

CCNC AWAY DAY POLICY

Away Days

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/ young people¹** – 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 or other relevant 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/camp. If the trip is a long journey, it is important that all coaches/ volunteers/ parents and young people have an itinerary.

Transport

The following are the actions the club expect from those asked to transport young people.

- Ensure the driver has an appropriate and 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.
- Ensure that the driver has undertaken an Access NI check.
- Ensure the appropriate booster seats are provided when required.

Ratio

The club when planning and running sports activities for children and young people will consider providing an appropriate staffing/supervision ratio of adults to participants. This will minimise any risks to participants and enhance the benefits they draw from the activity.

There are a number of **key principles** that we will consider as good practice:

- Ensure the driver has an appropriate and valid driving licence.

¹ The terms children and young people will be used interchangeably through this policy to refer to anyone under 18 years of age.

- Allow an appropriate length of time to complete the journey.
- Age of children
- Additional supervision/support needs of some or all participants (for example due to disability)
- Competence/experience of participants for the specific activity
- Nature of activity (for example climbing or swimming sessions may require higher levels of supervision than an aerobics class)
- Nature of venue (whether closed and exclusive, or open and accessible to members of the public)

(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. Contact your NGB for further information)

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. We would encourage all leaders in charge to complete a risk before any away trips.

