



## **YOROI DOJO`S AWAY DAYS/TRANSPORT POLICY**

Traveling to away Competitions is a regular event for many junior clubs. Trips may vary from short journeys across town to play another local club or involve more complicated arrangements involving overnight stays. But even what may appear as the most straightforward of trips will require some level of planning. The following will outline several issues that need to be considered when traveling with children.



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#### **Communication with:**

Children/ young people – they should be aware of the travel plans, venue and time for collection, time of return, and any costs. Children should also have a clear understanding of what standard of behavior is expected of them. Children must know what sports kit they need to bring with them. Parents – should be made aware of the above and must have completed a consent form detailing any medical or other relevant issues that the team manager should be aware of. Parents should also have the name and contact details of the team manager in the event of an emergency.

Other coaches/volunteers – need to be made aware of what their responsibilities are in advance of the trip. If the trip is a long journey, it is important that all coaches/volunteers/ parents, and young people have an itinerary.



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#### **Transport**

Parents are welcome to make their own transport arrangements. However, when the club arranges to transport young people, the following should be adhered to by volunteers or third-party transport providers:

Ensure the driver has an appropriate and valid driving license.

Allow an appropriate length of time to complete the journey. Consider the impact of traffic and weather conditions. If using a minibus, ensure that all seats are forward-facing and they all have seat belts fitted if carrying children. Is the driver experienced in driving a mini-bus? Ensure that the driver has completed Vetting.



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Ensure leaders and children wear seat belts.

Check there is appropriate insurance for the journey.

Clarify supervision requirements with other leaders. The driver should not be considered as a supervisor during the journey.

Ensure that the vehicle is road-worthy.

Ensure the appropriate booster seats are provided when required.

### **Emergencies**

Ensure that the vehicle has breakdown and recovery cover. At least one of the leaders should be trained in first aid procedures and a first aid kit should be available. The leader should have access to a mobile phone and contact details for all the children.

### **Insurance**

In addition to the minibus/car insurance, the team manager needs to ensure that the whole traveling party has adequate travel/medical insurance.



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### **Hosting**

Being a host family or being hosted is an integral part of many sports and, if handled appropriately, can add to a child's enjoyment and experience at a competition. The whole area of hosting though can create a great deal of concern for parents, children, and the hosts. It is in response to these concerns that we have drawn up the following guidelines.

Being a host can be a particularly challenging role, but also very rewarding. A host should be provided with as much information about the child/children staying with them and details of the competition. They in turn should agree to provide references and be vetted.

When arranging for events/trips abroad, the club is dependent on the ability of the host organization to access vetting services and obtain appropriate references. It is still the responsibility of the trip organizer to provide the hosts with the relevant information on the child and details of what is expected.



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#### **HOSTS Right To:**

- To be treated with respect by the children, coaches, and parents
- To have prior knowledge of any special requirements e.g., medical, food, religion, transport, or mobility.
- To have telephone contacts, lists of parents and coaches in the event of an emergency.
- To be financially reimbursed for any expenses (when agreed)
- To be informed of competition details
- To have clearly defined roles prior to the event
- To be consulted about any change in plans.

#### **Responsibility**

- To have agreed to a Code of Conduct
- To consent to checks/references being sought into the appropriateness of them being hosts.
- To provide a safe and supportive environment for the children while they are hosting them.
- To attend host family meeting prior to and during the competition if arranged
- To provide the young person with a positive experience of staying away from home and possibly a different culture



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#### **CHILD/YOUTH MEMBER Right To**

- Be safe.
- Have any concerns listened to.
- Be respected by their coach and host family.
- Have easy access to phone contact with the trip organizer.
- Have a list of events (itinerary)
- Regular group meetings with other young people
- Have their religious needs facilitated.
- Have prior knowledge of the climatic variation to enable them to bring adequate clothing.
- Be made aware of the codes required for phoning home.
- Maps of the local area
- Have the currency of the country they are visiting explained to them.
- Be made aware of the collection and drop off arrangements



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#### Responsibility

- Show respect to their host families.
- Show respect to other youth members and their leaders.
- Keep themselves safe.
- Report inappropriate behavior or risky situations
- Attend any prior planning meeting to ensure they are fully informed of the plans.
- Maintain the sport's reputation by adhering to their Code of Conduct.
- Discussing their dietary needs with the host family (though it is the parent's/organiser's responsibility to ensure this information is passed on in advance)
- Maintain the accommodation to the standard set by the family.
- Be aware that they are acting as an ambassador for their sport and on occasions their country.
- Dependent on arrangements with parents manage their own money
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