

**BANGOR RUGBY FOOTBALL CLUB**  
***Safeguarding Policy Section 3.2***

**IRFU Guidelines on Travelling with Age-Grade Players**

Travelling to and from venues is part of fulfilling fixtures. To ensure the safety of all involved, clubs must ensure that suitable policies and procedures are in place. To put Age-Grade Players and parents at ease, organisers should ensure all arrangements are in place and communicated to all involved before the event. Parents should be informed of the mode of transport.

***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, including use of booster seats if necessary.
- Ensure parental consent is obtained prior to journeys being undertaken,  
(refer to Section 4.2 Part B: Parental consent Form).
- All journeys to take place under the supervision of the team management.

***Bus/Coach Hire:***

***Ensure:***

- That you deal with a reputable hire company.
- That the vehicle is suitable and equipped with appropriate road safety features.

***Passenger Cars:***

Although this is the most frequently used option it is important to ensure that the safety of all Age-Grade Players is not jeopardised at any stage.

- 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 the Parental Consent form,  
(refer to Section 4.2 Part B).
- Vehicles must be roadworthy, safe and have appropriate insurance cover.
- Drivers must have a suitable Driver's Licence.
- All passengers must use seat belts and booster seats (if necessary) throughout the journey.
- All drivers are legally responsible for the safety of the passengers and must be aware of this.
- 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 arrival times.

***Air travel:***

- Group to travel together at all times and not to be split up.
- Players to be informed of legal requirements and behaviour appropriate for air travel.
- Assist and guide all players through security and passport control when required.
- Adult: player ratio to be sufficient to assist and deal with emergency situations.
- Adults to ensure all players are on board and seated before occupying their own seats.
- Ensure players know position of the nearest adult in group and as well as emergency exits.

- In the event of delays or cancellation the management and adults will be responsible for the well-being of players.

***Sea travel:***

- Ensure all players know what freedom/liberties they will have while at sea.
- No player 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.
- Assist and guide all players through security and passport control, if required.
- Ensure players have enough to keep them busy and avoid boredom.

## **Hosting Matches:**

To ensure Age-Grade Players, management and spectators enjoy the experience when involved with a match, the host club should ensure all arrangements are in place and that all involved are informed of these arrangements before the event.

Further information on hosting matches, overnight stays and other forms of transport, along with suggestions on Administration of the Event, Medical and Facilities preparedness, is available on

[www.irishrugby.ie/downloads/Travel\\_Hosting\\_Touring.pdf](http://www.irishrugby.ie/downloads/Travel_Hosting_Touring.pdf)

## **Hosting Touring Sides: (IRB Regulation 15 applies)**

***The following should be in place:***

- Consent from the IRFU and Branch (whom the host club is affiliated to), regarding the match and conditions of the match.
- Consent from the Club Management Committee for the match to take place as well as the facility requirements and protocol involved.
- Written application for match official(s) (from Ulster Society of Rugby Football Referees) informing them of the match.
- Clarification of laws (prior to the visit) to be applied in the match.
- Schedule and other requirements of the visitors to be supplied by the visiting team prior to arrival.
- Medical requirements to be in place for the match.
- **Written consents must have been exchanged between the two Unions before the match is played.**

***When visitors being billeted:***

- Establish with visiting group what will be required/ involved regarding the visit, accommodation and other requirements.
- Only members from the host club to be approached regarding accommodation requirements.
- Meet with interested parties (hosts) to discuss requirements; suitability (Club Child Welfare Policy to apply), duration and conditions/ protocol for billeting.
- Publish a list with information and contact details of the host families.
- Where possible ensure visiting players stay with their opposite numbers from the host club.

- Limit the number of nights' accommodation that will be required.
- Arrange most of the activities/ function at the club to ensure involvement for all.
- Inform all involved, regarding Club policy on age grade players and their safety.
- Have a plan available in case of an emergency.

## **Going on Tour:**

When going on Tour, as with hosting teams from other Unions, IRB Regulation 15 applies:

- Meet with players and their parents to discuss plans and conditions for the tour.
- Clarify the conditions (duration, mode of travel and accommodation, adult/player ratio for supervision, medical and insurance) of the tour before application being submitted.
- Establish a plan in the event of an emergency.
- Written consent by the parents/guardians for players to go on the tour.
- Written application to the Club Management Committee, Ulster Branch and IRFU for permission for the tour at least one month before the planned trip.

The following information should be supplied:

- Matches scheduled 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 cover and the travel agent involved.
- Written approval of the host Union has been sought or been given.

**Written consents must have been exchanged between the two Unions before leaving Ireland or in the case of hosting, before any match is played.** A brief report on the tour should be presented to the Club Committee and to parents of the players on tour within one month of the last match.

### ***Accommodation***

#### ***Hotels/Hostels (also applies to overnight stays within Ireland):***

- Ensure accommodation and arrangements are appropriate to the age group involved.
- 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 clear policy regarding 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 billeted ensure consent of parents/guardians prior to departure.
- Ensure the host families are members of the club being visited.
- Host club to ensure all host families have been vetted and are suitable.
- Contact details of host families to be supplied to visitors prior to departure.