



RYA Scotland Sailor Supervision Guideline

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Section 1 - Introduction

1.1 Purpose of the Sailor Supervision Guideline

Every person that has been involved with young people knows that they can have rather adventurous streaks particularly when they are in a group. Sometimes a seemingly fun moment can result in injury to themselves or others, or their property.

Very few incidents like this occur within the RYAS Performance Programmes because sailors within RYAS programmes are young aspiring athletes, who are contracted to abide by the terms and conditions of their participation as well as all the appropriate codes of ethics and conduct. Additionally, RYAS takes its responsibilities to supervise and protect children in its care very seriously. A child in this context is defined as being any person under the age of 18.

This document provides guidelines to assist coaches but principally House Parents and, or assigned responsible adults, hereby referred to as (HP), who have volunteered or been appointed to supervise sailors at RYA training events or supported international competitions. It clarifies supervision responsibilities, explains the behavioural standards expected by RYAS, sets out guidelines and good practice for training events and international events, and explains what should be done if an incident and emergency situation occurs.

This document should be read in conjunction with the **RYAS Youth Racing Safety Policy**.

1.2 Context

All organisers of youth racing race training activities have a clear responsibility for the safety of those involved. In legal terms this is referred to as a duty of care. The duty of care comprises two main elements: (i) the existence and extent of the duty and, (ii) the persons to whom it is owed. Both of these elements involve the concept of reasonableness. The duty is to take "reasonable care" to avoid acts or omissions likely to cause harm. The persons to whom this duty is owed are those who are in reasonable contemplation as likely to be affected by the acts or omissions.

Sailing, even without fault is inherently hazardous. Accidents can occur to competitors, participants, event staff, volunteers, spectators and onlookers without liability being established against anyone for their consequences. Errors of judgement and lapses of skill can occur even when reasonable care has been taken. What amounts to reasonable care and who the duty to take care is owed to, will depend entirely upon context. In the case of youth racing events and youth training the age and ability of the participants and the role played by RYAS as both an organiser and a governing body means that the expected safety standards are high. Accordingly whilst this Safety Policy and the underlying documents may be a useful reference for events organised by bodies other than RYAS it should not be taken as prescriptive.

1.3 Scope

The guidelines apply solely to the activities that come under the direct responsibility of RYAS within its Performance Programmes.

Section 2 – Supervision Responsibilities

2.1 Introduction

RYAS has a clear responsibility for supervising children involved in training and racing activities that it supports. This section clarifies who is responsible for the supervision of children engaged in RYAS activity and when.

2.2 Responsibilities

The RYAS Head Coach (HC) has overall responsibility for all supervision at RYAS training events or as part of RYAS international teams where they have been appointed to support GBR squad sailors competing. Class Association organised teams may have different procedures and provisions in place and the HC and HP's are encouraged to clarify and document any expectations prior to undertaking any trip or event. During a training camp or international team event the HC delegates the responsibility for supervision to appointed "house" parents, or assigned supervising adult according to the tables below. This is clearly defined between Residential activity and Non-Residential activity.

Residential

| Activity | Responsibility |
|--|---|
| From stated start of training/racing activities until declared completion of training/racing activities for the day. | Head Coach, delegated to group coaches for group work. |
| Care of child brought ashore prematurely, from arrival at shore. | Appointed "house" parent, or assigned supervising adult, unless specifically relieved of this obligation by the child's own parent. |
| Child unable to participate in activities through being unwell. | Note – for non-residential training, parents are required to be onsite or arrange loco-parentis ashore. |
| From declared completion of training/racing activities for the day until stated start time of subsequent day's training/racing activities. | Appointed "house" parent, or assigned supervising adult, at residential training/racing events. Note – at non-residential training/racing events, even if the child is staying in the same location as the RYAS Head Coach, the responsibility during this period rests with the child's own parent. |

Non-Residential

| Activity | Responsibility |
|--|--|
| From stated start of training/racing activities until declared completion of training/racing activities for the day. | Head Coach, delegated to group coaches for group work on the water and for shore based activity. |
| Care of child brought ashore prematurely, from arrival at shore. | Sailors own parents or assigned loco-parentis |
| Child unable to participate in activities through being unwell. | |

Residential training/racing events are ones where RYAS itself has agreed to arrange the accommodation and onshore or overnight supervision. Non-residential training/racing events are ones where the child's own parent is responsible for providing/arranging supervision and accommodation for their child.

The RYAS Manager responsible for the RYAS team is responsible for ensuring these guidelines are adhered to and identifying and addressing any deviations from the prescribed guidelines.

