



Travelling with age grade players for day Trips in Ireland and the Annual Tralee Trip

Appendix 1 – Specific Rules for the Tralee Aquadome

Traveling to and from venues is part of fulfilling fixtures. In order to ensure the safety of all involved, as a club it is our duty to ensure that suitable policies and procedures are in place.

This Policy document is attempting to put systems in place to ensure that the child safety is at the forefront when our children and players are travelling in groups in Ireland. It also covers the annual end of year trip to Tralee RFC, the Aqua dome and the fast food Restaurant afterwards and the aim is to introduce systems and procedures which will ensure each trip is a positive and safe trip for all the children, parents and coaches involved.

Nominated Manager

A lot of planning goes into such a trip and one responsible coach with experience of the trip should be nominated as trip manager to manage the full day out.

Information Before the Trip

Before the trip, parents and their children must be informed of the general layout of the trip, the mode of transport, expected times of transport etc and what the children should bring with them on the day (e.g. a light heathy snack, water, swimming gear, gum shields etc).

Permission slips and Medical Information

In all cases, on organised day trips, parents must sign a permission slip to allow their child to travel.

This permission slip should ask parents to detail any medical issues which have not already been communicated to the club (e.g. food allergies etc). The permission slips should be held by the manager of the trip.

Medical Bag

Coaches must bring their full equipment with them on the day and one coach must be tasked with bringing each team's medical bag. In addition, for day trips, at least two coaches should have a first aid course completed.

Coaches Must Travel with Their players and Parents/Guardians Declaration of Intent

It is essential that all coaches travel in the same bus with their group of players. Parents may also wish to travel with their child and this is permissible but the parents in question should be asked to read and sign the clubs declaration of intent – to be handed back with the permission slip for their child. One coach for each group is to be tasked with making sure that spare copies of these documents are available on the day of the trip for parents who change their minds.

Ratios of Adults to Children

The Nominated Manager of the trip must ensure that there is an adequate ratio of coaches/parents to players to ensure that the players can be safely managed.

Name Based Roll Call is Absolutely Essential Throughout the day

On the day of the trip, the coaches must have a rollcall document with all of the children's



names, any adults travelling and all of the children's parents phone numbers. This role call must be used to *visually verify the presence* of the child throughout the day of the trip. It is essential that when the Bus has been filled and is ready to depart, two coaches do a roll call separately, getting a visual of each child before ticking his or her name. The completion of this process should be confirmed by the manager of the trip before each departure. This process is to be strictly adhered to every time the buses are filled and departing from a location. Number counts in buses must NOT be relied upon, the visual name/roll call is of paramount importance and this cannot be stressed enough.

No Stops/picking up/dropping off

The Bus must leave Ballincollig RFC and should not make stops to drop off or pick up children/parents on the journey to and from the venue. This can inconvenience parents living on the route but improves safety on the trip. So all children are collected and dropped off in Ballincollig RFC on the day of the trip. Once a child joins the Bus, it must be strict policy that the child stays on the bus for the full Journey. There must be no deviation from this process except in very exceptional circumstances.

On the Bus

Whilst on the Bus, the children should be reminded to keep the bus clean and bin bags should be brought onto each bus by the coaches to ensure no-one slips or is injured as a result of litter on the ground of the Bus. Children should be asked/reminded to wear their seat belts at all times and not to stand if possible when the bus is in motion.

Coaches are in charge of the children on the bus and should be attentive to them throughout the day of the journey. Non coaches/Adults travelling must be parents (or written confirmed nominees of parents) and should sit next to their own child if not sitting next to another adult.

Coaches Go First

When the Bus is stopping off at any point, the adults should leave the bus firstly and safely direct the children across car parks and other areas likely to be used by cars and other vehicles.

Coaches in Car as a back up

Two coaches should travel by car along with the buses for non-ambulance type emergencies – such as a player getting injured or sick on the trip. If for any reason a doctor or medical attention has to be sought, these two coaches must stay with the child and communicate the issue to the child's parent without delay.

Again, when in the buses at all stop offs, again two coaches from each group do their roll call by name for all present. Both coaches must separately confirm that all persons are present.

Remember that once a child leaves Ballincollig on the bus, they stay on the bus and no child should be removed by a parent except under exceptional circumstances (e.g. sickness).

Child leaving with Parent

If a child has to be taken away by their parent, this unusual event must be communicated to the coaches and the trip manager. In such an event, the parent should write a note on the back of the permission slip confirming that they are taking their child (time of day and location and releasing the coaches from minding the child) – this must be rigidly adhered to and is for the child's safety. Once taken by a parent, the child should not be left back on the bus.

At Restaurants



When the bus reaches the fast food restaurant, again coaches disembark prior to the children and guide them safely into the restaurant.

Again, guiding the children in groups back to the bus and the roll call is essential on the buses when leaving the restaurant.

Communication with Parents

Parents should be texted/whats apped when the buses are 30 minutes from the club on the return. Again, there should be no stops on the way back to drop off parents and children.

Appendix 1

Safety in the Aqua Dome

In the aqua dome, all under 8's must wear arm bands. The aqua dome's staff will spell out the rules and all persons travelling are obliged to conform with all of these rules. No coach, parent or child is to go to the Jacuzzi area which is for 16 years and up and the children are warned by the staff in the aqua dome that this is off bounds. Coaches should warn the children of this before leaving the Bus.

Whilst at the aqua dome, a couple of coaches should be tasked to patrol all public areas regularly and assist the aqua dome employees in managing the children.

If children need to go to the toilet, where possible, they should be encouraged to go in groups. Coaches must keep a wary eye out at all times.

Two coaches or a coach and parents should stay in the coffee room close to the entry/exit to ensure no child leaves during the stay. If a child wishes to leave the water before the leaving time, they should be minded in the coffee shop area by at least two coaches.

When it is time to leave the aqua dome, the children must get multiple warnings and it is essential that one coach from each group of players travels around the area to make sure all of the children in their group are out of the water. The club will invest in coloured swimming caps which all children will wear to make them more identifiable and easier to find.

Once outside the aqua dome, all persons gather on the grass outside the door and the coaches guide the children across the car park safely to the buses. No running etc is allowed when embarking or disembarking from buses. Again, the roll call procedure takes place. If anyone is in doubt about a person's presence, the full tour stays until the matter is resolved.

Bus / Coach hire:

- When renting, Ballincollig will make sure we deal with a reputable company.
- We will endeavour to make sure the vehicle is suitable and compiles with the rules of the road (e.g. has safety belts etc).

Passenger cars:



Ballincollig Rugby Football Club

Tanner Park, Ballincollig, Co. Cork



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Although this is the most frequently used option on trips to fixtures generally it is important to ensure that the safety of all players are not jeopardised at any stage.

- Prior to the trip, parents should be informed if this form of transport will be used and consent obtained for their child to travel this way. This can be done seasonally using parental consent form in IRFU Safeguarding Policy, Appendix 2
- Vehicles must be roadworthy, safe and have appropriate insurance cover.
- Drivers must have a suitable drivers licence.
- All passengers must use seat belts and booster seats (where necessary) for the duration of the journey.
- All drivers are responsible for the safety of the passengers and must be aware of their legal responsibilities.
- Club members or parents should be asked to be involved if this mode of transport is used.
- One passenger per seat at all times.
- Inform parents of the time of departures as well as estimated time of arrival.