



Club International Travel Approval Policy & Procedure

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1 Purpose

The purpose of this document is to outline the procedure that GI member clubs must follow in order to seek approval from GI to attend any international event/event outside of the Republic of Ireland that they are proposing to attend as a club. This includes competitions, participation events, training camps, education courses/workshops and conference events. It will set out the criteria and procedure for authorisation of attendance at any such events and the process to follow prior and during attending such events.

2 Scope

This document applies to all GI registered clubs and club members wishing to represent their club at an international event, attend training camps, educational courses/workshops/conferences or other gymnastics related events outside of the Republic of Ireland – this includes events in Northern Ireland/the UK. This includes competitive and participation/GfA based events.

Gymnastics Ireland will only sanction travel to events outside of Ireland that are operated inline and in good standing with the relevant FIG recognised National Governing Body of the host nation. Gymnastics Ireland will not sanction travel to any non-affiliated events or events run outside of the regulation of a FIG recognised National Governing Body for a variety of reasons including that of member safeguarding.

The following rules, policies and documents support the this policy & procedure and must be adhered to.

Gymnastics Ireland Rules & Regulations
GI Complaints & Disciplinary Rules and Procedures
Safeguarding Guidance for Children and Young People in Sport in GI
Codes of Conduct for HOD, Gymnast, Coach, Adult Delegation Members

Club International Travel Approval Request Form
Gymnastics Ireland International Travel Policy
GfA International Travel Policy

3 Definitions

Accommodation/Facilities	Includes the premises where the event/activities take place and the residential facility where the participants stay
Children’s Officer for the Event	At international club events/events outside of Ireland, the Head of Delegation will be the Children’s Officer and is responsible for the welfare of all participants. The HOD must have attended Sport Ireland/SportNI Code of Ethics/Safeguarding training, have knowledge of the Sport Ireland Safeguarding Guidance for Children and Young People in Sport in GI
Codes of Conduct	Our Codes of Conduct embodies the collective commitment and individual responsibilities of all who participate in the sport to transparent standards of ethical conduct and a dedication to ensure a safe environment for everyone in all aspects of training, competition, and sports operations. In addition to the Codes of Conduct, all delegation members should familiarise themselves with FIG’s Code of Conduct FIG Code of Conduct - Edition 2022 .
Delegation Member	Anyone who is approved to travel as part of a club/team to take part in an international event.
Directives	The official information relating to a specific international event, which outline the invitation, rules, fees, organisation, timescales and logistics.
EG	European Gymnastics (Governing Body for Gymnastics in Europe)
FIG	International Gymnastics Federation
GfA	Gymnastics for All
GI	Gymnastics Ireland
GI Member	A member of a GI registered club
HOD	Head of Delegation – The person who has overall responsibility for taking a delegation away to an international event
International Event	The suitable target event identified by the GI member club to participate in outside Ireland. This can be defined as an international competition, training camp or other gymnastic-related event
LOC	Local Organising Committee
NGB	National Governing Body
Responsible Person	Under the GI Complaints & Disciplinary Rules and Procedures, a “Responsible Person” means the person in ultimate authority over a member, team or delegation at an event. At an international event, the HOD shall be the Responsible Person

4 Club International Events

Gymnastics Ireland (GI) recognises the benefits and enjoyment clubs gain when taking part in external events/gymnastic activities outside of Ireland. GI, as the National Governing Body, and our member clubs have a responsibility and duty of care in ensuring these are undertaken with due regard to the health, safety and welfare/safeguarding of all members participating in line with GI policy.

Gymnastics Ireland provides travel insurance cover for all membership activities from club through to national and international level for members attending sanctioned events outside Ireland. As outlined in Rule 2.3 & 8.13 of the [GI Rules & Regulations](#), any club/discipline wishing to take part in a gymnastics activity outside Ireland must complete the 'Club International Travel Approval Form'. Only sanctioned activities are covered under the Gymnastics Ireland Travel policy for members.

