

# Safe Trips Away



## *A Guide to Good Planning*



## SAFE TRIPS AWAY

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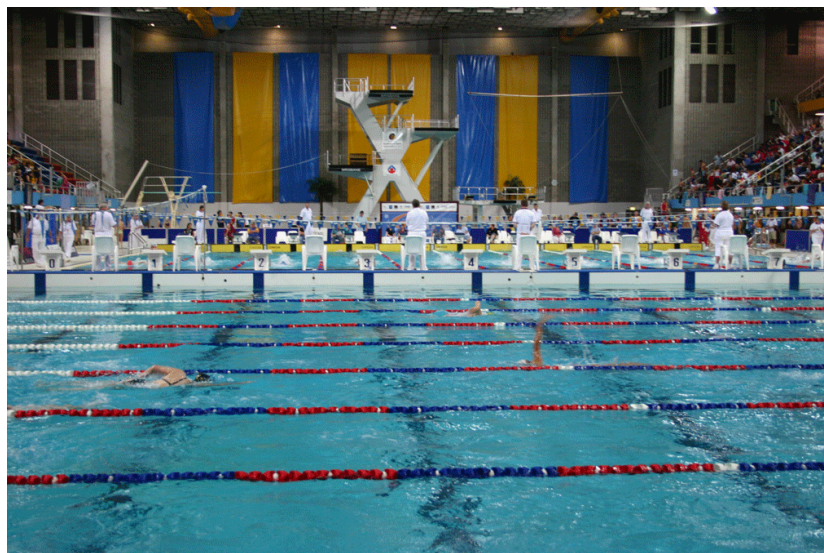
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## ACKNOWLEDGEMENTS

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# THE AWAY FIXTURE



## 1.1 PLANNING

Even the simplest trip away with athletes requires some planning and this section gives guidance to clubs organising away fixtures or day trips which do not include overnight accommodation. It should, however, be noted that in some circumstances, even for a day trip, it may be useful to adopt the procedures outlined in the more detailed guidance in Section 2. This would be particularly appropriate for day trips which have a more social objective and where the activities may be less closely supervised.

## 1.2 COMMUNICATION WITH PARENTS AND CARERS

For a simple away fixture this may amount to the method of transport, the pick-up point and the estimated time of return; the destination and venue; the competition details; the name of the Coach and Team Manager with contact details, emergency contact details, plus any costs (coach fare or money required for meals).

## 1.3 TRANSPORT

**The main points** for clubs to consider regarding transport are:

### **Mini buses**

It is advisable for all those who may drive a group in a minibus to receive training in minibus driving and the management of passengers. Some of the larger driving schools do minibus training and can take people through a specific test.

### **Private cars**

In principle, the use of private cars to transport children should actively be avoided, but if this is the only feasible method of transporting athletes, staff and others must ensure their passengers' safety, that their vehicle is roadworthy and that they have the appropriate licence and insurance cover. The driver is responsible for making sure that the athletes have a seat belt and use it. Vehicles without seat belts should not be used.

Clubs that wish volunteers, parents or other athletes to use their own cars to help transport athletes must ensure that they are aware of their legal responsibility for the athletes in their cars. The parents' agreement should be sought for children to be carried in other parents' cars. It is advisable that adults driving athletes are not put in a position where they are alone with the athlete, though if this does occur the athlete should travel in the back of the car. As a general rule, it does not make sense to take athletes alone in a car on journeys, however short. If this is absolutely necessary, written permission should be obtained and information regarding expected departure

and arrival times made available to the relevant people.

The Team Manager should arrange a central dropping point for all athletes rather than individual home drops. Those in charge of arrangements need to check that the athletes are collected.

### 1.4 SUPERVISION



#### Checking suitability

All people acting in a supervisor capacity with children must have complied with the *Commission for Children and Young People and Child Guardian Act*.

If a club is in any doubt as to the suitability of a person to act in a supervisory role they should not be appointed. Within the staff group there should be someone familiar with Swimming Australia's Child Welfare Policy available online at [www.swimming.org.au](http://www.swimming.org.au)) and who ideally should have received training.

