



**ISLE OF MAN ATHLETICS ASSOCIATION – YOUTH DEVELOPMENT LEAGUE (YDL) AND  
NORTHERN LEAGUE (NL)**

**TEAM TRAVEL POLICY & CODE OF CONDUCT**

**Purpose**

Athletes are most susceptible to misconduct during travel, particularly during overnight stays when they are away from their families and support network. This Team Travel Policy (“Code of Conduct”) is designed to ensure that all relevant persons are aware of what is required of them whilst travelling with YDL and NL in order to ensure the safety of participants and the delivery of efficient and cost-effective travel arrangements.

Team Travel is defined as any travel and/or overnight stay(s) in order to participate in an athletics competition that is planned by IOMAA in respect of the YDL and NL and supervised by qualified Officials and Team Managers of IOMAA.

As we are Island based, Team travel will always incur off-island costs in respect of transport and hotel accommodation. IOMAA will always strive to secure the safest, most efficient and cost effective arrangements and in order to do so has adopted the following policy:

- This Policy must be signed and agreed to by all athletes, parents, Officials & Team Managers
- Team Managers and qualified Officials must be registered and have successfully passed the relevant criminal background check (DBS) and hold the relevant qualifications including safeguarding.
- Regardless of gender, an Official or Team Manager will not share a hotel room with an athlete (unless the Official or Team Manager is the parent, guardian, sibling or spouse of that athlete).

**Financial**

It is essential that travel arrangements are made as soon as a trip is decided to be undertaken and that this be as far in advance as possible. This can have significant cost benefits for those going on Team trips.

Notification of an official trip will normally be made by the Team Managers or other designated person.

Upon notification of a league match, athletes must register interest within the timescale stipulated to the respective YDL or NL Facebook page or if this is not an option, via email or message to the Team Managers

When numbers are confirmed, a travel quotation for the league match will be provided, with the full amount to be settled by 5 working days prior to the trip. The cost is usually the same for the full league.

Athletes who wish to make their own travel arrangements should notify the Team Managers.

Athletes with outstanding balances from previous trips or who have not paid their club membership or affiliation fees will not be able to travel until their account is brought up to date.

If an athlete is having difficulties with payment for any trip they have been selected for, they must contact the Team Managers in order to discuss an affordable payment plan so that selected athletes do not miss out.

### **General Arrangements**

- During overnight Team travel athletes will be allocated rooms with athletes of the same gender and similar age. Under 16's will share 2 or 3 to a room and over 16's 2 to a room. Athletes over the age of 18 will only share with others over the age of 18.
- When making hotel reservations requests are made for rooms to be allocated together or within the same vicinity as a responsible adult, officials and/or Team Managers to be able to supervise.
- To ensure propriety of the athletes and to protect staff there will be no male athletes in female rooms and vice versa.
- A copy of the Code of Conduct must have already been signed by the athlete and/or his/her parent or guardian as soon as interest is registered in a league match (please note the Code of Conduct only requires to be signed only once for those who travel regularly).
- Curfews will be established by the Team Managers for each night of the trip.
- Team members travelling must accept that the directions and decisions of Team Managers are final.
- Athletes are expected to remain with the Team at all times during the trip, including coach travel and their stay at the hotel. Athletes must not leave the competition venue, hotel, restaurant, or any other place at which the team has gathered without the permission/knowledge of the Team Managers.
- When visiting public places athletes under the age of 18 will stay in groups of no less than 3 persons, and all athletes under 14 will be accompanied by a chaperone.
- The Team Managers or their designee shall make a written report of any violation to the athlete's club and relevant parent or legal guardian.
- Parent helpers who wish to be included on any trips may be asked to provide assistance where the Team Managers or Official in charge deem necessary. Refusal to assist, may result in not being allocated a place on the subsidised trips going forward and will require them to make their own travel arrangements should they wish to be present at that match
- There may be times when eating at the same food outlet is not an option as such, designated responsible adults will be required to take groups of athletes under the age of 16 to an appropriate eatery

