



HENLEY ROWING CLUB RESIDENTIAL POLICY

HENLEY ROWING CLUB OVERALL GOVERNANCE

It is the responsibility of the Club Committee to ensure these policies and procedures are defined, reviewed annually and implemented effectively. A junior is any individual 18 or under participating in an activity at HRC irrespective of whether they are a club member or not.

The club assumes it's "duty of care" to safeguard the welfare of all its junior athletes and vulnerable adults and will take such measures as are reasonable in the circumstances to ensure that individuals will be safe both physically and mentally to participate in an activity to which they are invited to or which is permitted.

All coaches of Junior's or vulnerable athletes must be appropriately vetted in line with British Rowing guidance including a DBS (Disclosure and Barring Service) certificate under British Rowing guidelines.

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The term "Event Leader (EL)" is used in this document for the purposes of describing the person responsible for organising an event or training activity away from Henley Rowing Club, (the term the club will be used from herein). The EL must have read and understood the residential policy.

- At the start of each rowing season all Junior athletes and Junior's parents will be required to complete and sign a combined Junior Membership and Medical form acknowledging, agreeing and abiding by the following documents. The membership form also acts a permission document to attend the events, camps / residential stays that Junior Athletes are selected to attend for the season.
 - Constitution
 - Code of Conduct
 - Residential Policy

Only with completion of these documents will Junior Athletes be able to be selected to attend.

- The club will hold an annual information meeting to parents and junior athletes setting expectations for residential events, camps, heads and regatta's
- One appropriately vetted and trained adult should be nominated to act as Club Welfare Officer CWO for the event/trip. This person should be made known to everyone attending.
- The EL and CWO will complete BR WG4.4 Water Safety and Welfare Checklist for residential events.
- For every residential event, parents and attending coaches must receive an information sheet detailing the event and requirements.
- Where a parent attends the event with their junior athlete, then the parent is "in situ" to be called on in the event of a medical issue or emergency.
- Parents are asked to attend where possible to ensure transport to and from the event venue and accommodation and adhere to arrival and collection times.
- When a junior athlete attends an event without a parent a 'Loco Parentis' permission form must be completed to enable the junior to attend, without this junior athletes will NOT be able to attend.
- Junior athletes whilst attending the event from EL's requested arrival time to EL's dismissal are under club rules and report to their coach and EL.
- The EL will ensure that the appropriate Risk Assessments are carried out.
- Any accidents, incidents or areas of concern arising from the event must be documented by the EL within 7 days of returning and sent to the relevant personnel within the club.
- As per the clubs code of conduct, smoking and the possession or consumption of alcohol or illegal substances are forbidden. This will result in disciplinary action by the club, including potential exclusion from the event and possibly from the club).
- The EL and designated Welfare person must have the junior athlete medical and emergency contact details at the event.
- Parents must make the EL aware of any illness or injury. Any prescribed medication must be declared to both the EL and CWO.
- The EL will brief the junior athletes of the accommodations fire drill and emergency exits
- All athlete room allocations are made by the EL, changes or room swaps may only be made with the EL's agreement.
- Junior athletes and vulnerable adult athletes may not leave the accommodation or event site without the EL's permission.
- Where possible the club will endeavour for junior athletes not to have to share beds.

- The club will endeavour to ensure that athletes are sharing with athletes in appropriate age ranges.
- Junior Athletes may not enter bedrooms or changing rooms of the opposite sex, (this will result in disciplinary action by the club, including potential exclusion from the event and possibly from the club).
- Junior athletes must show respect for the accommodation's rules, property, people, and personal space, phones and ipod's are permitted, however noise consideration for others must be shown. They must take care not to cause damage or nuisance to the accommodation.
- Junior athletes will abide by the EL's timings for meals, training times, curfews, etc.
- Junior athletes dress and appearance must be appropriate for the activity.
- The club will not tolerate any form of bullying, racist or other abusive behaviour.
- In case of serious misconduct or repeated bad behaviour, the junior athlete maybe sent home, if necessary at the parents' expense.