Where the group is of mixed sex, there should be at least one male and one female member of staff. The number of staff and their differing responsibilities will be determined by the profile of the trip. Consideration should also be given to the individual requirements of the disabled athlete.

(See Section 2.1 Planning the Trip)

#### Roles and responsibilities

In general, staff are expected to take the role of a responsible parent. Parents expect their children to be cared for safely and sensibly. Clubs should ensure that all staff have some type of induction programme. This may be through a mentoring programme and should include an understanding of child protection procedures, ethical issues of equality, and standards of behaviour.

Where there is more than one supervisor, a group leader should be appointed. It is usual for there to be a Head Coach and a Team Manager, with the coaching staff dealing with issues at competition or training and Team Managers providing the necessary support in other areas. All supervisory staff should be provided with a full itinerary, including contact information and transport arrangements.

It can be difficult supervising groups where the parents of the athletes are also present. In this situation it should be made clear beforehand that the athletes are part of a group under the supervision of the staff, and parents should not seek to compromise this situation. There should always be a list of the group members so



that a simple head count or register can be taken easily, and there should be access to home contact numbers.

### Numbers of staff to athletes

It is important to have a high enough ratio of staff to athletes for any trip. The factors to take into consideration are:

- *gender, age, ethnicity and ability of the group*
- *athletes with special educational or medical needs or who are disabled*
- *the nature of the activities in the programme*
- *the duration of the journey*
- *the competence and likely behaviour of the athletes*
- *the number of Team Managers, assistants, Coaches and specialist staff*
- *the experience of the staff in supervising the type of programme.*

Staffing ratios are difficult to prescribe as they will vary according to the activity, age group, location and efficient use of resources. Consideration must also be given to ensuring that there are enough people to be able to deal with an emergency.

As a guide, a ratio of 1:10 should be considered as a minimum requirement where the athletes are aged 11 and over. For younger children and people with disabilities, the ratio may be increased depending on the requirements of the group and the activity in which they are involved.

### Supervision while travelling

The level of supervision necessary should be considered as part of the risk assessment.

- *The Team Manager is responsible for the party at all times, including maintaining good discipline.*
- *The driver should not normally be responsible for supervision, but this may be the case with smaller groups of older athletes.*
- *All group members should be made aware of the position of the emergency door and the first aid and anti-fire equipment on the transport.*
- *It is sensible for the Team Manager to be aware of alternative routes or means of travel in the event of delay or cancellation.*

Where possible, when public transport is being used, the Team Manager should book this well in advance in order to arrange for seats to be reserved to ensure that the party can travel together.

In the event of a breakdown or accident, the group should remain under the direct supervision of the Team Manager or other staff wherever possible.

Head counts should be carried out when the group is getting off or onto transport and support provided, where appropriate and required, for athletes who are disabled. If any of the group use a wheelchair, the Team Manager should ensure that the transport used has appropriate access and securing facilities. It may be appropriate to use portable ramps.



### 1.5 EMERGENCY PROCEDURES DURING A TRIP

#### First aid

The Group Organiser should know how to contact the emergency services and have access to the minimum first-aid provision in a suitably locked first-aid box. It's recommended that at least one staff member possess a first aid certificate.

Other considerations when considering first-aid needs should include the number in the group and the nature of the activity, and the likely injuries and how effective first-aid would be.



## Other medication

### On-site procedures

If an emergency occurs on a club trip, the emergency factors to consider are to:

- *establish the nature of the emergency as quickly as possible*
- *ensure that the group are safe and looked after*
- *establish the names of any casualties and get immediate medical attention for them*
- *ensure that all group members who need to know are aware of the incident and that all group members are following the emergency procedures*
- *ensure that a member of staff accompanies any casualties to hospital and that the rest of the group are adequately supervised and kept together at all times*
- *notify the police if necessary*
- *write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence*
- *keep a written account of all events, times and contacts after the incident*
- *complete an accident/incident report form as soon as possible*
- *ensure that no-one in the group speaks to the media. Names of those involved in the incident should not be given to the media as this could cause distress to the families. Media inquiries should be referred to a designated media contact in the home area*
- *ensure that no-one in the group discusses legal liability with other parties.*

The Organiser of the group should be aware of any specific medical conditions, including identification of any allergies.

