



# RYA Sailor Supervision Guidelines

<b>Version Details:</b>	
<b>Programme:</b>	All RYA Racing Programmes that involve sailors under the age of 18
<b>Version:</b>	3.4 – November 2019
<b>Element Name:</b>	Sailor Supervision Guidelines
<b>Author:</b>	Youth Racing Manager
<b>Endorsement:</b>	RYA Youth Racing Committee
<b>Authorisation:</b>	RYA Director of Racing
<b>Authorisation Date:</b>	November 2019

# Contents

---

<b>1 Introduction</b>		
	1.1 Purpose of the Sailor Supervision Guideline	3
	1.2 Scope	3
<b>2 Supervision Responsibilities</b>	2.1 Introduction	4
	2.2 Responsibilities	4
	2.3 General Principles	4
	3.4 Loco Parentis	5
<b>3 Behaviour Expectations</b>	3.1 Introduction	5
	3.2 Head Coaches, House Parents and Support Staff	5
	3.3 Squad and Team Members	6
<b>4 Training Events</b>	4.1 Introduction	7
	4.2 Process	7
<b>5 International Events</b>	5.1 Introduction	9
	5.2 Process	9
<b>6 Incidents and Emergencies</b>	6.1 Introduction	12
	6.2 Medical Incidents	12
	6.3 Behavioural Incidents	13
	6.4 Other Welfare Concerns	13
	6.5 General Points	14
	6.6 Key Emergency Contact Details	14

# Section 1 - Introduction

---

## 1.1 Purpose of the Sailor Supervision Guidelines

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 Programmes because the sailors 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, the RYA takes its responsibilities to supervise and protect children in its care 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 (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 the RYA, sets out guidelines and good practice for training events and international events, and explains what should be done if an incident or emergency situation occurs.

This document should be read in conjunction with the **RYA British Youth Sailing Safety Policy**. All policies regarding British Youth Sailing can be found [here](#).

You may wish to read the RYA's Privacy & Data Policy which can be found [here](#).

## 1.2 Context

All organisers of youth 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. That Duty of Care applies at all times during RYA activities and not just on the water.

A breach of the Duty of Care resulting in injury may result in a claim for damages. To determine whether an organiser has breached their Duty of Care, a test of reasonableness will be applied, and it would need to be demonstrated that the organiser failed to take "reasonable care" to avoid acts or omissions likely to cause harm. As a consequence, an organiser who takes reasonable steps is unlikely to be found at fault.

What is reasonable in one situation may not be reasonable in another, and will depend entirely on context. In the case of youth racing events and youth training the age and ability of the participants and the role played by the RYA as both an organiser and a governing body means that the expected standards are high, while the inherently hazardous nature of sailing means that 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, however adherence to applicable policies and good practice may assist in demonstrating reasonableness.

The same principals apply off the water, and we therefore encourage all those engaged in RYA youth racing and training events to closely adhere to the contents of this document.

## 1.3 Scope

The guidelines apply solely to the activities that come under the direct responsibility of the RYA within in its British Youth Sailing and Olympic Sailing Programmes.

# Section 2 – Supervision Responsibilities

## 2.1 Introduction

The RYA 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 RYA activity and when.

## 2.2 Responsibilities

For the purposes of this document, the term RYA Head Squad Coach refers to the Coach who is responsible for that particular activity. The RYA Head Squad Coach (HC) has overall responsibility for all supervision at RYA training events or as part of RYA 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 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/guardian or carer.
Child unable to participate in activities through being unwell.	
From declared completion of training/racing activities for the day until stated start time 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/guardian or carer.

Residential training/racing events are ones where the RYA 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 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 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 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. As a HP, you may be party to medical (or other sensitive) information regarding a sailor, this information must be treated in a confidential manner

# Section 3 – Behaviour Expectations

---

## 3.1 Introduction

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

## 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 be a good Support TEAM:

**T**hinking  
**E**ach  
**A**ction & word  
**M**atters

- Be helpful and supportive,
- Be positive and listen to the needs and concerns of the sailors.
- 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/smoking, noise and late nights.
- Abide by the host club and hotel guidelines. However, 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. Photographs of the sailors should not be posted on any social media platform without the permission of the sailor, as per the BYS Participation Contract, point 16.

