

Mayo Bulls Ice and Inline Hockey Club



Supervision Policy

Training/Games

- Juniors must be dropped off and collected in the view of a leader by their parent/guardian.
- Anyone other than the recognised parent/guardian collecting a junior must be made known to the leaders beforehand. i.e. uncle, neighbour, etc.
- Juniors are not to leave the view of a leader or playing area without first informing or asking a leaders permission.
- Leaders must pay attention and ensure no unauthorised or unknown persons are in or around the junior's environment during sessions and games. Ask if you are unsure.
- Adults and children are not to share facilities or occupy them at the same time, i.e. showers, changing rooms etc.
- A leader must monitor private areas for the juniors and ensure no unauthorised person may access them, when a junior needs to leave the playing area for a private matter, they must be accompanied by an appropriate adult.

Transport

We understand there is an extra responsibility on adults and leaders when they transport young people to events. Adults should:

- Ensure there is adequate insurance on their car and that they follow the rules of the road, including the legal use of seat belts
- Ensure they do not carry more than the permitted number of passengers
- Avoid being alone with one passenger, put passengers in the back seat, have central drop off locations or seek parental permission when transporting on a regular basis. Parents should check with young people about the plans, listen to what the young people are saying, be sure they are happy with the transport arrangements.

General Supervision

- Ensure adequate Adult:Child ratios. Good practice dictates that a leader should try to ensure that more than one adult is present. This will help to ensure the safety of the children as well as protect adults
- Adult:Child ratios will depend on the nature of the activity, the age of the participants and any special needs of the group, a general guide might be 1:8 for under 12 years of age and 1:10 for over 12 years of age
- There should be at least one adult of each gender with mixed parties
- Away trips will need higher rates of supervision and these should be checked out with the governing body or organiser, children and young people should be supervised at all times.
- Avoid adults being left alone with young participants, if a leader needs to talk separately to a participant this should be done in an open environment, in view of others
- Respect the privacy of young people while changing, leaders may only need to enter changing rooms where the participants are very young or require special assistance. When necessary, leaders should supervise in pairs or seek assistance, it is the safety and welfare of the participants that is of paramount importance
- Leaders should not be left alone with young people at the end of a training session. Clearly state times for start and finish of training and/or competitions. If late collections occur leaders should remain in pairs until participants have left. It is the responsibility of parents/guardians to make arrangements for collection of young people, it should be made clear that the club is responsible for only club activities
- If a child suffers an injury or accident the parents/guardians should be informed. As well as an incident/accident report form to be completed.



Overnight & Away trips

- Written permission of parents/guardians should be obtained for all overnight away trips, this should include permission to travel, behaviour agreement and any medical/special needs of the group, (including permission to treat the participant)
- The agreement should be signed by both parents and participants
- A meeting with parents and participants is useful to communicate travel times, competition details, other activities, gear requirements, special needs (medical or dietary), and any other necessary details, contact details, codes of conduct, etc.
- The governing body should share any appropriate information with leaders of the group
- All adults who travel on away trips should be carefully chosen, using the recruitment and selection procedure in section 3.5 of this code
- The roles and responsibilities of adults participating in away trips should be clearly defined
- The Governing Body of Sport/Sports Club should appoint a Team Manager/Head of Delegation for away trips. S/he should have overall responsibility for the children's well-being, behaviour and sleeping arrangements. S/he should be appointed as an official of the club for the duration of the trip
- The Team Manager should submit a written report to the organisers as soon as possible after the end of the trip
- On away trips, coaches should be accountable to the Team Manager in all non-performance related matters
- Where there are mixed teams there should be leaders of both genders (at least one female and/or male in the management/coaching structure)
- Adults should not share a room with a child. Where the presence of an adult is needed there should be more than one child in the room with the adult. If children are sharing a room, it should be with those of the same groupings, age and gender
- Managers should check out the venue beforehand, so that separate and appropriate sleeping arrangements can be made in advance
- Alcoholic drink, smoking and other illegal substances / activities are forbidden to participants. Leaders should act as role models in this respect.

Missing or Found Child Policy

- If a junior is noticed to be suddenly not present, stop the session and immediately locate the missing junior.
- If the junior is not immediately found, contact their parents/guardians first, followed by the local authorities.
- Contact venue for CCTV footage of area if available, if not immediately begin looking for the junior.
- If the junior is found, contact the parents/guardians first, followed by local authorities and then anyone else involved in the search.
- An incident report must be completed and a statement taken from the leaders in charge and also the junior. If junior is distressed, this can be done at home with parents but is necessary to determine cause and prevent this happening again. This must be then given to the club Secretary personally or by e mail.
- Committee will meet to understand what happened and how to move forward.

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Hosting

Being a host family or being hosted is an integral part of many sports and, if handled appropriately, can add to a child's enjoyment and experience at a competition. Hosting can be a challenging role but also very rewarding. Special care should be taken in the selection of homes for overnight stays. A host should be provided with as much information about the child/children staying with them and details of the competition. Where practicable more than one child should be placed with each host family. The family in turn should agree to provide references and be vetted when and if this is available. In addition clubs should follow the recruitment and selection procedures outlined by the club in its Recruitment Policy.

When arranging for events/trips abroad, the club or Governing Body will be dependent on the ability of the host organisation to access vetting services and obtain appropriate references. It is the responsibility of the trip organiser to provide the hosts with the relevant information on the child and details of what is expected.

Host families should

- Agree to abide by the Governing Bodies Code of Conduct
- Consent to appropriate checks and references
- Attend host family meetings before competitions or events
- Provide a safe and supportive environment for young people

Governing Bodies / Clubs should

- Provide a travel pack to hosting families
- Check out references with hosting families
- Provide an itinerary of the trip
- Gather information on destination and venue

Young People

- Should sign a behaviour agreement
- Should not be asked to share a bed or a room with an adult
- Should be happy with the arrangements
- Should show respect to the host families