4.1 Target Event

4.1.1 Clubs participating in events abroad must ensure the target event is suitable and must receive authorisation/event approval from GI before confirming participation in the event.

4.1.2 The target event must meet the following criteria:

- FIG/EG sanctioned or is properly organised with clear directives/rules and health and safety arrangements in place
- Be held in suitable facilities with, where relevant, FIG approved equipment
- Appropriate for the skill level and maturity of the delegation members participating
- Not being attended by Ireland with a National Team/individual representation
- The proposed hotel (only) accommodation is suitable (minimum 3*), and the rooming arrangements are appropriate in relation to ratios, sharing, age and gender
- The travel plan meets appropriate standards and ratios for member safeguarding
- The event location is not in a conflict area where travel sanctions have been imposed/ travel is not recommended according to the Department of Foreign Affairs: [Travel Advice By Destination | Department of Foreign Affairs](#)

4.2 Delegation

4.2.1 For delegation members to be approved to travel, the following criteria must be met:

- All delegation members must be GI members and a member of the same club (other club members may not participate as part of another club's delegation)
- Adult delegation members have up to date Safeguarding Certificate and Garda Vetting
- At least one qualified First Aider is a named adult delegation member
- The delegation members are qualified / suitable for the allocated role
- Parental consent must be obtained in writing to join an organised trip
- Appropriate gender/delegation ratios for supervision. The welfare and safety of the young people is paramount at all times during any trip. Where one gymnast U18 years of age is travelling, 2 adult members should accompany them. Where a group of gymnasts are of mixed sex there must be adult members of each sex.

- Coach ratios = *1 coach : 8 gymnasts*
 - *A coach can be one of the two adults travelling*
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- Clubs must demonstrate participation in the GI National Events Programme in order to be considered for international travel. For example for competitive events all gymnasts must participate in the GI National Series events programme in the same year and achieve a standard appropriate to the target event. For participation events clubs must have demonstrated participation in relevant programmes such as The Floor or GymSTART
 - For competitive events a gymnast's participation in the international event must be at the equivalent level they have competed in the National Series
 - The delegation is identifying as their club and not as representing Ireland as a nation at the international event

4.3 Accommodation Arrangements

4.3.1 If necessary, gymnasts may share a room under the following conditions:

- O18's are not sharing with U18's
- Parent/guardian of U18's sharing a room provide room sharing consent to the club
- No adult delegation members may share a room with any gymnast, regardless of the gymnast's age
- Room sharing is appropriate to gender, age/maturity
- Bathroom and toilet facilities must be in the hotel rooms and not in another location

4.3.2 Family hosting/exchange style of accommodation arrangements whereby delegates are staying in private homes is not permitted. Gymnastics Ireland will not approve this type of accommodation due to safeguarding compliance considerations.

4.3.3 The proposed hotel accommodation must be of a good standard and capacity to ensure the following is provided to meet approval criteria:

- Of a minimum 3* standard (B&B's will not be approved)
- A close proximity to the event facility or suitable transport arrangements in place
- Appropriate room ratios can be provided based on gender and age
- An appropriate space is available as a team meeting area
- Good quality food/refreshment facilities

4.4 Culture, Diversity & Inclusion

- 4.4.1 Gymnastics Ireland fosters an inclusive culture and supports the overall aims and objectives to ensure the sport of gymnastics is inclusive and open to everyone. All members have the right to participate, regardless of their gender, civil status, family status, sexual orientation, religion, age, disability, race, membership of the Traveller community or any other ground protected under the Equal Status Acts"
- 4.4.2 Specific dietary requirements will be accommodated and supported on the basis of, for example, religious beliefs or medical issues.
- 4.4.3 All delegation members are expected to reflect, support and embed the Gymnastics Ireland values

