



# Water Polo

VICTORIA

# State Team Travel and Excursion Policy

September 2018

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## Review History

Version	Revision No.	Date Reviewed	Date Endorsed	Content
1	August 2018		September 2018	WPV Board

This Policy may be amended or supplemented by Water Polo Victoria (WPV) at its discretion in order to achieve the objectives and where matters arise which, in the sole opinion of WPV, have not been provided for in this Policy, or where the literal application of this Policy would not achieve the objectives.

Any variation or amendment must be in writing, given by the WPV Executive Officer (EO), on behalf of WPV who will endeavour to give as much notice as possible to all persons affected by any amendment or supplement in this Policy.

This Policy should be read in conjunction with the WPV Constitution, the WPV Safe Sport Framework, the WPV Credit Policy, the WPV State Team Selection Policy and the WPA and/or Tournament Organisers' Competition Rules.

### 1. Policy Purpose

WPV has developed this Policy to provide a safe environment for travelling Victorian State teams and associated parties and manage the risks associated with Victorian State team travel. This Policy outlines the procedures and expected behaviours to be adhered to by all participants (athletes, coaches, team managers, support staff, volunteers and parents) and the consequences should there be any violation of this Policy.

Travel, trips and excursions are a privilege extended to members of Victorian State teams and associated parties (coaches, team managers, support staff, volunteers and parents). Victorian State teams represent both Victoria and WPV. Therefore, all WPV policies, including the WPV Code of Conduct, will be strictly adhered to and enforced.

### 2. Objectives

- i. To provide opportunities and experiences for athletes in water polo.
- ii. To provide, promote and support a safe tournament/competition experience for Victorian State teams.
- iii. To establish clear rules around the expected conduct of all participants (athletes, coaches, team managers, support staff, volunteers and parents) involved with any State team travel, trip and/or excursion.
- iv. To provide and communicate a process to all participants (athletes, coaches, team managers, support staff, volunteers and parents) to ensure they are aware of and understand the consequence should there be a breach of this Policy.
- v. To nurture the athletes' love of the sport.

### 3. Responsibilities

Athletes have the following responsibilities:

- i. Must be a registered and financial member of WPV including full payment of all trip or excursion costs.
- ii. Must sign and agree to abide by the WPV Player Agreement and any other travel, tournament/competition policies that may exist.
- iii. Must have completed required medical authorities and indemnifications.
- iv. Must maintain an appropriate standard of performance prior to departure.
- v. Must be medically fit to travel and compete and provide evidence on request.
- vi. Must wear the current Victorian team uniform during travel and tournament/competition.
- vii. Must refrain from any illegal or inappropriate behaviour that would detract from a positive image of the team and/or be detrimental to its performance objectives.
- viii. Must behave in a manner that is appropriate to being a member of a WPV representative team and display respect and sportsmanship toward coaches, officials, administrators, teammates, fellow competitors and the public at all times.

Parents have the following responsibilities:

- i. Attendance at WPV State team information and travel sessions/meetings prior to travel.
- ii. All trip or excursion expenses including purchase of the current Victorian team uniform must be paid in full prior to travel.
- iii. Any cancellation of an athlete's participation must be made in writing to the WPV EO at least six weeks prior to travel time.
  - a. If a cancellation is notified within six weeks prior to travel, WPV will retain 50% of total booking fee.
  - b. If a cancellation is notified within four weeks prior to travel, 100% expenses must be paid in full.
- iv. Must have signed and returned the relevant consent authorities and indemnifications.
- v. Must get athlete to stated departure point on time and in the current Victorian team uniform.
- vi. Any costs associated with damage to property made by the athlete and/or incidental charges including the costs of the athlete being sent home early.
- vii. Any emergency medical costs incurred by an athlete whilst on the trip and/or excursion including the cost of emergency transportation should it be deemed required by the Coach and/or Team Manager. It is recommended all athletes have ambulance cover.

