



**ROCKINGHAM
SWIMMING CLUB
Inc.**



www.rockinghamstingrays.com.au

email: secretary@rockinghamstingrays.com.au

TEAM TRAVEL POLICY

Purpose:

This policy outlines the Rockingham Swimming Club's expectations & requirements of swimmers & their families with regards to traveling with a Club team for competition or training.

Aim:

To set out clear guidelines so swimmers & families understand what is expected when traveling as part of a Team with the Rockingham Swimming Club

Process:

PARTICIPANTS

The Rockingham Swimming Club shall make teams at various times for competition trips or training camps. Teams will consist of:

- a) Selected swimmers aged 9 years or older who are financial members of the Club; and
- b) Coaches and Team Managers assigned to the trip;

Teams may also include:

- c) Swimmers or coaches who are non-Club members and have been invited by the Head Coach.
- d) Parents or guardians who are attending the trip, as allowed by the Club;

A person is a Team Member from the time the relevant Team is assembled until:

- a) the Member ceases to be a Member of the Team; or
- b) the Team is disbanded on the day determined by the Team Manager/Coach and notified to the Team Member;
- c) such earlier time as the Club may agree with that Team Member (such as where a Team Member is released from a Team rather than returning home with the Team).

NOTIFICATION

Team Notification for all Club organised trips and camps:

- a) Invited Team Members will be informed in writing of trip details with a trip notification announcement delivered via email or in person,
- b) The announcement will detail the date the Team will be assembled and the date on which it will be disbanded and as much information regarding details of the trip (cost, organization, staff attending) as possible at the time,



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- c) Within 7 days of receiving a trip notification letter, all invited Team Members are required to complete the trip confirmation process (including returning signed trip Codes of Conduct) and pay the required deposit and indicate any alternate travel arrangements required.

FUNDING

Team Members are liable for all costs associated with Club trips and will make payments by the due dates as set by the Rockingham Swimming Club. Costs may include, but are not limited to:

- a) Airfares;
- b) Accommodation;
- c) Food;
- d) Ground transport (car hire, Uber, public transport etc.);
- e) Competition event entries;
- f) Trip uniforms (with the exception of Nationals uniforms as specified in the Nationals Funding Policy); and
- g) Pool entry and activities.

For swimmers participating in the Australian Open & Age Championships, the Australian Open Water Championships and other national/international events where the swimmer is representing the Rockingham Swimming Club, the Club will provide a specified level of funding as specified in the *Nationals Funding Policy*.

Rockingham Swimming Club Team Members may organise a fundraising sub-committee to co-ordinate fundraising activities in support of a Club Trip:

- a) All fundraising activities must be approved in advance by the Trip Coach and Club Committee;
- b) All funds raised will firstly be allocated to cover costs of coaches and required adults;
- c) All remaining funds will be allocated to Team Members on a pro-rata allocation in direct relation to Team Members / families involvements in Team fundraising activities.
- d) Families not participating in fundraising will still be liable for their family's component of the coach / required adults costs

WITHDRAWAL FROM TRIP

If a swimmer withdraws from a Club trip after completing the trip confirmation process for any reason, including illness or injury, all costs that cannot be recouped by the Club are payable by the team member. These may include, but not be limited to, flight, accommodation, meal and transport costs. Any amounts payable will be deducted from the deposit received and/or charged to the Team Member's account.



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If, after completing the trip confirmation process, a swimmer requests to change any details of their trip including flights, accommodation or ground transport they will be liable for:

- a) Any costs involved in cancelling or changing flights;
- b) Any costs in relation to accommodation that is unable to be changed or refunded;
- c) Any other costs unable to be changed or refunded;

CLUB PROVISIONS

The Club will provide each Team with:

- a) The coordination of travel, accommodation, meals and ground transport;
- b) A ratio of RSC staff (adults and/or coaches) to under age swimmers not exceeding 1:8 with a minimum of 3 staff for Teams with swimmers under 14 years of age;
- c) Coaching support;
- d) public relations and media advice as appropriate;
- e) Team Managers as appropriate;
- f) Medical kit for emergency use.

ROLES & RESPONSIBILITIES

For trips, camps and competitions whereby Team Managers and Coaches travel with the team, these people shall have the following responsibilities for the duration of the trip/camp:

Coaches / Team Managers shall:

- a) Manage all aspects of the air and/or ground travel, accommodation and meals;
- b) Manage the conduct of all team members and discipline or provide feedback to team members as required;
- c) Provide support to the coaching team in areas of team sheets for relays, swimmer withdrawals, medal presentations, swimmer statistics, marshalling and any medical support;
- d) Be present, provide support and advice to swimmers at the pool in all aspects of competition preparation, competition review and athlete management;
- e) Select relays at swim meets where teams have been entered;
- f) Look after all children in their care; and
- g) Hold a current Working With Children's Check.