## 3.3 Squad and Team Members

The **RYA Sailor Participation Contract**, the **RYA 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.

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.

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

1. Not do any act or thing which causes or might cause the RYA/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 RYA, 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 RYA residential camps without express permission of your head coach or house parent.
5. Not use recreational drugs, smoke or drink alcohol during RYA Squad activities (including events, training, weekends, and camps) organised by the RYA or in which the RYA Squad is participating.
6. Arrive by the scheduled time for all activities;
7. Adopt appropriate standards of dress when representing sailing, the RYA and/or taking part in the RYA Squad Programme;
8. Respect the facilities and environment, staff and personnel, involved in the facilitation of the RYA Squad Programme and agree to be bound by the rules and byelaws of all of the squad training or event venues;
9. Demonstrate consideration for individuals, their safety and their property. Bullying or harassment of any kind (including sexual, racial or homophobic comments), whether physical, verbal or by text, social media or online, 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. Comply with UK Anti-doping rules, regulations and procedures.
12. Ensure that any medication or substance taken in any form is not prohibited for use in your sport.
13. Support drug-free and ethical sporting practices.
14. Neither possess, supply nor use illegal or prohibited drugs.
15. Ensure that the RYA is fully informed of any and all drug related offences in which you may be involved

We would also expect that:

16. 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).
17. 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).
18. 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.
19. Normally, sailors should meet up in the communal meetings areas and TV rooms rather than socialise in their own bedrooms.
20. Keep bedrooms in a reasonable and tidy state.
21. Follow any instructions given or guidelines set by the houseparent.

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, sign out and sign back in on return.*

# Section 4 – 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 member of the Performance Operations Team (POT) will confirm who the appointed “House Parent” (HP) is for the training camp to the RYA Head Coach (HC).

The POT 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 HC 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 brief the HP on any sailor issues that he/she feels they should know about 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, 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 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 of 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, 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 without prior authorisation. Alcohol or recreational drugs must not be consumed, and there is to be no smoking at any time. Sailors are expected to behave in a socially acceptable manner, show due respect to the staff, volunteers and other sailors who may be using the facility 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, 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:

- Confirm all the sailors have transferred across
- 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 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 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 Following the Camp**

The HP should contact the POT 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 POT 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 POT.

# Section 5 – International Events

---

## 5.1 Introduction

It is impossible to lay down exact guidelines for international events since the logistics, accommodation and supervision arrangements and therefore the inherent challenges and practicalities vary considerably. As such it is for the Head Coach and House Parent to determine a suitable routine for the sailors, identify and document guidelines, in writing, which they will implement to ensure that the sailors are most effectively supervised and supported for a particular international event and country concerned.

At an international event, the HP may be referred to as the Team Leader, Team Mum/Dad or Team Manager – it is considered good practice to identify clear roles and responsibilities for each role in order to remove any ambiguity within the team regarding who is responsible for which aspects of supervision and at what times.

## 5.2 Process

### 1 *Initial Set Up*

The relevant member of the POT will confirm who the appointed HP is for the international event to the HC, if this event support is being provided by the RYA.

The POT 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 these guidelines.

The relevant POT will make it clear to parents if no HP support is being provided by the RYA for a particular event.

### 2 *Pre-Event Planning Meeting/telephone call*

The HP should contact the HC to schedule a meeting or telephone call 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 of the sailors.
- Plan the daily schedule/routine.
- Agree outline supervision arrangements.
- Assess sailor issues and plan any mitigation.
- Handover medical information and next of kin and identify any issues which require further clarification for either the HC or the HP in order to deal with effectively.
- Review emergency contact information.
- Clarify financial expectations and expense policy and remuneration for the trip and identify and request any advances that may be necessary.

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

- Be in overall charge of the health and welfare of the team members.
- Travel to and from the event with the team.

- Look after the team during the journey.
- Pay for, record and submit to the RYA any expenditure for the team (with receipts).
- Be present on shore during racing ready to deal with any team member coming ashore unexpectedly (principally in the event of health or equipment issues) and ensure that the team knows where to find them. If necessary, and in the event of other parents also being in attendance at the regatta make up a duty rota of parents, if no one is available/willing to help the HP is expected to undertake this.
- Be present to look after the team in the evening including getting them to bed at a reasonable time, agreed with the HC.
- Sleep in the same accommodation venue as the team.
- Eat with the team.
- Ensure the dietary needs of the team are suitable for the event, this may include checking the team is eating the food provided and if not making sure they are eating something suitable to fuel performance. The lunches provided often need to be supplemented to meet 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 normally be expected to undertake this.
- Be present with the rest of the team for the opening and closing ceremonies.
- Be responsible for regular contact with the RYA, and parents in the UK, and updating relevant people of any behavioural or performance issues. Remind sailors to ring home regularly.
- Organise a team photograph for PR and posterity.

