



## Kilcoole GAA & LGF Club: Guidelines for Mentors and Parents/Guardians for Club Trips

Kilcoole GAA & LGF club, herein referred to as “Club” or “The Club”, sometimes organise trips away, be it to Croke Park, away days for challenge matches, end of season trips, and the safety and protection of young players is of the utmost importance. We want the players and parents to have assurance that their child is in a safe environment when travelling with the club. We also want to ensure that our mentors are protected.

The purpose of this document is to provide a common understanding of the behaviours and practices expected for team trips.

There are two kinds of trips:

1. Day Trips – coach/bus hired to take team on a trip and return the same day (some parents travel on the coach/bus)
2. Overnight/weekend Trips – coach/bus hired to take group, group stays overnight in hostel or hosted by local club.

### Definitions

*Mentor* – for the purposes of this policy a mentor is a paid up member of the club who has passed Garda Vetting and is identified with the underage team or section of the club and may be part of the management of the relevant team.

*Child* – a “child” means anyone who is under 18 years of age.

### Guidelines

1. Before undertaking any trip consent must be received from the Club Executive. For insurance purposes the relevant county board must be informed of any challenge matches.
2. All players must be fully registered members of the Club before they can be included in a trip.
3. As per club policy all mentors must be Garda vetted.
4. For each trip a parental consent form must be signed by a parent/guardian before a child leaves on a trip.
5. For each trip, a list of all the players attending and contact details for parents/guardians is given to the mentor.
6. All parents/guardians must be contactable for the period that their child is on the trip.
7. Parents/guardians have primary responsibility for the medical needs of their children. The parental consent form requests that any relevant medical or dietary information be provided by the parent/guardian. If your child requires medication during the trip the parent/guardian must be present also.
8. There should always be an adequate number of mentors for the group travelling (ratio of 1:8).
9. Parents can travel with the group but are only responsible for their own children unless written consent is given by another parent/guardian to the team mentors.
10. As a mentor do not put yourself in a position where you are alone with a child.

11. For overnight trips mentors and children should be accommodated ***separately*** in the same building.
12. If using a hostel – exclusive use should be requested. If exclusive use is not possible assess any potential risks and review with the Club’s relevant committee and Children’s Officer.
13. If a child is homesick and wants to go home the parent must be contacted and requested to bring their child home.
14. Misbehaviour of children – appropriate consequences can be applied as per usual training provisions but in cases of persistent bad behaviour the parent will be contacted and requested to bring the child home.
15. Should an accident/incident occur while on a team trip, all the facts, contact details of all concerned, any medical intervention (if necessary) must be adequately recorded. Post incident the parent and club executive must be informed.
16. Mobile Phones – mobile phones are expensive devices and are in effect a portable computer with cameras and access to the internet. It is preferable that mobile phones and other electronic devices are not brought by children on trips and that children can contact their parents at any time by using a mentor phone; parents can also contact their child via the mentor. If the child brings an electronic device, the mentor or Club is not responsible for it, and no liability can be held against the mentor(s) or the Club in the event of damage, loss or theft.
17. Once the trip is over and the coach/bus has returned to the designated drop off point the child should only be handed over to the relevant parent/guardian.
18. For mixed groups (boys and girls) there must be at least two mentors of each gender in the travelling party.