

LTA National Age Group Programme - International Travel Policy

Loughborough University National Tennis Academy (LUNTA) Edition

1. Introduction

Travel for tournaments and training camps (official LUNTA trips) are one of the core activities for the Loughborough University National Tennis Academy. "Official LUNTA trips" are trips run by the Loughborough University National Tennis Academy and we have a duty of care to all players travelling on 'official LUNTA trips'. The LTA official trip policy will be followed by LUNTA and the information on the LTA trip policy is outlined below with specific reference to delivery by LUNTA

The trips will be staffed and run by LUNTA staff and in certain instances additional coaches (LTA or external) may be in attendance. These staff members are responsible for the players for the duration of the trip and will act in "loco parentis".

Any travel that players partake in outside of 'official LUNTA trips' as part of their own individual annual schedule is not covered under this policy.

2. Safeguarding

Duty of Care

Further to the publication of the Duty of Care in Sport Review and the NSPCC's Child Protection in Sport Unit updating their guidelines, the LTA and LUNTA has reviewed its policy for the staffing of Trips.

The NSPCC guidelines state:

"Whatever the recommended ratio of adults to participants is, **a minimum of two adults should be present**. This ensures at least basic cover in the event of something impacting on



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the availability of one of the adults during the activity (e.g. in the event of one participant requiring the attention of an adult during the activity following an accident).”

These would be suitable for most organisations working with children and young people. **Remember that regardless of the overall ratio, a minimum of two supervisors is recommended.**

The guidelines also state that the gender of at least one of the supervising adults should match the gender of the children.

Since 1st October 2017, in all possible cases, we will adopt the following policy on all Official Trips, both in the UK and abroad, with players who are under 18 years of age.

- A minimum of two members of staff on all trips.
- At least one member of staff must be the same gender of that of the players on the trip.
- A minimum of one member of staff to every four players.

All staff on trips will be members of the LUNTA Team, LTA’s Men’s Tennis Team, Women’s Tennis Team, Performance Team or an external LTA Accredited Coach. Where it is proposed that this is not the case the LTA will contact the parent(s)/legal guardian of the players in question to seek their consent to the revised provision.

One member of staff will always be a coach (defined as ‘Lead Coach’) and the second member of staff may travel in any of the following roles or capacities, with an emphasis on the pastoral welfare and supervision of the players:

- Strength and Conditioning Coach;
- Head of Performance Support;
- Physiotherapist or Doctor;
- Performance Analyst;
- Senior Coach/Manager/Director;
- Performance Lifestyle and Education Manager/Advisor;
- Performance Nutritionist
- Performance Psychologist;
- Programme Coordinator/Administrator; and/or
- Pastoral/Welfare;

The LUNTA Head Coach will decide on the staff in consultation with the LUNTA Team.



3. Security & Health

Risk Assessment

A risk assessment (as described below) will be conducted by the Lead Coach/LUNTA Administrator prior to any Official LUNTA Trip taking place. This is to ensure the proposed country to be visited is safe and as much relevant information as possible is known so an informed decision can be made as to whether to proceed with the trip. The risk assessment process aims to highlight any potential risks with mitigation methods then implemented to reduce risks to a safe level if possible.

In order to complete the risk assessment various reliable sources of information will be accessed including, but not limited to, the [FCO website](#) and Drum-Cussac.

The risk assessment includes questions which cover elements such as the overall security/risk rating, travel restrictions, health provision and logistical operations. If all the answers to these questions are satisfactory then the risk assessment is complete. If any areas highlight a potential risk then phase two will need to be completed.

Phase two consists of recognising the potential risks and then plotting them on a travel risk assessment form. Once all potential risks are acknowledged mitigation measures are then identified to reduce the risk where possible (for example, if there is a risk of pick-pocketing then a mitigation measure would be to not take valuables out, to not go out in those areas at night, to take a taxi to rather than walk, etc.)

Based on the outcome of the risk assessment there will be a decision as to whether the trip will go ahead or not. For trips with a low risk this will be a quick, simple decision made between the LUNTA Head Coach and Head of Performance Support/Academy Manager. With medium or high-risk trips this will be escalated to the Loughborough University Performance and Development Director and then as appropriate to other senior members of Loughborough University/Loughborough Sport.

