



## **Bearn na Forbacha Aontaithe Travel Away Policy**

The following guidelines should be followed by teams for overnight or trips away outside of the country:

- For overseas trips permission must be sought from the FAI and GFA for any team to participate in any tournament.
- Permission should be sought from the club Executive for any overnight trips being made by any of our Club teams and/or representatives. The Secretary of the Executive Committee will act on behalf of the Executive should the travelling party need to notify them on pertinent issues.

### **Preparation for the Trip:**

1. All players participating in an away trip are required to confirm in writing that they will adhere to the Club Player Code of Conduct throughout the trip & must sign a good behaviour agreement.
2. All coaches, mentors and accompanying adults must reaffirm that they will comply with the club Coach/Mentor/Parent Code of Conduct for all aspects of the trip.
3. All travelling parties must be reminded of and commit in advance that they will adhere & promote adherence to club health & safety policies & practices including but not limited to those pertaining to child safety & welfare, club social media use, anti-doping/alcoholic use, equality, inclusion & complaints policies.
4. Trips away should be covered within the Club's Risk Assessment and Child Safeguarding Statement.
5. All accompanying adults who travel with children on any aspect of the trip must comply with the club's safeguarding policy and must have completed the Garda Vetting process in full & Safeguarding 1 Training prior to travel.

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6. Written permission from Parents/Guardians is required for all overnight/away trips. A list of attendees & their parent/guardian contact details (phone & email) will be collated and maintained by the Trip Co-ordinator & another accompanying adult.
7. Parents/Guardians must complete a Parent's/Guardian's Medical Consent Form. (As per the FAI Medical Consent Form) disclosing any medical conditions or additional, specific/special needs of their child/children and consenting to medical intervention being offered to their child by a health professional during the trip if required.
8. Should any Child have any special requirements (e.g. allergies etc.), Parents/Guardians must explain in writing to the accompanying adults what action needs to be taken if there is an issue with their Child's health. If the Child needs to take medication, this needs to be clearly explained to the accompanying adults to ensure the Child takes the appropriate medication at the correct times/authorising where appropriate the accompanying adult to administer this medication/care to the child.
9. At least one First Aid Officer will be nominated from the adults accompanying the travelling party. This person should ideally have a first aid qualification and confirm in advance that they are comfortable administering basic first aid and also with referring the injured or ill party for further medical treatment if required. If parental consent has been provided, this party will administer pre-approved medicine or basic First Aid in company of another adult on the trip should the need arise. **The First Aid Officer is recommended to seek official medical advice for anything other than a minor illness or injury.**
10. In the event of a member of the travelling party necessitating a hospital visit or stay, parents or family members will be advised & kept updated by the Trip Co-ordinator and the injured/ill party will be accompanied to the hospital or visit to a health professional by the nominated First Aid Officer and another accompanying adult.

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11. A meeting with the Parents/Guardians and the players and coaches will be held in advance to communicate details of the trip to all (parents/guardians, players coaches, and accompanying adults). It shall cover: travel times, game times, competition details, gear requirements, medical requirements, dietary needs, other activities which may be organised during the trip and any other relevant details. Ground rules for the trip and behavioural expectations shall also be discussed during this meeting. This meeting will be held in person. At least one Parent/Guardian will be required to attend this meeting with their child & a record of attendees will be taken.
12. Parents/Guardians, players & accompanying adults shall be provided with a trip itinerary, schedule & Trip Co-ordinator contact details in advance of the trip, including times & locations for drop off and pick up to/from the trip & all parties will be requested to adhere to these.
13. Parents/Guardians shall be requested to notify the Trip Co-ordinator in advance if they have nominated someone else to bring their child home from the trip.

### **During the Trip (Players) :**

1. All group socialisation should take place in communal areas (i.e. no group gatherings in bedrooms at all).
2. Consumption of alcoholic drink, smoking/vaping and other illegal substances/activities shall be forbidden and adults are expected to act as appropriate role models in this respect.
3. In the case of toilet breaks or trip outings players shall be reminded to stay with the group and seek permission from their Trip Leader if they need to leave the group for any reason. Players are not permitted to leave their group on their own at any time.

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4. Players shall be permitted to leave the group only in the company of an assigned partner/peer for toilet breaks or be advised to remain with their group who shall be accompanied by a Group Leader for such trips.
5. The Trip Co-ordinator or Group Leader shall at all times be accompanied by another adult or group of children when accompanying children to facilities for toilet breaks etc. and shall never accompany a child on their own.
6. The Trip Co-ordinator or Group Leader will conduct a roll call/head count before embarking and disembarking & at regular intervals throughout the trip. Consideration will be given to assigning subgroups of children to 2 adults for adequate supervision throughout the trip based on the number in the travelling party.
7. Bedroom checks will be carried out to ensure all children are acting appropriately & in accordance with the agreed lights out policy & Code of Conduct. These checks will be uniformly conducted by two of the travelling adults together.
8. All parties (players & accompanying adults) travelling with the club are reminded that they must adhere to the club's social media policy at all times. This policy pertains to respectful use of all phones or media devices while travelling.
9. All underage players are expected to shut down their phones at lights out, (10.30pm latest) and to provide their phones and/or mobile devices to the designated Trip Co-ordinator. The Trip Co-ordinator will store the phones and/or mobile devices safely overnight and return them to the players the following morning after breakfast.
10. Should an urgent need arise between these times a parent may contact the Trip Co-ordinator to relay a message or make contact with their child. Similarly, if an urgent need arises between these times, a player can request the Trip Co-ordinator to contact their parent. All travelling parties will seek to have lights out at 10.30pm, therefore parents and players are requested not to contact the Trip Co-ordinator to convey phone messages after this time unless there is a real and urgent need.