2.3 General Principles

It is impossible to lay down exact rules and guidelines that can be applied for every supervision situation. As such it is for the HC and HPs for each activity to actively assess the risks and challenges of any given environment or situation and determine which rules and guidelines will be most suitable for each age and ability of child under the circumstances encountered. These guidelines are intended to inform that process and provide a framework within which to make appropriate decisions.

2.4 Loco Parentis

During a training camp or international team event the HPs (or assigned supervising adults) are acting in loco parentis and are therefore expected to behave responsibly and show the same level of care as would reasonably careful and knowledgeable parents in the same circumstances.

Section 3 – Behaviour Expectations

3.1 Introduction

This section outlines the behaviour RYAS expects of all individuals who have a supervisory role at an RYAS training/racing event.

3.2 Head Coaches, House Parents (or assigned supervising adults) and Other Support Staff

At RYAS events, Head Coaches, House Parents and other support staff are expected to lead by example and set professional standards in the area of behaviour. Specifically they should look to:

- Bring out the best possible performance from everyone within the Team.
Be positive at all times.
Be considerate to all other members of the Team.
Act responsibly and professionally AT ALL TIMES in respect of:
 - a. Training – attitude, commitment and punctuality
 - b. Safety and Welfare – provide an environment which allows young people to be challenged and develop, encourages and supports performance whilst being safe,
 - c. Social life – influence on colleagues, alcohol, noise and late nights.
- Abide by the host club and hotel guidelines.
Make the event memorable and allow the sailors to have fun whilst mitigating risks.

It is essential that all individuals are as fresh, enthusiastic and positive on the last day of the competition as when they first start the activity or event.

Individuals should be aware of and tolerant to the needs of each other and make every effort to present clear and coherent leadership as well as striving to provide consistent standards and expectations with regards to behaviour to the sailors. It is recognised that over long periods there may be tension which may lead to differences of opinion and as far as possible these should be resolved in private.

Normally, the Head Coach will be the final arbiter, unless another individual has been given this responsibility ahead of the event.

No individual may discuss items of general team information or policy with the media unless they have the specific authority to do so.

3.3 Team Members

The **RYAS participation contract**, the **parent code of ethics and conduct**, the **RYAS Coach contract**, and **coach code of ethics and conduct** all place certain obligations upon those involved in delivering or facilitating activity as well as the participants. For clarity some of these expectations are summarised below – though you should refer to the relevant documentation for a full explanation.

At RYAS events, squad members and their parents are expected to project a favourable and positive image of the sport, RYAS and our Programme. This includes the maintenance of high personal standards of behaviour and appropriate standards of dress when representing RYAS at training/racing events.

Within the participation contract it is highlighted that in particular, members should:

1. Not do any act or thing which causes or might cause the RYAS/Sports Councils to be brought into disrepute;
2. Comply with the rules of your sport in competition;
3. Comply at all times with the constitution of the RYAS, including such codes of conduct/ethics as may be laid down or recognised by your sport from time to time;
4. Not leave the site (area to be determined by the HC/HP), of RYAS residential camps without express permission of your head coach or house parent.
5. Not use recreational drugs and/or smoke or drink alcohol during RYAS activities (including events, training, weekends, camps) organised by RYAS or in which RYAS Teams are participating.
6. Arrive by the scheduled time for all activities;
7. Adopt appropriate standards of dress when representing sailing, RYAS and/or taking part in the RYAS Performance Programme;
8. Respect the facilities and environment, staff and personnel, involved in the facilitation of the RYAS Performance Programme and agree to be bound by the rules and byelaws of all of the training or event venues;
9. Demonstrate consideration for individuals their safety and their property. Bullying of any kind (including physical, verbal, sexual or racial) will always be dealt with severely.
10. Act in a reasonable and courteous manner to other members of the squad/team, host venue, event organisers or coaches, other competitors and members of the public.
11. Be punctual at all times.
12. Junior sailors must abide by a curfew time of 9.30pm and a lights out time of 10pm, at the latest (at the discretion of the house parent or assigned supervising adult).
13. Youth sailors must abide by a curfew time of 10.30pm and a lights out time of 11pm, at the latest (at the discretion of the house parent or assigned supervising adult).
14. Not leave their room (except for the bathroom) after the lights out time unless there is a problem. If there is a problem, the House Parent should be contacted immediately.
15. Normally, sailors should meet up in the communal meetings areas and TV rooms rather than socialise in their own bedrooms.
16. Keep bedrooms in a reasonable and tidy state.
17. Follow any instructions given or guidelines set by the houseparent or assigned supervising adult.