Parents / guardians shall:

- a) Become part of the Team in regards to all expectations, activities, transport, accommodation and meals;
- b) Follow the directions of the Team Managers and Coaches and ensure the children in their care do the same;
- c) Assist the Team Managers and Coaches if and when appropriate or asked;



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- d) Pay their share of the trip costs as directed by the Club;
- e) Look after all children in their care; and
- f) Hold a current Working With Children's Check.

All Team Members shall follow the direction of the Team Manager and Trip Head Coach.

TEAM RULES

Team Members must:

- a) Fully comply with the Rockingham Swimming Club Constitution, By-Laws and the Constitutions of SWA and SAL;
- b) Comply with all reasonable directions of the Head Coach and Team Manager/s of the Team in relation to the control, management, administration and running of the Team;
- c) Be aware of the team's program, and where Team Members should be at what time, and ensure Team management is aware of each Team Member's location at all times;
- d) Stay within the team environment unless given approval by the Team Manager or Team Coach;
- e) Remain in good physical condition and be capable of performing the role required of a Team Member;
- f) Not be involved in, nor persist with, any conduct or activity that may harm the Rockingham Swimming Club, its name or reputation;
- g) Wear Rockingham Swimming Club Team clothing in the manner directed by the Head Coach or Team Manager/s. Parents/guardians attending are not required to wear uniform
- h) Respect all Team members and not be involved in a situation which brings any Team Member into disrepute, contempt, scandal or ridicule;
- i) Maintain a high standard of behavior throughout the trip. Be a positive role model. Lead by example and encourage teammates to do the right thing by themselves and the team;
- j) Be a good sport. Applaud good performance whether they are made by our team or our opponents. When swimmers are not competing, warming up/cooling down they will be expected to be seated with team mates in the stands, supporting all other Team Members that are competing; and
- k) Follow the Swimming Australia Limited Anti-Doping Policy and Illicit Drugs Policy at all times;

Team Members shall abide by the Dry Team Policy as follows:

- a) From the time a Team is assembled until it is disbanded, no Team Member is allowed to drink alcohol or take any recreational drug of any kind. The phrase 'recreational drug' includes any drug which is an illegal drug in any State or Territory in Australia.
- b) Any Team Member aged 17 years or under who breaches the Dry Team Policy is liable to have



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their membership of the Team terminated.

- c) Any Team Member aged 18 years and over who breaches the Dry Team Policy without first signing a team release form is liable to have their membership of the Team terminated.

Team Members Medical Information

- a) Team Members must disclose immediately to Team Management any illness and/or injury that may prejudice their proper participation in the activities of the Team;
- b) Team Members aged under 18 years must return to their parent/guardians care if so directed by Team Management if, after consultation with a qualified medical practitioner, the Team Member is declared unfit or unable to perform to the best of their ability through illness and/or injury. Any costs involved are the responsibility of the Team Member's parent/guardian;
- c) Team Members aged 18 years and over must leave the Team, if so directed by Team Management if, after consultation with a qualified medical practitioner, the Team Member is declared unfit or unable to perform to the best of their ability through illness and/or injury. Any costs involved are the responsibility of the Team Member;
- (e) The Team Manager/s or guardian is approved to authorise such emergency medical treatment as deemed necessary, if a Team Member is unable, for any reason, to provide that authorization themselves. The cost of any such emergency treatment will be paid by the Team Member;
- d) Any details disclosed pursuant to this Policy will be kept absolutely confidential by RSC. The details may only be requested, discussed and disclosed as between the Team Manager/s and the Head Coach and any appointed medical practitioner for the purpose of:
 - (i) any emergency;
 - (ii) determining the Team member's fitness to perform to the best of their ability; or
 - (iii) official / disciplinary purposes.

Termination of Team Member

- a) Team Management may terminate a Team Member's place on a Team by giving written notice to the Team Member if the Team Member:
 - (i) breaches any of this policy;
 - (ii) is convicted of a criminal offence;
 - (iii) is suspended from any event, competition, team or squad;
 - (iv) is found guilty by Swimming WA or Rockingham Swimming Club of a breach or violation of their regulations or other laws;
 - (v) in Rockingham Swimming Club's opinion, deteriorates the RSC's public image; or
 - (vi) in Rockingham Swimming Club's opinion is involved in any major controversy.
- b) Team Management may suspend on such conditions as it considers appropriate in its absolute discretion a Team Member's place on a Team while Rockingham Swimming Club conducts any



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investigation into whether a Team member should be dismissed from a Team for any of the reasons set out in this policy;

- c) The Team Member has the right to an immediate appeal if they do not agree with the suspension from the Team. The order of appeal is listed below.
 - (i) Team Management and the Team Member must meet and discuss the matter and, if possible, resolve the dispute as soon as practical after the notification of suspension comes to the attention of both parties.
 - (ii) If the Team Member is still unsatisfied with the outcome, Team Management shall provide the Team Member with the phone number of the Member Protection Officer (or the RSC President if the Member Protection Officer is part of team management) and organise an independent hearing by the Member Protection Officer (or the President) as soon as practical
 - (iii) After providing both parties with every opportunity to be heard and due consideration, the Member Protection Officer (or President) shall make their decision and that decision shall be final.

