: none">• To provide a safe and supportive environment for the children while they are hosting them.• To attend host family meeting prior to and during the competition of arranged.• To provide the child with a positive experience of staying way from home and possibly a different culture.
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Overseas Trips

When arranging for events/trips abroad the club will be dependent on the ability of the host organisation to access vetting services and obtain appropriate references. It is still the responsibility of the trip organiser to provide the hosts with the relevant information on the child and details of what is expected.



Appendix 1 Guidance on Away trips

STANDARD PARENTAL/GUARDIANS CONSENT FORM

Anything written on this form will be held in confidence. Our coaches need to know these details in order to meet the specific needs of your child.

I give permission for my child to attend for training and playing sessions.

CHILD'S FULL NAME:

.....

ADDRESS:

.....

.....

.....

HOME TEL: **AGE:**

DATE OF BIRTH: **MALE/FEMALE (Please circle)**

NAME OF FRIEND ATTENDING:

EMERGENCY TEL (1): **(2):**

IF UNAVAILABLE CONTACT:

TEL: **RELATIONSHIP TO CHILD:**

NAME AND TEL OF G.P.:

CHILDS MEDICAL NUMBER.....

DETAILS OF ANY KNOWN ALLERGIES, CONDITIONS, MEDICATION BEING TAKEN:

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ANY OTHER SPECIAL NEEDS, REQUIREMENTS OR DIRECTIONS THAT WOULD BE HELPFUL FOR THE COACHES TO KNOW ABOUT:

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I will inform the coaches of any important changes to my child's health, medication or needs and also of any changes to our address or phone numbers given.

In the event of illness, having parental responsibility for the above named child, I give permission for medical treatment to administered where considered necessary by a nominated first aider, or by suitably qualified medical practitioners. If I cannot be contacted and my child should require emergency hospital treatment, I authorise a qualified medical practitioner to provide emergency treatment or medication.

I have been made aware that Bredagh GAC have developed a child protection policy and they are committed to ensuring the safety of my child by having:

- **A coaches/volunteer charter**
- **Clear recruitment policy which includes vetting all coaches & volunteers**
- **A transport policy**
- **A photography policy**
- **An anti-bullying policy**
- **Disciplinary procedures**
- **A designated person for child protection**
- **Guidelines on confidentiality**

Bredagh GAC is committed to ensuring that any information gathered in relation to our youth academies meets the specific responsibilities as set out in the Data Protection Act 1998. Bredagh GAC's development officer will store the above information on their youth academy data base for a maximum of 12 months before re-registering the player if still associated with the club. (see appendix 14 of the Bredagh GAC Child Protection Policy for further details)



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I confirm that all details are correct to the best of my knowledge and I am able to give parental consent for my child to participate in and travel to all activities.*

Signature Parent/Guardian

Print Name

Date

Please return this form to the relevant Coach or Manager of your age group

* Parental consent is defined by the children (NI) Order 1995 Article 6 (i)

Natural mother always has parental responsibility.

Natural father gains parental responsibility:

- If married to the mother at the time of birth or subsequently marries her
- Through an agreement witnessed by solicitor or a Parental responsibility Order
- Post 15 April 2002 if the jointly register the baby's birth.

INFORMATION FOR PARENTS, TO BE ADDED TO CONSENT FORMS FOR AWAY TRIPS:

I confirm that I have received the details of the above activity and consent to my child taking part in the visits and activities indicated. I acknowledge that the club will be liable in the event of any accident only if they have failed to take reasonable steps in their duty of care for my child during the trip. I understand that the staff have a common law duty to act in the capacity of a reasonably prudent parent.

I undertake to pay the required sums by the dates specified in the information and accept that in respect of any withdrawal from the trip, for whatever reason, there can be no refund of the whole or part of the payments unless the circumstances are covered by insurance.



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Please provide any special dietary requirements and the type of pain/flu medication that may be given.

SIGNED (Parent/Guardian)

DATE



Appendix 2 Guidance on Away Trips

TRAVEL COMPLETION FORM (COACHES)

Please note that the following information must be collated from parental consent forms and passed to the juvenile secretary for club records to ensure the health and safety of all travelling away from home.

Please ensure parental consent is received prior to all trips or away challenge games requiring children to be absent for considerable hours/days.

Please complete all sections

Date of intended trip

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Destination

Reason for the Trip

.....

Name of Host Club/Venue

.....

Host club contact name

.....

Host club contact telephone number

.....



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Which Bredagh team is travelling

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Confirm permission slips received from parents/carers

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Confirm consent forms received from parents/carers

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Confirm Code of Behaviour signed by parents/carers and players

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Number of children travelling

.....

Number of Coaches /parent Mentors

.....



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Names of juveniles travelling	Names of juveniles travelling	Names of juveniles travelling
Adults Accompanying	Adults Accompanying	Adults Accompanying

SIGNED (Lead Coach) DATE
