

WORKSTREAM 5 – Minimum operating standards

Action 3: define safeguarding procedures regarding day and overnight travels

It is advisable for sports clubs to plan ahead to ensure that one-day or multi-day trips, such as competitions, training or sports camps are conducted safely. This includes identifying potential risk situations and making clear arrangements with everyone involved in the trip. These agreements or rules should be included in the club's internal regulations, so they are easily accessible. Additionally, it's important to regularly communicate these rules to all club staff, athletes and their parents or guardians through various channels.

This document outlines several possible risk situations and offers suggested guidelines that club boards can consider. These recommendations are intended as guidance and should be discussed and adapted to fit your club's specific context, including national and local legislation and the nature of the sport.

Possible risk situations with one-day or multi-day trips

1) Occasions

During training and sports camps, children, youth and supervisors often spend extended time together over several days. This increased proximity can create more opportunities for interpersonal violence, especially in settings with overnight stays. Potential risks include supervisors entering bedrooms without relevant reasons, youth meeting secretly in bedrooms at night, privacy violations during shower times, taking inappropriate or nude photos in bedrooms, bullying or hazing behavior, ...

2) Intense relationship between sports coaches and young athletes

Because coaches and young athletes spend extended time together, a bond of trust can quickly form. While this connection can be highly positive, it's important to ensure that it is not misused or allowed to create opportunities, for example for sexually interpersonal violence.

3) Negative group dynamics

A negative group atmosphere can foster interpersonal violence, such as bullying or exclusion.

4) Limited supervision and lack of structure

When there are too few supervisors, or when children and youth are frequently left unaccompanied, opportunities for interpersonal violence may arise. A lack of structure can also lead to additional risks. For example, insufficient sleep may increase the likelihood of injuries, conflicts, and other safety concerns.

5) Untrained coaches and young supervisors

When coaches lack sufficient pedagogical skills, or when young or minor supervisors are assigned without oversight from experienced staff, unsafe situations may arise. Coaches and supervisors may be involved in training and sport camps for various reasons. Some simply earn extra income, while others are genuinely motivated to help children to be active, learn and grow.

6) Alcohol and drug use

Under Belgian law (please adapt to your country's law), minors are allowed to consume beer and wine from the age of 16. When clubs lack clear guidelines and agreements on alcohol and drug use, this can lead to excesses. Coaches and supervisors must handle alcohol and drugs responsibly, as incidents of (sexually) interpersonal violence often occur when such substances are involved.

7) Mix of age groups at one training or sports camp

Training and sports camps that involve different age groups can pose additional risks for interpersonal violence, due to varying developmental levels. Older children may sometimes influence younger participants to engage in behaviors that are inappropriate or premature for their stage of development.

8) Diversity of participants

Attracting a diverse audience to training and sports camps is highly positive, but it also presents additional challenges for supervisors. These include managing behavioral and learning disorders, supporting children from lower socio-economic backgrounds, caring for children whose parents have left them at camp with little involvement, and addressing wide differences in athletic ability among participants.

Risk	Possible guidelines	Advice
Occasions	Agreements on how rooms will be assigned.	Divide rooms based on gender identity and age group. If possible, place different groups in separate hallways or sections to enhance privacy, safety and comfort.
	Agreements on shower use in communal facilities.	Provide clear and respectful shower arrangements that take into account participant's gender identity and age.
	Agreements on respecting privacy between coaches, supervisors & athletes.	It is advisable to define in advance which areas coaches, supervisors and athletes may share, and which spaces are

