



## FACT SHEET 12

### Away Trips & Hosting

#### AWAY TRIPS

Travelling to away fixtures is a regular event for many junior clubs. Trips may vary from short journeys across town to play another local team or involve more complicated arrangements involving overnight stays. But even what may appear as the most straightforward of trips will require some level of planning. The following will outline a number of issues that need to be considered when travelling with children.

#### Communication with:

- **Children** – they should be aware of the travel plans, venue and time for collection, time of return and any costs. Children should also have a clear understanding of what standard of behaviour is expected of them. Children must know what sports kit they need to bring with them.
- **Parents** – should be made aware of the above and must have completed a consent form detailing any medical issues that the team manager should be aware of. Parents should also have the name and contact details of the team manager in the event of an emergency.
- **Other coaches / volunteers** – need to be made aware of what their responsibilities are in advance of the trip. If the trip is a long journey, it is important that all coaches / volunteers have an itinerary.

#### Transport

The following are some basic points to consider:

- Ensure the driver holds and is in possession of a valid driving licence
- Allow an appropriate length of time to complete the journey
- Consider the impact of traffic and weather conditions
- If using a mini-bus ensure that all seats are forward facing and they all have seat belts fitted if carrying children. Is the driver experienced in driving a mini-bus?
- Ensure leaders and children wear seat belts

- Check there is appropriate insurance for the journey
- Clarify supervision requirements with other leaders. The driver should not be considered as a supervisor during the journey
- Ensure that the vehicle is road worthy.

### **Ratio**

Dependent on the sport the ratio of adult to child may vary but what ever is considered appropriate would generally need to be increased when travelling away from home.

### **Insurance**

In addition to the mini-bus/ car insurance, the team manager needs to ensure that the clubs general insurance covers travel to away events.

### **Emergencies**

Ensure that the vehicle has breakdown and recovery cover. At least one of the leaders should be trained in first aid procedures and a first aid kit should be available.

The leader should have access to a mobile phone and contact details for all the children.

The above are only basic points of advice and are not comprehensive guidelines. For more detailed guidelines see Safe Sport Away.

### **Hosting**

Being a host family or being hosted is an integral part of Tennis and, if handled appropriately, can add to a child's enjoyment and experience at a competition. The whole area of hosting though can create a great deal of concern for parents, children and the hosts. It is in response to these concerns that we have drawn up the following guidelines.

Being a host can be a particularly challenging role, but also very rewarding. A host should be provided with as much information about the child/ children staying with them and details of the competition. They in turn should agree to provide references and be vetted.

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

For more detailed information see **Fact Sheet 30**