



# RYA Sailor Supervision Guideline

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# Section 1 - Introduction

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## 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 RYA Racing Division Programmes because the RYA takes the legal responsibility it has to supervise and protect children in its care very seriously. A child is defined as being any person under the age of 19.

This document provides guidelines to assist House Parents (HP) who have volunteered or been appointed to supervise sailors at RYA training events or supported international competitions. It clarifies supervision responsibilities, explains the behaviours expected by the RYA, 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.

## 1.2 Scope

They apply solely to the activities that come under the direct responsibility of the RYA within its Youth, Junior and Olympic Sailing Programmes.

# Section 2 – Supervision Responsibilities

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## 2.1 Introduction

The RYA has a clear responsibility for supervising children involved in training and racing events that it supports. This section clarifies who is responsible for supervision of children and when.

## 2.1 Responsibilities

The RYA Head Squad Coach (HC) has overall responsibility for all supervision at training events or international events where they have been appointed to support GBR squad sailors competing. During a training camp or international team event the HC delegates the responsibility for supervision to appointed "house" parents according to the table below.

<b>Activity</b>	<b>Responsibility</b>
From stated start of training/racing activities until declared completion of training/racing activities for the day.	Head Squad Coach, delegated to group coaches for group work.
Care of child brought ashore prematurely, from arrival at shore.	Appointed "house" parent, unless specifically relieved of this obligation by the child's own parent.
Child unable to participate in activities through being unwell.	
From declared completion of training/racing activities for the day until stated starts of subsequent day's training/racing activities.	Appointed "house" parent at residential training/racing events.  Note – at non-residential training/racing events, even if the child is staying in the same location as the RYA Head Squad Coach, the responsibility during this period rests with the child's own parent.

Residential training/racing events are ones where the RYA has agreed to arrange the accommodation and 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 RYA Manager responsible for the RYA squad 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 determine which guidelines will be most suitable for the circumstances.

## **2.4 Loco Parentis**

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

# Section 3 – Behaviour Expectations

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## 3.1 Introduction

This section outlines the behaviour the RYA expects of all individuals who have or may be perceived as having a supervisory role at an RYA training/racing event. It also sets out the expectations the RYA has of its squad or team members within our activities.

## 3.2 Head Coaches, House Parents and Other Support Staff

At RYA 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. Social life – influence on colleagues, alcohol, noise and late nights.
- Abide by the host club and hotel guidelines.  
Make the event unforgettable.

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

Individuals should be as aware of and tolerant to the needs of each other and make every effort to present a united front 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 Squad and Team Members

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

In particular, squad members should:

1. 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.
2. Be punctual at all times.

3. Not consume alcohol, smoke or take recreational drugs.
4. Stay on site (area to be determined by the HC) unless permission has been granted by the HP.

*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.*

5. 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).
6. 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).
7. Not invite other individuals into their room.
8. 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.
9. Stay in their own bedroom. Sailors should meet up in the communal meetings areas and TV rooms.
10. Keep bedrooms in a reasonable and tidy state.
11. Do not invite guests into bedrooms at any time.
12. Follow any instructions given or guidelines set by the houseparent.

# Section 4 – Training Events

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## 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 to professionally supervise the sailors placed within their care.

## 4.2 Process

### *1. Initial Set Up*

A Programme Administrator, Junior, Youth or Olympic (PA) will confirm who the appointed 'House Parent (HP)' is for the training camp to the RYA Head Coach (HC).

The PA will provide the HP with:

- Contact details for the HC for the training camp.
- Attendance list.
- Details of the Accommodation and Catering arrangements.

### *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.

The HC will give the HP the **House Parent Booklet/Medical and Emergency Contact Details** and introduce them to the main venue contact.

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 and obtain the contact details and location of the nearest hospital.

### *3. During The Day*

The HP should be introduced to the sailors at the first briefing.

During the day, the HP is required to 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 HC must hand over the sailors to the HP at the end of the last evening workshop session and remind them of the ground rules and general standards of behaviour the RYA expects of them during its activities. The HC should also confirm the schedule for the first session on the following day.

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 oversee the transfer of all sailors in one group 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 and to respect the accommodation.

#### **5. In the Morning**

HPs 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 transfer all the sailors in one group to the training venue.

