



Travelling Team Policy

Introduction

A tournament should be an enjoyable experience both in and out of the pool. For this to happen it is essential that discipline and good behaviour is maintained in the team during the tournament. A great deal of planning is required to ensure that teams travelling do so within the required parameters under the Policies of the North Brisbane Water Polo Club Inc. (referred to herein as Polo Bears)

Purpose

This policy outlines Polo Bears policy on teams from Polo Bears touring and playing in carnivals and tournaments within Queensland and interstate.

The following policy is introduced to

- Ensure committee members are informed and pro-active
- Assist team management with planning and set out required procedures
- To provide parents and guardians evidence of club standards

Policy

This policy specifically relates to players. It also includes coaches and managers (those individuals formally representing Polo Bears in an official capacity referred to hereafter as club officials) and parents.

BEFORE THE TOURNAMENT

The management committee must meet with the tournament's representative person to discuss the travelling team's arrangements, and identify the individual adults attending.

Ideal Numbers of Adults Present

A minimum of two adults will travel with a team of up to 14 players. Preferably at least one of these adults has a First Aid qualification. All club officials touring must be in possession of a QLD blue card or be eligible for exemption. In the case of girls travelling teams there must be either a female coach or manager.

Attendance at Mandatory Briefing Meeting

A briefing meeting should be held before the tournament for all members of the Polo Bears Committee, Travelling team and parents of the Travelling team members.

At this meeting:

- Roles of each travelling club official should be explained, the final itinerary should be detailed and all outstanding medical and consent forms collected.
- Standard of behaviour of all travelling team members and their parents should be outlined
- Sign Appendix 1 and 2 and Medical Details Form.

Travel Insurance

Once deposits have been paid for the trip, it is strongly suggested that you take out Trip Cancellation Insurance, as the club does not have cover for this if you cancel for any reason including injury. You will be liable for any expenses not able to be refunded. Travel Insurance is also recommended.



DURING THE TOUR

Expectations of Behavior

Travelling to a tournament as a part of a team can be great experience for every player. This experience has the potential to further player's water polo skills and can have a real and positive effect on their personal development.

Polo Bears are proud of their players and supporters and expect of them the highest standard of sportsmanship and respect for all water polo officials during tournaments.

It is a Club requirement that all team members complete a 'good behaviour' undertaking. Refer to Appendix 1 of this policy. All players and spectators must be aware of the content of Water Polo Australia's Think.Act.Play campaign. Details contained in the link below, with a summary following.

<http://waterpoloaustralia.com.au/wp-content/uploads/2015/10/Think-Act-Play-Manual-Overview-Dec-2016.pdf>

Providing a safe, fair and inclusive environment for everyone involved in our sport, and ensuring that our core values, good reputation and positive behaviours are maintained is a priority of Water Polo Australia.

Think.Act.Play. is WPA's awareness campaign designed to promote positive behaviours by players, coaches, managers, officials and spectators that uphold the values, reputation and spirit of Water Polo.

Think.Act.Play. was first introduced at the 2015 U16 National Championships as a pilot that's to the partnership of NSW Sport and Recreation; and following tremendous support and enthusiasm from the water polo community, has become a permanent campaign for the sport.

The target groups for **Think.Act.Play.** include players, coaches, officials, parents and spectators; essentially the entire Water Polo community.

There are three slogans that underpin the **Think.Act.Play.** program aimed at promoting positive behaviour and respect. Each slogan is relevant to everyone involved in the game.

The three slogans include;

Think before you speak: *What you say and do shapes the culture of our sport. Your words can influence the way people are seen and treated by others, and the way in which people feel about themselves. It can also impact the way the community perceives our sport. Remember – what you say matters.*

Act with respect: *Showing respect and treating everyone fairly is just as important as the game. No matter who you are or where you come from, treating each other with respect and dignity ensures everyone can enjoy the game. Whether you're playing, coaching or cheering from the sidelines – respect the referee's decision. Remember – to earn respect you must give it.*

Play in the spirit of the game: *The way you play, coach and support says a lot about your character. Playing in the **spirit** of the game is more than just the rules. Players that keep their cool under pressure, even when things are not going their way, have a better chance of winning the game. Coaches that encourage sportsmanship get the best from their players. Parents that set a good example help their children enjoy the game. Remember – take responsibility for your actions and play in the spirit of the game.*

The Australian Water polo Codes of Behavior for Players and Spectators link is below and Polo Bears abides under this code.

