



Glenageary Lawn Tennis Club Travel Policy for Matches

At Glenageary Lawn Tennis Club we aim to provide guidance for the numerous scenarios that may arise with 'Away Matches'. This policy deals with a number of matters which come under the general heading of Travel including travel, supervision, behaviour on away matches or on club organised extended trips away.

Away Matches – Day trips to another club

The level of supervision for away matches will be no more than 6 children per adult. Mixed groups will require at least one adult of each gender.

All adults who travel to away matches will be carefully chosen, using GLTC's recruitment and selection procedures. The Tennis Captain will appoint one or more of the attending adults as Team Manager / Responsible Adult. He/she will have overall responsibility for the conduct of all members of the team (including adult supervisors).

For teams that have both adults and U18s, the Responsible Adult/s for the day will have responsibility for the attending U18's. This will include ensuring travel to and from the venue with a member of the group or with the child's parent, adhering to best practice guidelines written at the end of this policy.

Written permission of parents/guardians allowing their child/children to take part should be obtained for all away matches. This will include permission to travel and any medical/special needs of the child (including permission to treat the child).

Children will be reminded of their obligation to abide by the relevant Code of Conduct for Children.

Overnight & Away trips

Similar to one day away trips, overnight trips away will require a ratio of no more than 6 children per adult. Mixed groups will require at least one adult of each gender.

The supervision proposals (which will need to be approved by the person tasked with signing off on away trips) will include the proposed child to adult ratio and the names of the adults who will act as supervisors. All adults who travel on away trips will be carefully chosen, using recruitment and selection procedures of the GLTC committee. The Tennis Captain will appoint one adult to be the Group Leader. This person will have overall responsibility for ensuring that all Child Protection policies and procedures are complied with. For Overnight travel, the Group leader will have obtained Garda Vetting in advance of travel.

The roles and responsibilities of adults participating in away trips will be clearly defined in advance of travel.

Written permission of parents/guardians allowing their child/children to take part must 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).

Children and parents/guardians will be required to sign a behaviour agreement prior to taking part in the trip.

A meeting with parents/guardians and participants will be held with those tasked with the management of the trip to communicate travel times, accommodation arrangements, competition details (where applicable), other activities, gear requirements, special needs (medical or dietary), and any other necessary details, contact details, codes of conduct, etc.

Accommodation for Overnight Trips

Where practicable, proposed accommodation will be checked out beforehand to ensure that separate and appropriate sleeping arrangements are made in advance of travel.

Adults should not share a room with a child (unless the adult is the child's parent).

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 and in separate beds.

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).

Avoid adults being left alone with young participants, if a leader needs to talk separately to a participant this should be done in an open environment, in view of others.

General Requirements

Young players should be under reasonable supervision at all times and should never leave the venue or go unsupervised without prior permission from the Team Leader / Responsible Adult.

Alcoholic drink, smoking and other illegal substances / activities are forbidden to participants. Leaders should act as role models in this respect.

On away trips, coaches will be accountable to the Group Leader/Team Manager in all non-performance related matters.

In the event of an occurrence Accident and/or Incident Reports should be completed by the Group Leader/Team Manager.

It is the responsibility of the Team Leader to have contact details, for all U18's travelling, at hand throughout the trip.

Hosting at GLTC

A host should be provided with as much information about the child/children staying with them and details of the competition in advance of arrival. More than one visiting child should be placed with each host family. The family in turn should agree to provide references and be Garda vetted. Only in exceptional circumstances and with prior permission from the Child's parents, can a single child be placed with a host family.

When arranging for events/trips abroad, GLTC will be dependent on the ability of the host organisation to access vetting services and obtain appropriate references. It is the responsibility of the trip organiser to provide the hosts with the relevant information on the child and details of what is expected in advance of travel.

Host families should:

- Agree to abide by the National Governing Bodies Code of Conduct.
- Consent to appropriate checks and references.
- Attend host family meetings before competitions or events.
- Provide a safe and supportive environment for young people.
- Agree to the travel policy for transport to and from matches.

Glenageary Lawn Tennis Club should:

- Provide a travel pack to hosting families.
- Check out references with hosting families.
- Provide an itinerary of the trip.
- Gather information on destination and venue.

Young People:

- Will sign a behaviour agreement.
- Will not be asked to share a bed or a room with an adult.
- Will not be asked to share a bed with one of his/her peers.
- Should be happy with the arrangements.
- Will show respect to the host families.

Transporting Young People

GLTC could not operate without the goodwill of volunteers and parents ensuring that children are transported to events and returned home in a private car. Here are some easy to follow guidelines when arranging transport to and from a venue.

Easy rules to remember when a club are organising transport

1. It is good practice to receive informed consent from parents and young people who will be transporting their child, why the journey is required and how long the journey will take.
2. U18's must not travel alone with one adult in a car. There must be a minimum of three in the vehicle.
3. Alternate drivers if possible and which child is dropped off last.
4. Driver should have a point of contact/mobile phone for the Child's parent / guardian.
5. A person other than the planned driver should talk to the child about transport arrangements to check they are comfortable about the plans.
6. The driver must ensure that they have insurance to carry others.
7. Drivers representing and volunteering on behalf of GLTC, should be Garda vetted if driving U18's regularly, therefore meeting the regulated activity criteria.

Personal arrangements between parents

If parents make personal arrangements between themselves this is not the responsibility of the club unless there are particular concerns about a parent's ability to drive for example due to the consumption of alcohol / drugs.