

UCC Clubs' Executive and UCC Sport Travel Abroad Policy and Procedures

Purpose

The Clubs' Executive understands that UCC Clubs and individual members will travel abroad to represent UCC.

Procedures are set out to ensure that clubs have put all necessary measures in place for members to travel safely abroad and minimise risks associated with travel and activities.

Clubs wishing to undertake international travel must send a proposal via email to the Clubs' Executive Committee **a minimum of 3 months** in advance outlining reason for travel, approximate numbers travelling, draft budget, length of stay and indicating whether a coach will be present (see attached template).

If the application is successful general documentation via the clubs portal must be filled out. All decisions will be based on the application's own merit and the Clubs' Executive decision is final.

Scope

This policy pertains to any club members, the Clubs' Executive Committee and club administrators who oversee the organisation of a trip abroad.

Definitions

DSPA refers to the Department of Sport and Physical Activity

Clubs Portal refers to the online platform used by all UCC Clubs and DSPA administrators to manage their club account

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Policy Statement

UCC Clubs will comply with the DSPA and Clubs' Executive when organising a trip abroad. All clubs will ensure that all procedures outlined are followed to protect organisers and members travelling. Clubs understand that a club trip cannot occur if not sanctioned by the Clubs' Executive and the DSPA. The DSPA and Clubs' Executive in conjunction with clubs will ensure that all documentation and organisation is carried out appropriately by clubs.

Roles and Responsibilities

Club Captain and committee member(s) organising the trip are responsible for the following:

- Following all procedures outlined in this policy.
- Organising dates, location, travel, accommodation, and all quotations associated with the trip.
- Ensuring an event plan, risk assessment and proposal is submitted to UCC Sport and approved prior to booking and advertising of the trip and that the measures outlined are adhered to prior to and during the trip.
- Advertising the trip to eligible members, ensuring that only UCC student members attend the trip.
- Including all relevant information, including the cancellation policy when advertising.
- Including a clear outline of the trip's cost inclusions (e.g., transfers, standard of accommodation, meals etc) when promoting to members.
- Collecting trip applications from members ensuring medical conditions and emergency contacts are included.

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- Communicating all emergency plans and procedures, and policies and procedures that minimise/reduce the risk of injury or illness to all members.
- Informing members attending the trip of the procedure for reporting an incident or accident.
- Having all members' travelling emergency contact information and the UCC insurance app installed.
- Clearly outlining the cancellation policy to all members travelling prior to sign up
- Operating a buddy system in which "buddies" look out for each other and communicate regularly for mutual support and safety.
- Ensuring that each day at least two members of the committee are not under the influence of any substance when they are in a leadership role/ position of responsibility.
- Adhering to the relevant child protection policy will apply when a person under the age of 18 is present.
- Adhering to all UCC Sport Financial Policies including the cash handling policy in place from time to time
- Ensuring there is a clearly designated leader present on the trip.
- Highlighting risks associated with travel.
- Following the guidelines outlined in the UCC Drug and Alcohol Policy, UCC Club Code of Conduct, UCC student rules and UCC social media Policy.
- Adhering to all guidelines as may be indeed from time to time.
- Reporting of any injury or hospitalisation to the DSPA via c.odonovan@ucc.ie or 0872470344

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- Consulting travel advice from the [Department of Foreign Affairs Website](#) to check the security status of the country being travelled to, ensuring there is no civil unrest or environmental/public health emergencies in that country.

Club Members attending trip are responsible for the following:

- Understanding the risks associated with the trip including those associated with travel and activities.
- Providing accurate information regarding emergency contacts, medical conditions, level of experience in a specified sport and any other information required by trip organisers.
- Understanding of the individual financial costs and cancellation policy as outlined by the trip organisers.
- Processing all necessary payments by the due date
- Complying with [UCC Drug and Alcohol Policy](#), UCC Club Code of Conduct, [UCC student rules](#) and UCC social media Policy.
- Securing their own visas
- Securing their own travel insurance where necessary
- Following guidelines and directives of the club and designated trip leader

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Clubs' Executive Responsibilities

- Provisional approval of international trip based on proposal.
- Providing training regarding documentation required and health and safety procedures.
- Ensuring that the organised trip complies with [UCC Drug and Alcohol Policy](#), UCC Club Code of Conduct, [UCC student rules](#) and UCC social media Policy.
- Any failure of obligations will be dealt with by the Clubs' Executive at first instance.

DSPA Responsibilities

- The Head of the DSPA is ultimately responsible for Health and Safety on all trips.
- Confirming UCC insurance cover for all trips and communicating this to trip organisers.
- Ensuring all required documentation has been submitted.
- Ensuring appropriate location, accommodation and facilities have been booked.
- Ensuring limits in terms of numbers are in place.
- Final sign-off by The Head of DSPA or elected nominee once all relevant documentation has been submitted by organisers and approved by the Health and Safety Officer for Student Activities.

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Procedure

1. Proposal

Clubs wishing to undertake international travel must send a proposal as part of this document (found below) via email to the Clubs' Executive Committee a **minimum of 3 months** in advance.