Club staff in charge of athletes during a trip have a duty of care to make sure that those in their charge are safe and healthy. They also have a common law duty to act as a reasonably prudent parent would. Staff should not hesitate to act in an emergency and to take life-saving action in an extreme situation.

### Procedures for home contact

If contacted about an emergency that has occurred on a trip, the person acting as the club home contact should:

- *ensure that the Team Manager is in control of the emergency and establish if any assistance is required from the club*
- *contact parents and keep them as well informed as possible at all stages of the emergency*
- *liaise with the club officers and if necessary the sport's governing body*
- *liaise with a designated media contact if appropriate*



# **DAY TRIPS & OVERNIGHT STAYS**



## **2.1 PLANNING THE TRIP**

When planning a trip it is important to allow sufficient time for all the requirements to be completed. The following areas should be considered:

### ***Objectives/purpose***

What is the objective or purpose of the trip? Is it for competition, training or social purposes, or will the programme be a combination of these?

### ***When, where and for how long?***

Having decided on the purpose of the trip, consideration should be given to the likely date, the duration of the trip (this should take into account the purpose of the trip, the age of the children and the distance to be travelled), and a suitable venue (including accommodation).

### ***Who will be going?***

The objective of the trip will determine some issues regarding the profile of those who will be taking part. The following areas should be considered:

#### **Athletes**

Is the group predominantly of one age, or is there a wide age range?  
Is it a mixed sex group?  
How large is the group?  
Are there specific needs relating to any disability or medical considerations?

#### **Staff**

The profile of the group will determine other issues, such as the ratio of adults to children and suitable people as members of staff and volunteers.

(See section 1.4 on Supervision)

### ***How much will it cost?***

The planning stage will include looking at the cost of the trip:

How much is the travel and accommodation?  
How will the staff be paid for?  
What will be included in the overall cost?  
What will be optional extras?

It is recommended that with younger children an organiser should try to include all

the basic requirements in the overall cost. This ensures that children are assured of all their meals and being able to take part in all the activities. With older groups, some meals may be paid for by the athletes themselves and they may have a choice of whether to pay to take part in certain activities.

### ***Spending money***

Members of all groups will need some money that they can spend themselves. This can be a problem with some groups, although most children are vulnerable where money is concerned. Parents should be given some guide on how much a child will need as it can be difficult to manage a situation where one child has barely enough to finance even small items when another has taken large amounts of money.

*(See Section 2.5 Communication)*

## **2.2 ASSESSING THE RISK**

No amount of planning can guarantee that a visit will be totally incident free, but good planning and attention to safety measures can reduce the likelihood of seriousness of any incidents.

Central to ensuring that appropriate procedures are in place for any activity is the process of assessing the likely problem areas. A formal assessment of the risks that might be met on a trip should have the aim of preventing the risks or reducing them. Children must not be placed in situations which expose them to an unacceptable level of risk. Safety must always be the prime consideration. A risk assessment should be based on the following considerations:

- **What are the hazards?**
- **Who might be affected by them?**
- **What safety measures need to be in place to reduce the risks to an acceptable level?**
- **Can the group leader put the safety measures in place?**
- **What steps will be taken in an emergency?**

These questions should be asked in respect of the venue, transport, staffing, sleeping arrangements, food and catering arrangements as well as the actual activities included in the programme.

A pre-visit trip visit is recommended good practice in order to check many of the above points. Sometimes though this is not practical, but references from other clubs that have been to the same venue can assist.

The risk assessment will also determine the number of staff required on a trip to adequately supervise the group.

*(See Section 1.4 on Supervision)*

## **2.3 SUPERVISION**

All the items in Section 1.4 apply to this type of trip.

It is important, however, particularly where groups are away for a period of time, that the staff meet in advance of the trip to discuss their roles, and that everyone understands and supports each other. Often the Coach has the ultimate disciplinary sanction with the athlete, and Coach and Team Manager should be in agreement with regard to the application of the Safe Trips Away Code of Conduct (see Appendix 1) and Swimming Australia's Behavioural Guidelines (available online at [www.swimming.org.au](http://www.swimming.org.au)).

