



SUPERVISION AND GENERAL GUIDELINES

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, children and young people should be supervised at all times.
- Avoid adults being left alone with young athletes, 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. 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 only for club activities
- If a child suffers an injury or accident the parents/guardians should be informed.

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.
- All adults who travel on away trips should be carefully chosen, using best practice recruitment and selection procedure.
- The roles and responsibilities of adults participating in away trips should be clearly defined
- The Trip Leader 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 Trip Leader 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.