



FACT SHEET 30

AWAY TRIPS & HOSTING

For further more detailed information on taking children away on a residential, please refer to **Safe Sport Away** a guide to good planning, & **Safe Sports Events**, which are available from the Child Protection in Sport Unit or the Code of Ethics & Good Practice for Children's Sport section 4.5 pp30-31.

Child/Youth Member

| Right To: | Responsibility |
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| <ul style="list-style-type: none"> • Be safe • Have any concerns listened to • Be respected by their coach and host family • Have easy access to phone contact with the trip organiser • Have a list of events (itinerary) • Regular group meetings with other young people • Have their religious needs facilitated • Have prior knowledge of the climatic variation to enable them to bring adequate clothing • Be made aware of the codes required for phoning home • Maps of the local area • Have the currency of the country they are visiting explained to them • Be made aware of collection and drop off arrangements | <ul style="list-style-type: none"> • Show respect to their host families • Show respect to other youth members and their leaders • Report inappropriate behaviour or risky situations • Attend any prior planning meeting to ensure they are fully informed of the plans • Maintain the sport's reputation by adhering to their code of conduct • Discussing their dietary needs with the host family (though it is the parent's/organiser's responsibility to ensure this information is passed on in advance) • Maintain the accommodation to the standard set by the family • Be aware that they are acting as an ambassador for their sport and on occasions their country • Dependent on arrangements with parents, manage their own money |

Coach/manager

| Right To: | Responsibility |
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| <ul style="list-style-type: none"> • Have support from their Governing Body if reporting any concerns about the arrangements • Be protected from abuse by children/youths, other adults, members or parents involved in the trip • Not be left vulnerable when working with children • Receive the relevant information from parents/guardians in advance of the trip i.e. <ul style="list-style-type: none"> - Dietary needs - Any personal care needs - Emergency contact numbers - Signed medical consent form/permission form - List of any medication/allergies - E111 form completed (EU visits) • Be respected by the children in preparation for and during the trip • To have any personal “out of pocket” expenses reimbursed • To be able to apply sanctions in line with Tennis Ireland guidelines and discussed prior to the trip • To have time off i.e. that another adult is the point of contact for an emergency rather than one individual all the time • Have support from Tennis Ireland | <ul style="list-style-type: none"> • To plan well in advance of the trip • Check Governing Body guidelines • Gather information on destination and venue (if possible carry out a risk assessment) • Facilitate information meetings prior to the trip for parents and children • Maintain confidentiality about sensitive information • Be a role-model during the trip (disciplined/committed/time keeping) • Fostering team work to ensure the safety of youth members in their care • Respond to children/youth members’ statements and concerns • Record any complaints or accidents on relevant documentation • Provide the children, parents and host with an itinerary of events • Have clear arrangements for collecting and transporting children during the trip • Ensure that if a young person has to share a room that it is with someone of the same sex and that they are aware of who this is in advance • Check adequate insurance cover is arranged • Ensure they have received the relevant documentation from the child’s parents/guardians • To inform parents and children of standards of behaviour required and possible sanctions • To ensure that there is an appropriate adult/child ratio • To submit a report to club or Tennis Ireland after the trip • Make parents and children aware of photographic policy and obtain parent’s signature (or include on permission form) • Check Tennis Ireland guidelines |

Parents/Guardians

| Right To: | Responsibility |
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| <ul style="list-style-type: none"> • Know their child is safe • Be informed of any problems or concerns relating to their children • Be informed if their child is injured • Have their consent sought prior to the trip • Contribute to the decisions in planning the trip (when appropriate) • Have knowledge of where their child is staying and with whom • Have a contact number for their child's hosts and trip organiser • Have a detailed itinerary of events that their child will be taking part in | <ul style="list-style-type: none"> • To be aware of the Code of Conduct for children, coaches and hosts • To agree sanctions with the coach and child prior to the trip • Ensure the child has appropriate spending money • To pay for relevant costs prior to their child going on the trip • Provide the coach with all relevant documents and emergency contact number • Ensure the child has a passport (if required) prior to the trip • Provide appropriate clothing to meet the needs of the child while away from home • Drop off and collect their child at agreed time • Encourage their child to play by the rules |

Hosts

| Right To: | Responsibility |
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| <ul style="list-style-type: none"> • To be treated with respect by the children, coaches and parents • To have prior knowledge of any special requirements e.g. <ul style="list-style-type: none"> - Medical - Food - Religious -Transport - Mobility • To have telephone contacts, lists of parents and coaches in the event of an emergency • To be financially reimbursed for any expenses (when agreed) • To be informed of competition details • To have clearly defined roles prior to the event • To be consulted about any change in plans | <ul style="list-style-type: none"> • To have agreed to a Code of Conduct • To consent to checks/references being sought into their appropriateness of being hosts • To provide a safe and supportive environment for the children while they are hosting them • To attend host family meeting prior to and during the competition of arranged • To provide the child with a positive experience of staying way from home and possibly a different culture |