It is also important that there is a staff member who is familiar with child protection policies and procedures and able to respond appropriately should the need arise. Ideally they should have received child protection training.

### **Home contact**

For trips involving overnight stays the list of those in the group with contact numbers and the address of the accommodation should also be with a contact adult from the club who is at home.

Consideration should be given to the practicalities of supervising the group and whether there will be times when the group will need to be split, and how that will be supervised. At competition it may be that while some athletes are competing others need to be resting, or may have finished their events. With younger, less focussed athletes, bedtime curfews do not necessarily mean that once everyone is in their own room they will be going to sleep, or indeed that they will stay there. Staff must take account of this.

Thought should be given to addressing the possibility of homesickness. It may be the first time away from home for some athletes. Raising it openly at the group briefing will be helpful and identifying a staff member who is available for athletes to talk to. Flexibility about phoning home will be helpful as well as enabling parents to inform the club home contact should a child constantly be ringing home or be very



distressed.



### Remote supervision

There are often situations where athletes may not be directly supervised. This could be returning to the hotel after events have been completed, it could be a shopping trip, or it could be part of a social visit. This is likely to happen at a competition or training camp with older athletes and may be part of the programme during a trip which includes some unsupervised time. As a general rule, youngsters under 11 should not be allowed “free time”. Parents should always be informed if it is planned that there will be times when youngsters are unsupervised.

If remote supervision is to take place, the group leader must ensure that everyone understands the ground rules and is adequately equipped to be unsupervised. There should be clear time limits which are not too long, and youngsters should not be on their own; ideally they should be in groups of three.

They should know where to contact a member of staff and where they are staying, including the telephone number. They should have some money, some form of identification, maps and plans and any other information for them to act effectively and safely, and an understanding of any areas which are “out of bounds”.

It is often helpful for one or two members of staff to sit in a park or café in the area

so that they are easily available for regular opportunities to “report in”.

## **2.4 ACCOMMODATION**

This is an area which varies considerably. It can include a range of hotels and guest houses, university accommodation, hostels, sports complexes, or host families. It may vary from full board, timed to suit the activities, to self catering. It may consist of single rooms, shared rooms, ensuite or shared facilities. Each will have its own requirements in terms of the impact on supervision.

### **Hostels and residential centres**

Checks should be made to determine the policies and procedures within the establishment. Are the facilities accessible? Is there any procedure to ensure that children are safe? Are there policies on smoking and alcohol? In addition, there may be responsibilities which lie within the group, such as setting tables, cleaning up, washing dishes, etc.

Sleeping arrangements may be in dormitories, so check that you are not sharing with other unknown groups.

There should be separate sleeping, washing and toilet areas for males and females, staff and athletes and possibly different age groups. Also ensure that the staff accommodation is close to the athletes. Where children are on different floors in guest houses or hotels, adult staff should be available on each floor.

### **Hotels and guest houses**

Staying in this type of accommodation brings the athletes into contact with other paying guests. This should be taken into account when deciding on levels of supervision. Try to avoid members of the group being spread throughout the hotel, and be sure that they are aware that they will be expected to behave responsibly towards other guests. Guidance should be given on the use of room telephones and drinks cabinets. Consideration should be given to ensure that drinks cabinets are cleared before the athletes arrive.



### Catering

Food requirements should be checked. There should be a suitable diet for athletes and nutritional requirements should be communicated if meals are to be taken at the hotel. Mealtimes should be appropriate for the programme. There may be special requirements from athletes or staff, including vegetarian food, gluten or nut free foods, cultural preferences or food which complies with religious requirements.

If you are self-catering, check the availability of the kitchen equipment which will be required.

- It may be helpful to discuss your control and discipline policy with the staff of the centre
- If rooms are equipped with satellite television, inappropriate programmes may be accessible. It may be possible to arrange for these rooms to be disconnected.
- Check the accommodation policy for extras on bills, breakages and lost keys.
- All accommodation should be clean with access to sufficient toilet and

bathing facilities. Consideration should be given to any particular requirements.