- If a parent is not travelling on the trip, the athlete's phone number must be provided to the Team Manager in order for them to be contacted at times where necessary. This extends to any responsible adult who may be in charge of chaperoning groups of athletes

### **Expected Behaviour**

- Hotel rooms are provided for rest and relaxation and the facilities must be respected.
- During coach travel seatbelts must be worn.
- Athletes should be quiet and respect other team-mates and guests whilst in the hotel.
- Athletes must be prompt, adhere to dress code, respect curfews and use appropriate behaviour in rooms and in public areas.
- Athletes should adhere to any requests by the Team Managers regarding mobile phones and use of social media.
- Athletes must stay in assigned hotel rooms and respect the fact that the needs and wellbeing of the Team takes priority.
- Room service is not available without permission.
- Athletes are responsible for incidental charges and/or any damage caused.  
Athletes are responsible for their own belongings and IOMAA will not be held responsible for any lost/stolen items
- Athletes are reminded that when travelling and competing in league matches that they are representing themselves and the IOMAA and their behaviour must positively reflect the high standards of the Clubs/Association and always act in accordance with the Code of Conduct.
- Failure to adhere to the above standards will preclude athletes from future off-island travel in representation of the Club/Association
- Athletes should not be on the Field when an event is taking place if that athlete is not competing as this could result in the athlete competing being disqualified. This is also applicable for officials and parent helpers if that event is not being officiated by the IOM Team

### **Selection**

Where a league match is over-subscribed and/or the Organiser can only guarantee a certain number of entries, athletes will be chosen on the following basis:-

- Attitude and behaviour during training sessions as assessed by the Club Coaches.
- Appropriateness of the trip for the athlete as assessed by the Team Manager.
- Timeliness of submission of entry.

In addition, if a Coach, Team Manager or Official has encountered issues with an athlete prior to the league match in training and it is felt that inclusion at a league match may be disruptive or negatively impact other Team members, this may result in a parent being asked to accompany and supervise the child at the league match at their own cost.

Further, most athletes will be placed in events that the Team Managers and the selection committees feel are appropriate, based on an athlete's results. There will be times where athletes are placed in events they would not normally compete in however, as this is a team event, the athlete will be required to compete in that particular event unless there are specific circumstances which prevents that athlete from being able to do so. In this case, the Team

Managers must be notified immediately in order that the events portal can be updated accordingly. **General**

Failure to comply with the above guidelines may result in disciplinary action which may include:

- Dismissal from the trip and immediate return home at the athlete's expense.
- Excluded from any further events they may be entered into for that league match
- De-selection from future team travel and league matches.
- Suspension or dismissal from the Team.

Athletes are to refrain from inappropriate physical contact with other team members and must refrain from the use of inappropriate language. This also includes inappropriate behaviour as far as social media is concerned.

In addition to the above, the Team Managers reserve the right to withdraw an athlete from an event if they feel they are not fit either through injury or illness.

Any athlete who chooses to withdraw from an event but is due to compete in any other events will subsequently be withdrawn from these and replaced by another athlete. This is nonnegotiable, even if the athlete feels they are fit for later scheduled events.

Once selection has taken place, if an athlete is unable to attend, they must notify the Team Manager as soon as possible. Any athlete who withdraws within 7 days before the match, will be required to pay the full cost of the trip.

Finally, if an athlete, official, or parent/parent helper highlights a potential safeguarding issue, this must be reported to the Team Managers immediately and this will be dealt with in a discreet and confidential manner.

**This policy was approved by the IOMAA on 6<sup>th</sup> May 2024.**

I \_\_\_\_\_ (NAME OF ATHLETE) can confirm that I have read and understand the above Code of Conduct and agree to adhere to the guidelines outlined above.

\_\_\_\_\_ (Signature of athlete / parent or guardian if under 18)

Date \_\_\_\_\_