



Ardmore Rovers FC

Club Trip Protocol

Purpose

To provide clear, consistent procedures for planning and delivering club trips (typically three days / two nights), ensuring child welfare, financial transparency, and the club's standards are upheld.

1. Trip Planning & Approval

1.1 Proposal Submission

Each squad must submit a written proposal to the Executive Committee **at least three months in advance**. The proposal must include:

- **Budget** costs, travel, accommodation etc
- **Travel details:** airline, flight numbers, dates/times, transfers
- **Accommodation details:** name, address, contact details, room plan
- **Travel agent:** approved provider details
- **Fundraising plan** (if applicable)

1.2 Executive Committee Review

- Proposals are reviewed for completeness, cost, welfare, and compliance.
- Approval or required amendments will be issued **within two weeks**.





2. Budget & Finance

2.1 Budget Requirements

All proposals must include a detailed budget covering:

- Travel
- Accommodation
- Meals / subsistence
- Equipment and team gear

2.2 Fundraising

Where fundraising is required:

- Activities must be **pre-approved** by the Executive Committee.
- A clear collection and accountability process must be outlined.
- **All funds** must be lodged with the club treasurer **within one week** of receipt.
- The ability of a squad to fundraise varies. Ardmore Rovers FC, in the interest of the club as a whole and other squads must establish controls on the level of fundraising conducted by any one squad. As a guide, fundraising is limited to the cost of the player attending excluding flights. At the time of writing this could still be up to €400.00 per player and still represents significant reduction on the cost of the trip. Each trip however will be considered on a case by case basis. No fundraising may be conducted until this ceiling is set by the Executive Committee.
- As a minimum, squads may only fundraise for a trip once in any 2 consecutive seasons however this restriction could be extended by the Executive Committee in any given season depending on demand.
- Every consideration must be extended to players who are unable to travel. Those unable to travel must, where possible, be assisted. The Executive Committee must be informed in advance of numbers travelling and not travelling. These considerations will be conducted in the strictest confidence.

2.3 Sample Budget (Illustrative)

Item	Cost per player	Squad Total (20)
Flights	€150	€3,000
Accommodation (2 nights)	€100	€2,000
Meals (3 days)	€90	€1,800
Total		€6,800





3. Child Welfare & Safeguarding

Ardmore Rovers FC is committed to safeguarding children in line with **FAI Child Safeguarding Policy**, **Sport Ireland Safeguarding Guidance**, and **Children First (National Guidance for the Protection and Welfare of Children)**.

The welfare of the child is paramount in all activities and decision-making.

3.1 Mandatory Safeguarding Requirements

- All managers, coaches, and supervising adults must be **Garda Vetted** in accordance with FAI and National Vetting Bureau requirements.
- All managers and coaches must have completed **Safeguarding 1 – Basic Awareness** (minimum requirement).
- At least one supervising adult on the trip must hold **Safeguarding 2 – Club Children's Officer** (where practicable).

3.2 Supervision & Ratios

- Supervision ratios must reflect best practice and the age of participants:
 - **U8–U13:** Maximum **2 children : 1 adult**
 - **U14+:** Maximum **3 children : 1 adult**
- Mixed-gender groups must have **both male and female supervising adults**, where reasonably practicable.

3.3 Parental Responsibility & Consent

- Each child must be accompanied by:
 - A parent / legal guardian, or
 - A nominated and pre-approved Designated Guardian. **Ardmore Rovers FC coaches or managers are prohibited from being nominated in this capacity.**
- Parents/guardians retain ultimate responsibility for their child.

3.4 Safe Travel & Airline Compliance

- All travel arrangements must comply with airline and transport provider policies relating to minors.
- Children must be seated close to their supervising adult.
- Required identification and consent documentation must be carried at all times.





3.5 Responding to Concerns

- Any child protection or welfare concerns arising during the trip must be reported immediately to:
 - The **Designated Liaison Person (DLP)**, or
 - The **Club Children's Officer**.
- Concerns will be managed in accordance with **FAI reporting procedures** and **Children First** guidance.

4. Accommodation Standards

4.1 General Requirements

- Hotels or hostels must be reputable, safe, and child-friendly.
- **Accommodation details must be included in the proposal.**

4.2 Room & Supervision Arrangements

- Boys and girls accommodated separately.
- Rooms must be secure and accessible in emergencies.
- Children's accommodation must be in close proximity of their parent or guardian.

4.3 Safety

- Confirmation of fire safety, emergency exits, and 24-hour reception is required.

5. Fundraising Oversight

5.1 Controls

- Executive Committee approval required for all fundraising.
- Full transparency: receipts, records, and contributor lists.
- No individual may personally hold club funds.