NB:

In considering requests to go off site the HP should make a judgement as to the need to do this and take into account the venue risks and track record of the individual concerned.

If there is a need to go off site, squad members should only go in a minimum group size of two, they should specify where they are going, estimate the time of their return and sign out.

Section 4 – Residential Training Events

4.1 Introduction

This section sets out guidelines to assist House Parents (HP) who have volunteered or been appointed to supervise sailors at RYA training events in order that we apply consistently high standards to supervision of sailors whilst recognising that the care may be delivered by a number of different volunteer parents.

4.2 Process

1. Initial Set Up

A Programme Administrator (PA) will confirm who the appointed 'House Parent (HP) or assigned supervising adult' is for the training camp to the RYAS Head Coach (HC).

The PA will provide the HP or assigned supervising adult with:

- Contact details for the HC for the training camp.
- Attendance list.

2. On Arrival

On arrival at the training camp the HP should make themselves known to the Head Coach and discuss the supervision arrangements.

At the meeting they should discuss:

- The planned start and declared completion times for the various sessions scheduled for the training event.
- The arrangements to transfer sailors to their accommodation.
The handover process at the declared completion of training activities for the day.
Whether the HC requires any additional parental shore side support for boats coming ashore.

RYAS will ensure the HP is provided with the medical and emergency contact details.

The HC and HP should agree exchange contact details to enable them to communicate to each other in the event that a child needs to be brought ashore prematurely.

The HP should introduce themselves to the main venue contact, ascertain where the casualty drop off point is, obtain the contact details for and familiarise themselves with the location of the nearest hospital.

3. During the Day

The HP should be introduced to the sailors at the first briefing and reintroduced at the end of the training activity for that day.

During the day, the HP should remain at the training venue to assist if a child is brought ashore prematurely or if a child is unable to participate in on the water activities. The HP may be required to co-ordinate additional parental shore side support for boats coming ashore in bad weather, if this assistance is requested by the HC.

4. During the Evening

The HP should confirm the accommodation arrangements to the sailors and outline the transfer arrangements for the accommodation. They should also confirm the wake up, breakfast and transfer arrangements back to the training venue for the next day.

Good group organisation is crucial at this stage. It is important that HPs, supported by the coaches as necessary, oversee the transfer of all sailors in one group (or in managed, supervised and coordinated groups) to the accommodation rather than allowing sailors to make their own way across.

Once at the accommodation the HP should check that all sailors who are booked into the accommodation have arrived and are in their allocated room. If a sailor has not arrived their whereabouts must be accounted for.

Once at the accommodation sailors should not be allowed to leave. Alcohol or recreational drugs must not be consumed. Sailors are expected to behave in a socially acceptable manner, show due respect the staff, volunteers and other sailors who may be using the facility and to respect the accommodation.

5. In the Morning

HC's should ensure that all sailors are awake on schedule. HPs should ensure rooms are left in a clean and acceptable condition on departure and then, supported by the coaches as necessary, oversee the transfer all the sailors in one group (or in managed, supervised and coordinated groups) to the training venue.

At the venue, the HP should meet briefly with the HC to:

- Discuss any subsequent supervision issues
- Discuss any room condition issues
- Confirm the planned start and declared completion times for the various sessions scheduled.

The HC may ask the HP to help them to help facilitate some aspects of the training, like for example asking them to arrange a few parents to assist with removing the RIBs at the end of the day.

6. End of the Camp

The HC should ensure that all members have been collected by their parents at the end of the Camp. If a parent has not appeared, they should assist the sailor to locate and identify an arrival time and meeting point for the parent. Sailors should not be left unattended at a venue. If no one at the venue is available/willing to help with supervision, then the HP and HC will have to agree who is going to do this.

7. After the Camp

The HP should contact the PA to update them on how the training activity has gone, identify any administrative or procedural improvements as well as any issues. Ensuring, in particular that any relevant documentation related to any incidents has been completed and submitted.

The HP should send a claim for any agreed expenses incurred in relation to the HP duties promptly to the PA for payment. The RYA policy is to reimburse reasonable travel costs, which would not otherwise have been incurred up to a maximum of £60 on an actual cost basis. HP should send in fuel receipts to the PA.

Section 5 – Incidents and Emergencies

5.1 Introduction

This section clarifies the process and responsibilities in the unlikely event of there being an incident or emergency at an RYAS training/racing event.

5.2 Medical Incidents

If an unaccompanied child is unwell while participating in an RYAS training event, RYAS is responsible for the child's care until the responsibility can be discharged to the parent or a healthcare professional. A child who is unable to participate in training/racing activities through being unwell must also be supervised.