4.5 Event Approval

- 4.5.1 Prior to confirming attendance with the organisers, clubs must complete the ["Club International Travel Approval Request" Form](#).
- 4.5.2 Individuals, or parent/guardians on behalf of gymnasts, are not permitted to request approval to travel to an international event. All requests for approval must be submitted by the GI member club and be managed by the club from departure through to return including all the pre planning and communication.
- 4.5.3 "Club International Travel Approval Request Form" must be completed with the following information in full:
 - Name of event
 - Discipline
 - Type of event – Competition/Training camp etc
 - Event location
 - Level of event – FIG/NDP
 - Organisation/LOC involved
 - Directives or invitation link
 - Name, role, gender & GI membership number of delegation members
 - Safeguarding/Garda Vetting confirmation
 - Hotel/accommodation details
 - Travel plan
 - Confirmation of GI National Series participation
- 4.5.4 Clubs should allow a notice period of one month between seeking approval from GI to the travel date of the target event.
- 4.5.5 Approval will/may be required from the following departments dependent on the nature of the event:
 - Performance & Technical
 - Participation
 - Operations & Administration
 - SafeSport & Integrity
 - Education

- 4.5.6 If all criteria have been satisfied, GI will provide approval to attend the target event, with the **exception** of the following:
- **Events which have been targeted or are confirmed by GI as being attended by a National Team/Individual Gymnast representing Ireland. Clubs will not receive approval to attend an event where there is potential to compete against Ireland as a representing nation.**
- 4.5.7 If the event is *not* approved, GI will confirm the reasons for non-approval with the club.
- 4.5.8 If the reason for non-approval is within scope to remedy (for example, a replacement delegation member is substituted for non-approved person), and this is within a reasonable timescale to travel, clubs must re-submit their approval request to GI.
- 4.5.9 If required, clubs may follow up on requests for approval via ask@gymnasticsireland.com
- 4.5.10 Attendance at an event without approval from GI may result in disciplinary action, as per the [GI Complaints & Disciplinary Rules and Procedures](#).

5. Attending the Event

5.1 International Travel Policy

Clubs attending a GI approved international event must follow best practices within the [Gymnastics Ireland International Travel Policy](#) and/or [GfA International Travel Policy](#) as appropriate to the event/discipline. These policies set out the procedures, rules and guidance for all delegation members including the following:

- Roles and responsibilities of the Head of Delegation
- Other key responsibilities of delegation members, gymnasts and parents
- Best practice for departure day/travelling/arrival/onward journeys/team communication and meetings
- Anti-Doping
- Codes of Conduct

5.2 Safeguarding/Welfare

- 5.2.1 Clubs must appoint a Children's Officer (usually HOD) for the trip/event.
- 5.2.2 All Officials/Coaches in charge should have taken the Child Protection Basic Awareness course within the previous 3 years.
- 5.2.3 There must be access to medical personnel and an individual with first aid qualifications must be available on the trip.
- 5.2.4 All group socialising should take place in communal areas (i.e. no boys in girls' rooms & vice versa).
- 5.2.5 Opportunities for young people to contact parent/guardians whilst away should be provided.
- 5.2.6 It is recommended the HOD sets up a "buddy system" with pairs of gymnasts from the point of arrival of the team at the departure area, through to the arrival back home. This is an effective system which aids the gymnasts to support one another in checking their buddy(ies) are ok, check their general health and wellbeing plus has everything they need prior to any activity - for example, passport at the departure area, baggage, kit/bag from the hotel room before onward travel to the event etc.
- 5.2.7 Young people must be supervised at all times.
- 5.2.8 All delegation members must abide by the appropriate Code of Conduct.
- 5.2.9 Alcoholic drinks and smoking will be avoided in the presence of children.
- 5.2.10 The Code of Ethics & Good Practice for Youth Sport in Gymnastics Ireland will be followed and implemented where necessary to safeguard and care for all young gymnasts attending the event.

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