



Overnight Trips and Travel Abroad

Taking a team on a rugby tour is an amazing experience for the players and can lead to developing a great bond within the squad. Below is guidance that has to be followed when taking children or young people away on an overnight trip or tour such as travel ratio's, rooming arrangements and the safeguarding requirements of the coaches and chaperones.

This form is for the Tour Organiser and should be completed with CWO

General Details

- Age grade of the team travelling (insert name of team) _____
- Coach responsible for coordinating the trip (insert name) _____
- Names of other coaches or volunteers supervising the trip _____
- Number of players travelling _____
- Name and address(es) of the host club(s) for the tour _____
- Contact details for the primary contact of the host club(s) _____
- Accommodation address(es) for the tour _____
- Dates of tour _____

Governance

- Has permission for the tour been received from your club executive?
- Is CWO aware of the tour and has checked safeguarding requirements for adult supervisors of the tour?
- Do all coaches/chaperones supervising the tour have an 'active' vet on Rugby Connect?
- Have all coaches/chaperones attended the IRFU Safeguarding Course (SG1) and received a certificate of attendance (or an equivalent safeguarding training certificate from a course approved by Sport Ireland/SNI)?
- Has an application to participate in matches outside Ireland against team(s) from other Union(s) been submitted to the Branch to which your club is affiliated (1 months' notice required)?
- Has permission for the tour been obtained from the Union(s) to be visited once the tour is outside the four home nations?

Communications with parent(s)/guardian(s) of the age grade players

- Is the designated club contact available at all times to be contacted in case of emergencies by either a parent/guardian or a participant in the touring party?
- Is there an alternative to the designated club contact available to be contacted in case of emergencies?
- Have the details of accommodation, (including address(es) and contact numbers) tour timetable, host club contact and emergency contact for supervising adult(s) been shared with parents/guardians ?

Irish Rugby Football Union

10-12 Lansdowne Road | Ballsbridge | Dublin 4 | D04 F720

T +353 01 6473800 | F +353 01 6473801

www.irishrugby.com



- Has information regarding the players' medical conditions (including allergies) or impairments, medication and frequency of administration been noted been shared as necessary with relevant adults?
- Has a consent form been signed by a parent/guardian when a player is not accompanied by a parent/guardian but the player is the responsibility of another travelling parent or coach on a tour?
- Have insurance arrangement (including health insurance) for the tour been explained to parents /guardians?

Accommodation

- Have the tour organiser knowledge of the accommodation venue(s) and its suitability to accommodate, players, coaches and accompanying parents? Be mindful of any additional needs of the party.
- Has the accommodation venue been alerted to any special diets or food allergies among the touring party?
- Has each player their own bed and have the room assignments been agreed? Has it been agreed which adults are responsible for supervising the agreed sleeping arrangements? Players should be roomed with players and adults with adults. Rooms of supervising adults should be within a reasonable distance of players' rooms.

Supervision

- Has the recommended supervising ratio of 1:4 adult to child been adhered to?
- Has the supervision ratio been adjusted for additional needs of players?
- Has the supervision ratio been adjusted to accommodate the gender of traveling teams?
- Have tour organisers taken into account the club's policy on alcohol and smoking as it relates to coaches and accompanying parents on the tour? Supervising adults should not be drinking while on duty.

Emergency procedures

- Are there coaches or members of the touring party with a knowledge or qualification in first aid and do others in the touring party know who they are?
- Have the coaches contact details for the Irish/UK embassy or consulate in the country where they are visiting in case of an emergency?
- U18s travelling should have signed expressed consent to medical treatment from the parents/guardians so the team medical staff and medical professionals can provide related medical services. The coach or team management should be made aware of the information on the forms.

Other considerations

- Are the players, coaches and accompanying parents familiar with the club's policy on mobile phones, social media sites and photography?
- Have the tour hosts a social media policy and have the use of photos been discussed with the tour participants?
- Have the tour organisers agreed a protocol on the use of mobile phones with all participants while on tour?

Irish Rugby Football Union

10-12 Lansdowne Road | Ballsbridge | Dublin 4 | D04 F720

T +353 01 6473800 | F +353 01 6473801

www.irishrugby.com

