



# Moycarkey Coolcree Athletic Club

## Travel/Away Trip Policy

Child Safeguarding checklist for traveling & residential AAI teams/groups

Child protection lead on travelling & residential teams/groups will be the Head of Delegation (HOD). Code of Ethics and best Practices in Children's Athletics (2012) applies to all juvenile & youth groups whether at home or abroad. Club Designated Liaison Person is the Chairperson of the Moycarkey Coolcree Athletic Club. AAI Designated Liaison Person is the AAI National Children's Officer.

1. Ratios: guideline is 1 coach to 8 athletes. No group shall travel without a minimum of two coaches.
2. Gender balance as appropriate to the group, i.e.: boys and girls; mixed gender coaches or same sex group; same sex coach.
3. All participating coaches must have child protection training and be vetted by Athletics Ireland. If the coach is not a member of AAI or is providing professional services on a regular basis, they should complete a self-declaration form.
4. Rooming arrangements should be agreed before departure with parents and coaches i.e., six girls, three twin rooms as appropriate to age and coach in a single or sharing with another coach with their room close to the girl's corridor.
5. Coaches should never share with athletes under any circumstances. Parents can share with their own children but not with others. Send your request to the hotel early so they can confirm your rooming plan.
6. Code of conduct: agreed with and signed by athletes and coaches (sample below for your interest).
7. Medical: a care plan is required from a parent if a child is travelling suffers from an allergy or illness that may need attention when abroad. (sample care plan policy below). The consent form is important here, page 4 and 5.
8. Travel arrangements: communicate these to all so parents know drop off and collection times.
9. All travelling abroad should have their European health Insurance card that will allow access to services in the EU <http://www.hse.ie/eng/services/list/1/schemes/EHIC/> We would advise that individuals have their own travel insurance in place in the normal way.
10. Group travel insurance for your trip can be arranged with our broker McMahon Galvin on 01 8363326, ask for Marie Lally or email [MarieLally@mcmahon-galvin.ie](mailto:MarieLally@mcmahon-galvin.ie)
11. HOD should refer all child welfare concerns when they are known to the AAI Designated Liaison Person / National Children's Officer whilst on trip for support and advice on



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reporting to statutory authorities if required. kieronstout@athleticsireland.ie / 086 2450134.

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Sample Form Referred to at No. 6 & 7 above AAI Celtic Games Athlete Code of Conduct & Medical Consent Form

**This Code must be signed by all members of the travelling team.**

1. All team members are required to join the team at the point of departure and return to that point with the team.
2. From arrival at the meeting point, you are responsible to appointed Team Officials until trip is complete & the team disperses.
3. As a representative of Ireland, your behaviour shall be of the highest standard.
4. Socially improper language is not acceptable, in the company of your team-mates or in public.
5. Team members must attend all meetings and other functions as directed by the Team Officials.
6. Punctuality is required on all occasions.
7. Athletes are required to ensure that the Team Management is fully informed of approved medications required. If a medical doctor has approved medication then a written statement from them as to its content and dosage must be presented to Team Management prior to the trip. Under IAAF Law, YOU are responsible for ensuring that you do not breach IAAF anti-doping laws.
8. Athletes with a grievance should communicate it to the Team Leader. If still dissatisfied, they have the right to discuss the matter with the Athletics Ireland National Children's Officer.
9. Any departure from the Team or its daily plan should only occur with the consent of the Team Leader.
10. Any form of sexual activity is considered inappropriate within a training and or competition environment and is therefore forbidden whilst the athlete is under the jurisdiction of the Team Management.
11. Athletes are not permitted to consume alcohol at any competition at Junior or Youth level. Intoxication will not be tolerated and will result in severe penalties. Adult team leaders are required to take a responsible attitude to alcohol consumption.
12. The Team Manager has the authority to deal with all disciplinary matters and the duty to impose penalties.



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13. As there may be athletes who will not compete until the last day, all team members are asked to have consideration for their team-mates and to observe nightly curfews EVERY night.

14. The Guidelines around Team Ireland New Balance gear must be strictly adhered to by all members of the team at all times, especially at the Stadium.

I (athlete name) \_\_\_\_\_ have read the Code of Conduct and agree to its terms.

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

Athlete Mobile Phone: \_\_\_\_\_

If the athlete is under 18 years of age, a parent or guardian is required to sign.

I agree that my son/daughter/ward sign the above and I accept that the terms of the Code of Conduct will apply to them while under the jurisdiction of the Athletics Ireland team management.

Please provide details of any known allergies and medical conditions your child has:

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Is your child currently taking any medication that the team manager needs to be aware of?

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Does your child have any other special requirements or needs that the team manager needs to be aware of?

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

Signed: \_\_\_\_\_ (Parent or Guardian) Date: \_\_\_\_\_

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

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Mobile Phone \_\_\_\_\_