- The following must be outlined: reason for travel, approximate numbers travelling, draft budget, length of stay and indicating whether a coach will be present.
- The proposal will be provisionally approved/ denied by the Clubs' Executive and the club will be notified via email. All decisions will be based on the application's own merit and the Clubs' Executive decision is final.

2. Notification of Trip

After provisional approval, the club must notify the trip to members no later than **2 months in advance**.

- The cancellation policy, information on dates, a detailed itinerary, full cost breakdown and risks associated must be outlined to members via email prior to them signing up.
- Signups must be fully documented including their name, phone number, emergency contact details, medical conditions, and student number where applicable and all relevant insurance.

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3. Documentation

If the proposal is successful, general documentation via the club's portal must be filled out for review a **minimum of 2 months in advance**.

- In the calendar section 'add event': Title of event, dates taking place, location, event type, details (this must be a full itinerary)
- In the health and safety section click 'Health and Safety Request List' -> 'add trip away': select event on calendar, date travelling, reason for trip, name of accommodation, name of first aiders, in case of emergency the nearest hospital, name and contact number of person responsible for organising the trip, name and contact of person in charge of group while away, method of travel to venue.
- Under the newly created 'trip away' on the clubs portal add: People travelling including full name, phone number, email address and emergency contact
- Under the newly created 'trip away' on the clubs portal add a full risk assessment
- Attach the full itinerary as a Word document file including the name of the child safety officer if applicable.
- The responsibility of procurement of visas is on the individual. Evidence of visas must be uploaded if applicable.

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4. Approval

- Final sign-off will be by the Head of DSPA or an elected nominee once all relevant documentation has been submitted and approved by the Health and Safety Officer for Student Activities.
- The club organisers will be contacted if any amendments need to be made.
- Once approved the club can use their finances to book accommodation and travel. ***No accommodation or flights can be booked prior to full sign off, clubs should plan accordingly to ensure booking can be completed well in advance***

5. Payments and Summary of Cash Handling Policies

- Compliance with UCC Sport Financial policies is mandatory
- Payments must be made via the clubs portal via bank transfer or credit card for flights, accommodation and any other major expense associated with the trip and must adhere to all UCC Sport Financial policies
- If individuals are paying for their own flight and accommodation this must be explicitly stated in the proposal document below and documentation on the portal.
- Any fundraising must be done following UCC Sports Cash Handling Policy, the Sum Up machines should be booked from the Sports Office or the clubs portal shop should be used. In the event of cash being collected a collection box must be taken from the Sports Office. Fundraising must be stated in the proposal.

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- All monies collected from members attending the trip must be collected via the clubs portal shop and adhere to all UCC Sport Financial policies.

Insurance cover

- The DSPA will confirm with OCLA that organisers are covered under public liability insurance and that all students and coaches travelling are covered under UCC personal accident insurance.
- In the event that a trip cannot be covered by UCC insurance the Clubs' Executive and Head of the DSPA can sanction a trip if all documentation, location of trip and numbers travelling are to an acceptable standard. A trip will not be sanctioned without proof of all travelling being personally insured.

* Larger numbers will lead to a lower chance of insurance; it is advised to keep numbers below 40 people*

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Clubs Travel Abroad Proposal

Please ensure you are familiar with all policies and procedures outlined above prior to filling out this form.

Please note that unless all policies and procedures are strictly adhered to you will be travelling on an unsanctioned trip without insurance.

This form must be completed and submitted **a minimum of 3 months** prior to your departure for your trip to be approved.

Please email a completed copy to a member of the Clubs' Executive Committee, preferably president@uccclubs.ie or vp@uccclubs.ie

Proposal for a trip abroad to _____	
Name of Club & Name of group/ team travelling if applicable	
Dates for Trip	
Trip Location	
Approximate number of students travelling	
Will a coach be present? If yes please provide names, contact	

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details and details of their purpose on the trip	
Justification for choosing location (why is it not possible to do this in Ireland)	
What is the reason for this trip? E.g. developmental, competition, intensive training. Provide justification	
Please provide a basic budget with a breakdown of overall costs to the club and the individual	
Will the club book all accommodation & travel? If no provide details of what individual members will be booking i.e. flights, accommodation, transportation	

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How will you advertise this trip and notify members?	
How do people sign up for the trip?	
Are there selection criteria/cap on the numbers travelling? N.B. All the people going on this trip must be members of the club.	
Method of fundraising for the trip if applicable	
If the event is being run by another party/company, detail here	

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<p>Detailed Travel Arrangements and itinerary (If Available) THIS IS NOT A HOLIDAY!</p> <p>You must email the itinerary to all members going on the trip and it must include everyone's contact details.</p>	
<p>For overnight trips, a health declaration should be completed by each of the travelling party. The declarations should be stored confidentially for the duration of the trip and either returned to the relevant travelling parties or destroyed immediately after returning from the trip. This is the responsibility of the trip organiser. Please confirm your understanding - Y/N</p> <ul style="list-style-type: none">• <u>UCC Student Activity Health Declaration Form</u>	