



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

## Coach/manager

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

## Parents/Guardians

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

## Hosts

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