



Snooker & Billiards

I R E L A N D

Travelling with children

Guidelines on Supervision

Snooker & Billiards Ireland understand there are extra responsibility taken on by leaders when they travel with children to events. When travelling with young people you should:

- Ensure that there is adequate insurance cover
- Not carry more than the permitted number of passengers
- Ensure use of safety belts
- Avoid being alone with one participant, put passenger in the back seat, drop off at central locations or seek parental permission to transport an individual participant on a regular basis and clearly state times of pick-up and drop off

Supervision

- Make sure there is an adequate adult: child ratio. This will depend on the nature of the activity, the age of the participants and any special needs of the group.
- As a guide a ratio of 1:8 for under 12 years of age.
- 1:10 for participants over 12 years of age.
- This is only a guide and will change depending on the circumstances, e.g. athletes with special needs or away trips
- Where there are mixed groups there should be leaders of both genders
- Avoid being alone with one participant, if you need to talk separately do so in an open environment, in view of others
- In changing rooms, ask parents to take responsibility and supervise in pairs of appropriate gender
- Leaders should not have to enter the changing rooms unless children are very young or need special assistance, where supervision should be in pairs of appropriate gender
- Clearly state time for start and end of training sessions or competitions, leaders should remain in pairs until all participants have been collected
- Keep attendance records and record of any incidents / injuries that arise
- Ask parents to stay and supervise sessions, (for safety and supervision, not necessarily for their 'technical' expertise).

Away trips/Overnight stays

- Separate permission forms should be signed by parents and participants, containing emergency contact number.
- Young participants should sign a behaviour agreement
- Appoint a group leader who will make a report on returning home
- A meeting with parents and participants is useful to communicate travel times, competition details, other activities, gear requirements, medical requirements, special dietary needs and any other necessary details
- Rooming arrangements – adults should not share rooms with children, children share rooms with those of same age and gender and adults should knock before entering rooms
- All group socialisation should take place in communal areas (i.e. no boys in girls' rooms and vice versa).
- Alcoholic drink, smoking or other illegal substances are forbidden to players.
- There must be at least 1 adult of each gender with a mixed party, there should be a good adult – child ratio, 1:5/6, and proper access to medical personnel
- Lights out times should be enforced
- Young players should be under reasonable supervision at all times and should never leave the venue or go unsupervised without prior permission

Safety

Snooker & Billiards Ireland safety statement, including specific and potential risks attached to their sport. They should also have procedures in place for safeguarding against such risks. In addition, SBI should:

- Ensure activities are suitable for age and stage of development of participants
- Keep a record of any specific medical conditions of the participants
- Keep a record of emergency contact numbers for parents/guardians
- Ensure any necessary protective gear is used
- Ensure First Aid kit is close at hand with access to qualified first-aider
- Know the contact numbers of emergency services
- Keep first aid kit stocked up
- Ensure easy access to medical personnel if needed - have an emergency plan
- If an incident occurs, make a brief record of injury and action taken. Make a brief record of the problem/action/outcome. Contact the participants parents and keep them informed of all details. Forward a copy to the Children's officer for safe keeping.
- Officials – coaches, referees, etc. – should ensure the conduct of the game
- Participants should know and keep the rules of their sport, keeping in mind that many rules are there for safety
- Leaders should hold appropriate qualifications required by the governing body
- Ensure there is adequate insurance cover for all activities
- Ensure parents/guardians are present at finishing time of sessions or events