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

- Confirm all the sailors have transferred across
- Discuss any evenings 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 arrange a few parents to assist with removing the RIBs at the end of the day.

#### **6. End of the Camp**

The HP should ensure that all squad 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 chase their 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 will have to do this.

## ***7. After the Camp***

The HP should contact the PA to update her on how the weekend has gone.

The HP should send their expenses to the PA for payment. The RYA policy is to reimburse reasonable travel costs up to a maximum of £50 on an actual cost basis. HP should send in fuel receipts to the PA.

# Section 5 – International Events

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## 5.1 Introduction

It is impossible to lay down exact guidelines for international events since their nature varies considerably. As such it is for the Head Coach and House Parent to determine which guidelines will be most suitable for the particular international event and country concerned.

At an international event, the HP may be referred to as the Team Leader, Team Mum or Team Manager.

## 5.2 Process

### **1. Initial Set Up**

An RYA Programme Administrator, Youth or Olympic (PA) will confirm who the appointed HP is for the international event to the HC, if this support is being provided by the RYA.

The PA will provide the HP with:

- Contact details for the HC for the international event.
- List of competitors attending.
- Details of the accommodation and catering arrangements.

New HPs will be issued with a copy of this guideline; the PA will make this clear if no HP support is being provided by the RYA to the sailors attending the event

### **2. Pre-Event Planning Meeting**

The HP should contact the HC to schedule a meeting with the HC to plan their approach to managing the competitors at the event. The purpose of this meeting should be to:

- Clarify roles and responsibilities.
- Check travel, accommodation and catering arrangements.
- Clarify when duties start and end.
- Clarify HC and HP behaviour expectations.
- Plan the daily schedule.
- Agree outline supervision arrangements.
- Assess sailor issues.
- Handover medical information.
- Review emergency contact information.

At an international event, the HP may be asked to:

1. Be in overall charge of the health and welfare of the team members.
2. Travel to and from the event with the team.
3. Look after the team during the journey.
4. Record any expenditure for the team (with receipts).

5. Be present on shore during racing ready to deal with any team member coming ashore unexpectedly and that the team knows where to find that person. If necessary make up a duty rota of parents, if no one is available/willing to help the HP has to do this.
6. Be present to look after the team in the evening including getting them to bed at a reasonable time.
7. Sleep in the same accommodation as the team.
8. Eat with the team.
9. Ensure the dietary needs of the team are suitable for the event. Checking the team is eating the food provided and if not making sure they are eating something suitable. The lunches provided often need to be doctored to the team's tastes. A parent can be delegated to help with lunches, drinks, nibbles and to do team shopping. If no one is available/willing to help then the HP will have to do this.
10. Be present with the rest of the team for the opening and closing ceremonies.
11. Be responsible for regular contact with parents in the UK. Reminding sailors to ring regularly.
12. Organise a team photograph for PR and team memory purposes.

The HC and HP should sort out the communication arrangements between them in the event of an incident throughout the event.

### ***3. Prior to Departure***

The HP must check that all team members have arrived at the agreed departure point. If sailors are missing they must be accounted for.

The HP must check that all sailors have the necessary paperwork for travelling such as: passport, European Health Insurance Card (EHIC), medical cover, travel insurance, etc.

The HP may also choose to allocate rooms to team members if required.

### ***4. On Arrival***

On arrival at the international venue the HP should assess the supervision issues that the venue, accommodation and catering arrangements could cause.

The HP should introduce themselves to the main venue contact and obtain the contact details and location of the nearest hospital.

The HP and HC should consider the supervision risks and finalise the necessary supervision arrangements.

### ***5. Initial Team Briefing***

The HC and HP must hold a briefing with GBR team members to clarify and agree the supervision rules/arrangements for the event. This should cover:

- Roles and Responsibilities.
- Daily schedule for the event.
- Define the site area for supervision purposes.
- Supervision arrangements.
- Behaviour guidelines.

- Sailor contact details.

During the day, the HP is required to remain at the 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.

### **6. During the Event**

The HC and HP should deliver the agreed responsibilities.

Where sailors request 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 three, they should specify where they are going, estimate the time of their return. HP should agree a return time with the group members and sign them out. Sailors should sign in with the HP on their return.

