



## Clontarf Football Club Travel and Away Trips Policy

### Travel to training sessions and matches

It is a Parent/Guardians responsibility to make arrangements for their child to get to and from training, a home match or an away match. It is at a coach's discretion to offer lifts.

At all times, it is the responsibility of a Parent/Guardian to ensure they are satisfied that the following requirements are being complied with:

- there is adequate car insurance cover;
- the driver is not carrying more than the permitted number of passengers;
- the organising of lifts to training or matches has been made with them and not directly with the underage player;
- safety belts are used at all times and the driver undertakes to comply with the rules of the road;
- the driver is not alone with one player in their vehicle.

Clontarf FC **coaches and volunteers** who provide lifts must ensure that they comply with the above at all times.

The Club is not in a position to oversee or ensure compliance with these requirements and it accepts no responsibility in relation to compliance with these requirements.

### Away trips (Within Ireland & Abroad)

Club Managers planning to undertake away trips (day /overnight) within Ireland, but outside the DDSL league jurisdiction must:

- notify the club committee for permission to travel under the Clontarf FC name, by emailing the Club Fixture Secretary for their age. This notification should be at the initial trip planning stage (**no later than 6 weeks before travel date**)

Club Managers planning to undertake a trip abroad (outside the FAI jurisdiction) must:

- notify the club committee for permission to travel under the Clontarf FC name, by emailing the Club Fixture Secretary for their age. This notification should be at the initial trip planning stage (**no later than 6 weeks before travel date**)

- Complete the FAI Travel Permission Form (link below). This must be completed by the Club Manager once committee approval to travel has been confirmed. (Completed form should be returned by email to the relevant Club Fixtures Secretary (SSG or 9/11 a side). (**no later than 6 weeks before travel date**) [FAI Permission Form 2025.pdf](#)
- The Club Fixtures Secretary in turn, submits the completed permission form to [admins@ddsl.ie](mailto:admins@ddsl.ie) for approval. Once this form has ddsi approval, it is signed and returned by email to the Club Fixtures Secretary, who then must forward to the FAI ([permission@fai.ie](mailto:permission@fai.ie)) for their approval. Once FAI approval has been confirmed, the Club Fixtures Secretary will notify the Club Manager.

**\*\*Please note: If a team is not available to play their scheduled league games because of a trip, the DDSI require 21 days' notice. It is the Club Managers responsibility to notify the relevant Club Fixtures Secretary for their age in time. The Club Fixtures Secretary will in turn notify the DDSL Fixtures Secretary on their behalf\*\***

### Best Practice Guidelines for trip organisers:

- A breakdown of the trip costings should be detailed and shared with the parent group for transparency;
- All future payment dates should be shared with the parent group with plenty of notice;
- It is the Managers responsibility to ensure that all invoices/receipts for group expenses are available for sharing with the Club and the parent group, if requested;
- All members travelling should be aware who the trip leaders are;
- For international trips within the EU, all travellers should have their European health Insurance card that will allow access to medical services in the EU <http://www.hse.ie/eng/services/list/1/schemes/EHIC/>
- For all international trips, individuals are responsible to ensure that they have their own travel insurance in place, in the normal way.
- Refer to the player insurance policy on the DDSL website for cover details, and to check whether it covers your trip <https://ddsl.ie/ddsl-player-insurance-24-25/> . If your trip is not covered, then alternative player insurance for the team should be arranged.

### Child Safeguarding checklist for travelling on trips with groups:

- All leaders on the trip must be garda vetted and have current recognised Safeguarding 1 training;
- A responsible adult must be in place for every 10 children on a club trip. No group shall travel without a minimum of two coaches;
- It is recommended that every child travelling on an international away trip should have a parent/legal guardian accompany them;
- In instances where this is not possible, then it is the parent/legal guardian's responsibility to arrange with another parent going on the trip to be responsible for the care & supervision of their child. Both parents in this instance should email the team lead Manager confirming this arrangement in advance of the trip and in

Written by: AOM  
Approved by: JR  
Date: 28/11/2024  
Version: 1.0

- this event the Club will require a separate waiver form to be signed by the non-attending parent ([Away trip care and supervision waiver link](#))
- Club coaches are responsible for the supervision of all club members whilst engaged in the respective sporting activity. Parents/Guardians are responsible for the club members outside of this time;
  - Drop off and collection times should be clearly communicated to Parents/Guardians;
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- For overnight/away trips, rooming arrangements should be agreed before departure with parents and coaches. No parent shall share a room with a child who is not their own child unless their own child and another parent or coach is also residing in that room; Coaches should never share with players under any circumstances;
  - Codes of conduct should be shared and acknowledged by all players, parents, coaches before the trip takes place;
  - Medical: any relevant medical condition affecting a child should be declared by the parents in advance of travel and a care plan is required from a parent if a child who is travelling suffers from an allergy or illness that may need attention when travelling;

All child welfare concerns should be referred to the Club Children's Offer, if support or advice is required.

### **Accident / Incident**

Where an accident/incident occurs during club activity or while away at club activity which results in the calling of the emergency services and/or hospitalisation of a member, the club manager on the trip must endeavour to contact the parents / guardian of the member in the first instance and contact a committee member thereafter.