- It is not acceptable for athletes to share a bed, or for male and female athletes to share a room. Generally, it is also unacceptable for a member of staff to share a room with an athlete, but this may of course be seen differently if the member of staff and the athlete are parent and child
- Whatever the accommodation is, the Organiser should be sure that the athletes are safe. In hotels this should include ensuring that rooms can be locked, but arranging with the hotel staff for access to a pass key if required.
- For wheelchair users it is important to check entrance doors, easy access to the bed and bathroom facilities, including the position of the washbasins. If there are problems these may be overcome by providing a carer, but this should be discussed before booking with the young person and their parents, respecting their level of independence.



### General advice

Whatever the accommodation, there are some basic guides to good practice.

### Hosting with families

- Similar checks of accommodation should be made for athletes who are hearing impaired, visually impaired or ambulant disabled.
- Accommodation staff should be aware of the rooms occupied by any of your group who may have difficulties in responding to fire alarms.
- All athletes should know which rooms the staff occupy and how to contact them, using room telephones if available. This is particularly relevant for trips abroad

The area which generates the most cause for concern is where accommodation is supplied by host families. The success of an exchange visit largely depends on good relationships and communications between the organisations concerned. On a club to club basis, it is more likely that the organiser of the accommodation at the host club knows and can easily check the families who are to host the athletes. This becomes more difficult when the group is large and the hosting arrangements are organised across a number of clubs on a more remote level. The problem is compounded when the trip is abroad.

Parents must be made aware that their children staying with host families will not always be under direct staff supervision.

#### *Being a host club*

When recruiting hosts, information sheets should be supplied giving an outline of the requirements that hosts must be able to fulfil.

It is good practice for the organising club to put together a small group of two or three people who will visit the families at their home to check that the situation is suitable.





Requirements should include:

- All adult members of a host family must meet child protection requirements.
- Athletes should be placed with families where there is an athlete of a similar age and where possible of the same sex. If the athletes are of different sexes, there must be both sexes in the household.
- It is preferable for the visiting athlete to have their own bedroom, but acceptable for them to share a bedroom with another person of similar age and of the same sex.
- Host families should be informed of any special medical, dietary or cultural needs of their guest athletes.
- If the group includes people with disabilities, the host families must be aware of any special requirements and arrangements, such as size of room and access to bathroom facilities. These must be appropriate for the athlete.
- Hosts must be aware of the arrangements for collecting and transport guest athletes throughout the trip. (*See Section 1.3 Transport*)
- Guest athletes should have easy access to the staff on the trip, usually by



telephone.

A list of all the visiting group indicating the name, address and telephone number of the families that they are staying with should be provided to the staff members.

### *Being hosted*

Much again will depend on the relationship between the two organisations concerned. Regular exchange visits between the same groups promote familiarity, but organisers should not become complacent.

The list of requirements when being a host club should be the basis of the agreement with the hosts, which must include some clear procedures for vetting host families. If the host club does not have appropriate measures in place for carrying out the checks to ensure the health, safety and welfare of athletes staying in homes, the Team Manager should reconsider whether the trip should take place.

The list of requirements for being a host club apply in reverse when the athletes are being hosted. A list of all the members of the group indicating the name, address and telephone number of the families that they are staying with should be held by all the staff members and should also be with a contact person at home.

## **2.5 COMMUNICATION**

### **Preparing parents and carers**

It is good practice to meet with parents before the trip. This gives the opportunity to explain the arrangements, including those for athletes with disabilities, the need for medical information, confidentiality issues and consent forms. Information should be given regarding policies on discipline, referencing the issues covered by the Safe Trips Away Code of Conduct and other areas such as pocket money, phoning home, homesickness and remote supervision. It may be appropriate to share with the parents information that has been obtained when assessing safety issues involved in the trip and the steps which have been taken to reduce risks to an acceptable level. Accident and emergency procedures can also be explained.

Paperwork should be prepared for the parents and athletes giving as much information as possible.

