

ISLAND GAMES ASSOCIATION OF JERSEY

Founded 1986

President: Tommy Horton M.B.E.

Patrons : His Excellency General Sir John Mc Col1 KCB CBC DSO

Colonel John Blashford-Snell

Kevin Leech



Island Games Association of Jersey (IGAJ)

Guidance for Team Managers when travelling with U18 Competitors

If your sport takes competitors away overnight, or over multiple nights, they will be responsible for the safeguarding and wellbeing of the competitors as soon as they have received the athlete from their parent/carer and will remain responsible until the competitor is handed back to their parent/carer.

The IGAJ would expect the following individuals to be included when sports are competing in the Island Games:

- Team Manager– Appointed by the sport for the duration of the games
- Head Coach
- Chaperone

The role of the Team Manager and Chaperone are outlined below:

The Team Manager

The Team Manager appointed for the games may not necessarily be the same one as appointed by the club as **their** Club Welfare Officer but they should have completed the Child protection course and be DBS checked.

Specifically, the individual acting in this role should:

- Ensure that all individuals on the games know that they are the Team Manager for the duration and that they should be informed of any safeguarding or welfare concerns.
- Hold the contact details for all athlete's parents/carers in the event that they will be needed during the games
- Hold the medical information for all athletes to ensure that they are accessible if needed during the games
- Manage any concerns raised on the games, with others as deemed appropriate, and complete any resulting tasks following the games
- In the instance of any ongoing concerns, refer them to the General Team Manager

Chaperones

The role of the chaperones is to provide loco parentis supervision of the athletes on the games, assist with the maintenance of their general care and wellbeing and to assist the Team Manager if and when required.

Individuals who operate in this role should:

- Avoid completing a coaching role as well
- Hold a DBS check that has been issued within the past three years to ensure the applicants suitability for working with children
- Have attended some form of safeguarding training
- Have their role fully explained and the associated expectations outlined to them before commencing the role
- Meet with other games leaders in advance of the games to ensure that all roles and responsibilities are confirmed across the group
- Be provided with a list of athletes they will be responsible for along with any pertinent information they may require, for example specific medical information or any additional assistance they may require.

If the group is fairly small, it's possible that a chaperone could also act as the Team Manager for the games.

It is recommended that a ratio of 1 chaperone to 10 athletes is maintained and if there are male and female athletes there should be at least one male and one female chaperone. It is important that there are enough chaperones to effectively manage any situations that occur and maintain the wellbeing of the athletes during these times.

In advance of any games the Team Manager should:

- Meet with the athletes they will be responsible for during the games, and their parents
- Be provided with the details of the games including:
 - o any booking details
 - o athlete and team leader room allocations
 - o the location of their room in relation to the athletes
 - o details of any transportation being provided
 - o any guidance that athletes have been provided with
- Provide a signed copy of the relevant code of conduct and be provided with a copy of the athlete's code of conduct
- Identify the nearest medical facilities

During the games, chaperones should:

- Have a room on the same floor as the athletes and ideally as close as possible so they can be easily contacted by athletes.
- Provide their room number to the athletes they are responsible for and advise them they should only use this information in emergency situations
- Check all athlete's rooms on arrival to ensure they are secure
- Check if unsuitable channels can be accessed on the television in the room, and if so request for these to be blocked
- Check that the in room telephone is operational
- Accompany any athlete that they are responsible for should they require medical attention, ensuring that they take any medical records or information with them.

Before the games commences the following tasks should be completed and agreed by the team leading it:

- Conduct a full risk assessment of the games
- Consider the risks of any overnight accommodation, either in person or by liaising with hotel staff, for example not having the exclusive use of the venue.
- Allocate rooms based upon age and gender, considering parent and athlete requests where possible. Under 18's should not share a room with an over 18-year-old even if they are of the same gender. If this has to happen (for budget reasons) that this is discussed and agreed upfront and parental approval documented. It potentially exposes an adult as well as a child and is a situation that should be avoided.
- Ideally all athletes should be on the same floor, with club officers rooms at either end.
- Ensure that guidelines are in place for the use of any in room telephones and televisions.
- How club officer contact details, and the guidance for using these, will be provided to athletes and their parents/carers.
- The development of an emergency plan and contingency plan in the event of illness or injury.
- Circulate travel and behavioural policies to all athletes and parents prior to the games
- Distributing and collating all required forms to and from parents/carers.

Emergency Plan

In the unfortunate occurrence of an incident the emergency plan will become vital in managing it and ensuring that the situation does not worsen. The emergency plan should detail:

- The nature of the emergency and who is involved
- The action to be taken to maintain the wellbeing of the athletes and manage the current situation
- Confirming any injuries and providing medical assistance if required
- Nominating which member(s) of the team leading the games would accompany the individual requiring medical attention
- Ensuring that there will be adequate supervision for the remainder of the athletes while the situation is being rectified by contacting the General Team Management
- Where required, who will notify the local Police of the incident
- Who will be responsible for contacting the parents/carers of the athlete(s) involved
- Who will create a written record of the incident?

Communication with Parents

Before taking any young athletes away, you must arrange a meeting with the parents and athletes to provide details of the games.

Parents must be made aware and given written information on the following:

- Purpose of the games
- Name and contact details of the Team Manager
- The names of all the Staff/volunteers
- Name and contact number of the person acting as 'Club home contact'
- Details of transport to and from the venue and during the trip
- Details of the accommodation with address and contact number
- An itinerary giving as much detail as possible
- Kit and equipment list
- Emergency procedures and telephone contacts
- Codes of conduct for both Staff/volunteers and competitors

- Welfare and child protection procedures
- Estimated cost
- Date for paying deposit
- Spending money Information required from Parents/Guardians/Carers

Signed consent form accepting the code of conduct and detailing any specific medical information

- Special dietary requirements
- Consent for emergency medical treatment
- Agreement to pay the fee

Preparing participants / competitors

- Try to meet with the competitors prior to the trip to agree:
- Codes of conduct/behaviour
- Emergency procedures
- Expectation of the competitors
- Staff/volunteers roles and responsibilities
- Support if they become homesick
- Support if they are unhappy, or need to speak to someone in confidence

Ref: NSPCC Child Protection in Sport: **Away trips and hosting**

<https://thecpsu.org.uk/resource-library/2013/away-trips-and-hosting/>