Rugby Indiana

Team Travel Policy

Rugby Indiana

Policy: Team Travel
Number: TBD
Updated: 14 December 2018
Effective: 14 December 2018

This policy supersedes all previous versions of the policy.

All Rugby Teams and/or Youth and High School Teams Based in Indiana (including Camps, Clinics, Programs) are subject to the Laws and Policies of World Rugby, USA Rugby, and Rugby Indiana. Additionally, they are subject to all SafeSport and USA Rugby SafeSport Policies.

This Policy has been updated to align with SafeSport and USA Rugby SafeSport Policies.

Coach & Staff Requirements

- No Coach, Staff, Chaperone, Team Parent, etc., shall use or be impaired by alcohol or drugs while performing their respective duties.
- **All persons travelling with a team should be familiar with the SafeSport Program Handbook to monitor compliance with all SafeSport Policies.**

Head Coach

- A current USA Rugby Certified Level 200 Coach or higher, and in good standing.
- Coach may not have any disciplinary issues
- Coach must be current with all USA Rugby Requirements, including background checks, SafeSport, etc.
- Coaching Status must be confirmed by Rugby Indiana

The Team Coaches

- A current USA Rugby Certified Level 200 Coach or higher, and in good standing.
- Coach may not have any disciplinary issues
- Coach must be current with all USA Rugby Requirements, including background checks, SafeSport, etc.
- Coaching Status must be confirmed by Rugby Indiana

Administrative Staff / Chaperones / Team Parents

- A current USA Rugby Certified Level 100 Coach or higher OR USA Rugby Certified Level 1 Referee or higher OR US Rugby Administrator/Volunteer; and in good standing.
- May not have any disciplinary issues

- Must be current with all USA Rugby Requirements, including background checks, SafeSport, etc.
- Status must be confirmed by Rugby Indiana

Player Eligibility Requirements

- Must meet USA Rugby and Rugby Indiana Eligibility requirements for their level of play.
- Must have been a registered player for Rugby Indiana in the most recent sectioned/competitive season.

Requirements for Uniform and Equipment

- Teams must meet the uniform and equipment requirements of World Rugby, USA Rugby and Rugby Indiana.
- Jerseys and team kits may not include profanity, offensive wording, or logos referring to alcohol or tobacco.

Requirements for Conduct

- All Players, Coaches, and Staff are required to sign the Rugby Indiana code of conduct.
    - Additionally, all coaches much have a current Rugby Indiana Coaches Agreement on file.
    - As such, they are all subject to the Policies of World Rugby, USA Rugby, and Rugby Indiana.
    - As such, they are all subject to the Rugby Indiana Disciplinary Policy.

Requirements for Travel

Medical

- Every game and practice must be covered by a certified medical staff per Rugby Indiana and USA Rugby policies.
- All teams must have a first aid kit, and a working mobile phone at all times.
- The Rugby Indiana Medical and Concussion Policies are always in full effect
    - All injures must be reported in the InjureFree system.
- Team officials should carry a signed medical consent or authorization to treat form for each athlete.
- All decisions by on site medical staff must be supported by coaching staff.

Lodging

- Players should share rooms with other players of the same gender, with the appropriate number of players assigned per room depending on accommodations.
- Each player must be provided a suitable bed for sleeping.
- Teams traveling overnight must maintain a 7 to 1 (7:1) player to chaperone ratio.

- Regardless of gender, no adult/coach/staff member, etc. should share a hotel room or other sleeping arrangement with a minor player (unless such individual is the parent, guardian/sibling of the player).
- Individual meetings between a player and a coach, trainer, or other Designee shall not occur in hotel sleeping rooms.
- Regular monitoring and curfew checks should be made of each athlete's room.
- Curfews should be established by the team each day of the trip.

Transportation

- Players may only drive themselves to local events/tournaments in Indiana.
- Players may travel with their parents to any event/tournament.
- Travel Drivers (hired or volunteer) must be 21 or older, be insured, and have a valid driver's license, a vehicle in safe working order, and compliance with all state laws.
- Bus services used must be accredited/Insured
- When local travel does occur, the participating adults who are not acting as a legal guardian, are prohibited from traveling alone with an unrelated athlete who is a minor. They must also ensure that there are at least two other athletes or another adult present at all times. The exception to this stipulation is in emergency circumstances, or if the minor athlete's legal guardians have provided written consent in advance of each local travel.
- In terms of traveling via carpool, parents/legal guardians are encouraged to pick up their minor athlete first and drop off their athlete last.
- It is also recommended that parents/legal guardians educate themselves concerning child abuse prevention before consenting to their minor athlete to travel alone with a participating adult.

Meals

- Meals must be budgeted and planned for each player and coach.
- Overnight Trips must include 3 meals a day.
- Teams are encouraged to provide meals on local trips if the event takes place during normal meal times.
- Travel Clubs must have a hydration policy for multiday competitions.

