

Foreign Travel Policy

After the Irish Sailing Youth Nationals each year successful sailors will be invited on to one of the Teams. Each Team will travel to the host nation to represent Ireland, IODAI, their clubs and themselves. The arrangements for each Team and the travel arrangements will require planning and preparation for Coaches, Team Assistant(s) and Sailors. There are certain safeguarding requirements that must be met for any away trip.

(The under 12 Team is a parent led initiative requiring the parents of the sailors to accompany their children at the British National Championships.)

Coaches & Team Assistants

Coaches, Team Assistants and any other volunteers required for a trip should be appointed through an appropriate selection process taking into account the requirements of the trip. The selections should be done by the relevant committee to ensure the best possible team are selected for the benefit of the sailors. All Coaches & Team Assistants appointed to travel with sailor must be qualified and meet the safeguarding requirements for their role. The Coach will have primary responsibility for managing the trip.

It is the obligation of IODAI to ensure that appointed leaders that are vetted and trained where legally required. Where foreign coaches are retained IODAI will require sufficient evidence, to its satisfaction, that the Coaches are vetted to a similar standard.

The roles of Coaches & Team Assistants must be agreed and sent to all involved prior to the trip being taken. The team manager is responsible for the well-being and safety of sailor whilst away and must work together with the appointed coaches.

Coaches, Team Assistants and any other volunteers will be provided with a copy of the IOADI Team Roles – Guidelines for Coaches which must endorsed by them.

Planning

The details of the trip must be planned and communicated to all people involved including who is travelling, travel and insurance arrangements, overnight accommodation, schedule of events/training whilst away and any extra-curricular activities. It is recommended that the sailors in a team travel together to encourage those on the team to support each other during the trip. There may be additional details required depending on the type of trip; e.g. specific gear required, medical or dietary needs, consent forms etc. Coaches & Team Assistants must be made aware of any particular needs of an individual in the group.

Travelling

The travelling arrangements must meet all legal requirements for the country or countries in which the travel takes place. If any travel is the responsibility of a parent, then this must be clear in the pre-trip planning, identifying when and where responsibility starts and ends. Group travel details must be provided to all those on the trip and to the parents of sailor to make sure drop-off and collections times are clear.

Consent

Each sailor and their parent or guardian must have signed the Travel/Living Consent Form contained in the Team Contract. The consents required should include the travel undertaken, filming and photography and medical in cases of emergency. There may be specific consents required depending on the country visited or the type of travel planned. These should be checked well in advance of the trip. All sailor must provide an emergency contact number for a parent contactable for the duration of the trip and details of their next of kin.

Being away from home

An away trip with a sports team is often a sailor's first opportunity to travel away from home on their own. The meticulous planning of such trips can ensure that this experience is a great memory for a sailor. Where a parent has a query or there is a specific requirement for a sailor being away from home, they should discuss this with the appointed lead team manager or head coach well in advance of the trip. It may be necessary to make alternative arrangements. The organisers will consider any specific need however, it may not be possible within the scope of the trip/activity for every request to be accommodated.

If a sailor has a concern whilst away, they must know who they can talk to; this may be another member of the team, team manager, coach or making contact with a parent or friend.

General guidance for away trips

1. Sailors will be offered places of IODAI Teams based on the Youth Nationals and selection process and policies in relation to that event.
2. All Coaches, Team Assistants, any other volunteers and sailors involved are subject to Irish Sailing and IODAI guidance and rules including codes of conduct and disciplinary processes.
3. Coaches & Team Assistants should be aware there may be different legal requirements. Any offence occurring in a different jurisdiction is usually subject to the laws of that country.
4. Any Team party member becoming ill on the trip may require medical attention; the parent of a sailor must be informed. If necessary, the individual may be required to return home. Where a sailor is ill it is recommended that a staff member of the same gender remains with them.

5. If a parent who is not appointed as a Team Assistant for the trip decides to travel to the same location at the same time, they should respect any boundaries set by organisers as their presence may be disruptive to the purpose of the trip. Where a parent has specific concerns regarding their child, these should be discussed in advance with the Coach appointed for the trip.

6. There should be an adult leader of each gender for a mixed gender group of sailors with a recommended ratio of adults to children under 12 of 1:8 or a recommended ratio of adults to children over 12 of 1:10 as minimum.

7. Rooming guidance should be followed:

- A Coach or Team Assistant may not share a room with a sailor
- Sailors of the same gender should be roomed together
- Sailors of similar ages should be roomed together, where possible
- Sailors should preferably share rooms; if a sailor must be in a single room due to the make of numbers and genders this must be discussed with the parent and athlete and agreed well in advance of the trip.
- Where all sailors are roomed in single rooms this must be clear to everyone in advance to allow for sailors or parents to raise any concern.
- It is preferable for Coaches and Team Assistant to be accommodated on one floor; where this is not possible sailors must know how to contact the Coaches and Team Assistant

8. Sailors should not have access to unsuitable programmes e.g. on the TV or their devices

9. Use of any chargeable facilities in a room must be agreed beforehand

10. Substance misuse and the use of alcohol and tobacco products are forbidden whilst on a trip.

11. It should be clear who is responsible for additional costs incurred during the trip e.g. if an individual is required to return home etc.

Social media

Coaches & Team Assistants should emphasise what is appropriate to post and share on social media with the group travelling. It can be an opportunity to agree boundaries and the use of tags to encourage positive posting as a way of promoting the trip. Any breach of behaviour posted online, or inappropriate use of social media should be dealt with immediately. It may be necessary to inform parents and come to an agreement to remove devices if the behaviour continues.

Team meetings

It is necessary to ensure the smooth running of a trip to have team meetings regularly to cover any difficulties that arise or to celebrate positive outcomes and successes.

The Coaches & Team Assistants should meet with the athletes at least once a day giving the athletes an opportunity to voice their views. This is also an opportunity to confirm the day's schedule.

Team staff should meet once a day to cover any concerns or queries that have come up in the previous day for either adults or athletes.

Disciplinary/Complaint action

If any complaint is raised or disciplinary action is required, the IODAI complaints and disciplinary procedures must be followed. An immediate sanction may only be issued by the person in charge, and it should be clear who that is, i.e. depending on where an incident happens this may be a Coach or Team Assistant.

It is always advisable to resolve matters informally and quickly to ensure the best outcome for all involved. Issues can quickly develop creating difficult circumstances for those involved if left to aggravate or develop into more serious concerns. Issues between team staff should be resolved by the lead team manager or the lead coach and must not impact on the sailor present.

All incidents must be recorded, and where a sailor is involved, their parents informed as soon as practicable.

Returning home

The Coaches & Team Assistant should compile a report on the trip including any success and achievements. Issues involving the team should be noted and any follow up required should be immediately actioned i.e. reporting to the complaints and disciplinary committee. Issues involving the trip e.g. travel, facilities etc should be noted for future planning. The report is confidential and should be shared on a need-to-know basis.

The athletes should be asked for feedback on the trip as this may highlight areas not evident to the leaders, and this information can be used to improve future trips.