5.2 Reporting

A fundraising report must be submitted **within two weeks** of completion, detailing:

- Total funds raised (by activity)
- Application of funds to trip costs





6. Operational Requirements

6.1 Emergency Protocols

Each squad must carry:

- Emergency contact details for every child
- Medical information (allergies, medication, consent)
- Local emergency numbers and nearest hospital details

Medical data is collected for the purpose of the trip only and not retained afterwards.

6.2 Communication Plan

- **Pre-trip meeting** with parents/guardians
- **Updates** via agreed communication channel
- **Post-trip report** to parents and the Executive Committee

7. Behaviour & Conduct

7.1 Behavioural Expectations

All participants (children, adults, and accompanying family members) must:

- Show respect to teammates, staff, opponents, and the local community
- Act responsibly at all times
- Follow safety instructions from supervising adults

7.2 Sanctions

Sanctions may include:

- Withdrawal from activities
- Parent/guardian contact
- Early return home (at parent's expense)
- Exclusion from future club trips





8. Review & Feedback

Following the trip, a review will be held to assess:

- Success against objectives
- Issues encountered and resolutions
- Feedback from players, parents, and coaches

9. Required Documentation

The following forms must be fully completed and returned prior to travel:

1. **Parental Consent & Emergency Contact Form**
2. **Medical Information & Consent Form**

All information is processed in line with **GDPR** and **Sport Ireland safeguarding guidance** and is used solely for the purposes of this trip.



CLUB MARK



Appendix A – Consent and Emergency Contact Form

Player Name: _____

Team / Age Group: _____

Trip Destination & Dates: _____

Parent / Guardian Contact

Name: _____

Relationship: _____

Phone Number: _____

Emergency Contact

Name: _____

Relationship: _____

Phone Number: _____

I understand that:

- Ardmore Rovers FC will take all reasonable steps to ensure the safety and welfare of my child.
- My child is expected to comply with the Club's Code of Behaviour and the instructions of supervising adults.
- I remain responsible for any loss, damage, or costs incurred as a result of my child's misconduct or negligence.
- Reasonable care will be taken of personal belongings, however the Club cannot accept responsibility for loss or damage.

I agree to indemnify Ardmore Rovers FC, its officers, coaches, volunteers, and supervising adults against any reasonable expenses incurred as a result of illness, accident, or emergency involving my child during the trip.

I confirm that my child may travel by public, hired, or private transport as organised by Ardmore Rovers FC for the purposes of this trip.

Parent / Guardian Name: _____

Signature: _____

Date: _____



CIRCLE



Appendix A Cont. Parent / Guardian Consent (where the P/G is not travelling)

I confirm that I am the parent / legal guardian of the above-named child and give permission for my child to participate in the Ardmore Rovers FC trip and all activities organised as part of this trip.

I confirm that my child will be under the supervision of the following **Designated Guardian**, who has agreed to act in loco parentis for the duration of the trip:

Designated Guardian Name: _____

I understand that:

- Ardmore Rovers FC will take all reasonable steps to ensure the safety and welfare of my child.
- My child is expected to comply with the Club's Code of Behaviour and the instructions of supervising adults.
- I remain responsible for any loss, damage, or costs incurred as a result of my child's misconduct or negligence.
- Reasonable care will be taken of personal belongings, however the Club cannot accept responsibility for loss or damage.

I agree to indemnify Ardmore Rovers FC, its officers, coaches, volunteers, and supervising adults against any reasonable expenses incurred as a result of illness, accident, or emergency involving my child during the trip.

I confirm that my child may travel by public, hired, or private transport as organised by Ardmore Rovers FC for the purposes of this trip.

Parent / Guardian Name: _____

Signature: _____

Date: _____

Designated Guardian Declaration

I confirm that I agree to act as Designated Guardian for the above-named child for the duration of the trip and will follow the instructions of Ardmore Rovers FC officials at all times.

Name: _____

Signature: _____

Date: _____



CIRCLE



Appendix B – Medical Information & Consent Form

Confidential – For Trip Use Only

This information is requested solely to ensure the safety and wellbeing of your child while away. It will be shared only with relevant supervising adults and will be securely destroyed following the trip.

Player Name: _____

Date of Birth: _____

GP Name & Contact (optional): _____

Medical Information

Please provide details of any medical conditions, allergies, dietary requirements, or ongoing treatments:

Medication

Does your child require medication during the trip?

Yes No

If yes, please provide details (including dosage and administration instructions):

All medication must be clearly labelled and handed to a supervising adult unless otherwise agreed.

Medical Consent

In the event of illness or accident, I authorise a suitably qualified medical practitioner to administer any emergency medical treatment deemed necessary for my child, including anaesthetic, surgery, or blood transfusion.

I understand that every reasonable effort will be made to contact me prior to treatment where practicable.

Parent / Guardian Name: _____



Signature: _____

Date: _____

