

# LOUGHREA RFC

## TRAVEL & TOURING POLICY



**LOUGHREA RFC** accepts that traveling to and from venues is part of fulfilling fixtures. In order to ensure the safety of all involved, clubs must ensure that suitable policies and procedures are in place. To put players and parents at ease, organisers should ensure that all arrangements are in place and communicated to all parties involved before the event.

### **CONSIDERATIONS:**

- Ensure all arrangements are suitable for the journey to be undertaken
- Vehicles must be roadworthy and appropriate and the driver to understand that he/she is responsible for the vehicle during the trip
- Ensure parental consent is obtained prior to journeys being undertaken
- All journeys to take place under the supervision of the team management

### **TRAVEL BY PASSENGER CAR:**

Typically, this is the most frequently used option, however, it is important to ensure that the safety of players is 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
- Vehicles must be roadworthy, safe and have appropriate insurance cover
- Drivers must hold a valid driving license for the vehicle being used.
- 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
- Only 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.
- Where possible parents should meet and depart from an agreed central location (i.e. The Clubhouse) and should travel together in convoy.

### **TRAVEL BY HIRED BUS / COACH:**

- The hiring of a Bus/Coach must be authorised in advance by the Treasurer of the Club.
- When hiring a Bus/Coach, it must be hired from a Club authorised bus company
- Make sure the vehicle is suitable and complies with the rules of the road
- All Children (Under 18) must remain seated and wear a seat belt while on the bus.
- Adult player ratio to be sufficient to assist and deal with emergency situations
- When travelling by Bus/Coach, Age Grade players must be accompanied by a minimum of one (ideally two) qualifying age grade volunteer of the same sex.
- Adults to ensure all players are on board and in their seats before occupying their own seats

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### **BOOSTER SEATS:**

From 2006, the law in Europe requires all children in cars, vans and other goods vehicles to be carried using an appropriate child restraint until either they have reached the age of 12 years or are 150 cm in Republic of Ireland and 135 cm in Northern Ireland.

### **TRAVEL BY AIR:**

- Groups must travel together at all times and under no circumstances should they be split up.
- All players must be informed of the legal requirements and behaviours appropriate for air travel
- Players should be assisted and guided through security and passport control as required
- Adult player ratio to be sufficient to assist and deal with emergency situations
- Adults to ensure all players are on board and in their seats before occupying their own seats
- Adults must ensure that players know position of the nearest adult in group and as well as the nearest emergency exit.
- In the event of delays or cancellation, the management and adults will be responsible for the well being of all players.
- When travelling by air, Age Grade players must be accompanied by a minimum of one (ideally two) qualifying age grade volunteer of the same sex.

### **TRAVEL BY SEA:**

- Ensure all players know what freedom/liberties they will have while at sea
- Under no circumstances are players to be allowed on deck without supervision
- All players to be under supervision at all times
- Discuss emergency arrangements with players prior to departure
- Discipline to be maintained at all times
- Players should be assisted and guided through security and passport control as required
- Ensure players have enough to keep them busy and avoid boredom

### **WHEN GOING ON TOUR** (Note: World Rugby Regulation 15 applies)

- Coaches/Management/Organisers must meet with all players and their parents to discuss plans and conditions for the tour.
- Coaches/Management/Organisers must submit a detailed plan (including all costs) at the Executive Committee of the Club at least 8 weeks prior to departure.
- Coaches/Management/Organisers must clarify the details and conditions (duration, mode of travel and accommodation, adult/player ratio for supervision, medical and insurance) of the tour before applications are submitted
- Coaches/Management/Organisers must have a backup plan in the event of an emergency
- Written consent must be received from the parents/ guardians of all players going on the tour
- Written application to the Club Executive, the Connacht Branch and the IRFU for permission for the tour at least one month before the planned trip.
- When touring, Age Grade players must be accompanied by a minimum of one (ideally two) qualifying age grade volunteer of the same sex.

### **The following information must be supplied:**

- Detailed match schedule for the tour
- Number of players and management to travel as part of the tour
- Proposed financial arrangements
- Code of Conduct for the tour party
- Details of insurance, medical and the travel agent involved
- Written approval of the Union (to be visited) has been sought or been given

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## **OVERNIGHT ACCOMMADTION:**

### **Hotels/Hostels:**

- Ensure accommodation and arrangements are appropriate for the age group involved
- Plan and Inform parents/guardians of room list and supervision arrangements prior to departure
- Inform all members of the squad and management of the policy and/or restrictions regarding billing items to rooms
- Be aware of individual dietary requirements, food allergies etc of traveling party
- Establish a clear policy regarding the movement of individuals outside of the hotel, trips into town/city etc.
- Emphasise the “ambassador” role of the squad in maintaining a positive image of the club and the IRFU, with regard to other guests, hotel staff and property

### **Billeting:**

- If being players are being billeted, parents/guardians consent must have of been given prior to departure.
- Ensure that all host families are members of the club being visited
- Host club to ensure all host families have been fully vetted and are suitable
- Contact details of host families are to be supplied to visitors prior to departure

## **REFERENCES**

IRFU Travel & Touring:

- <https://irfu-admin.soticcloud.net/wp-content/uploads/2019/07/Travel-touring-hosting.pdf>