For trips where athletes are staying overnight, the information will need to be more comprehensive. It should include:

- the objectives and purpose of the trip
- the name and contact number of the organiser
- the names of all staff
- the name and contact number of the person acting as the home club contact
- details of transport to and from venue and during the trip  
(see *Section 1.3 Transport*)
- details of accommodation with address and contact number  
(see *Section 2.4 Accommodation*)
- an itinerary, which should give as much information as possible, particularly regarding the type of activities (competition, training, educational/social) and an indication regarding free time which may be unsupervised (see *Section 2.3 Remote Supervision*)
- the estimated cost. As final costs can be dependent on the number of athletes participating it may be necessary to point out that the cost could vary up or down

- the date for paying a deposit to book a place and details of whether there are any circumstances under which the deposit is returnable.
- The schedule for paying the remaining account
- spending money
- details of insurance cover
- a kit and equipment list
- an emergency procedures and telephone contact
- a Code of Conduct
- the Child Protection procedures

Whilst it is difficult for clubs to organise trips without having some idea of the support, when planning the payment requirements, it is important to ensure that parents have sufficient opportunity to organise their finances. For example, some athletes may be socially excluded if deposits are required within a short space of time or trips are filled on a “first come – first served” basis. Where at all possible, a club should give parents the opportunity to make contact and agree a payment schedule which does not disadvantage the athlete.

### Information required from parents and carers

For all athletes, the following forms should be completed:

- Code of Conduct Agreement (*see Appendix 1*)
- Acceptance and Medical Advice Form (*see Appendix 2*)

### Preparing the athletes

It is a good idea to include the athletes in the meeting with parents and carers, but a separate meeting gives an opportunity to discuss and jointly adopt a code of behaviour and give advice of policies and procedures to help them keep safe while away. You can talk to them about telling someone they trust if they are being bullied, feel frightened or homesick, as well as identifying the opportunities and the named adult to whom they might speak in confidence.

Remember that children of different ages or abilities may have different needs or

requirements. You can also use this opportunity to discuss sharing activities they may like to choose as well as the ever-popular cooking, cleaning or jobs rosters. If it is not possible to meet before the trip, these items should be covered at the briefing meeting on arrival.

### 2.6 WHEN YOU ARRIVE

The following are guidelines for the Team Manager on arrival at the destination:

- Confirm the room numbers with the hotel and match these with the rooming arrangements. Inform the athletes of the rooming list. This should be organised by the Team Manager in consultation with the other staff. It is not necessarily appropriate to allow the group a free choice about whom they will share rooms with, though any particular requests from parents and athletes can be considered.
- Check all arrangements with the accommodation, such as meal times, etc. It may be appropriate to give an itinerary to the hotel for their information.
- Check on room phones – access to outside lines and the charges for calls and the availability of calls between rooms.
- Check the rooms are all OK – if there is any damage, reporting it now will save any blame or costs for your group members.
- Check out the sporting venues.

Decide on the appropriate way to ensure the safety of money, both the club contingency amount and the individual cash and travellers cheques. With younger inexperienced athletes, it may be advisable to collect in their money and organise a daily bank. This also gives some control in rationing the money over the number of days. (A stock of envelopes, one for each person, is useful for this). There should be provision for the safekeeping of valuables and belongings whilst away from home. This could include appointing someone to be responsible for the items and keeping records of what is handed in for safekeeping.

It may be advisable to ensure that all medications are collected and held by one person centrally. This ensures that correct doses are given and reduces the possibility of inappropriate drugs being given or tried out by athletes. The person holding medications centrally should be known to all the group, and in case of an emergency occurring when this person is unavailable a second member of the staff should know how to access these. Some medications, such as asthma inhalers, may be held by the young athlete, if deemed responsible by their parent or carer.

On arrival the Team Manager and Head Coach should have a briefing meeting with the whole group. This would provide an opportunity to clarify child protection

procedures and roles of different staff and to brief the group on any rules, including curfews and emergency procedures, and to reinforce the Code of Conduct. Cards with contact details can be distributed at this meeting. (See *Appendix 3*)

### **Daily briefing**

This provides a focal point and a checking in for all group members. It allows for a discussion of the day's events, planning for the next day and the opportunity to clarify or reinforce rules and procedures. In particular, this time should provide the possibility for athletes, should they wish, to speak on a one-to-one basis with members of staff. This will give the opportunity for athletes to express any personal worries or concerns and for staff to notice or pick up any signs of homesickness or distress, particularly with young athletes.

