

Athletic Union Council Club

Travel Policy 2025-26

The Athletic Union Council (AUC) understands that travel both domestically and internationally is a feature of most UCD sports clubs. Following consultation with the University's SIRC Office, the following arrangements will apply for the 2025/26 academic year.

In This Policy

Domestic Travel Day Travel	2
Domestic Overnight Stays	2
International Travel for Clubs	2
Hospitalisation of any Club Member	2
General Trip Recommendations	3
AUC Trip Rules	3
Breaches of the Policy	4

Domestic Travel Day Travel

Domestic travel by clubs is permitted for competition and training purposes.

All domestic day group travel for adventure/water sports is to be logged by clubs at least **48 hours in advance** on the online [Travel Form](#).

Domestic Overnight Stays

Overnight stays will be permitted for training and competition purposes. The club must complete the online AUC Travel Form at least **14 days in advance of the overnight stay**. The names of all those travelling must be provided on the form as well as those leading the activity, accommodation arrangements, travel arrangements. These details will be used in the event of an incident occurring during the trip.

International Travel for Clubs

Those clubs wishing to undertake international travel at this time will need to apply to the AUC for permission to travel under UCD's name at least 14 days in advance.

The following information will be required:

- Committee person's name, UCD club, tel. number and email.
- Fixture/ competition/ training camp details including time, dates, location.
- Rationale for the activity.
- Details of the National Governing Body under whose auspices the fixture/competition/training camp is being held and their guidance for travel, testing, overnight stays and competition (where applicable).
- Measures being implemented for travel to the competition/training venue and the accommodation venue (if applicable).
- Insurance details for the group travelling.
- Proposed numbers travelling.

The information will be reviewed by the AUC and the SIRC Office to determine if the club is permitted to travel as outlined. The final decision will be based on the information provided by the club. Once approved the club must complete the online AUC Travel Form at least 14 days in advance of the overnight stay.

Hospitalisation of any Club Member

Where an accident/incident occurs during club activity or while away at club activity results in the calling of the emergency services and/or hospitalisation of a member occur, the club leader on the trip must contact campus services at tel. 01 716 3821/ 01 716 7999 as soon as possible and request that Suzanne Bailey and the SIRC office are informed immediately. An **incident report form** must also be completed and submitted to Suzanne Bailey. This form can be obtained by contacting Suzanne directly.

General Trip Recommendations

- When promoting a trip amongst your members clearly outline the trip's cost inclusions (e.g., transfers, standard of accommodation, meals etc). Use a Google form to collect trip applications and include all relevant information, including the cancellation policy and relevant medical information. Require members to acknowledge understanding by ticking a box on the form.
- Provide information on the location e.g. weather, societal norms of the country you are travelling to, tap water not advised etc.
- Ensure that only fully paid up members attend the trip. No non-UCD people on the trip, the trip will be stopped from going ahead if this happens.
- Before the club signs any hiring agreement the agreement document must be sent to Suzanne Bailey in advance of signing (Suzanne.bailey@ucd.ie).
- If a club is bringing a large number of members on a trip all members should take out the same group insurance.
- Operate a buddy system so “buddies” look out for each other and communicate regularly for mutual support and safety. Advise members to be aware of drink spiking incidents.
- Each day at least two members of the committee must not be under the influence of any substance when they are in a leadership role/ position of responsibility so that they can deal with any issues that may arise.
- Closer to the date of travel create another google form with further information (e.g. trip rules, how the buddy system will work).
- If you are using a tour operator, let them organise the social activities. During social activities do not wear UCD branded clothes. Everyone on the trip is subject to the UCD Code of conduct and if social activities are organised by the club then the Code of Conduct applies. Participation in social activities must be voluntary, participants must have a choice as to whether they wish to participate in social activities.
- All leaders on the trip must be vetted and have recognised safeguarding training, it is advisable that they also complete the Dignity and Respect training and suicide awareness training organised by the AUC. All members must be made aware of who the trip leaders are.
- Members attending the trip must be made aware of the procedure for reporting an incident or accident.
- Any incident resulting in the hospitalisation of a member must be reported to Suzanne Bailey and UCD SIRC, this is done by ringing UCD on 01 7167999. This should be done as soon as possible once the actual incident has been dealt with first.
- The committee must complete and document a risk assessment which should include scenario planning (e.g. what will happen if a member ends up in hospital and will miss their return flight? etc.).

AUC Trip Rules

- A completed [Parental Consent form](#) for any student of 17 years of age 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 17 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 when submitting the coach/leader pack.
- 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 when submitting the coach/leader pack.
- All off campus overnight travel must be registered on the online [Travel Form](#).
- The trip leader before departure must verify with the Children's Officer if any of the members travelling are 17 years of age 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 17 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 17 years of age 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 they are subject to the UCD Student Code of Conduct.
- Where it is practicable, those of 17 years of age should be assigned to same sex accommodation rooms. However, it is recognised that this is not always possible due to the nature of accommodation utilised 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.

Breaches of the Policy

Any club or club member found to be in breach of this policy will be subject to the Disciplinary Procedures of the AUC.