

# **GSRC Trips Away**

## **Trips Away Policy**

Glasgow Schools' Rowing Club offer trips away for both training and competing purposes. Participation is voluntary and parental consent will be sought prior to any arrangements. Once athletes have committed to an away trip, final arrangements will be communicated with both the parents and athletes. Due to the nature of the sport and the level at which we are competing, arrangements cannot be deemed to be final. These arrangements may change for reasons outwith our control, such as adverse weather, water conditions and date changes.

## **Trips Away Procedure**

Prior to any away trip parental consent will be sought in order to determine numbers. Once the viability of the trip is known, arrangements will be made based on attending athletes.

### **Clubs Responsibility**

- To carry out a risk assessment for the trip.
- To ensure that there is an appropriate adult/child ratio.
- To establish the suitability of any adult/volunteer who should have PVG check.
- To communicate the travel arrangements and costs of the trip with both the athlete and the parent/career, including the names of all adults/volunteers helping on the trip and drop of and collection times and places.
- Provide a detailed itinerary of events.
- To make parents aware of changes to any of the arrangements as soon as they arise.
- Ensure they have received the relevant documentation from the child's parents/guardians
- To record any concerns, complaints and/or accidents on relevant documentation.
- To ensure the club drivers have valid car insurance, MOT and driving licence prior to transporting any passengers.
- To ensure the parents have a point of contact with an adult on the trip.

### **Coaches/Volunteers Rights**

- To receive the necessary documents and contact details from parents in advance of the trip.
- To expect the parents to ensure their children are dropped off and collected at the agreed time and place.
- To be made aware of any alternative arrangements made by parents for their children that deviate from the clubs organised arrangements.
- To respectful behaviour from children and young people, other adults, members or parents involved in the trip
- To not be left vulnerable when working with children.
- To have any personal "out of pocket" expenses reimbursed.

## **Parents' Responsibility**

- To talk to their child about the trip to check they are comfortable about the plans.
- To provide the coach/team manager with all relevant documents, information and emergency contact number.
- Ensure the child has a passport and health insurance (if required) prior to the trip.
- To pay for relevant costs prior to their child going on the trip.
- Ensure the child has appropriate spending money.
- Provide appropriate clothing/protection to meet the needs of the child while away from home.
- To ensure that their child is at the agreed drop off point on time and collection arrangements are in place at the end of the trip.
- To inform the coach/ team manager of any individual travel/collection arrangements a parent has put in place for their child which deviates from the club organised arrangements.

## **Parents' Rights**

- To know their child is safe.
- Have their consent sought prior to the trip.
- To be informed of the destination, reason for the journey, travel plans, costs, who the adults travelling will be and time and place of departure and return.
- Have a detailed itinerary of events that their child will be taking part in.
- To know of changes to any of the arrangements as soon as they arise.
- To contribute to the decisions in planning the trip (when appropriate).
- To have a contact number for an adult on the trip.
- To be informed of any problems or concerns relating to their child.

## **Athletes' Responsibility**

- To communicate any concerns regarding the trip to an appropriate adult.
- To be aware of the travel plans, venue, reason for the journey and time and place of collection and return.
- Maintain the club's reputation by adhering to the code of conduct.
- To behave responsibly throughout the duration of the trip.
- To show respect to the other athletes and adults on the trip.
- Manage their own money.

## **Athletes' Rights**

- To be safe.
- To have their concerns listened to.
- To be respected by the other athletes and adults on the trip.
- To be aware of the travel plans, venue, reason for the trip and time and place of collection and return.
- Have a detailed itinerary of events that they will be taking part in.
- To know of changes to any of the arrangements as soon as they arise.