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HOWTH CELTIC AFC POLICY AND PROCEDURE – CLUB ORGANIZED TRIPS IRELAND / ABROAD

HOWTH CELTIC AFC SUPERVISION OF AWAY TRIPS

Howth Celtic AFC will appoint a Head of delegation for Club trips.

Written permission of parents/guardians should be obtained for all overnight trips.

Parents/guardians must inform Club/Head of Delegation before travelling of any medical condition or special needs of their child.

All children travelling must fill out a Club parent/medical form.

All adults who travel on Club trips must fill out a Club application form supplying two referees in accordance with Club policies and procedures, which must be passed to the Club secretary one month prior to travelling.

The roles and responsibilities of adults participating in trips must be clearly defined by Club Head of Delegation.

The Club Head of Delegation will have overall responsibility for the children's well being, behaviour and sleeping arrangements.

Where there is a mixed team travelling there must be at least one female adult in the travelling party.

The Head of Delegation should on returning from trip submit a report to the Club.

Club Head of Delegation must ensure that all adults travelling on trip have full knowledge of Howth Celtic AFC Club policies and procedures.

Adequate adult child ratios must be observed at all times – one adult per eight children.



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HOWTH CELTIC AFC POLICY AND PROCEDURE – CLUB ORGANIZED TRIPS IRELAND / ABROAD

Club Head of Delegation must ensure that he/she has a mobile phone carried with the group capable of use in the country or countries concerned.

Head of Delegation must at all times have emergency contact numbers and medical history of all children.

Person appointed as Head of Delegation by Howth Celtic AFC will act as Club Child Protection Officer and will follow all Club policies and procedures on the protection of children for the duration of the trip.

All children must be notified of the person who is acting as Club Child Protection Officer prior to travelling.

ACCOMMODATION

At all times the Head of Delegation must be satisfied that buildings meet health and safety required standards.

Young player's accommodation must be close to rooms occupied by travelling adults. Consideration should be given when groups comprise both male and females by allocating the same gender, rooms within the same area. Where possible similar age groups should be kept together. On arrival, players should be shown the accommodation plan and be made aware of adult rooms and fire exits.

At no time can an adult share accommodation with any young person.

Adults must not use changing, shower or cloakrooms at the same time as young players.



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Where groups are of mixed gender, there must be separate male and female sleeping and bathroom facilities for both young people and adults.

SUPERVISION ARRANGEMENTS

At all times there must be a minimum of one adult to eight children.

All adults must have access to a list of emergency contact numbers and medical history of children in case of said adult taking a group of children away without the Club Head of Delegation present.

The Club Head of Delegation and adults should liaise in relation to young people who might need closer supervision/or support.

Club Head of Delegation and adults must know how to contact the emergency services and a working mobile phone must be carried with groups at all times.

Roll calls should take place frequently and must be made before the group leaves a venue. Players must be given rendezvous points and told what to do if they become separated from the group. Players should be provided with the address and phone number of their accommodation which they should be advised to carry with them.

Players should wear a designated kit and be easily identifiable.

Players should not wear name badges.

All players should carry the phone number of the group mobile phone.



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HOWTH CELTIC AFC POLICY AND PROCEDURE – CLUB ORGANIZED TRIPS IREELAND/ABROAD

OVERSEAS TRIPS – ADDITIONAL REQUIRMENTS

Form E11 is the certificate of entitlement to free or reduced cost emergency medical treatment for EU nationals in most European countries. All players travelling should be advised to complete this form.

The Head of Delegation should check the validity of passports of all travelling players.

If any player is subject to a care or court order, the appropriate authority must be consulted well in advance and the necessary consent obtained for travel.

The Head of Delegation must tell players how to carry money and valuables discreetly. The group's money including player's own pocket money should be held at a secure central location and distributed on regular basis by a designated adult.

The Head of Delegation should carry
Insurance arrangements and contact phone numbers
Address and phone number of Irish Embassy or Consulate.
Location of hospitals and medical services and how to contact them.

A separate list of the numbers of any documents and passports.

Contingency funds or access to them should be taken.
Howth Celtic Head of Delegation must ensure that the appropriate insurance cover is in place to cover all activities which the travelling group may partake in.

**AT ALL TIMES ALL CLUB POLICIES AND PRPOCEDURES MUST
BE FOLLOWED**



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HOWTH CELTIC AFC
POLICY AND PROCEDURE
PLAYERS PLAYING ABOVE THEIR AGE GROUP

ANY PARENT/GUARDIAN WISHING THEIR CHILD TO PLAY ON A TEAM ABOVE THEIR AGE GROUP MUST COMPLETE PARENT/GUARDIAN CONSENT FORM AND RETURN WITH PLAYER REGISTRATION FORM TO THE CLUB. EACH MANAGER/COACH MUST ENSURE THAT NO PLAYERS PLAY FOR THE CLUB ABOVE THEIR AGE WITHOUT THE PARENT/GUARDIAN FORM COMPLETED.

NO PLAYER WILL BE PERMITTED TO PLAY FOR HOWTH CELTIC AFC ABOVE THEIR AGE GROUP WITHOUT PARENT/GUARDIAN CONSENT FORM.