

# **Raglan SLSC Travel Policy**

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### A. Travel Policy Overview

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#### **Awareness**

Raglan Surf Lifesaving Club (the “Club”) Members will be kept aware of what defines Member Protection and the Travel Policy.

**Purpose:** During travel, Club Members are often away from their families and support networks, and the setting (new changing areas, locker rooms, workout facilities, beaches, cars and hotel rooms) is less structured and less familiar. The purpose of a Travel Policy is to establish standards of behaviour and manage expectations of the Club and its Members, thereby providing a sense of structure and familiarity while in an otherwise less familiar setting.

Travel is defined as travelling away from the Club, which could include single or multiple nights away, to competition, training or other activities that are planned and supervised by the Club or members of the Club.

### B. Related Policies

The Club Travel Policy is closely linked and needs to be read in conjunction with the following policies:

- Club Member Protection Policy
- Club Alcohol Policy
- SLSNZ Code of Conduct
- Club Overnight Stay policy

The Club and Members must also observe all current laws including any that relate to vehicles and alcohol.

When travelling the Club must have safety measures in place for any water activities and adhere to any event management safety plans.

## C. Proactive Measures and Processes

For any travel that members are travelling away from the Club (either as a Club team or group of individuals) the Club Management Committee must be aware of all plans and endorse the travel.

Core elements of the Club policy are:

1. A Club team/trip manager should be appointed that will have overall responsibility for the event including members travelling. This person must be over 25.
2. Regardless of gender, a Manager, coach or official shall not share a bedroom or other sleeping arrangement with a Member (unless the person is the parent, guardian, sibling, or spouse of that particular Member).
3. Team/trip Managers and official Club chaperones must be Members of SLSNZ and all people staying over 19 must have successfully passed a criminal background (police vetting) check.
4. When Under 18s are travelling they must have written parental permission of what vehicle and with whom they will be travelling with.
5. All vehicles (including trailers) that will be used while travelling must be safe, fit for purpose and have a current registration and warrant of fitness. All drivers must have a current licence relevant to the vehicle being driven and travel being taken.
6. The Club Travel Agreement must be signed and agreed to by all Members, parents for Under 18s, coaches, managers, officials and other adults traveling with the club where the Club Management Committee deems appropriate.
7. During travel, when conducting room checks and attending meetings and/or other activities, two-deep leadership\* and open and observable environments will be maintained.
8. During overnight team travel, rooms should be gendered. Unless members are over 25 then they could sleep in a co-sex room.
9. When Members are aged 13 & under, chaperones and/or team managers may stay with those Members. Where chaperones/team managers are staying in a room with Members, they should be the same gender as those Members and written consent must be given by Member's parents (or legal guardian). (unless the person is the parent, guardian, sibling, or spouse of that particular Member).
10. When only one Member and one coach travel to a competition, the coach and Member should attempt to establish a "buddy" Club to associate with during the competition and when away from the venue.
11. To ensure the safety of the Members and to protect the staff, there should be no males in female's rooms and no female in male's rooms (unless the other Member is a parent, guardian, sibling or spouse of that particular Member).
12. Travel manager will obtain a signed Travel Agreement form for each Member travelling in advance and provide a copy to chairperson
13. Team officials should carry a signed medical consent or authorization to treat form for each Member travelling.
14. Curfews shall be established by the Club officials each day of the trip.

15. Team Members and Club officials traveling with the team will attend all team functions, including meetings, practices, meals, meet sessions, etc. unless otherwise excused or instructed by the team/trip manager or coach.
16. The directions and decisions of team/trip managers or coaches/chaperones are final.
17. Members are expected to remain with the team at all times during the trip. Members are not to leave the competition venue, the hotel, a restaurant or any other place at which the team has gathered without the permission of the team manager, coach or official chaperone.
18. When visiting public places such as shopping malls, movie theatres, etc., Under 18 members will stay in groups of no less than three persons. All 13 & under athletes will be accompanied by an official chaperone at all times.
19. The team/trip manager and/or coach shall make a written report of travel policy or code of conduct violations to the appropriate club official and the parent or legal guardian of any affected Member.

\* "two-deep" leadership requires that a minimum of two adults be present during all activities to minimize the potential for abuse

## **D. Other Travel Requirements**

### *Safety*

1. Additional guidelines can be established as required by the coaches or Managers;
2. Supervision during times that are provided for relaxation and recreation;
3. Safety procedures for water activities, particularly training;
4. Respect the privacy of each other; and
5. Safety measures at the accommodation the team is staying.