Coaches, Team Managers, support staff and volunteers have the following responsibilities:

- i. Hold a valid Working With Children Check (Vic).
- ii. Hold an unencumbered, valid driving license.
- iii. Hold a valid First Aid qualification to the equivalent of HLTAID003 Apply First Aid.
- iv. Sign the appropriate WPV Agreements and observe this Policy and all other applicable WPV Policies.
- v. Must carry the medical authorities and indemnifications for each athlete.
- vi. Must carry the emergency contact details of each athlete's nominated parent/guardian.
- vii. Communications with the State team athletes of any and all information, policies and guidelines leading up to and throughout the entire tournament/competition.
- viii. Assignment and supervision of all team rooms. This includes if athletes are paired with other athletes they shall be of the same gender.
- ix. Supervision of all State team athletes during the travel, trip and/or excursion to ensure their needs, wellbeing and safety are met including the oversight of the day to day management of State teams in the lead up to and throughout the competition/tournament.

WPV has the following responsibilities:

- i. The administration of the State team travel and/or excursion including the on-going education about and adherence to this Policy.
- ii. To obtain written, informed consent from parents for athlete/s to participate in travel and/or excursion.
- iii. To obtain written authorisation:
  - a. For the financial costs of the travel and/or excursion
  - b. For athletes to be sent home from travel and/or excursion in the event of serious misbehaviour and for the costs of the athlete's return to be the parent's responsibility
  - c. That if needed, WPV can consent to emergency medical treatment including emergency transportation and for the costs of that medical treatment to be the parent's responsibility.
- iv. To collect confidential, up-to-date information from the parent about an athlete's medical conditions and/or allergies prior to travel.
- v. To oversee all travel and/or excursion staff and volunteers.
- vi. Communicating details about the trip and/or excursion with parents in the lead up to the travel and/or excursion and ensuring arrangements for communicating with parents in the event of an emergency, cancellation or recall of the travel and/or excursion are in place.
- vii. Deciding on and negotiating terms and conditions with third parties and suppliers, including but not limited to, travel and accommodation providers, meals packages, on-ground transport providers, uniform suppliers, tournament organisers, etc.
- viii. Ensuring all appropriate consent, indemnity forms and emergency contact details remain at the WPV Office and copies of all forms are taken and/or available electronically during the travel and/or excursion by the Team Manager.

- ix. The decision to cancel any travel and/or excursion is made by the WPV EO and is final, and while the WPV EO will try to minimise inconvenience and/or financial losses to all concerned, these may be unavoidable.
- x. The decision to remove athletes from the travel and/or excursion is made by the WPV EO in consultation with the Team Manager and Coach and is final. Any costs associated with an athlete's return will be the parents responsibility.

## 4. Procedures

- i. WPV will provide sufficient information to parents about the proposed trip and/or excursion, including but not limited to, the purpose of the experience, details of Coaches, Team Managers and supporting staff and volunteers, costs, departure and return details, travel, accommodation and meal package arrangements, uniform items, etc.
- ii. Parents will have signed and returned the relevant consent authorities and indemnifications.
- iii. Parents pay all trip or excursion expenses including purchasing the current Victorian team uniform, with payment in full prior to travel.
- iv. Athletes must sign and agree to abide by the WPV Player Agreement and any other travel, tournament and competition policies that may exist.
- v. Athletes must be medically fit to travel and for competition and provide evidence on request.
- vi. WPV to ensure all appropriate consent, indemnity forms and emergency contact details remain at the WPV Office and copies of all forms are taken or available electronically during the travel and/or excursion by the Coach and Team Manager.
- vii. WPV believe that travelling as a whole team is conducive to team unity and clearly defines the point where the Team Manager and Coach officially accept 'Duty of Care' for the team. Therefore, all athletes will travel together as a team to all tournaments/competition unless a request in writing to the WPV EO to vary travel arrangements is approved and all expenses associated with the changed arrangement are born by the parent.
- viii. Parents must get athlete to stated departure point on time and in the current Victorian team uniform.
- ix. Coaches, Team Managers, support staff and volunteers supervise all State team athletes during the travel, trip and/or excursion to ensure their needs, wellbeing and safety are met.
- x. Athletes must travel and remain with the team at all times during the trip including to and from games and any training sessions whilst on the trip. Additionally, athletes must attend all team functions as requested.
- xi. Athletes must behave in a manner that is appropriate to being a member of a WPV representative team and display respect and sportsmanship toward coaches, officials, administrators, teammates, fellow competitors and the public at all times.
- xii. The Coach and/or Team Manager will make a written report of any violations of this Policy or any other WPV Policy or framework to the WPV EO.
- xiii. In the event of any athlete's misbehaviour or behaviour that poses a danger to himself/herself or others during the travel and/or excursion, he/she may be sent home and any costs associated with his/her return will be the parent's responsibility.
- xiv. In the event of a medical emergency, all costs incurred by an athlete whilst on the trip and/or excursion are the parent's responsibility including the cost of emergency transportation should it be deemed required by the Coach and/or Team Manager.

