

GUIDELINES FOR U18 LEINSTER JUDO (Squad and Affiliated Club) INTERNATIONAL TRAVEL 2

1. IJA membership Insurance 2

2. Travel Insurance 2

3. Travel Consent Form 2

A Travel Consent gives a minor child (i.e. under 18 years of age) permission to travel without their parents or legal guardians, as part of a sports team. The same travel consent form can be used for domestic and international trips. 2

 Room Arrangements: 3

 Within allocated rooms & Curfew: 3

 Outside allocated rooms: 4

5. Electronic Devices: 4

6. Code of Conduct: 4

 Failure to comply with 6.Code of Conduct: 5

7. Parental Responsibility: 5

Sources: 7

GUIDELINES FOR U18 LEINSTER JUDO (Squad and Affiliated Club) INTERNATIONAL TRAVEL

*Applies to Affiliated club when Leinster Council has provided financial support of any kind.

***This document is part of a set which includes Travel Consent Form & Medical Checklist & Consent.**

1. IJA membership Insurance - from IJA Constitution:

18. Member's Participation

The practice and participation in Judo events in Ireland is governed by the Irish Judo Association (IJA). Members are free to practice and/or participate in any event organised by the association or member club of the association. Where members or member clubs practice or participate in judo events organised by any other body, such body not being a member of the EJU or the IJF, they do so in the full knowledge that the IJA will not be in anyway responsible or liable to them for any loss, damage, or injury caused to such member of the of the Irish Judo Association as a result of that participation, nor will such member be covered by any insurance policy as may be in place with the association and in respect to its member to member cover

- Ensure the event considered is affiliated to EJU or/and IJF.

If so, the IJA Membership insurance should cover issues at tournament.

Responsibility: Club Coach for club trips; Leinster Manager for Leinster Squad trips

2. Travel Insurance:

Each player must organise – and produce evidence of – personal travel insurance.

- Travel insurance must be in place to cover unexpected delays, layovers, lost luggage and other such events. Remember, it is not unknown to have to find alternate accommodation for up to a week before a flight can be rescheduled.
- This will be refunded by travel insurance to the policy holder at a later date. Necessary paperwork is to be completed by policy holder.
- This means parents/guardians will need to cover all such expenses as they fall due. Such expenses will be non-negotiable.
- Alternates – be it accommodation or choice of flight or other – will be decided by consensus of the manager and the coach.
- It is important that the choice of travel insurance cover emergency repatriation in cases of injury, at or out of event, in case of need.
- It is the responsibility of each parent/guardian to ensure the type of Travel Insurance purchased is fit for this purpose – it covers a minor child for all the above whilst travelling with a sports team, accompanied or unaccompanied.

Responsibility: Club Coach for club trips; Leinster Manager for Leinster Squad trips

3. Travel Consent Form

A Travel Consent gives a minor child (i.e. under 18 years of age) permission to travel without their parents or legal guardians, as part of a sports team. The same travel consent form can be used for domestic and international trips.

If the child's travel itinerary involves multiple stops, there should be a consent letter for each leg of the trip.

When a child is flying internationally, it is the **parent/guardian's** responsibility to check the destination country's government website to see if the country requires specific parental

authorisation or other documentation before allowing a child to cross their borders in someone else's custody.

Parent/guardian MUST provide a list of:

1. **Medical conditions**
2. **Medications (name of medication, dosages**
3. **Name of person (and relationship to child) who will be dropping of and collecting child at airport. ID may be required.**

Responsibility: Club Coach for club trips; Leinster Manager for Leinster Squad trips. *Copies of Travel Consent and Medical Checklists MUST be sent to Leinster Council no later than ten (10) days in advance of departure in order to qualify for financial assistance of any kind from Leinster Judo Council.*

These guidelines prioritise the physical and emotional safety of all players. They comprise an expectation of all organisers of a trip involving Leinster players. These Guidelines are applicable in full for all Leinster Squad trips.

Room Arrangements:

- Try to ensure that players are roomed with those with whom they feel comfortable and safe. Obtain this information from the players themselves, parents/guardians.
- Best practise is rooming minors under the age of 13 with their parent/guardian.
- If parent/guardian is not present, arrangements (using a signed consent/permission form) for a minor to share a room with another player and his/her vetted parent/guardian must be made.
- As an alternative, consider grouping a number of minors under the age of 13 with selected older players tasked to assist with supervision.
- If minors over the age of 13 are to be assigned to hotel/hostel rooms together, ensure that players of similar age and gender are roomed together.
- Coaches, managers and other staff are not permitted to share rooms with any player, other than their own child.
- A vetted adult chaperone must be roomed on each floor where players are roomed. If at all possible, ensure that all players stay on the same floor and in the same wing.