### *Behaviour*

1. Be quiet and respect the rights of others hotel guests;
2. Be prompt and on time;
3. Appropriate usage of cellphones;
4. Appropriate computer use including social media;
5. Respect travel vehicles;
6. Where possible wear Raglan SLSC clothing when travelling;
7. Use appropriate behaviour in public facilities;
8. Must stay in assigned room at the accommodation; and
9. Needs and wellbeing of the team come first.

### *Financial*

1. Clearly communicate what costs are included in the travel fees and what the Members are required to pay for themselves leading up to and during the travel;
2. No room service without permission;
3. Member responsibility for all incidental charges;
4. Member responsibility for any damages or theft during travel;
5. Participation in contracted group meals; and
6. Communicate travel reimbursement information and policies.

## General

1. Establish fair trip eligibility requirements;
2. Establish age guidelines for travel trips;
3. Responsibility of Members or Parent(s) for getting Member(s) to stated departure/arrival points; and
4. Requirements for families to attend "Team Travel Meetings." if held.

## E. Travel Code of Conduct

All Members travelling should sign a Travel Agreement before leaving. This document will work alongside the SLSNZ Code of Conduct (appendix 2). The Travel Agreement is in appendix A.

1. Your signature on this document constitutes unconditional agreement to comply with the stipulations of the Club Travel Policy and Travel Agreement.
2. Team Members will display proper respect and sportsmanship toward coaches, officials, administrators, teammates, fellow competitors and the public at all times.
3. Team Members and officials will refrain from any illegal behaviour.
4. All Team Members will refrain from any inappropriate behaviour that would detract from a positive image of the Club or Surf Life Saving or be detrimental to its performance objectives.
5. The possession, use, sale or distribution of any controlled or illegal substance or any form of weapon is strictly forbidden.
6. Team Members are reminded that when competing in events, traveling on trips, and attending other surf-related functions, they are representing both themselves and the Club. Member behaviour must positively reflect the high standards of the Club and SLSNZ.

Failure to comply:

1. Failure to comply with the Travel Agreement as set forth in this document may result in disciplinary action. Such discipline may include, but may not be limited to:
  - A. Dismissal from the trip and immediate return home at the Member's expense;
  - B. Disqualification from one or more events, or all events of competition;
  - C. Disqualification from future team travel and/or events;
  - D. Financial penalties;
  - E. Dismissal from the team; and/or
  - F. Disciplinary measures from the Club Management Committee.
  - G. Proceedings from a SLSNZ judicial committee or SLSNZ Board.

## Appendix A

### Raglan Surf Life Saving Club –Travel Agreement

<b>Event</b>	
<b>Venue</b>	
<b>Travel dates</b>	
Other people travelling in vehicle with me	

**Member Name:** .....

Raglan SLSC expects that all team Members contribute to the success of the trip by co-operating fully with coaches and Team management in a responsible manner at all times. All team Members (and their parents if under 18 years) must read the Club Travel Policy and sign this Travel Agreement which incorporates the SLSNZ Code of Conduct and provide relevant medical information.

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#### Travel Code of Conduct

- I understand that Team management has full authority in all matters pertaining to the trip and agree to co-operate fully with any team management requests;
- I agree not to use any unauthorised drugs or substances. I understand that the Club and Event organisers may conduct random drug testing;
- I understand the team has a strict no alcohol policy for anyone under 18 and that I must respect all members of the team and other surf life saving clubs and that there will be no partying or disturbing others at night;
- I will be quiet and respect the rights of teammates and others;
- I will be prompt and on time;
- I will follow cell phone usage guidelines;
- I will follow computer use guidelines including social media;
- I will respect all travel vehicles;
- I will follow the team travel dress code;
- I will use appropriate behaviour in public facilities;
- I will follow all curfews set by Team management;
- I will stay in my assigned accommodation;
- I understand the needs and wellbeing of the team come first;
- I understand that I will be liable for any costs relating to any damage or loss, including to accommodation or transportation vehicles;
- I understand the conditions of the trip in that I will be under the care of the Team management at all times. I understand that although all care is taken Team management take no responsibility for any accidents that may occur as a result of my unacceptable behavior; and
- I agree to follow the attached SLSNZ Code of Conduct at all times during the period of travel.