<http://waterpoloaustralia.com.au/wp-content/uploads/2015/06/FINAL-Member-Protection-Policy-Water-Polo-Australia-Limited-updated-5-April-2016-ASC-V8-and-Apr-16-update-compliant-policy.pdf>



Communication

Polo Bears advocates open communication. It is an expectation that players speak directly to the coach about pool issues. All other matters of concern should be discussed with the team manager. The players must obey strictly all instructions from their team officials.

Pool Time

The decision regarding a player's pool time is at the prudent discretion of the coach. They will endeavor to give all players fair pool time but in some circumstances during National competition there will be some games where they will need to play the team most suited to the opponents for the benefit of the whole team.

Team Meetings

Regular team meetings are mandatory for all players to attend. Team strategies, team morale, changes to game times and/or travels arrangements, and reminders of the club's behaviour requirements are a few of the issues discussed.

Uniforms

All players are required to look smart and professional at all times. Players are required to wear their full Polo Bears uniform when travelling to and from airport, to and from pool each day and during the opening and closing ceremonies:

- Polo Bears Hoodie
- Black tracksuit pants or club shorts
- Polo Bears club shirt
- Runners or a pair of sports shoes (no sandals, thongs or ugg boots).

It is also recommended in case of lost and or delayed luggage that players ensure they carry on board; a back pack with Togs, swim cap, all monies and student ID.

Health Issues

Polo Bears recognise that during longer tournaments many of the health problems of teenagers are caused by lack of food, liquid or sleep. We have in place steps to avoid this (e.g. set a bed time for the night before match days, ensure the team has access to fruit/energy bars, drinking water etc, etc),

We will be using the First Aid provided by the various pools. However, travelling teams will also have a rudimentary first aid kit including ice packs. Players are recommended to bring personal supplies of; strapping tape, personal hygiene products, saline eye wash, aqua ear and Panadol if required. *Please be aware the Team Managers are unable to dispense **any** medications to players.* If players are travelling with any medication it must be placed in a clearly labelled plastic zip lock bag, including a note indicating parental consent to be given to the team manager, which the player can then access under supervision if necessary. In the case of a prescription medication documentation is required from your doctor. If players feel unwell they need to notify the manger in the first instance.



Accommodation (Eating and Sleeping) Arrangements

Polo Bears will book all players' accommodation. Players are to be made aware of security arrangements (in place to stop unauthorised entry) and be taken through the emergency procedure/escape routes in the event of a fire upon arrival at the accommodation.

Shared accommodation is the norm and Polo Bears expects players to respect each other and each other's property. Team members must let each other sleep, rest and support each other.

Team members need to

- Check for any damage to premises on arrival and notify Team Manager
- Keep their room tidy – make beds and help with tidying kitchen and bathrooms
- Request the permission of the Team Manager before leaving the accommodation area
- Be aware of which club official is on supervision duty
- Know where your club officials are staying
- Always move in pairs where toilets/shower/laundry facilities are away from sleeping areas

Unavoidably at times apartments maybe located on various floors. The manager will specify specific rules for visiting rooms but in general players may visit other players' apartments from Polo Bears or other teams before dinner. However it is **mandatory** that when players return to their apartments following the evening meal that they:

- Do not leave their rooms unless it is an emergency.
- Do not open their doors to anyone other than the Team Manager.

Any Visitors, including parents, must be cleared with the Team Manager.

Outings/Secondary Activities

Travelling teams may decide to undertake an outing. This is usually done in agreement with the players. This may involve players requiring some extra funds.