Emergency & Weather Plans

- Travel Teams must have a written policy in place specifically outlining games and practices relating to weather conditions (heat, cold, etc.) for their travel tour which must be on file the ExDir.

Team Itinerary Requirements

- Team Tour Itinerary must be made available via email to parents at least 14 days before any scheduled trip, written in Day by Day format.

- Itinerary must include: Meal Plan, Accommodation details, Important Addresses, Game times, Facility information, Arrival and Departure times, contact information for all team personnel and chaperones.

Phone Calls / Parent Communication

- All players should be encouraged to make regular check-in phone calls to parents, and team personnel should allow unscheduled check-in phone calls initiated by either the player or parents. The team should make every effort to accommodate reasonable parental requests when a minor is away from home without a parent.

Attendance of Team Functions, Etc

- Team members and staff traveling with the team should attend all team functions, including meetings, practices, meals, etc. unless otherwise excused or instructed by the head coach or his/her designee. The directions and decisions of coaches/chaperones are final.
- Athletes are expected to remain with the team at all times during the trip. Athletes are not to leave the competition venue, hotel, restaurant or any other place at which the team has gathered without the permission of the coach or chaperone.
- When visiting public places such as shopping malls, movie theatres, etc., athletes should stay in groups of no fewer than three persons. Aged 12 and under athletes should be accompanied by a chaperone.

Discipline

- The head coach or his/her designee should make a written report of travel policy violations, Code of Conduct Violations and/or other disciplinary issues to the appropriate club leadership, the parent or legal guardian of any affected minor athlete, and the Executive Director of Rugby Indiana.

One-On-One Interactions:

Spending one-on-one time with trusted adults is healthy and valuable for the development of a child. Unfortunately, it is in these situations where the majority of child sexual abuse occurs. If you are able to reduce the amount of time adults and minors are left alone in a setting together, you are able to mitigate the chances of an incident occurring. The policy updates are aimed at protecting the children, while also allowing these beneficial relationships to take place.

Every one-on-one interaction between a minor and adult (who is not a legal guardian of the minor) are only ever permitted if they are conducted at an observable and interruptible distance from another adult. The only time an isolated one-on-one interaction is permitted is under emergency circumstances.

Meetings between adults and minors at facilities, events or team activities must only be conducted if another adult is present, unless it is an emergency. Meetings must be easily observable and at an interruptible distance from another adult. If the meeting is taking place in any enclosed location such as offices, meeting rooms or hotel rooms, the door must remain open

and unlocked at all times. If the location has windows, the windows must be unobstructed and clearly seen through at all times.

If a minor is meeting with a mental health care professional a closed door is permitted, so long as the following requirements are met:

1) The door remains unlocked
2) Another adult is present at the facility
3) The other adult is aware a closed door meeting is taking place
4) The legal guardian has provided written consent for the meeting to occur with a copy of written permission given to USA Rugby and Rugby Indiana.

Individual training sessions are permitted in facilities so long it is observable and conducted at an interruptible distance. Before the session can take place, the legal guardian must provide written consent. The guardian must be able to observe the session, and permission must be renewed every six months.

When one-on-one interactions are occurring, another adult must monitor the situation. Monitoring includes, knowing the interaction is taking place, the approximate planned duration of the interaction, and randomly dropping in on the interactions.

Unless written consent by the legal guardian is provided, it is prohibited to meet with an unrelated minor athlete in settings outside of the program. Such settings include: one's home, restaurants, and individual transportation. While these are allowed if written permission is obtained, they are still nonetheless highly discouraged.

Locker Room

Locker room and changing area settings may create an environment where extra diligence is required due to athletes being in various stages of dress/undress and because they are often less supervised than at other times. Athlete-to-athlete problems, such as sexual abuse, bullying, harassment or hazing, often occur when a coach or other responsible adult is not in a position to observe —this is especially true in locker rooms. Adherence to a locker room policy enhances privacy and reduces the likelihood of misconduct.

Locker Room Supervision

For rugby events or activities involving minors, and when reasonably practicable, at least one responsible screened adult be present to monitor the locker room during all team events to ensure that only coaches, athletes, and approved team personnel are permitted in the locker room (or other changing area) and to supervise the conduct in the locker room. Any individual meetings between a minor participant and a coach or other adult in a locker room shall require that a second responsible adult be present. The responsible adult that monitors and supervises the locker room shall have been screened in compliance with Section III of the USA Rugby SafeSport Policy.

Further, responsible adults must also secure the locker room appropriately during times when minor participants are on the field.

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras, and video cameras increase the risk for some forms of abuse or misconduct. As a result, the use of a mobile device's recording capabilities in the locker rooms is not permitted at any rugby event, provided that it may be acceptable to take photographs or recordings in a locker room in such unique circumstances as a victory celebration, team party, etc., where all persons in the locker room are appropriately dressed and have been advised that photographs or recordings are being taken.