

# WTSF – PP.0039v1

## Taking Teams Away

### Policy, Procedures & Guidance

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## **WTFS Taking Teams Away Policy & Procedures**

### **1 Introduction**

- 1.1 An important part of developing the WTFS Performance Programme Athletes is to offer suitable training and competition opportunities, and this necessitates taking teams away both to destinations within the UK and abroad.
- 1.2 The WTFS allocates an annual budget for such trips for High Performance Athletes and may have some funding available on request for Performance Potential Athletes. There may also be opportunities for Development Athletes to join these trips on a self-funding basis.

### **2 Annual Programme of Trips Away**

- 2.1 The WTFS Performance Director will maintain a national and international Calendar of Events and will identify appropriate competition and/or training opportunities across the year.
- 2.2 The PD will ensure that WTFS High Performance Athletes from each target shooting discipline get the opportunity to attend several European and World Class events over the course of a year.
- 2.3 The PD will also ensure that WTFS Performance Programme athletes from each target shooting discipline get the opportunity of at least one organised trip away each year, planned well in advance.
- 2.4 The PD will aim for parity in the opportunities offered across the target shooting disciplines.
- 2.5 All athletes who wish to participate within the “Taking Team Away” programme and compete at overseas events, are strongly advised to ensure that they have an appropriate personal travel insurance policy in place.

### **3 Under 18s**

- 3.1 Where possible the WTFS asks that any Performance Programme Athlete below the age of 18 be accompanied on any trip away by either a parent or a legal guardian who will remain responsible for their care, for the duration of the trip and whose attendance must be self-funded.

- 3.2 It may be possible for the athlete to attend the event under the care of the Team Leader, providing all necessary permissions and conditions have been established and satisfied. It should be noted that this process will constitute an exception rather than the norm and may not be possible in all circumstances. Criterion that must be established for this process to be approved:
- 3.1.1 All permission documents and consent forms must be signed off by the Athlete (CoC), the athlete's legal parent/guardian, the Team Leader and the PD. The Team Leader will formally take on the responsibility of "in loco parentis". **(see WTSF Safeguarding Child Protection Policy, Procedures and Guidance for consent forms).**
  - 3.1.2 An appropriate personal travel insurance policy, must be in place as a pre-condition to enable athletes under the age of 18 years to travel to overseas events under the care of the Team Leader.
- 3.2 The overall accountability for Taking Teams Away lies with the WTSF Performance Director and cannot be delegated. In the event of the PD not being in attendance, the PD must appoint a responsible Team Leader to fulfil the role and ensure that all aspects of this policy are satisfied. **(see Team Leader Role Description).**

#### 4 Staffing Levels

- 4.1 Possible different staffing scenarios:
- 4.1.1 Up to 6 athletes, all aged 18 or over – Team Leader who also facilitates the role of Discipline Coach
  - 4.1.2 Up to 6 athletes, of whom up to 2 are below 18 – Team Leader and a separate Discipline Coach (the gender of staff attending should ideally reflect the make-up of the team).
  - 4.1.3 Between 6 and 10 athletes, all aged 18 or over – Team Leader and a separate Discipline Coach. (the gender of staff attending should ideally reflect the make-up of the team).
  - 4.1.4 Between 6 and 10 athletes, of whom up to 3 are below 18 – Team Leader and 2 Discipline Coaches (the gender of staff attending should ideally reflect the make-up of the team).
  - 4.1.5 Commonwealth Games Teams will be subject to separate procedures and accreditation availability.
- 4.2 When the WTSF Performance Director is in attendance for the duration of a specified event, the PD will assume the role of Team Leader.

- 4.3 Adjusting these standard ratios may be done only in exceptional circumstances, following a detailed consideration and consequential permission being granted by the Performance Director.

## **5 Responsibilities and Duties**

- 5.1 The WTSF Team Leader must be a fully trained Welfare Officer, First-Aider and Coach to be considered for this role.
- 5.2 The WTSF Team Leader will have a Duty of Care for each athlete and is authorised by the WTSF to take any reasonable action to ensure the safety and well-being of all.
- 5.3 The WTSF Team Leader has the authority to apply disciplinary measures in any extreme circumstance. Such procedures must be conducted with fairness. All disciplinary measures must be proportionate and explained fully to the athlete.
- 5.4 The WTSF Team Leader will be responsible for Safeguarding in their capacity of Welfare Officer.
- 5.5 The WTSF Team Leader will have the following specific duties:

### **BEFORE THE TRIP**

- 5.5.1 Collect details of all athletes attending including emergency contacts and next of kin (including passport numbers if required).
- 5.5.2 Double check all athletes have signed the Code of Conduct.
- 5.5.3 Ensure all pre-conditions have been established and satisfied for any athletes under the age of 18 who are travelling under the care of the Team Leader.
- 5.5.4 Ascertain if any VISAs, import/export licenses or any other travel documentation is required.
- 5.5.5 Ascertain if any vaccinations or other medical procedures are required.
- 5.5.6 Administer entry to the event on behalf of WTSF Athletes.
- 5.5.7 Recommend suitable travel options and accommodation.
- 5.5.8 Recommend suitable travel between hotel and shooting grounds/Ranges.
- 5.5.9 Advise on Shotgun/Rifle/Pistol/Ammunition storage during the event.
- 5.5.10 Collate and disseminate all information to athletes regarding travel insurance, the purchase of ammunition, the purchase of practise rounds, equipment control, anti-doping procedures, availability of food at the venue and any other useful information.

### **DURING THE TRIP**

- 5.5.11 Be present on the Shooting Ground no later than the first athlete's arrival and should not leave the shooting ground until the last athlete departs (this duty may be delegated to the Discipline Coach during periods where its practicable to do so).
- 5.5.12 Organise training rounds and/or PET on behalf of WTSF Athletes.
- 5.5.13 Ensure all WTSF Athletes behave in accordance with the WTSF Athlete Code of Conduct.
- 5.5.14 Keep an active awareness of each WTSF Athlete's well-being.
- 5.6.15 Attend any technical meeting, prior to the competition.
- 5.5.16 Distribute back/bib numbers.
- 5.5.17 Set up a communications group platform, such as WhatsApp (end to end encrypted) for all appropriate parties, and post a copy of the shooting schedule, times etc once published and any other information that might be useful.
- 5.5.18 Maintain a high profile throughout the event to ensure WTSF Athletes feel actively supported.
- 5.5.19 Act as Chaperone (or delegate any other suitable person to act as such) if any WTSF Athlete is selected for dope testing.
- 5.5.20 Capture images of any success such as a medal win, to be used for active celebration of achievements on the WTSF Website and Social-Media.

#### **AFTER THE TRIP**

- 5.5.21 As soon as possible and no later than 48 hours on return from the trip, the Team Leader should prepare a short article reflecting on successes, for publication on the WTSF Website and other Social-Media as appropriate.

## **6 Policy updates**

- 6.1 This policy will be scheduled for update on a 2 year frequency.
- 6.2 The WTSF reserves the right to update this Policy at any time, at its discretion and without notice.