## 5. General Expectations

### I. Athlete Behaviours

Required athlete behaviours include:

- i. To comply with all requests from Coaches, Team Managers, support staff and volunteers courteously and respectfully and understand the directions and decisions of the Team Manager and Coach are final.
- ii. To report on time to designated checkpoints as indicated by Coaches, Team Managers, support staff and volunteers.
- iii. To be dressed in the current Victorian team uniform for competition and travel.
- iv. To wear a mouthguard during competition.
- v. To attend all team functions including meetings, practices, meals, outings, etc.

- vi. To travel and remain with the team at all times during the trip including to and from games and any training sessions while on the trip. Athletes are not to leave the competition venue, the hotel, a restaurant, or any other place at which the team has gathered without a prior arrangement with and consent from both the Team Manager and Coach in writing.
- vii. To be responsible for their own belongings.
- viii. To ensure the propriety of all athletes, there will be no male athletes in female athlete's rooms and no female athletes in male athlete's rooms.
- ix. To behave in a manner that is appropriate to being a member of a WPV representative State team.

Examples of inappropriate behaviour that is unacceptable includes:

- i. Consuming alcohol
- ii. Using illegal drugs or substances
- iii. Smoking
- iv. Sexual activities
- v. Sexual harassment
- vi. Vandalism or other criminal offences
- vii. Swearing or abusing others
- viii. Physical violence towards others
- ix. Harassment or vilification of others
- x. Violating this Policy or any other WPV Policy
- xi. Violating team curfews
- xii. Refusing to comply with instructions
- xiii. Poor sportsmanship or cheating.

Athlete General Code of Conduct:

- i. Play by the rules.
- ii. Never argue with an official. If you disagree, have your Captain, Coach or Team Manager approach the official after the competition.
- iii. Control your temper. Verbal abuse of officials and sledging other players, deliberately distracting or provoking an opponent are not acceptable or permitted behaviours in any sport.
- iv. Work equally hard for yourself and/or your team. Your team's performance will benefit so will you.
- v. Be a good sport. Applaud all good plays whether they are made by your team or the opposition.
- vi. Treat all participants in your sport as you like to be treated. Do not bully or take unfair advantage of another competitor.
- vii. Cooperate with your Coach, Team Manager, team mates and opponents. Without them there would be no competition.
- viii. Participate for your own enjoyment and benefit, not just to please parents and Coaches.
- ix. Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.

## **II. Coaches/Team Managers/Support Staff and Volunteer Behaviours**

Required Coaches/Team Managers/support staff and volunteers behaviours include:

- i. Duty of Care of athletes during trials, training sessions, travel and/or excursion.
- ii. Ensuring your own behaviour reflects that of a representative of WPV, showing courtesy and consideration to others at all times – to be a role-model for athletes and parents.
- iii. The behaviour and conduct of the State team members at all times (both in and out of the pool) during competition and travel including ensuring all athletes are appropriately dressed for competition and travel.
- iv. Liaison with parents to ensure they are aware of all Policies and responsibilities to the team when athletes are travelling.
- v. Athlete and parent discussion regarding WPV Codes of Behaviour.
- vi. Ensuring that athletes have all contact mobile numbers of Coaches, Team Managers, support staff and volunteers during travel.
- vii. Reporting any misdemeanours or serious injury immediately to WPV Office.
- viii. Assisting the athletes to be self-managing.

- ix. Overseeing social media and photography where possible.
- x. Encouraging team spirit and positive behaviour towards all competitors and officials.
- xi. Carrying team documentation including consent, indemnity forms and emergency contact details.
- xii. Collecting, maintaining and returning first aid kits.
- xiii. Seek permission for any additional expenses and if granted, retain receipts for submission to WPV upon return.
- xiv. The Coach and Team Manager to submit a joint report to the WPV EO within two weeks of return.