Display Good Sportsmanship

Polo Bears water polo club expects the following sportsperson like behaviours from all players and club officials:

- Be a good sport, play for enjoyment and encourage and support your own team members.
- Compete according to the spirit and rules of the competition
- Accept the Referee's decision
- Control your behaviour and temper in and out of the pool
- Do not criticise by word or gesture
- Treat all team mates and opponents as you would prefer to be treated yourself
- Work equally hard for yourself and your team - your team's performance will benefit and so will your own
- Co-operate with your coach and team mates. Show respect for your opponents and their skills.
- Be friendly to all participants
- The use of alcohol, tobacco and non-prescribed drugs is not permitted

NOTE: Any illegal behaviour will be referred to the police

Consequences for players breaches of this code

Team Managers may deal immediately with any breaches of this code by imposing appropriate consequences, including not playing remaining fixtures, notification of parents, and being sent home at your parents' cost. The Polo Bears management committee is responsible for imposing longer term consequences such as suspension from representing Polo Bears. Furthermore, the Polo Bears management committee may provide a report to the state and national water polo association and you may be subject to discipline in accordance with these governing bodies. Players will be afforded natural justice in respect of breaches of this policy and for any discipline enforced.

Travelling Parents

Tours and Tournaments can be a great bonding and club spirit building experience for the players. Club officials greatly appreciate parents attending tournaments, as spectators, to support their children's team. There are times that travelling parents may be called upon to assist by the Team Manager/s. This will often involve scoring duties at the tournament pool after team games, which allows the Team Manager to perform their duties assisting the coach and players. Parents are also reminded of the following:

- Respect must be given to decisions made by the Coach and Team Manager/s.
- Spectators are not allowed on pool deck at tournaments, only the travelling Team Coach & Manager.
- Permission must be obtained from the Team Manager to visit your child's rooms.
- Team Members must not be taken from travelling team at any time without permission from the Team Manager. It is especially important to respect the need for the Team Manager to know where your child is at all times.
- The Team Manager is always your first point of contact. Please refrain from approaching the coach.

AFTER THE TOUR

Club book keeper will reconcile all monies and any unspent monies should be refunded.

A brief tour report will be completed by the team manager and submitted to club management committee.

Responsibility

It shall be the responsibility of the Polo Bears management committee, travelling team's coaches and managers to ensure that the requirements of this policy are complied with. This policy shall be reviewed annually by the Polo Bears management committee to ensure that it continues to comply with principles followed by Water Polo Australia.



Appendix 1

Polo Bears

GOOD BEHAVIOUR UNDERTAKING & PARENTAL CONSENT TO TOUR

To be completed by the team member and team member's parent

Name of tournament: _____

Full name of team member: _____

A tour should be an enjoyable experience. For this to happen it is essential that discipline and good behaviour is maintained in the team during the Tour. Neither Polo Bears nor Tour officials can accept responsibility for the consequences for any sort of misbehaviour.

Polo Bears requires all team members to:

Respect and take care of the property of: other team members, venues that you compete at, premises that we staying at and visit, and the property of others in the community.

Respect the laws of the game of water polo, your team mates, coaches and managers and all other coaches, players and officials involved in the tournament.

All team members are reminded that upholding the good name of the Polo Bears Club is vital to the club's reputation. Team Members and are required not to bring the Club's name in to disrepute by words or deeds, or to jeopardise future travelling teams.

It is a Polo Bears club requirement that team members; do not consume any alcohol or illegal drugs, do not smoke whilst on Tour, do not access any pornography or sexually explicit material ,do not engage in team pranks or initiation activities.

The ultimate sanction in the event of a breach of the Polo Bears Travelling Team Policy is to be sent home at my parent's expense.

I give my consent as a parent/player to being photographed for use on our website and/or other Clubs/publicity Yes No

To be signed by the Team Member

I agree to abide by the Polo Bears 'Travelling Team Policy' and do as I am asked by Tour officials.

