



## Naomh Olaf Policy and Best Practice for Away Trips

Naomh Olaf GAA Club fields a large number of juvenile teams in Football, Hurling, Ladies Football and Camogie. One of the most important sections of our club is the Juvenile Section and it is vital that we, as coaches, ensure there is an accepted level of protection for juvenile players.

Many teams and Clubs participate in trips away from home throughout the year. Such trips are often viewed as a means by which young teams and players may be rewarded for their endeavours at the end of their season or as a means by which greater team morale and camaraderie can be developed, regardless of age.

Attending inter-county matches, at an away venue, is a popular means by which young people may see and attend games where their chosen code is played at a high level of skill and competitiveness.

Visiting other Clubs and playing matches against teams of a similar age group in other areas or counties will also give younger players an insight into the broad geographical nature and community ethos of the GAA while creating greater camaraderie with their colleagues and within their own Clubs.

As a club we encourage away team trips. However for insurance and in particular for child protection reasons it is important that all mentors planning trips abide by this policy. The pre-planning and detailed organising of such trips for younger players will require a high degree of care and preparation. Adults should always remember the key roles and responsibilities which they have during such trips on behalf of their Club, on behalf of parents and on behalf of the young people themselves.

### Trip Preparations

- A detailed programme of activity should be approved in advance at Executive Committee level following agreement with the other Club(s) involved in the away trip. Notification of the trip should be sent to Juvenile Chairperson, Child Protection Officer and Club Secretary.
- Where possible a member of the organising group should be familiar with the away venue, should visit the venue if deemed necessary and ensure for themselves that the venue can cater for the entire 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 years of age participate in any organised trip. A separate Parental Permission Form (See Appendix 1) should be completed for each child on the trip.
- Young people (of an appropriate age) and their parents/guardians must sign the Naomh Olaf Code of Conduct policy for young players. (Appendix 2).
- 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, as deemed relevant by the parents/guardians of players, should be made known to the mentors/leaders of the Club's trip. Club mentors/leaders should also be made aware as to any medication that players may be taking and what may be required of them in the case of an emergency. (Appendix 3)

- Such information, including food or other related allergies, should have previously been recorded on the annual registration form of each under age Club member.
- A detailed written programme which includes the following should be presented to all players and their parents/guardians:
  - A time schedule of departure and arrival at destination and of return.
  - Full information about the trip; including all activities and events planned.
  - Emergency contact numbers during the trip.
  - All adults accompanying the underage team must be Garda Vetted and 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 during the trip adhere to the requirements of insurance cover, that all participants are paid up members of the GAA injury scheme and that the activities during the trip do not compromise the conditions of the GAA injury scheme or any additional insurance policy.
  - As is the case with all unscheduled games and when the away trip involves playing a challenge game permission must be sought from the County Board ( 3 day notice within the county and 7 days' notice for challenges outside the county) prior to announcing the details of the programme. This must be done through the Juvenile Secretary.
  - Transport is a central element of any trip taken by an underage teams. It is advisable not to use members' cars when travelling on away trips.
  - Most club trips avail of bus or coach transport and it is essential therefore that all aspects of the transport arrangements are checked out and agreed in advance. Safety should be considered a priority at all times, regardless of cost. The following should be considered:
    - All vehicles should be well-maintained and roadworthy and should be properly taxed and insured.
    - Transport should be fully accessible for people with disabilities whether they are members of the group or for others who may accompany them
    - All passengers should remain safely seated at all times. During the trip seat belts must be worn at all times on buses and coaches or in cars.
    - Alternative access to transport should be available in case of emergency.
    - Vehicles should be equipped with a First Aid kit and a fire extinguisher and leaders of the group should be familiar with how to use them.
    - When hiring a vehicle, information should be sought as to the company's reputation and reliability.
- It is essential that at least one individual with first aid qualifications be part of your organising group and that this individual be present or available throughout the trip.
- Young people must be adequately supervised throughout the trip as per our recommended ratios of adults to young people. This ratio may differ depending on the age group of participants, the activities to be undertaken, whether there is an overnight stay, if the trip is abroad etc. A generally acceptable ratio of 1:8, i.e. one adult per eight young people, is deemed in most instances to be a normal sports activity ratio. Organisers of Club trips should always be mindful of ensuring that additional adults accompany their group in case of emergencies or unforeseen circumstances.
- There must be at least two adults of each gender with mixed groups.
- Adults are required to be familiar with the agreed rules on smoking and on the consumption of alcohol during the trip, as outlined in the GAA Code of Behaviour. As a basic minimum, adults are required to avoid smoking while working with young players and must not consume alcohol or non-prescribed drugs while young players are in their care.