#### Coaches/Team Managers/Support Staff and Volunteers General Code of Conduct:

- i. Respect the rights, dignity and worth of every human being regardless of age, gender, ethnic origin, religion or ability involved with water polo.
- ii. Ensure the athlete's time spent with you is a positive one. All athletes are deserving of equal attention and opportunities.
- iii. Treat each athlete as an individual. Respect the talent, development stage and goals of each individual athlete. Help each athlete reach their full potential.
- iv. Provide a drug free environment.
- v. Be fair, considerate and honest with athletes.
- vi. Be professional and accept responsibility for your actions. Maintain or improve your current accreditation. Seek continual improvement through performance appraisal and ongoing education. Maintain appropriate records.
- vii. Make a commitment to providing a quality service to your athletes.
- viii. Operate within the rules of your sport. Any physical contact with athletes should be:
  - a. Appropriate to the situation.
  - b. Necessary for the athlete's skill development.
- ix. Refrain from any form of personal abuse towards your athletes.
- x. Refrain from any form of harassment.
- xi. Provide a safe environment for training and competition.
- xii. Show concern and caution towards sick and injured athletes.
- xiii. Be a positive role model for your sport and athletes.
- xiv. Refrain from inappropriate behaviour towards officials and parents.

### III. Parent Behaviours

In order to ensure a safe and productive environment for the athletes, required parent behaviours include:

- i. Participation in State team travel, trips or excursions is limited to athletes only. Beyond the WPV approved athletes, Coach/es, Team Managers, support staff and volunteers, no other individuals are permitted to participate in any aspect of the travel, lodging, meals and/or briefings provided to the athletes.
- ii. Not to take athletes away from team activities during the tournament including meals, travel to and from any games, briefing sessions or training, without a prior arrangement with and consent from both the Team Manager and Coach in writing.
- iii. Not to coach or call out directions during a game. This is the sole role of the Coach and Assistant Coach (if applicable).
- iv. Not to go on pool deck at any time including during training, competition and medal presentations.
- v. To be supportive of all athletes including but not limited to their own child/ren and not place performance expectations upon them.

#### Parent General Code of Conduct:

- i. Remember that children participate in sport for their enjoyment, not yours.
- ii. Encourage children to participate, do not force them.
- iii. Focus on the child's efforts and performance rather than winning or losing.
- iv. Encourage children always to play according to the rules and to settle disagreements without resorting to hostility or violence.
- v. Never ridicule or yell at a child for making a mistake or losing a competition.
- vi. Remember that children learn best by example. Appreciate good performances and skilful plays by all participants.
- vii. Support all efforts to remove verbal and physical abuse from sporting activities.

- viii. Respect officials' decisions and teach children to do likewise.
- ix. Show appreciation for volunteer coaches, officials and administrators. Without them, your child could not participate.
- x. Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

As a spectator, parents are also expected to:

- i. Applaud good performance and efforts from all individuals and teams. Congratulate all participants on their performance regardless of the game's outcome.
- ii. Respect the decisions of officials and teach players to do the same.
- iii. Never ridicule or scold a player for making a mistake. Positive comments are motivational.
- iv. Condemn the use of violence in any form, whether it is by spectators, coaches, officials or players.
- v. Show respect for your team's opponents. Without them there would be no game.
- vi. Do not use foul language, sledge or harass players, coaches or officials.

## 6. Policy Enforcement

WPV has a duty of care for all travelling Victorian athletes. Through this Policy and the Codes of Conduct, WPV must ensure that the experience for every participant is enjoyable, positive and educative, free from fear and intimidation. WPV considers any breach of this Policy and the Codes of Conduct to be a significant offense.

If a breach of this Policy and/or the Codes of Conduct occurs:

- i. The Coach and/or Team Manager will investigate the incident thoroughly and make a written report of any violations of this Policy or any other WPV Policy or framework to the WPV EO.
- ii. The Coach and/or Team Manager will decide on any immediate consequence/discipline to be taken.
- iii. Where appropriate, the WPV EO may immediately intervene with a consequence/discipline.

Such consequence/discipline may include, but may not be limited to:

- i. Advising the athlete's parent.
- ii. Advising the athlete's Club.
- iii. Disqualification from one or more matches of the tournament/competition.
- iv. Dismissal from the trip and immediate return home at the parent's expense.
- v. Disqualification from future State team travel tournaments/competition.
- vi. Financial penalties.

Illegal acts may also subject violators to prosecution or other sanctions by local, State or Federal authorities.

At the conclusion of the tournament/competition, the WPV EO, will decide if any further action is warranted.