If anything happens which could affect a trip's risk rating between the risk assessment being undertaken and the scheduled departure date, then an additional risk assessment will be conducted. If by re-doing the risk assessment a higher score is then recorded the above escalation process will be followed and the original decision reassessed.

If anything happens which could affect a trip's risk rating during the trip, then as a first step the Lead Coach will contact the Global Response emergency advice and assistance line to receive up to date information and advice on the current situation. If necessary, this will trigger

a crisis team into motion to make the necessary decisions to try to ensure the safety of the team.

Security Company – Drum Cussac and Global Response

LUNTA are working with Drum Cussac and Global Response who are international risk management companies. We are utilising many of their services outlined below to try to ensure that the staff and players travelling on Official LUNTA Trips are safe.

- In the event of an emergency whilst travelling, Global Response provide emergency advice and assistance. This service is operated by a team of multi-lingual coordinators at Global Response in the UK, who can be contacted 24 hours a day, 365 days a year. Global Response will provide LUNTA staff with requirements and decide on the most appropriate course of action to support and guide through an emergency.
- Online portal and Global Risk Management app will be used which holds up to date information on countries in relation to travel advice, crime, health, current issues and security.
- Alerts/notifications – notifications which are pushed to the Lead Coach to ensure they are aware of any incident (adverse weather, terrorism, political instability, etc.) in the country they are in.

Pre-trip:

- The LUNTA administrator will use the Drum Cussac online platform to research up to date and in-depth information from location reports to complete the risk assessment prior to the trip.
- Once flights are booked via the LUNTA travel agent these will be synced with the Global Response platform so the Lead Coach will directly receive any alerts, news, updates on that country or region via both email and notification from an app so if any changes occur these can be monitored.
- Information on any recommended vaccinations or health issues can be looked up and shared with all individuals travelling as part of the official team.

During trip:

- The Lead Coach will continue to receive any alerts, news and updates on that country, so they have live, up to date information in order to try to ensure safety at all times. If an incident was to occur (e.g. earthquake or terror attack) these alerts contain advice and instructions the team can follow.
- All travellers will be given a 24/7 emergency phone number so if any issues arise they can contact a representative at Global Response to receive personal and live advice. Depending on the severity of the call and situation Global Response can then elevate it to senior members of the LUNTA who need to be aware and act accordingly.



4. Parents travelling to Official LUNTA Trips

Parents are allowed to attend Official LUNTA Trips, at their own cost, if they wish. We ask that parents inform the Lead Coach prior to the trip if they plan on attending. If they choose to do so the guidelines below must be followed to allow for consistency in delivery and to ensure that the Lead Coach and LUNTA staff can effectively and safely manage their duty of care to all players on the trip.

- The player is part of the team therefore the Lead Coach/LUNTA staff are in charge of all aspects of the trip including, but not limited to, training, meals, transport and coaching.
- Players sleep and eat with the team (unless agreed by the lead staff member).
- Parents cannot eat with the team unless invited by the lead staff member.
- All LUNTA official trip procedures apply as normal.
- Players start and finish the trip with the team (unless agreed by lead staff member).
- If a parent wishes to take the player outside of the trip environment (e.g. out to dinner) this must be requested and approved by the Lead Coach/Staff member. If approved, the scope of the activity and return times must be confirmed in advance and adhered to. At no point would the parent be supervising any other player on the trip unless written approval has been provided by LUNTA and the two players parents.
- If a proposed activity is not appropriate at a given time, is not suitable for the player or compromises the running of the wider team then the Lead Coach/LUNTA staff have the right to not approve it.

If these guidelines are not followed, it could result in a player being removed from the official LUNTA trip and the LUNTA disciplinary process being triggered.

5. Amendments

LUNTA may amend this policy from time to time. Any amendments will be published on the LUNTA website.

<https://www.lboro.ac.uk/sport/sports/tennis/national-tennis-academy/policies-and-procedures/>



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