Sailors should be briefed that in the event that an individual is involved in an incident, one individual should stay with the sailor and one should find the HP or HC.

### **7. End of the Event**

The HP should check all return travel arrangements.

Last night celebrations are a customary and potentially hazardous part of the international event. Given the increased likelihood of incidents, HC and HPs must apply the same level of professional supervision that is applied to every other part of the event.

Check all sailors have arrived at the departure point and that they have the necessary documentation to hand.

Check that parents collect all their children on arrival into the UK.

### **8. After The Camp**

The HP should contact the PA to update her on how the supervision arrangements for the international have gone.

# Section 6 – Incidents and Emergencies

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## 6.1 Introduction

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

## 6.2 Medical Incidents

If an unaccompanied child is unwell while participating in an RYA training event, the RYA is responsible for the child's care. 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 must inform the child's parents (or guardians) of the situation.

The HP would then take the child to hospital for treatment and brief the Head Coach and parent/guardian on what happened at the hospital. If the child's parents (or guardians) are unable to attend they should be updated too.

The HP should then complete the **RYA Incident Report**. The HC and Squad Manager should be informed of the incident.

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

## Behavioural Incidents

### *Minor Incidents*

If a behavioural incident is believed to be of a minor nature, that is, breaking rules 1,2,5,6,7,8,9,10, 11 & 12 set out on page 7 of this guideline, then the HP should give the sailor an informal verbal warning for the purpose of improving conduct. The HC and Squad Manager should be informed of this incident. The HP should complete a written report including the names of any witnesses to the incident and submit this to the Squad Manager. 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 4 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 the formal warning procedure.

The HC and HP should establish precisely who is responsible for the infringement and how it has occurred with the individuals concerned and then inform the sailor(s) concerned that they will pass all details to the RYA Youth/Junior Racing Manager who may authorise the RYA 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's parents (or guardians) should be contacted and informed of any major incident.

#### **6.4 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 RYA Manager. The HC/Manager should follow the procedure in the RYA's Child Protection Guidelines (see [www.rya.org.uk](http://www.rya.org.uk), Working with Us, Child Protection), complete an Incident Report form (found in house parent packs & emailed pre camp/event) and inform the RYA's Child Protection Co-ordinator as soon as possible.

#### **6.5 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 weekend, do not hesitate to contact the HC during the event or the RYA after.

#### **6.6 Key Emergency Contact Details**

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

<b>Name</b>	<b>Title</b>	<b>Contact</b>
Duncan Truswell	RYA Youth Racing Manager	07909 994 639
James Tilley	RYA Youth Racing Operations Officer	07748 800808
Barrie Edgington	RYA Olympic Development Squad Manager	07775 758773
John Derbyshire	RYA Racing Manager	07836 340224

## Document Data:

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1.9	January 2006 F.Bonar	17 A4	Updated 3.3 to incorporate Youth and Junior and additional points. Updated 5.2 to coincide with amended house parent checklist for youth and junior. Updated training camp checklist and added event report form to related documentation.
2.0	September 2006 F.Bonar	17 A4	Inserted additional paragraph 6.4 regarding other welfare concerns including abuse and bullying.
2.1	November 2006 F. Bonar	16 A4	Insert line about Incident report form (paragraph 6.4). Deleted old amendments.
2.2	August 2008	16 A4	Updated version numbers and changed Section 5.2.1 to incorporate the RYA

<b>Distribution List:</b>		
<b>Name/Team</b>	<b>Title</b>	<b>Date</b>
James Tilley	RYA Youth Racing Operations Officer	5 August 2008
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Frances Wilson	RYA Youth Programme Senior Administrator	5 August 2008
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<b>Approvals:</b>		
<b>Name</b>	<b>Title</b>	<b>Date</b>
John Derbyshire	RYA Racing Manager/ Performance Director	5 August 2008

<b>Related Documentation:</b>	
<b>Document</b>	<b>Version</b>
RYA Training Camp House Parent booklet	Version 2.1 – January 2006
RYA International Event House Parent booklet	Version 1.0 – Sept 2002
RYA Incident Report Form	Version 2.1 – January 2006
RYA Anti Bullying Policy	Version 1.4 – 13 October 2006