The HC and HP should discuss and agree the communication arrangements between them in the event of any 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 may wish to check that all sailors have the necessary paperwork for travelling (see below) such as: passport, European Health Insurance Card (EHIC), medical cover, travel insurance, equipment measurement certificates, parental consent forms, overseas medical consent forms etc.

There may well be additional documentation which the HP and the Coach may find useful in establishing clarity of mutual expectations, for them and the team, this may include:

1. Agreed team roles and responsibilities (HC & HP responsibility to agree and document)

The HP may also be required or prefer to choose to allocate rooms to team members.

### **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 and endeavour to discuss the mitigation of any risks or issues with the HC.

The HP should introduce themselves to the main venue contact and obtain the contact details and location of the nearest hospital and any arrangements (or contact numbers) laid on by the event organisers in the event of any emergencies.

The HP and HC should consider the supervision risks and finalise the necessary supervision arrangements – documenting the process as necessary.

## **5 Initial Team Briefing**

The HC and HP must hold a briefing with British Youth Sailing 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.
- Disciplinary procedures and sanctions.
- Sailor, HP & HC contact details and any emergency procedures.

During the day, the HP should be available (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 two, they should specify where they are going, take a phone with them, estimate the time of their return (making sure it's within their curfew) and be reminded of any risks. The 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 and check in the team as necessary.

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 supervision that is applied to every other part of the event. HC's and HP's are encouraged to reinforce key aspects of the initial briefing paying particular regard to:

- Reconfirm the site area for supervision purposes.
- Behaviour guidelines.
- Disciplinary procedures and sanctions.
- Sailor, HP & HC contact details and any emergency procedures.

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

Oversee the collection of children by their parents on arrival into the UK. **HP should return the HP booklet to the HC or the RYA promptly.**

## **8 Following the Event**

The HP should contact the POT to update them on how the international activity has gone, identify any administrative or procedural improvements and identify any issues ensuring any relevant documentation related to any incidents has been completed and submitted.

The HP should send in a claim for any agreed expenses promptly to the POT for payment. The RYA policy is to agree the financial arrangements and reasonable costs/arrangements prior to the trip. HP should send a claim accompanied by all relevant receipts to the POT.

# Section 6 – Incidents and Emergencies

---

## 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 until the responsibility can be discharged to the child's parent/guardian or carer 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 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 should note that no young person under the age of 18 should be left unattended either with a doctor or at a hospital.

## 6.3 Behavioural Incidents

Any behavioural or disciplinary incidents should be dealt with referring to the RYA Racing Disciplinary Policy and with due regard to the RYA British Youth Sailing 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 a 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 RYA 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 RYA 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 the RYA'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 RYA Programme who may implement 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 sailor's right to take any further part in the activity and may require their parents to collect them immediately. The sailor may ultimately be obliged to return any direct or indirect funding from the RYA and their involvement in RYA programmes or receipt of funding suspended or terminated.

The sailor's parents 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 Programme Manager. The HC/Manager should follow the procedure in the RYA's Safeguarding and Child Protection Guidelines (see [www.rya.org.uk/go/safeguarding](http://www.rya.org.uk/go/safeguarding)), complete an Incident Report form (found in house parent packs & emailed pre camp/event) and inform the RYA's Safeguarding & Equality Manager as soon as possible – 023 8060 4104, [safeguarding@rya.org.uk](mailto:safeguarding@rya.org.uk)

#### 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 activity, they should not hesitate to contact the HC during the event or the RYA afterwards.

#### 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.

Name	Title	Contact
Mark Nicholls	RYA Youth Racing Manager	07766 540224
Ian Walker	RYA Director of Racing	07909 976142
Olivia Risk	Performance Operations Manager	07795 117818
Oli Woodcock	Pathway Head Coach	
Jack Grundy	Performance Manager	