Within allocated rooms & Curfew:

- The manager will meet with all players, coaches, managers and responsible adults to lay down privacy arrangements in relation to the use of bathrooms, showering facilities and changing in hotel/hostel rooms.
In brief: no adult, coach, manager or responsible adult are to share bathrooms or showers with players. No electronic devices should be permitted within private spaces. The manager will add to *this list as required*.
- The manager will specify where players can and cannot go without adult supervision.
- If leaving the hotel/hostel the team manager must be informed of destination and of the expected time of return. Players must always be in a group of three or more when outside hotel/hostel.
- Curfew must be adhered to.
- Players may not leave their allocated room after curfew without an adult chaperone (adhering the "Rule of Two") unless in an emergency.

- No one is to enter or stay in a hotel/hostel room to which they have not been allocated.
- No person is permitted to show up at a hotel door without phoning in advance. Again, the “Rule of Two” applies. Players are not to open the door for anyone unknown or unexpected.
- No alcohol, no smoking/vaping, no drugs permitted at any time in hotel rooms.
- The team manager will ensure all players are aware of and know what to do in an emergency situation.
- Coaches, managers, chaperones and staff may not meet with players in personal/private places such as in hotel rooms or in change rooms.

Outside allocated rooms:

- All socialisation must occur in groups and in designated meeting rooms or hotel lounges subject, at all times, to the “Rule of Two.”
- All players must take all meals together.
- A “Buddy System” must be used when within the hotel/hostel when out of own allocated room.

A “Buddy System” comprises of two individuals operating as a single unit in order to monitor and assist one another.

5. Electronic Devices:

- The taking of pictures or recording of videos of others in private situations (for example, in bathrooms, when changing or when sleeping) or in a secretive or disrespectful manner, is prohibited.
- Every player and responsible adult must obtain permission before taking photos or recording video of another person whether on or off the mat. This should be obtained before travel. (**Photographic/recording consent is part of the Consent Form for minors.**)
- Private communications that is not directly related to, or necessary for, the sporting event between a responsible adult and any player is strictly prohibited.

6. Code of Conduct:

- Players, parents and family members are representing Leinster judo or a Leinster judo club and must, at all times, display proper respect and sportsmanship toward coaches, officials, administrators, teammates, fellow competitors and the public.
- If a player, parent or family member receives **any type** of warning from the tournament administrative team, is disrespectful and/or displays poor sportsmanship he/she may be pulled from the event and may be dropped from the squad, or from accompanying the squad for future events.
- If a coach or manager receives **any type** of warning from the tournament administrative team, is disrespectful and/or displays poor sportsmanship he/she will face sanctions upon return. This will include being removed from the role. No matter the perceived unfairness of any situation coaches and manager are representing Leinster Judo as well as their clubs and we do not cause discord in public. Issues which cannot be resolved by quiet communication between the **manager and the tournament/event director** will be dealt with by Leinster Council, as far as possible, upon return.
- Players, coaches, manager, parents, family members will not engage in any illegal or

inappropriate behaviour that could bring the squad or its representatives into disrepute or be detrimental to its performance. This includes inappropriate physical contact, the use of inappropriate/unacceptable language and bullying of any type.

- In the case of players who may feel bullied or mistreated in any way by other players, coaches, manager, other parents, family members, or anyone not representing Leinster judo: **It is accepted that safeguarding of minors is paramount and taking any allegations or suspicions lightly WILL result, on return, in sanctions for all coaches and managers on the trip – refer to 2. Below.**
 1. Players are to approach any “responsible adult” with any issue with which the player may feel uncomfortable. The player must never be placed into a confrontational situation with the instigator.
 2. Any party to whom a complaint or allegation, or has a suspicion of such, **must** inform all other coaches /manager upon receipt of such information.
 3. Manager must make a brief record of incident, action and the outcome. Manager must be familiar with the IJA Safeguarding Statement. A report must be submitted once back in Ireland.
 4. Consider giving each Minor a “safety sentence” which could be used to indicate a minor requires to be taken to a safe place to voice concerns.
 5. Leinster Council must be informed, by manager (by coach should allegation be against manager) as soon as possible.
 6. The manager (coach if allegation is against manager) must deal with the issue immediately.
 7. The **manager** has paramount authority over such matters whilst “on trip”. (Coach assumes this authority if allegation is against manager).
 8. In short, the minor must be removed from the threat, perceived or not.
- Possession or use of alcohol or tobacco/vaping products by any player is prohibited.
- Possession, use or sale/distribution of any controlled or illegal substance is prohibited.
- Possession or any form of weapon is prohibited.

