

Appendix

# 13

## AUC Away Trip Rules & Parental Consent

## AUC Trip Rules

- A completed Parental Consent form for any student Under 18 years of must be uploaded to the UCD Infohub Grant Document Upload System by the Children's Officer of the UCD club. This form must be signed by the parent and the student before the student can commence activity with the club, including but not limited to travel off-campus and overnight travel. Ensure you follow the procedure for uploading a student who is under U18 years of age as a member of your club (See section 3.3)
- All those travelling on the club trip must conduct themselves as directed by the Club Committee members and/or trip leader accompanying the group.
- Those designated by a club to lead any trip must have completed Garda Vetting with the AUC and must at a minimum have attended Safeguarding 1 training. Evidence of such training to be uploaded to the UCD Infohub Grant Document Upload System.
- All coaches in attendance on the trip must have completed Garda Vetting with the AUC and must at a minimum have attended Safeguarding 1 training. Evidence of such training to be uploaded to the UCD Infohub Grant Document Upload System.
- All off-campus over night travel must be registered on the on-line Travel Form available at [www.ucd.ie/sport/clubs/getinvolved/runningyourclub](http://www.ucd.ie/sport/clubs/getinvolved/runningyourclub)
- The trip leader before departure must verify with the Children's Officer if any of the members travelling are under 18 and that a parental consent form is in place.
- Trip leaders are responsible for the supervision of all club members whilst engaged in the respective sporting activity and during travel to/from such activity where travel is organised by the club. However, trip leaders will not be responsible for the supervision of any member including those under 18 years of age at any other time.
- Trip leaders will have access to emergency contact details of all those travelling.
- Any incidents/ accidents involving medical treatment must be reported to the AUC Executive Secretary upon return.
- Any concerns in relation to the Safeguarding of those under 18 should be reported to the UCD Designated Liaison Person or in the case where the child is in immediate danger the statutory authorities.
- All members are to be advised that while on an official UCD trip there are subject to the UCD Student Code of Conduct.
- Where it is practicable, those under 18 years should be assigned to same sex accommodation rooms. However, it is recognised that this is not always possible due to the nature of accommodation utilized and/or the location of the activity. For example the use of large room hostels by adventure sports clubs. Parents to be advised if a same sex room is not being provided in advance of the trip.
- Where a parent wishes they may make alternative accommodation and supervision arrangements for their child. The parent must advise the club committee of such arrangements in advance of the trip.

## Background

The UCD Athletic Union Council (AUC, governing body for sports clubs in UCD) has a strong commitment to equal opportunities and works to ensure that all its club activities are open and available to all students. This includes students under the age of 18 years, who are legally considered minor.

In UCD our sports clubs are primarily run by student volunteer committees for students. Therefore, to ensure that the Athletic Union Council and its affiliated clubs fulfill their duty of care and provides adequate support for all members the following steps must be undertaken before anyone under the age of 18 can participate in the activities of any club:

- Parental Consent form must be signed by the parent / guardian of the student before the student can commence activity with the respective club. This form must be returned to the Children's Officer of the respective Club. The consent form will then be scanned and uploaded by the club to a UCD electronic document depository where it can be accessed by the Club Committee, UCD AUC, UCD Sport and the UCD Safety Insurance Risk and Compliance Office. The club must then contact the UCD Sport office to inform them that the club have uploaded the signed parental consent forms. UCD Sport will then verify the member. Once verified the club will be able to upload the member on the Sisweb membership management system. Until all of the above steps have been completed the member is not permitted to participate in club activity.
- The UCD club must have a Children's Officer who has completed Safeguarding 1 training and is Garda Vetted. This Children's Officer is responsible for ensuring the completion of a parental consent form for those Under 18 years. Furthermore, they are responsible for ensuring the implementation of the AUC policies with regard to under 18 year olds in the club.
- All club coaches and trip leaders are to be Garda Vetted and must complete Safeguarding 1 training.
- All clubs are to complete a child safeguarding risk assessment statement.
- All student members of clubs must adhere to the UCD Student Code of Conduct.
- Club committees organising away overnight trips must register such trips through the on-line Travel Form on the UCD Sport website. Those travelling who are Under 18 are to be flagged on this form and the club must confirm receipt of the parental consent form.
- All club trips must comply with the AUC's Away Trip Protocol for the inclusion of Under 18 year olds.
- All communication to those members under 18 should be in the form of an "all members communication". Where one to one communication is required from the committee, club coach or leader at least one other adult member of the club should also receive the communication.