	<p>Agreements on assistance and supervision during changing and showering for young or vulnerable athletes.</p> <p>Agreements on smartphone use, taking pictures and social media.</p> <p>Agreements on transportation of athletes by coaches.</p>	<p>inappropriate for joint presence (e.g. locker rooms, bedrooms, showers).</p> <p>Determine in advance the age limit or specific groups for which supervisors may provide assistance or supervision in locker rooms and shower areas. Refer also to the guidelines and recommendations outlined in Action 1.</p> <p>Refer to the guidelines and recommendations outlined in Action 5.</p> <p>Refer to the guidelines and recommendations outlined in Action 2.</p>
<p>Intense relationship between sports coaches and young athletes</p>	<p>Agreements on sexual/romantic relationships between sports coaches and youth athletes.</p>	<p>Relationships may exist or develop prior to the start of a training or sports camp. If there is an existing relationship between a sports coach and a sexually mature young person: Make clear agreements in advance in consultation with the parents.</p> <p>If a new relationship begins to blossom during the camp, it must be addressed through the club's code of conduct that any further exploration of the relationship should take place privately after the camp, and only with parental consent and in accordance with national criminal legislation regarding sexual consent. Regardless of personal dynamics, sports coaches</p>

	<p>Agreements on one-on-one communication between coaches, supervisors and youth (e.g. via social media, WhatsApp, etc.).</p>	<p>are expected to behave professionally toward all athletes throughout the camp or training period.</p> <p>It is advisable to avoid one-on-one mobile communication between participants and supervisors or external staff (e.g. cooking crew) during training and sports camps. If such communication is unavoidable, it should be strictly limited to training-related matters, for example during training camp between a permanent trainer and an athlete). Also, in this case you can make agreements that the coach makes a group chat with the minor athlete and one of his parents.</p>
Negative group dynamics	<p>Agreements with supervisors regarding the content and structure of the training or sports camp.</p> <p>Agreements with supervisors on who to contact when bullying or anti-social behavior occurs within their group.</p>	<p>Offer engaging teambuilding activities, use creative methods to divide groups and implement a structured schedule that balances organized activities with free time.</p> <p>Introduce the SO to supervisors and explain the step-by-step plan to follow in case of interpersonal violence.</p>
Limited supervision and lack of structure	<p>Agreements with supervisors regarding the content and structure of the training or sports camp.</p> <p>Agreements on the number of supervisors relative to the number of participating children and youth.</p>	<p>Implement a structured schedule that balances organized activities with free time.</p> <p>Define in advance the number of supervisors required to ensure safe and adequate supervision. A minimum of two supervisors is</p>

	<p>Agreements on supervision during free time moments.</p> <p>Agreements on night supervision during camps with overnight stays.</p>	<p>recommended for each camp.</p> <p>Ensure that at least one supervisor is present during all free time moments.</p> <p>Provide two contact people per night. For mixed camps, ideally assign one male and one female contact person.</p>
Untrained coaches and young supervisors	<p>Agreements on which coach profiles may jointly lead or supervise a group.</p>	<p>Determine in advance which profiles you are looking for, aiming for a balanced mix of age, experience, background, and education. Ideally, inexperienced coaches can learn from experienced coaches. Organizers may also offer refresher courses to help coaches and supervisors expand their skills and knowledge.</p>
Alcohol and drug use	<p>Agreements on alcohol and drug use for supervisors and youth who are legally permitted to consume.</p>	<p>It is advisable that at least one person (with a driver's license) remains completely sober during supervisors' free evening moments to handle emergencies (e.g. to drive to the hospital in case of emergency).</p> <p>You can also make the arrangement for the entire camp period that alcohol should only be consumed in moderation by those legally permitted (both supervisors and youth). Regarding other drugs, zero tolerance policy must be applied.</p>
Mix of age groups at one training or sports camp	<p>Agreements on the use of showers, locker rooms, bedrooms, and leisure areas by different age groups.</p>	<p>Contact between different age groups is encouraged but should always take place in a safe environment with adequate adult supervision.</p>

Diversity of participants

Agreements on providing extra support and ensuring appropriate competencies in supervision.

Check in advance with parents and youths what extra support may be needed and how it can be provided (e.g. a low-stimulation retreat space, borrowed sports equipment or clothing). Discuss this with supervisors before the camp and assign someone to support children or youth with additional needs. This person can also serve as a point of contact for the child and their parents.