Failure to comply with 6.Code of Conduct:

1. **On Tour:** Disciplinary actions must comply to Leinster judo expectations: Any disruptive behaviour by any representative of Leinster judo – which includes clubs affiliated to Leinster judo -inclusive of parents and family members, must result in the manager and coach pulling the player from future participation at the event and, in the case of a non-player, having them removed from the ambit of the squad. This means barring such from any further contact with the squad and its members. Should the miscreant be the coach or manager, then the miscreant will step back from his/her role and the other (manager or coach) will assume that role for the duration of the event.
2. **Upon return:** Leinster Council will convene to listen to facts and evidence. If necessary third parties including Social Services and Garda Siochana, will be informed.

7. Parental Responsibility:

- Paying in advance for airfares, accommodation and entry fees.
- Ensuring acceptable travel insurance is in place.
- Ensuring the rules governing destination country/ies will allow minors entry in accordance with the Travel Consent Form provided to the team manager.

- Printing out boarding passes for all legs and handing such to the team manager before departure.
- Ensuring passports are valid and within expiry dates.
- Signing and handing over of Travel Consent Form and Medical Checklist & Consent to manager before departure..
- Providing a reasonable amount of funds for snacks and incidentals for the trip.
- Ensuring child travels with approved judo gi and enough changes of clothing, personal requirements (toothbrush. toothpaste etc)
- Advising manager of ALL medical conditions before departure.
- Handing over medications that may be required – to manager - before departure.
- Arriving **before** expected flight landing time at airport. A child cannot be handed over to anyone but the parent or to the person who brought them to airport upon departure, unless otherwise advised in advance.

**Child means any person under the age of eighteen.*

8. Responsibilities of Responsible Adults:

- Responsible adults will be over eighteen years of age, garda vetted and in good standing with the IJA and with Leinster Judo Council.
- Responsible adults will always operate under the “Rule of Two.”
- At a minimum, there will always be two (2) responsible adults travelling and staying with the team. One responsible adult will be male. One responsible adult will be female. This regardless of whether the travelling players are all of one gender
- Responsible adults acknowledge, by default, that they are placed “*in parentis locis*” for the duration of the trip.
- Responsible adults will, at all times, ensure that all players are under their supervision. One must be designated “coach”, one must be designated “manager” and the manager must remain with, or be aware of location of, all non competing players at all times.
- Responsible adults will ensure that no player is to go off on their own without explicit permission of the designated coach and/or manager. Players are on the trip to practise judo and for no other reason whatsoever.
- Responsible adults may take possession of all valuables, including mobile phones, permitting access for restricted periods determined by the designated coach and/or manager. Players are on the trip to practise and immerse themselves in judo. This is, further, of importance to avoid the sharing of photographs taken of other players in private or public domains. Please refer to **5. Electronic devices.**
- Responsible adults /coaches/managers are responsible for the safe transport of players and this must be done in groups.
- A “Phone List” should be shared with all team members (players and responsible adults), parents/guardians and Leinster Judo Council. This is to include contact numbers for all responsible adults, parents/guardians of each minor and emergency numbers. This list is to be used **only** for the duration of the particular trip.
- In the case of a “club” trip, where numbers are too small to warrant a dedicated manager, then one of the accompanying coaches or a vetted responsible adult will accept the responsibilities of manager. This person should be so identified to parents/guardians and players in advance of the trip.

In accordance with GDPR policy, all data collected in respect of each trip, should be deleted after minors return to Ireland.

EVERY INTERACTION BETWEEN PLAYERS AND COACHES, MANAGERS, RESPONSIBLE ADULTS MUST FOLLOW THE “RULE OF TWO”.

The “Rule of Two” ensures that all interactions are open, observable and justifiable. The “Rule of Two” requires that an adult (other than the player’s parent/guardian), be he/she a coach, manager ,responsible adult, is NEVER alone or out of sight with a player.

Sources:

IJA Safeguarding Statement

Irish judo Association

<https://irishjudoassociation.ie/wp-content/uploads/2022/07/IJA-Safeguarding-Statement-Policy-2021.pdf>

Travel Guidelines to help protect children in sport.

Canadian Centre for Child Protection

https://commit2kids.ca/pdfs/EDU_TravelGuidelinesYouthSport_en.pdf

Safeguarding Guidance for children and young people in sport.

Sport Ireland

<https://www.sportireland.ie/sites/default/files/2020-01/safeguarding-guidance.pdf>

IJA Constitution

<https://irishjudoassociation.ie/wp-content/uploads/2019/11/Constitution-26.05.2018.pdf>

Input received from:

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