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11. Any party not adhering to this policy will be required to provide their phone/media device to the Trip Co-ordinator for safekeeping. All parties travelling & their parents/guardians will be reminded of this policy in advance of travel & will be requested to confirm in writing their commitment to adhere to club social media/device use policy for the full duration of all aspects of the trip.
12. Players, Coaches & accompanying adults are representatives of their club and their Country when away on trips and should behave accordingly.

### **Coaches and Accompanying Adults :**

1. The roles and responsibilities of adults participating in away trips should be clearly defined & communicated to all stakeholders in advance of trip in writing.
2. The club and coaches should appoint a Trip Co-ordinator of the travelling group for all away trips who should have overall responsibility for the Children's wellbeing, behaviour and travel arrangements. These persons can be chosen from amongst the travelling coaches but may also be some other adult members of the travelling party. The children should be informed from the offset who these people are. These are the parties to whom they can report any concerns they might have, and they would be encouraged to talk to this person or any other adults if they have any concerns whatsoever.
3. On away trips, all travelling Adults/Coaches must act responsibly and should be accountable to the Trip Co-ordinator for the duration of the trip for all non-performance related matters.
  - a. Accompanying adults will adhere to the Coach/Mentor/Parent Code of conduct during the trip & model good behaviour to players.
4. Accompanying adults shall at all times supervise children in the presence of another adult and never on their own.

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- a. Accompanying adults will supervise players to ensure adherence to the agreed trip schedules.
5. If there are mixed teams travelling, there should be at least one female in the management/coaching group. Bearn na Forbacha Aontaithe would avoid having a boys and girls team travelling together on a trip.
6. Adults should never share a room with a Child unless it is a family member.
7. If children are sharing rooms, it should be with other children of the same age and gender. This arrangement should be formally agreed in writing with parents /guardians & players in advance of travel and should be strictly supervised by the travelling adults.
8. Accompanying adults should never be alone with one child. If a situation arises where a child may need to be spoken to separately from the group this should be done with a second adult in attendance in an open environment, in view of others.
9. Best practice is to ensure that two coaches are available for each travelling team. Adequate Child to Adult ratios should always be maintained where possible (this ratio can depend on the ages of the Children, or the special needs of the group). Sports Ireland provides guidance of **1:8** for Children under 12 years of age and **1:10** for over 12 years of age. At least one adult of each gender must travel with mixed gender groups and there must be adequate supervision of the Children at all times.
10. The Club Executive along with the travelling coaches will decide prior to the trip what the required maximum quota of travelling Adults should be in accordance with FAI child welfare policy/best practice.
11. There must be confirmation prior to travel that there is adequate insurance cover for the trip.
12. Parents/Guardians should be informed as soon as possible if their Child suffers any significant injury, accident or becomes unwell during the trip away.

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13. On return from the trip, the Trip Co-ordinator shall be accompanied by another accompanying parent until all children have been collected by their parent/guardian.
14. In the event of a child not being collected, contact will be made with the parent/guardian and both Trip Co-ordinator and an accompanying parent & child shall await at the agreed collection point until arrival of the parent/guardian. No accompanying adult shall remain on their own with a child or offer to bring a child home on their own.
15. On their return from an overnight/trip away, the Trip Co-ordinator should issue a feedback form to players/parent/guardians & submit a report to the Executive Committee as soon as possible, recording any incidents/accidents which may have occurred during the trip or simply recording that there were no incidents during the trip & summarising feedback gathered.

### **Other Considerations:**

1. If there are any gender issues that players/parents/guardians or coaches feel need additional consideration when planning for and when travelling on the trip, this will be dealt with on a case-by-case basis between the player's Parents/Guardians, Coaches/Coordinator, Club Child Protection Officer and the Club Executive if/as required in accordance with the Club Equality policy.
2. In the event of any child or vulnerable adult disclosing a matter of a child protection/welfare nature to an accompanying adult on the trip, the accompanying adult is reminded of their responsibility to report this matter to the club's Designated Liaison Person as per club safeguarding procedures for all such matters.



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### **Funding of the Trip:**

1. Any trip made by a team/squad should be mostly self-funded.
2. The Club Executive will make a small contribution towards the trip but the trip should be mostly self-financed. The travelling team will be encouraged to undertake a small number of fundraising initiatives specifically to fund the trip. (These initiatives will be clearly distinguished from the any main club fundraisers). It is important that all of the travelling players/parents participate in these fundraisers and ideally, a fundraising committee should be formed sufficiently in advance comprising parents of those travelling. Coaches primary focus will be to coach.
3. Any money raised through the fundraising initiative should be distributed between the players on the trip.
4. The particular costs & payment details of the trip shall be communicated in advance to the Parent's/Guardians. Any extra costs shall be settled in full at an agreed date in advance of travel.
5. Discretionary additional costs that arise shall be covered in the first instance by the Trip Co-ordinator on behalf of the club & refunded to that coach thereafter in line with receipts provided.
6. Costs that arise due to a deliberate action or event intentionally caused by a player shall be subsequently sought from that player's parent/guardian.





## Berna na Forbacha Aontaithe Travel Away Policy

This policy was ratified by Bearna na Forbacha Executive Members on 12/2/2024

Agreed & Signed by *Aengus Byrne* on 12/02/2024  
Aengus Byrne  
Chairperson

For and on behalf of the Executive of Bearna na Forbacha Aontaithe.

I \_\_\_\_\_ hereby confirm I have read & understand the Club Travel Away Policy and agree to adhere to it in full.

Player Signature : \_\_\_\_\_

Date : \_\_\_\_\_

Parent Signature : \_\_\_\_\_

Date : \_\_\_\_\_