Rights of Termination

- a) If a Team Member under the age of 18 has their place on a Team terminated, Team Management will organise for the Team Member to be returned into the care of their parent/guardian. The cost of any travel involved will be paid by the Team Member's parent/guardian.
- b) If a Team Member over the age of 18 has their place on a Team terminated, they will be released from, and be required to leave, the Team. The cost and organisation of any travel involved will be the responsibility of the Team Member.

Liability

Team Members acknowledge RSC may take injunctive relief in any court of competent jurisdiction to restrain any breach of this policy.

Release and Indemnity

- a) Team Members release Rockingham Swimming Club from any liability whatsoever towards the Team Member, except any liability:
 - (i) which cannot be excluded by statute or any other law; or
 - (ii) arising as a result of RSC's gross or willful negligence.
- b) Team Members indemnify Rockingham Swimming Club from all claims, losses, damages, costs or proceedings of any kind which may be against RSC in any way arising out of or in connection with the Team Member's participation in any Team.



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Disciplinary Hearing

Notwithstanding any penalty or sanction that may have been imposed on any team member for the breach of this policy, any breach or alleged breach of this policy, shall be deemed to be misconduct and shall be referred to the Head Coach and Committee for a disciplinary hearing.



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Team Travel Confirmation Form

Trip Event and Dates		
Team Member's Name		
Address		
	Suburb:	Postcode:
Phone		
Contact Email		
Medical Conditions	(Please attach details and action plans)	
Allergies		
Dietary Requirements		
Any other issues / concerns / Information required by Coach / Team Manager		

We understand the expectations set out in and agree to abide by the Team Travel Rules as specified in the Rockingham Swimming Club's Team Travel Policy.

Swimmer: _____
(Signature) (Print Name) (Date)

Parent/Guardian: _____
(Signature) (Print Name) (Date)

Office Use Only	Deposit amount and date paid: _____
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Balance amount and date due: _____ Balance paid: _____

SWIMMER MEDICAL INFORMATION TEAM TRAVEL FOR ____

Trip Event and Dates		
Swimmer's Full Name		
Address		
	Suburb:	Postcode:
Phone		
Medicare Number	Reference Number:	
	Card Expiry Date:	
Private Health Insurance	YES / NO	Fund:
	Membership Number:	
Emergency Contact 1	Name:	Relationship:
	Contact Numbers:	
Emergency Contact 2	Name:	Relationship:
	Contact Numbers:	
Medical Practitioner	Name / Centre:	
	Contact Number:	
Medical Conditions	(Please attach details and action plans)	
Medications Currently Taken		
	Self administered: YES / NO	
Allergies		



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Dietary Requirements	
Any other issues / concerns / Information required by Team Manager	

I, _____ being parent/legal guardian of _____ (full name) authorise the coach / team manager traveling with my child to obtain first aid, medical, ambulance, dental assistance or treatment, including any anesthetic or blood transfusion, for my child in the event of any illness or accident. **Note:** All reasonable attempts to make contact with the nominated 'emergency contacts' will be made.

I consent to the release of the health information on this form to any person who provides medical treatment and care to the applicant whilst participating in this event.

I agree to pay for all expenses incurred in obtaining such medical aid and to reimburse the Rockingham Swimming Club for any expenses incurred.

I have completed the front of this form and to the best of my knowledge the information is correct.

Date: ____ / ____ / ____



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THIS IS NOT SPECIFICALLY PART OF THE POLICY

Coach to Specify:

- If athletes are permitted to have electronic devices such as mobile phones / iPods / iPads and when these can be brought to the competition pool/event. When electronic devices must be handed in to the coach / team manager each night.
- If contact between the athlete and their family must be made through the team manager or coach only.
- Expectations regarding housekeeping
- Expectations regarding sleeping
- General behaviour expectations

To be developed into a checklist for Coaches / Team Managers to set parameters for the Team for each specific trip.

e.g.

ITEM	PARAMETERS	
Electronic Devices	<ul style="list-style-type: none"> • Athletes are permitted to have electronic devices such as mobile phones / iPods / iPads but these must be kept at the accommodation during competitions. • All electronic devices must be handed in to the coach / team manager each night one hour before the designated bedtime. 	
Family Contact	Swimmers can talk to family members during competitions,	
Rooms	Swimmers are expected to keep their own and communal areas tidy	
Accommodation	Team members are expected to walk quietly in communal areas of	



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	the accommodation	
Bed Time	As you are all competing we want to make sure you rest and we trust you are all mature enough to respect this rule.	