- **Prior to the trip copies of all parental consent forms must be forwarded to the Juvenile Chairperson and the Children's Office.**

## **Overnight Stays**

- When participating in an overnight stay a specific ratio of adults to children should have been agreed in advance. This ratio, which is very dependent on the age category of the children/ young people, may also vary depending on the type of activity being pursued e.g. should the group be participating in certain outdoor activities or in water sports etc.
- The proposed accommodation for children/young people and Club leaders should be checked out to ensure that it complies with health and safety regulations, is accessible, is of a suitable standard and is appropriate for the particular group and programme.
- When availing of overnight accommodation adults 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, preferably, and/or another adult in the room with the adult.
- Where children and young people are sharing a room, they should share with others of the same age grouping and gender. It is also preferable 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 children'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 that 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 more than one child should be 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 preferable that 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 children'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 revisited if and when the group intend organising another or similar trip or if the Club intends re-visiting the area or the host Club.

# Appendix 1

## TRIP PERMISSION FORM

Dear Parent/Guardian,

The Under \_\_\_ team(s) will visit \_\_\_\_\_ on \_\_\_\_\_

The programme for the weekend is as follows:

Meet at the clubhouse at \_\_\_\_\_

Arrive in \_\_\_\_\_ at \_\_\_\_\_.

Leave \_\_\_\_\_ at \_\_\_\_\_

Arrive back to the clubhouse at \_\_\_\_\_

The cost for the weekend will be \_\_\_\_\_ which is payable in advance.

This includes \_\_\_\_\_

Name of child: \_\_\_\_\_ DOB: \_\_\_\_\_

Detail any Medical Conditions: \_\_\_\_\_

\_\_\_\_\_

School: \_\_\_\_\_

I give permission for my child to attend the trip to \_\_\_\_\_ organised

by \_\_\_\_\_

\_\_\_\_\_

Emergency contact No:

1 \_\_\_\_\_

Emergency contact No:

2 \_\_\_\_\_

Parent/Guardians Signature: \_\_\_\_\_

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

Information to be added to consent forms for away trips:

I undertake to pay the required sums by the dates specified in the information pack and I 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.

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 staff have a common law duty to act in the capacity of a reasonably prudent parent. I have read the Code of Conduct and agree that my child should abide by this whilst in the care of the club and I understand that a serious or continued breach of this code may result in my child being sent home early at my expense.

Parent/Guardian Signature: \_\_\_\_\_

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

## Appendix 2

### Naomh Olaf Code of Conduct - Young Players

**Young players** deserve to be provided with enjoyable, safe, sporting opportunities, free of abuse and intimidation in any form. These players have rights which must be respected, and rules that, as members of Naomh Olaf GAA Club, which they must accept.

**Young players** can ensure that our sport has a beneficial impact when they adhere to the following principles. Young players should:

- treat all mentors (coaches, managers club officials, selectors etc.) with respect
- play fairly and respect your opponents
- respect fellow team members - even when things go wrong
- respect opponents - be humble in victory and gracious in defeat
- behave in a manner that avoids bringing the sport and our club into disrepute
- never cheat, use violence, verbal abuse or engage in 'name-calling'
- never shout or argue with officials
- never bully or use bullying tactics to isolate another player
- never use bullying tactics to gain an unfair advantage
- never engage in 'name-calling'
- always accept apologies from opponents when offered
- should not spread rumours, or tell lies about adults or other players
- represent their family, club and county with pride and dignity
- shake hands with their opponents before and after the game irrespective of the result
- adhere to proper standards of behaviour and the club's *Code of Conduct and Best Practice* when travelling to away events
- have fun and participate on an equal basis
- have complaints treated in confidence and acted upon
- talk to the clubs Children's Officer / Youth Officer and/or parents/guardians if they have any problems
- let the coach/mentor know (through parents if Under 16) when they are unavailable for training and competition
- respect club property and the personal belongings of others and in particular, that dressing rooms, equipment and facilities are not damaged in any way
- abide by the rules of the Association and club regulations

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

Child's signature \_\_\_\_\_ Date \_\_\_\_\_

## Appendix 3

### MEDICAL CONSENT FORM

This form should be completed by a parent/guardian before their child can participate in an overnight trip away from home. One form should be completed for each child/young person.

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

School: \_\_\_\_\_

Name of Doctor: \_\_\_\_\_ Doctor's Telephone No: \_\_\_\_\_

Doctor's Address: \_\_\_\_\_

Child's Medical Card Number: \_\_\_\_\_

Any medical conditions requiring medical treatment and/or medication? Yes \_\_\_ No \_\_\_

If yes, give details: \_\_\_\_\_

Any allergies? Yes \_\_\_ No \_\_\_

If yes, give details: \_\_\_\_\_

Any contact with contagious / infectious diseases within the last four weeks? Yes \_\_\_ No \_\_\_

If yes, give details: \_\_\_\_\_

Please specify any special dietary requirements and type of medication that may be given.

\_\_\_\_\_  
\_\_\_\_\_

Parental Consent (to be signed for competitors under 18 years)

I, \_\_\_\_\_ being parent/guardian of the above named child hereby give permission for the Team Manager to give the immediate necessary authority on my behalf for any medical or surgical treatment recommended by competent medical authorities, where it would be contrary to my son/daughter's interest, in the doctor's medical opinion, for any delay to be incurred by seeking my personal consent.

Name: \_\_\_\_\_

Signature \_\_\_\_\_ (consent by parent/guardian)

Date \_\_\_\_\_

NB. Please note that a young person can give their own consent for medical treatment if over 16.