



# WIZARDS OF OULU RUGBY ry

## **Appendix 1 : Wizards of Oulu Rugby operating methods to ensure a safe hobby environment**

### Instructions for volunteers

Building and securing a safe hobby environment for children and young people is of paramount importance. In its operations, Wizards of Oulu Rugby is committed to complying with the Olympic Committee's responsibility program and the guidelines of the Finnish Rugby Union to ensure a safe operating environment.

With the help of our operating methods, we take care of the integrity of minors and prevent events and actions that endanger safety. We immediately investigate any suspicions that may arise in the operation about events and actions that endangered the integrity and safety of a minor child. The principles of Wizards of Oulu Rugby's responsible operation and the plan for measures to protect the integrity of minors have been published on the club's website.

### **Wizards of Oulu Rugby has procedures in place that prevent harassment and bullying and enable quick intervention in cases of bullying and harassment:**

- Volunteers of Wizards of Oulu Rugby (team managers, coaches, guardians) must sign a consent so that the club can request a criminal background check. An extract is requested every five years or as needed.
- The club's operating methods and principles are reviewed in the training of volunteers.
- Children and young people playing Wizards of Oulu Rugby are asked seasonally in feedback surveys if they have experienced bullying or harassment or if they know someone else who has.
- Children and young people participating in Wizards of Oulu Rugby and their families are informed about the principles of responsible club operation, as well as contact information and procedures in case of possible harassment or bullying.
- Wizards of Oulu Rugby association's website has a link to a survey, where you can anonymously tell about possible experiences of harassment or bullying.

### **Operating instructions for volunteers**

#### 1. Communication

As a rule, messages are sent to the entire team. You can send personal messages to individual players in informational matters that are clearly related to the rugby hobby and match events. Messages should be short and clear. Under no circumstances should personal messaging be intense or repetitive, and the content of the messages should not concern matters other than the rugby hobby.

The club recommends that coaches and other adults involved in the club's activities do not contact the players through social media channels. As far as players in the children's sports phase are concerned, communication is mainly done through guardians. If the coach needs to send messages directly to the player in the children's sports phase, the guardians must be informed of this in advance.

Volunteers should avoid sending messages between 21:00 and 07:00. All communications should be as open and transparent as possible.

## 2. Player discussions

The player discussion is arranged with the child and/or his guardian. If the matter is agreed directly with the minor, the parent must be informed of the agreed time and place.

The parent of an underage player must always be guaranteed the opportunity to be present in the discussion.

Discussions should be held so that there are other people in the same rooms, e.g. in the next room. It is good to keep the room door open.

Discussions are not held without the presence of a guardian at the official's home or accommodation room. The possibility of a parent's presence should also be taken into account in discussions on game trips.

## 3. Game and practicing events

The privacy of children and young people in the changing room must be protected, and adults should not enter the changing room without knocking and asking.

The dressing room is only intended for players, guardians, coaches and other officials, not for parents.

When changing clothes and washing players, a volunteer of the same gender with children may only be in the locker room if necessary.

Only persons whose criminal background has been cleared by the club can work with the player in one-on-one games and training events..

## 4. Accommodation in connection with tournaments and gaming trips and travel

Persons staying in children's accommodation must be of the same gender as the children.

Persons of the other gender can also act as supervisors, but they cannot stay in the same space or room with children.

Volunteers should not travel alone with anyone other than their own child.

## 5. Informing about inappropriate activity

A person working as a volunteer at Wizards of Oulu Rugby must inform the club if they notice inappropriate behavior, such as harassment or bullying.

Contact information in cases of harassment and bullying:

**Chairman Tamara Hiltunen, tamarahiltunen@gmail.com, 041 809 7095**

**Juniors coach Daryn Hiltunen, hiltunen1975@gmail.com, 041 362 3593**

Address for the feedback survey , through which it is possible to inform about cases of bullying or harassment, can also be done anonymously :