



Portrane Hockey Club

Policy for Overnight and Away Trips

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Introduction

All PHC coaches/volunteers/parents have a responsibility to ensure the safety of the players with whom they work as far as possible within the limits of their control. There are additional responsibilities placed on adults accompanying teams in relation to the organisation of away trips and overnights.

The following general guidelines should be followed:

All adults who travel on away trips with children should be carefully chosen and appropriately vetted. Written permission of parents/guardians shall be required for all overnight trips. Parents/Guardians should complete the Parent/Guardian Medical Consent Form as attached in Appendix 2 disclosing any medical conditions or special needs of their child/children.

A meeting with parents and participants is useful to communicate travel times, competition details, other activities, gear requirements, medical requirements, special dietary needs and any other necessary details. Ground rules and behavioural expectations can also be discussed.

- Participants should sign a behaviour agreement.
- Any group socialisation should take place in communal areas (i.e. no boys in girls' rooms and vice versa).
- Alcoholic drink, smoking and other illegal substances/activities shall be forbidden and adults are expected to act as appropriate role models in this respect.
- Lights out times should be enforced.
- The roles and responsibilities of adults participating in away trips should be clearly defined.
- PHC should appoint a team manager/head of delegation for all away trips having overall responsibility for the children's well-being, behaviour and sleeping arrangements. Children should be informed at the outset to whom they can report any concerns they might have and shall be clearly encouraged to tell anybody if they should have a concern.
- On away trips, coaches should be accountable to the appointed team manager/head of delegation in all non-performance related matters.
- Where there are mixed teams there should be at least one female in the management/coaching structure.
- The lead coach should submit a report as soon as possible after the trip recording any incidents/accidents or simply recording that no incidents arose.
- Adults should never share a room with a child. Where the presence of an adult is absolutely necessary due to accommodation arrangements this should be agreed with parents/guardians in advance and arrangements made to ensure there should be an agreed number of children in the room with the adult. If children are sharing, it should be with those of the same age and sex. Adults should respect children's privacy and knock before entering rooms.
- Avoid being alone with one child. If talking separately, do so in an open environment, in view of others.
- Best practice is to ensure two coaches are on site for each team. Adequate child ratios should always be maintained (this can depend on the ages of the children, the nature of the activity involved or any special needs of the group) Guide 1:15. Ensure adequate supervision at all times.
- Ensure that there is adequate insurance cover for the trip and that any incidents are correctly reported.

- Parents/Guardians should be informed as soon as possible if their child suffers any significant injury, accident or becomes unwell.