## **2.7 AFTER THE TRIP**

### **De-brief**

It is useful for the staff to meet to discuss the success of the trip and this can be part of a reporting back to the club committee, which may take the form of either a verbal or written report. If there have been significant issues which occurred, it is recommended that these are detailed in writing and may be part of the club minutes. Areas for consideration should include an assessment of the pre-planning, the information provided about the programme, the athletes, the venue and the staff responsibilities. The suitability of the programme and any health and safety, discipline or child protection issues should also be considered. This may form the basis for a brief written feedback to parents.

On occasions it may be helpful to have a de-brief meeting for parents and athletes, though clubs may wish to consider producing a general evaluation form which provides the opportunity for staff, parents and athletes to comment. From this a club would be able to decide whether there were any lessons to be learnt and what could be done differently in the future. It also provides an opportunity for parents and athletes to feed back their perceptions of the trip.





# Safe Trips Away Code of Conduct

This code applies to all persons representing the club in any capacity.

1. You must obey all lawful instructions from the Managers and Coaches.
2. You must not consume alcohol, use illegal substances, or smoke cigarettes whilst representing the club in a selected team or training squad.
3. Once registered with the Manager, you must not depart from the team/squad environment without the approval of the Manager or the Head Coach.
4. As a squad member you are representing your club and your family. No discredit should be brought to either of the above. Behaviour, befitting a club representative will be required of you at all times.
5. No disrespect will be tolerated from you under any circumstances.
6. If you have any problems, you are to report them to the Manager as soon as possible.
7. There is to be:
  - Respect for rooms and property
  - No interference with other people's property
  - No use of room telephones and other services (except at your expense)
  - No person in the room of another after "Lights Out" or during compulsory rest time.
8. You must attend all approved activities unless given permission to do otherwise.

Breaches of any Code of Conduct Rules may lead to immediate expulsion from the tour or camp. Should expulsion occur, your parent(s)/guardian will be contacted and appropriate travel arrangements will be made. Any and all additional expenses incurred will be the responsibility of yourself and your parents. A full written report will be submitted to the club's management committee, upon which further disciplinary action may be commenced under the provisions of its constitution.

## I AGREE TO THE TERMS & CONDITIONS STIPULATED IN THIS CODE OF CONDUCT

---

Swimmer's Signature

---

Print Name

---

Date

---

Parent's/Guardian's Signature

---

Print name

---

Date

(if swimmer under 18)

## APPENDIX 2

# Acceptance & Medical Advice Form

## Details

- Location: \_\_\_\_\_
- Dates: \_\_\_\_\_

## Personal Information

First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_ Postcode \_\_\_\_\_  
 Sex Male / Female Date of Birth \_\_\_\_\_  
 E-Mail\* \_\_\_\_\_

## Contact Numbers

Home (07) \_\_\_\_\_ Mobile \_\_\_\_\_  
 Fax (07) \_\_\_\_\_

## Emergency Contact

Name \_\_\_\_\_ Mobile \_\_\_\_\_  
 Business Hours (07) \_\_\_\_\_ After Hours (07) \_\_\_\_\_

## Medical Information

- If you have an existing medical condition, you must submit a letter from your doctor regarding treatment of this condition.
- You must advise the Team Manager at registration of any medication you require. Medication must have your name, dosage and usage instructions clearly marked.
- Please inform the Team Manager if you have any special dietary requirements.