# UCD Athletic Union Council Parental & Child Consent for Sports Club Participation

Name of Student under 18 Years of Age: \_\_\_\_\_

Date of Birth of Student: \_\_\_\_\_

Student Number: \_\_\_\_\_

UCD Club: \_\_\_\_\_

I, the undersigned certify that I am the parent/ legal guardian of the above-mentioned student. I hereby authorize my child named above to register as a member and participate in the activities of the above named UCD Club. Such activities to include:

- on and off-campus training,
- away fixtures and training camps,
- overnight trips,
- committee meetings,
- social and fundraising activities.

The above named activities are to be undertaken in accordance with the clubs safety statement and policies and procedures of the AUC and the University.

Parent/Guardian Signature: \_\_\_\_\_

I understand that my child will be supervised by the club committee, club leaders and/or coaches for the duration of the sporting activity itself and where provided, transportation to/from said activity. However, the club committee, club leader and/or coaches will not supervise my child outside of these times, this includes but is not limited to social activities and supervision of accommodation when on away trips.

Parent/Guardian Signature: \_\_\_\_\_

Prior to the participation of my child, I acknowledge that there are certain risks associated with club activities, including, by way of example, physical injury due to activity related accidents, and physical injury due to transportation-related accidents, illness or in exceptional circumstances even death. Furthermore, in addition I acknowledge that there may be there risks inherent in these activities of which I may not be presently aware. Accordingly, I acknowledge that participation in such activities involves certain dangers and risks which may expose my child to hazards of bodily injury or property damage and which may result in my child being unable to contact me or be unable to receive immediate medical care and assistance if injury occurs.

Parent/Guardian Signature: \_\_\_\_\_

I hereby give the above named UCD club, UCD AUC, UCD Sport and the University the right and permission to photograph, digitally record, videotape or audio tape, my above named child while s/he is attending or participating in any club activity occurring on or off campus. I further agree that any or all of the material recorded may be used, in any form, in publications, including electronic publications, or in audio-visual presentations, promotional literature, advertising or in similar ways, and that such use shall be without payment of fees, royalties, special credit or other compensation. I understand that all such recordings, in whatever medium shall remain the property of the University.

Parent/Guardian Signature: \_\_\_\_\_

I recognize that there may be occasions where the above named child may be in need of first aid or emergency medical or dental treatment as a result of an accident, illness, or other health condition or injury. In the event that the club is unable to contact me or where there is a immediate risk to health, I authorize any club committee member, trip leader or coach to consent to any x-ray, examination, anesthetic, medical, surgical or dental diagnosis or treatment or hospital care for my child.

Parent/Guardian Signature: \_\_\_\_\_

## Consent of Student Under 18 Years

Under 18's and parents/legal guardian have a responsibility to inform the respective club of any medical condition or previous injury, which might inhibit your participation in, or put at risk any other member of the club. This information will be passed onto the relevant coach and/or trip leader.

As a member of a sports club you may participate in activities, which involve an element of risk, in an environment where professional medical services and rescue services may not always be immediately available. Although the club, the AUC, UCD Sport and the University will take all necessary steps to ensure that your health and safety requirements are always met, it is your responsibility to ensure that you fully understand the exact nature of each activity you undertake, the risk involved, the skill levels required and the equipment needed for your participation. As a minor and club member you must also undertake the sporting activity under the reasonable direction/supervision of the club. You should be aware that the club is responsible for your supervision during the sporting activity itself and transportation to/from the activity where required. However, the club will not supervise you outside of these times. You should never participate in any activity if you are unsure of any of the above aspects.

Furthermore, while undertaking any club activity you are subject to the UCD Student Code of Conduct and must adhere to the terms therein. As a minor you are also reminded that you are not permitted to consume alcohol at any time.

Completing and signing the attached consent forms confirms that all information supplied is correct and that you;

- Have read, understood and agreed to act in accordance with the above statement
- Agree to act in accordance with the area policies and relevant risk assessments at all times.

Signature of the Child: \_\_\_\_\_