

AUC Club Travel Policy 2023/24

The AUC understands that travel both domestically and internationally is a feature of most UCD sports clubs. Given the easing of government guidelines following the COVID-19 pandemic, restrictions on travel by UCD Clubs have been revised. Following consultation with the University’s SIRC Office, the following arrangements will apply for the 2023/24 academic year until further notice. Clubs should note that this policy will be reviewed should government public health measures change.

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Domestic Travel Day Travel

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

In the event that members must use public transport they will be required to conform to the prevailing public health measures in place.

Where a private bus is hired, the club must comply with prevailing public health measures. Private bus capacity is at 100% capacity.

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.

Club members must adhere to the [current public health guidelines on COVID](#).

Domestic Overnight Stays

For 2023/24 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.

In the event that members must use public transport they will be required to conform to the prevailing public health measures in place.

Where a private bus is hired, the club must comply with prevailing public health measures. Private bus capacity is at 100% capacity.

Managing COVID on Domestic Trips

Should a member travelling become COVID symptomatic the trip leader is responsible for managing the situation. In advance of the trip, the trip leader should identify a possible isolation area in the event of a suspected case and advise members travelling to contact him /her regarding any suspected case. Members should also be made aware of the location of the isolation area at the accommodation venue and activity venue (if applicable).

[Before travelling consult the latest COVID isolation guidelines.](#)

Advice

- If someone becomes unwell on the trip with symptoms such as cough, fever, difficulty breathing, keep at least 2 metres away from the symptomatic person and also make sure that others maintain a distance of at least 2 metres from the symptomatic person at all times.
- Contact the trip leader.
- The trip leader should initially assess whether the unwell individual can immediately be directed to go home, call their doctor and continue self-isolation at home.
- Where the individual is really unwell and needs an ambulance, isolate the area, call the ambulance advising of suspect COVID-19 case. Where you are in a public space e.g. park, beach please contact the Emergency Services directly 112 or 999.

- Where the person does not require an ambulance and cannot return home independently or without using public transport (while maintaining 2 metre distance), the unwell individual should be directed to the designated isolation area at that site and advised to call their doctor, outlining their current symptoms. Advice should be given to the unwell individual to cover their mouth and nose with a disposable tissue or surgical mask if available.
- Following notification of a suspected case the AUC Executive Secretary Suzanne Bailey be immediately contacted and informed of the situation. Once informed the AUC Executive Secretary will liaise directly with the club to provide assistance in managing the case and activities of the club.
- Furthermore, the trip leader shall provide written details of the case / suspected case to the AUC Executive Secretary (suzanne.bailey@ucd.ie) and the UCD SIRC Office (sirc@ucd.ie). The trip leader should make available to the AUC Executive Secretary and UCD SIRC Office; records kept regarding direct contact to identify people who have been in contact with the individual. If COVID-19 positive is confirmed, the HSE may advise direct contacts on any actions or precautions that should be taken.
- Note that should a suspected/confirmed case arise with a club, there may be implications for the club in terms of restrictions on activity or particular members attending activity for a period of time. To minimise such implications, it is important that the club adheres to the measures outlined.

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).
- Procedures in the event of a suspected COVID-19 case with the club member travelling.
- 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, the prevailing government guidelines and the guidance from the Department of Foreign Affairs at the time regarding travel to that country. Once approved the club must complete the online AUC Travel Form at least 14 days in advance of the overnight stay.

Managing COVID on International Trips

- Should a member travelling become COVID symptomatic the trip leader is responsible for managing the situation. In advance of the trip, the trip leader should identify possible isolation areas in the event of a suspected case and advise members travelling to contact him /her regarding any suspected case. Members should also be made aware of the location of the isolation area at the accommodation venue and activity venue (where applicable).
- If someone becomes unwell on the trip with symptoms such as cough, fever, difficulty breathing, keep at least 2 metres away from the symptomatic person and also make sure that others maintain a distance of at least 2 metres from the symptomatic person at all times.
- Contact the trip leader.
- The trip leader should initially assess whether the unwell individual can immediately be directed to stay in their room, call their doctor/local doctor and continue self-isolation in their room.
- Where the individual is really unwell and needs an ambulance, isolate the area, call the ambulance advising of suspect COVID-19 case. The trip leader should call the relevant Emergency Services number for an ambulance in that country e.g. 112, 999.
- Where the person does not require an ambulance the unwell individual should be directed to the designated isolation area at that site and advised to call their doctor, outlining their current symptoms. Advice should be given to the unwell individual to cover their mouth and nose with a disposable tissue or surgical mask if available. Others sharing accommodation may need to be moved to an alternate room, where they too can isolate.
- Following notification of a suspected case the AUC Executive Secretary Suzanne Bailey be immediately contacted and informed of the situation. Once informed the AUC Executive Secretary will liaise directly with the club to provide assistance in managing the case and activities of the club.
- Furthermore, the trip leader shall provide written details of the case / suspected case to the AUC Executive Secretary (suzanne.bailey@ucd.ie) and the UCD SIRC Office (sirc@ucd.ie). The trip leader should make available to the AUC Executive Secretary and UCD SIRC Office; records kept regarding direct contact to identify people who have been in contact with the individual. If COVID-19 positive is confirmed, the local health authorities may advise direct contacts on any actions or precautions that should be taken.
- Note that should a suspected/confirmed case arise with a club, there may be implications for the club in terms of restrictions on activity or particular members attending activity for a period of time. Furthermore, alternative accommodation / travel arrangements may need to be arranged for some members. To minimise such implications, it is important that the club adheres to the measures outlined.

General points of Note Regarding COVID-19

Where the event is being organised by the club, the club is required to ensure that it conforms with the prevailing government guidelines of the country they are visiting and those of their National Governing Body e.g. attendance capacity, use of pods for indoor and number of pods permissible based on the venue and social distancing between pods.

Since the emergence of COVID-19 a wide range of protocols and protective measures have been developed and implemented to limit the transmission of COVID-19 and ensure the safety of participants, volunteers, staff and spectators. As mandatory restrictions unwind, clubs should

continue to manage COVID-19 on the basis that it will likely continue to be constantly present into the foreseeable future. Clubs should seek to maintain overarching structures and basic protective measures throughout the season. These include ensuring symptomatic individuals do not participate in or attend sporting activities, responding to a case of COVID-19, the ongoing promotion of good respiratory & hand hygiene.

Sport, particularly competitive team sport, will require a certain degree of equipment sharing. Where this can be reduced or limited for example in individual sport or in training activities, it may help decrease overall risk. Where there is any sharing of equipment, appropriate sanitation practices should remain in place. When considering international travel be cognisant of the prevailing Covid conditions and restrictions in the proposed country of destination. Avoid countries with high levels of Covid and / or restrictive Covid isolation procedures.

[Click here for information on individual countries.](#)

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. 716 2121/ 716 7999 as soon as possible and request that Suzanne Bailey and the SIRC office are informed immediately. They must also complete an incident report form and send it to Suzanne Bailey.

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. Enquire with the insurance company with respect to Covid-19 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 Under 18 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 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 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 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 they 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 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.

Please note that the AUC will constantly review the progression of the pandemic and should government guidance change, this policy will be reviewed.