## Medical Information

Please record below any disability, allergy or medical condition we should know about, including any medicine brought on the trip (and instructions for its use)

.....  
.....  
.....

## Club Travel Policy

I have read and fully understand the Club Travel Policy.

Permission is hereby given <delete or add as appropriate>

- For me/ my child to attend the above event as part of a Club team.
- For me/ my child be transported alone with their coach/ (named other person).
- For my child to stay in accommodation with a (named) chaperone in the room.
- For my child to stay in a room with other children of the same age and gender.
- Team Management to arrange medical treatment for me/ my child if required for injury or illness.
- For my child to be allowed to go to public places as part of team activities, either with a chaperone or if 13 and over in groups of no less than three persons.
- For Team Management to discipline me/ my child in the event of unacceptable behavior including being sent home immediately at my own expense.

<b>Member Signature</b>	<b>Parent Name (U18):</b>	<b>Parent Signature (U18):</b>
<b>Member Mobile:</b>	<b>Parent (1) mobile:</b>	<b>Parent (2) mobile:</b>
<b>Date:</b>	<b>Emergency Contact name:</b> <i>(If different from parent or over 18)</i>	<b>Emergency Contact phone:</b>
<b>Doctor Name:</b>	<b>Doctor Phone:</b>	

## Appendix 2

### SLSNZ - Code of Conduct

#### **GENERAL**

All Members, persons and organisations bound by the SLSNZ Regulations must meet the following requirements in regard to their conduct during any activity held or sanctioned by SLSNZ and in any role they hold within SLSNZ:

1. Respect the rights, dignity and worth of others.
2. Be fair, considerate, and honest in all dealings with others.
3. Be professional in, and accept responsibility for, their actions.
4. Make a commitment to providing quality service.
5. Be aware of, and adhere to the Constitution, Regulations, policies and procedures of SLSNZ as well as the rules of Surf Life Saving, including national and international guidelines which govern Surf Life Saving.
6. Ensure that any physical contact with others is appropriate to the situation and necessary for the particular Surf Life Saving activity.
7. Refrain from any form of Harassment, Discrimination, and/or Child Abuse of others.
8. Refrain from any behaviour that may bring SLSNZ into disrepute.
9. Provide a safe environment for the conduct of Surf Life Saving activities.
10. Show concern and caution towards others.
11. Be a positive role model.
12. Understand the repercussions if they breach, or are aware of any breaches of, the Regulations or this Code of Conduct.
13. Report any alleged breaches of the Regulations or this Code of Conduct in accordance with the Constitution and the Regulations.

## **SPECIFIC - COACHES**

In addition to the general requirements all **coaches** will also:

1. Be responsible for matters concerning the coaching, training and development of surf lifesavers.
2. Maintain a 'duty of care' towards others and be accountable for matters relating to training and competition.
3. Ensure competitors understand and abide by the principles of fair play.
4. Maintain or improve their current accreditation.
5. Seek continual improvement through performance appraisal and on-going coach education.
6. Keep all relevant qualifications up to date.

## **SPECIFIC – MANAGERS / CHAPERONES**

In addition to the general requirements all **managers/chaperones** will also:

7. Be responsible for the overall welfare and well-being of team members and officials.
1. Maintain a 'duty of care' towards team members and be accountable for matters relating to management of any squad or team.
2. Foster a collaborative approach to the management of any squad or team.

## **SPECIFIC – OFFICIALS**

In addition to the general requirements all **officials** will also:

1. Conduct themselves in a professional manner relating to language, temper and punctuality.
2. Resolve conflicts fairly and promptly through established procedures in accordance with the Constitution and the Regulations.
3. Maintain strict impartiality.
4. Assist others to develop good attitudes, skills and knowledge relating to Surf Life Saving.
5. Promote and assist in the education of other coaches.

## **SPECIFIC – PARTICIPANTS**

In addition to the general requirements all **participants** will also:

1. Not be aggressive.
2. Respect the talent, potential and development of fellow participants and competitors.



3. Care for and respect any equipment provided to them.
4. Be frank and honest with their coach concerning illness and injury and their ability to train fully.
5. At all times avoid intimate relationships with any coach, manager, chaperone or official.
6. Conduct themselves in a professional manner relating to language, temper and punctuality.
7. Cooperate with coaches and staff in the development of programs to adequately prepare them for competition at the highest level.