**Away Trip Protocol for Team TSC (13/June/2016)**

1. Away trip is identified and confirmed as appropriate for given athletes by head coach in first instance.
2. Provisional reservations are made by the committee member who is responsible for bookings within the Club (currently in 2015/2016 season, Ian Flanagan).
3. Costs are estimated by Treasurer, and any subsidy available is advised to Head Coach and Committee Officials.
4. The Away Trip details are then approved by the committee.
5. Expressions of interest are sought from the Club’s pool of Team Managers, who have been certified in accordance with specific standards by Swim Ireland.
6. Both TMs and possible Chaperones are appointed by the committee in conjunction with the Head Coach.
7. The TM and Head Coach/nominated coach then undertake the remaining responsibilities to ensure the successful organisation of the trip (as per the adapted SI Team Manager’s checklist)
8. At the Parent and Swimmer meeting in advance of the trip, the TM will outline
* expected behavioural standards on the trip,
* what assistance the TM will require from parents, if any, and
* what possible private transport arrangements will be in place until the TM becomes in loco parentis at the actual nominated point (eg airport, hotel, actual gala).
1. In case of serious incident involving any member of the team, immediate contact is to be made by TM to Team TSC Committee Chair and Designated Person. Agreed action/intervention shall be taken, where necessary, in conjunction with them.
2. Team Manager’s report will be submitted to Team TSC Secretary only within 10 days of return from Away trip. Committee agreed that relevant swimmers’ names are to be cited in report should details of an event/issue/concern be mentioned.
3. Any outstanding issues from this report shall be actioned by the Secretary in conjunction with the Head Coach, referencing the committee as appropriate under Data Protection rules.
4. The TM report will be held securely by the Secretary. The Medical Forms shall be destroyed 30 days after return from trip as per Team TSC Data Protection policy.

Please see the following forms attached:

1. Away Trip Permission form (specific details of trip to be cited)
2. Swimmer’s Code of Conduct form
3. Updated Swimmer’s Medical form with data protection info
4. Team manager checklist
5. Team manager report template