*Parent / Guardian to complete the following for the swimmer if they are under 18 years of age:*

- |   |          |
|---|----------|
| <input type="checkbox"/> Do you suffer from any chronic illness or disability?                    | Yes / No |
| <input type="checkbox"/> Have you suffered from any acute illness during the last four weeks?     | Yes / No |
| <input type="checkbox"/> Have you been treated by a doctor for any injury in the last four weeks? | Yes / No |
| <input type="checkbox"/> Are you taking any prescribed or non-prescribed medication?              | Yes / No |

Do you suffer from any of the following:

- |  |          |
|--|----------|
| <input type="checkbox"/> Allergic Conditions             | Yes / No |
| <input type="checkbox"/> Asthma                          | Yes / No |
| <input type="checkbox"/> Skin Conditions                 | Yes / No |
| <input type="checkbox"/> Diabetes                        | Yes / No |
| <input type="checkbox"/> Epilepsy, fits and/or blackouts | Yes / No |

**\*\*If yes, please supply a doctor's certificate &/or additional details with any continuing treatment instructions**

In the event that you should need medical attention, it would assist if you could supply the relevant health insurance information:

Medicare Number \_\_\_\_\_  
 Private Health Insurance Fund: \_\_\_\_\_ Membership Number: \_\_\_\_\_

**Coach's Details**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
Address \_\_\_\_\_  
Postcode \_\_\_\_\_  
Phone \_\_\_\_\_ Mobile \_\_\_\_\_  
Email\* \_\_\_\_\_

I endorse the selection of my athlete for the above listed activity.

Coach Signature \_\_\_\_\_ Date \_\_\_\_\_

**Signatures**

I hereby give permission for my child/ward to participate in the above listed activity. Additionally, in the event of any accident or illness I authorise the club or its appointed Team Management/Coaching Staff to obtain such medical assistance my child/ward/I (if over 18 years) may require.

Parent / Guardian \_\_\_\_\_ Date \_\_\_\_\_

Athlete (if over 18) \_\_\_\_\_ Date \_\_\_\_\_



## APPENDIX 3

## SAFE TRIPS AWAY CARD

<b>SAFE TRIPS AWAY CARD</b>	Your Name:
TEAM MANAGER	Name:
	Telephone No:
OTHER CONTACT	Name:
	Telephone No:
ACCOMMODATION	Address:
	Telephone No:

<b>SAFE TRIPS AWAY CARD</b>	Your Name:
TEAM MANAGER	Name:
	Telephone No:
OTHER CONTACT	Name:
	Telephone No:
ACCOMMODATION	Address:
	Telephone No:

<b>SAFE TRIPS AWAY CARD</b>	Your Name:
TEAM MANAGER	Name:
	Telephone No:
OTHER CONTACT	Name:
	Telephone No:
ACCOMMODATION	Address:
	Telephone No:

<b>SAFE TRIPS AWAY CARD</b>	Your Name:
TEAM MANAGER	Name:
	Telephone No:
OTHER CONTACT	Name:
	Telephone No:
ACCOMMODATION	Address:
	Telephone No:

## APPENDIX 4

## CHECKLIST FOR DAY TRIPS OR OVERNIGHT STAYS

<b>Purpose of the trip</b>	competition / training / social / combination	
<b>Planning</b>	when	
	where	
	who	
<b>Communication with parents</b>	pick-up times	
	destination & venue	
	competition details	
	kit / uniform	
	emergency procedures / home contact	
	remote supervision	
	consent form	
	code of conduct	
<b>Accommodation</b>	what type	
	catering / special diets	
	suitability for group / accessibility	
	room lists	
<b>Transport</b>	journey time and stopping points	
	supervision	
	suitability / accessibility	
	private cars: drivers checked / insurance / seat belts	
<b>Supervision / staffing</b>	numbers of staff / athletes	
	who: male / female / specialists / carers	
	responsibilities	



<b>Emergency procedures</b>	first aid	
	specific medical details / medications	
	reporting procedures	
<b>Insurance</b>	travel	
<b>Costs</b>	for trip	
	payment schedule: deposit / staged payments	
	extra meals?	
	spending money	
<b>Other</b>	Safe Trips Away cards	
<b>Arrival</b>	check: rooms / meal times / phones / valuables	
	check sporting venue	
	collect: money / valuables	
	information on medications	
	arrange group meetings(s)	
	confirm procedures with staff	
	rules / curfews / Safe Trips Away cards	
<b>Hosting or being hosted</b>	hosts vetted	
	hosts aware of special requirements	
	transporting arrangements	
	telephone contact	
<b>Other</b>		