

BALLYBOUGHAL GFC

HOSTING/AWAY TRIPS AND TRANSPORT POLICY

At Ballyboughal GFC we value trips to away teams especially to different counties as they present a great source of excitement and enjoyment for the children taking part. We are also aware that the pre-planning and detailed organising of such trips for younger players will require a high degree of care and preparation. We will endeavour to follow the following guidelines for each trip

PRE-TRIP PREPARATIONS

- A detailed programme of activity should be approved in advance at Club level following agreement with the other Club(s) involved in the away trip.
- Where possible a member of your organising group should be familiar with the away venue, should visit the venue in advance if deemed necessary and ensure themselves that the venue can cater for the planned programme of activities. This is particularly relevant should an overnight stay be required.
- Parental/guardian consent must be obtained in writing so as to permit any young person under 18 yrs. of age participate in any organised trip. Contact details for all parents/guardians must be obtained in advance of the trip.
- Young people (of an appropriate age) and their parents/guardians should sign a form agreeing to abide by the programme and to any agreed procedures that relate to the organised trip.
- An agreed Code of Behaviour, specifically designed for the trip, should be discussed, outlined and agreed with all players and adults that are participating on the trip.
- Medical information, deemed relevant by the parents/guardians of players, should be made known to the leaders of the Club's trip and what action, if any, may be required from them in the case of an emergency.
- A detailed programme which includes the following should be presented to all players and their parents/ guardians:
 - A time schedule of departure and arrival at your destination.
 - Full information about the trip; including all activities and events planned.
 - Emergency contact numbers of Club personnel who are accompanying the group
 - Contact details for parents/guardians
- All adults accompanying the underage team should be made aware as to what their responsibilities are and what role(s) they may have during the trip.
- It is the Club's responsibility to ensure that the trip itself and all activities taking place throughout the trip adhere to insurance cover, that all participants are eligible members of their Association's relevant injury CODE OF BEHAVIOUR UNDERAGE SECTION 8 45 scheme and that the activities of the trip do not compromise the conditions of their injury scheme or any additional insurance policy.
- Where it is deemed necessary the organisers of all such trips should seek and gain the permission of their County Board prior to announcing the details of the programme to their members.

OVERNIGHT STAYS

When participating in an overnight stay a number of matters require careful preplanning and agreement. By agreement with all parties, including players and parents, a decision is required whether the Club will avail of hotel or guest house accommodation or if invited will avail of a hosting arrangement by the host Club in the houses of their Club members. Regardless of what form of accommodation is agreed upon adequate and specific supervisory ratios of adults to children must

be agreed in advance. This ratio, which is very dependent on the age category of the children/young people, may also vary should the group be participating in certain outdoor activities or in water sports and will also vary if the group is a mixed gender group.

HOTEL OR GUEST HOUSE ACCOMMODATION

- Check out the proposed accommodation for children/young people and Club mentors. Ensure that it complies with health and safety regulations, is accessible, is of a suitable standard and is appropriate for the particular age group and programme of events.
- When availing of overnight accommodation adults (except parents) should not share a room with a child. If exceptional or emergency circumstances so dictate and the presence of an adult is deemed necessary there should be more than one child in the room with the adult at all times.
- Where children are sharing a room it must be with others of the same age grouping and gender.
- All children should be provided with a bed each and should not have to share a bed with another child.
- It is also preferably that the sharing of rooms be done with fellow Club members at inter Club event and that such arrangements are made known in advance of the trip to the each child's parents.

HOME STAY ACCOMMODATION

- When availing of home stay accommodation, the host Club is responsible for choosing a host family that has been recommended to them and have been satisfactorily vetted in accordance with Association requirements.
- When availing of home stay accommodation adults (except parents) should not share a room with a child. If exceptional or emergency circumstances so dictate and the presence of an adult is deemed necessary there should be more than one child in the room with the adult at all times.
- When availing of home stay accommodation, children must not share a room with adults from the host family.
- All children should be provided with a bed each and should not have to share a bed with another child.
- Where children are sharing a room, it must be with others of the same age grouping and gender. It is also preferably that the sharing of rooms be done with fellow Club members at an inter Club event and that such arrangements are made known in advance of the trip to the child's parents.

REVIEW OF TRIP

A full review of the trip should involve all who participated from the Club and the result of the review should be retained and reviewed if and when the group intend organising another or similar trip or if the Club intends revisiting the area or the host Club again.

HOSTING AN EVENT

At Ballyboughal GFC we will on occasion host events where clubs may travel to Ballyboughal. In such circumstances we will follow the following set of guidelines:

- Any mentor hosting an event must be absolutely clear that they have the full support of their own Club when embarking on it
- Clarify with those that requested of you host the event (e.g. Juvenile Board, Féile Committee ...) what is required of your Club
- Form an organising team, with a nominated person in charge, to oversee the hosting
- Allocate specific responsibilities to each member of the organising team
- Agree a timescale and a plan for the delivery of all of your actions (see draft action plan)
- Agree your plan or outline your plan with the governing body who requested your Club to host the event (e.g. Juvenile Board, Féile Committee ...)
- Meet regularly to review all work in progress
- If you are providing a home stay option for your guest Clubs you must abide by the guidance given under the Home Stay Accommodation
- Never presume that somebody else had done it