

## **TRAVEL AWAY TRIP POLICY**

This policy deals with a number of matters which come under the general heading of Travel but include travel, supervision and behaviour on away matches or on club-organised extended trips away. It also sets out the club's policy in regard to acting as a host club or being hosted.

### **OVERNIGHT TRIPS & AWAY MATCHES**

These require a more stringent level of supervision beyond that set out in the [Supervision Policy](#).

- The level of supervision for overnight trips away will as a minimum be of the order of no more than 5-6 children per adult.
- There will be at least one adult of each gender with mixed groups.
- The proposed trip and associated supervision plan will include the proposed child to adult ratio and the names of the adults who will act as supervisors. These proposals will require approval by the Club General Committee.
- All adults who travel on away trips/matches will be carefully chosen, using the recruitment and selection procedures included in the [Recruitment Policy](#).
- The club will appoint one adult to be the Group Leader (Overnight Trips) /Team Manager (for Away matches) who will have overall responsibility for ensuring that all Child Protection policies and procedures are complied with.
- The roles and responsibilities of adults participating in away trips will be clearly defined.

- Written permission of parents/guardians allowing their child/children to take part will be obtained for all overnight away trips. This will include permission to travel and any medical/special needs of the child (including permission to treat the child).
- For Overnight trips, Children will be required to sign a behaviour agreement prior to taking part in the trip.
- For away matches, children will be reminded of their obligation to abide by the club's Code of Conduct for Children (Away Matches)
- A meeting with parents and participants will be held to communicate travel times, competition details (where applicable), other activities, gear requirements, special needs (medical or dietary), and any other necessary details, contact details, codes of conduct, etc.

## **TRANSPORT**

There is an extra responsibility on adults and leaders when they transport young people to club organised events. They should:

- Ensure there is adequate insurance on their car and that they follow the rules of the road, including the legal use of seat belts.
- Avoid being alone with one passenger.
- Ensure child passengers will travel only in the back seat.
- Agree central drop off location in advance including clearly stated times of pick-up and drop off.

If something happens to cause delay to the drop off time the group leader/team manager will phone one of the parents to inform them. The parent phoned will be asked to inform all other parents at the drop-off point.

Under no circumstances should a lone adult have a lone child passenger (other than one of their own children) in their car.

Parents are advised to check with young people about the travel plans, listen to what the young people are saying and be sure they are happy with the transport arrangements.

## **ACCOMMODATION FOR AWAY TRIPS**

- The proposed accommodation will be checked out beforehand to ensure that separate and appropriate sleeping arrangements can be made in advance.
- Adults should not share a room with a child. Where the presence of an adult is needed there should be more than one child in the room with the adult.
- If children are sharing a room, it should be with those of the same groupings, age and gender.
- Adults should knock before entering rooms.
- All group socialisation should take place in communal areas (i.e. no boys in girls' rooms and vice versa).

## **GENERAL REQUIREMENTS**

- Young players should be under reasonable supervision at all times and should never leave the venues or go unsupervised without prior permission.
- Alcoholic drink, smoking and other illegal substances/activities are forbidden to participants.