If an illness or injury is believed to be of more than a minor nature, that is, needing to see a doctor or be taken to hospital, the HP or HC must inform the child's parents (or guardians) of the situation as soon as is practically possible.

The HP would then take, or accompany the child to hospital for treatment and regularly update the Head Coach and parent/guardian on what treatment and diagnosis the hospital offers.

The HP should as soon as is possible complete the **RYA Incident Report** and endeavour to identify any process or procedural improvements from the incident. The HC and relevant RYA Programme Manager should also be promptly informed of the incident.

HPs and HCs should note that no young person under the age of 18 should be left unattended either with a doctor or at a hospital.

5.3 Behavioural Incidents

Any behavioural or disciplinary incidents should be dealt with referring to the RYAS Racing Disciplinary Policy and with due regard to the RYAS Youth and Junior Communication Policy which necessitates involving the child's parents (or another impartial, responsible adult) in any disciplinary meetings or interviews. In summary the Disciplinary Policy advises that:

Minor Incidents

If a behavioural incident is believed to be of a minor nature, which could be, breaking some of the less significant rules set out on page 7 of this guideline, then the HP should convene a meeting/interview with any sailors alleged of breaching the policy with an additional adult in attendance. If it is concluded that the sailor has breached the squad contract, the team's terms and conditions, or another aspect of any laid down terms of ethics and conduct then the HP/HC may consider it appropriate to give the sailor an informal verbal warning for the purpose of improving conduct. The HC and RYAS Programme Manager should be informed of the incident promptly. The HP should complete a written report, detailing the incident, any investigation, including the names of any witnesses to the incident and any conclusions found and actions taken. This should be submitted promptly to the relevant RYAS Programme Manager together with any recommendations. Details of the incident should be retained on the sailor's record for 12 months then removed.

Major Incidents or Repeated Minor Incidents

In the case of a repetition of an earlier minor incident or if an incident is believed to be of more than a minor nature, such as, breaking rules 3 or 5 set out on page 7 of this guide (or other infringements considered to be totally unacceptable), then the HP should contact the HC to resolve the incident

and consider whether it is necessary to invoke RYAS's formal disciplinary policy and procedure.

The HC and HP should investigate and establish facts, document the testimony of any witnesses or any other evidence and attempt to identify precisely who is responsible for the infringement, the circumstances around any occurrence and then inform the sailor(s) concerned that they will pass all details to the relevant RYAS Programme who may implement the RYAS Disciplinary Procedure.

Where a sailor is found to break rule 3 or 4 without an acceptable explanation, the HC and HP may suspend the sailors' right to take any further part in the activity and require their parents to collect them immediately. The sailor may ultimately be obliged to return any direct or indirect funding from RYAS and their involvement in RYAS programmes or receipt of funding suspended or terminated.

The sailor's parents should be contacted and informed of any major incident.

5.4 Other Welfare Concerns

If the HP has been informed or is concerned that a child might be experiencing bullying, neglect or any form of abuse (physical, emotional or sexual), either at the event, within the sport or outside, they should inform the HC or relevant RYAS Programme Manager. The HC/Manager should follow the procedure in the RYAS Child Protection Guidelines, complete an Incident Report form (found in coach packs & emailed pre camp/event) and inform the RYAS Child Protection Co-ordinator as soon as possible.

5.5 General Points

Male HPs should not enter female changing rooms or bedrooms unless in an emergency. Female HPs should not enter male changing rooms or bedrooms unless in an emergency. If a male must enter a female area or vice versa, it is advised that another adult or someone of the opposite gender accompanies the HP.

HPs should not spend significant amounts of time alone with children in isolation.

If the HP has any concern during the activity, they should not hesitate to contact the HC during the event or RYAS after.

5.6 Key Emergency Contact Details

The emergency contact details for key RYAS staff are detailed below. Please contact the individual who is responsible for the squad in the first instance.

| Name | Title | Contact |
|--------------|--------------------------------|----------------|
| Tim Ellis | RYAS Performance Manager | 07786333541 |
| Matt Toynbee | RYAS Class and Academy Officer | 07795248859 |
| James Allen | RYAS Chief Executive Officer | 07824887247 |

Document Data:

| Approvals: | | |
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| Name | Title | Date |
| Performance Committee | RYAS Performance Committee | 1 st September 2015 |

| Related Documentation: | |
|--|--|
| Document | |
| RYA Incident Report Form | |
| RYAS Youth Racing Anti-bullying Policy | |
| RYAS Youth and Junior Communication Policy | |
| RYAS Participation Contract | |
| RYAS Racing Disciplinary Policy | |