



Appendix 12: GLTC Travel Policy

Overview

This policy sets out the standards and procedures for all GLTC travel, away matches, overnight trips, and hosting arrangements involving children and young people (under 18s). It is designed to ensure the safety, welfare, and enjoyment of all participants, in line with Tennis Ireland's Safeguarding Guidance and national legislation.

Supervision and Ratios

- **Day Trips & Away Matches:**
 - Minimum supervision ratio: **1 adult per 6 children.**
 - Mixed-gender groups require at least one adult of each gender.
 - All adults must be carefully selected and vetted according to GLTC and Tennis Ireland procedures.
 - A Team Manager/Responsible Adult will be appointed for each trip, with overall responsibility for conduct and safeguarding.
- **Overnight Trips:**
 - Same supervision ratio (1:6) and gender requirements as above.
 - The Group Leader must be Garda Vetted and responsible for compliance with all child protection policies.
 - Roles and responsibilities of all adults must be clearly defined in advance.

Parental Consent and Communication

- **Written parental/guardian consent** is required for all away matches and overnight trips, including permission to travel, medical/special needs, and emergency treatment.
- **Pre-trip meetings** will be held with parents/guardians and participants to communicate:
 - Travel times, accommodation, competition details, activities, gear, special needs, contact details, and codes of conduct.
- **Behaviour agreements** must be signed by children and parents/guardians before participation.

Accommodation (Overnight Trips)

- Accommodation should be checked in advance for suitability and safety.
- **Sleeping arrangements:**
 - Adults must not share rooms with children (unless the adult is the child's parent).
 - Children share rooms with peers of the same age and gender, in separate beds.
 - Adults must knock before entering rooms.
 - All socialising takes place in communal areas (no boys in girls' rooms and vice versa).
- Avoid adults being left alone with young participants; private conversations should be in open, visible environments.

Hosting Arrangements

- Host families must provide references and be Garda vetted.
- More than one visiting child should be placed with each host family, except in exceptional circumstances with parental permission.
- Host families must agree to abide by the National Governing Body's Code of Conduct and attend pre-event meetings.
- GLTC will provide travel packs, itineraries, and check references for host families.

Transporting Young People

- **Club-organised transport:**
 - Informed consent from parents and young people is required.
 - U18s must not travel alone with one adult in a car; minimum of three in the vehicle.
 - Alternate drivers and drop-off order where possible.
 - Drivers must have appropriate insurance and be Garda vetted if transporting U18s regularly.
 - A point of contact for parents/guardians must be maintained.
- **Personal arrangements between parents** are not the club's responsibility unless there are specific concerns (e.g., substance use).