Player signature: _____

Date: ____/____/____

Witnessed By Parent: _____

Parent Name (in capitals): _____



Appendix 2

To be signed by the team member's parent

Name of tournament: _____

Full name of team member: _____

I agree to my child named above taking part in the above mentioned tournament. I have been supplied with information regarding the Tournament itinerary and cost

I have read the Polo Bears 'Travelling Team Policy' set out above. I acknowledge the need for good and responsible behaviour on my child's part throughout the Tournament and support the Club officials in maintaining good discipline and enforcing the Club's 'Traveling Team Policy' set out above.

I understand that the ultimate sanction in the event of a breach of the Polo Bears 'Traveling Team Policy' is to send my child home at my expense.

I can be contacted by phone during the Tournament on the following numbers:

Home: _____ Work: _____ Mobile: _____

Best number is Home/Work/Mobile (please circle)

My home address is:

If I am not available please contact:

Name: _____

Address _____

Home: _____ Work: _____ Mobile: _____

Signed: _____

Date ___/___/___

Name (in capitals) _____



Appendix 3

MEDICAL DETAILS

PLAYER NAME: _____

ADDRESS: _____

The following information is intended to assist the North Brisbane Water polo Club Inc. Coaches and Team Officials. In case of any medical emergency or absence of parent or guardian this form will be made available for any medical assistance required. This form will be kept on file as a sensitive document with each team coach/manager.

I hereby authorise North Brisbane Water polo Club Inc. and its volunteers to act on my behalf should I require any medical attention.

I hereby release North Brisbane Water polo Club Inc. from all/any liability for injury or incident incurred.

IN CASE OF AN EMERGENCY PLEASE CONTACT:

Parent/Guardian/Partner Full Name: _____

Phone Home: _____

Work: _____

Mobile: _____

Second Emergency Contact:

Parent/Guardian/Partner Full Name: _____

Phone Home: _____

Work: _____

Mobile: _____

Medicare Number: _____

Private Health Fund & Number: _____

Do you suffer from any allergies/medical conditions:

Details: _____

IN CASE OF AN EMERGENCY AN AMBULANCE WILL BE CALLED



Appendix 4

Do you have any special dietary requirements?

Details: _____

Are you taking any regular medication: YES or NO (please circle)

Please state name of Medication and Dosage

(Any medications must be given to Team Manager in a clearly labelled zip lock bag prior to departure with a note indicating parental consent)

Details: _____

Is there anything your coach or manager should be aware of?

Please detail below or approach your manager ASAP.

Details: _____

PAST HISTORY

Have you had:

- | | | | |
|-------------------|----------|---|----------|
| Epilepsy | Yes / No | Do you wear glasses | Yes / No |
| Diabetes | Yes / No | Do you wear contact lenses | Yes / No |
| Heart Problems | Yes / No | If so, soft or hard lenses. | |
| Heart Murmur | Yes / No | | |
| Asthma/Bronchitis | Yes / No | | |
| Hernia | Yes / No | | |
| Concussion | Yes / No | | |

If the answer was yes to any of the above, please give details:

Player signature: _____

Date:/...../.....

Witnessed By Parent: _____

Parent Name (in capitals): _____



Polo Bears

CLUB OFFICIALS for Travelling teams

To be completed by the club officials accompanying travelling team/s

Details of tournament: _____

Full name of team official _____

Position coach / manager / referee

Polo Bears Water polo club policy regarding club officials for travelling teams.

The Club requires all club officials to abide by all North Brisbane Water Polo Club Inc and Waterpolo Australia policies.

Club Officials are to be acutely aware that they are representing the club from commencement to completion of the trip. They are to conduct themselves at all times, in a positive manner, being mindful of Duty of Care to all.

Any incidents must be advised to the Club President as soon as practicable, and a written report forwarded to Committee on completion of trip.

Any reported breaches of the Policy will be dealt with in accordance with Club Complaints Handling Procedures.

Alcohol is not to be consumed during times where a coach/tour manager is responsible for transporting team players. If any alcohol is consumed in a social environment by club official during the trip outside these hours, they must at all times, remain within legal drink driving limitations.

No Male coaches/tour managers are to enter female players' rooms/apartments/cabins.
No players are to be invited to, or to, enter Male coaches rooms.

To be signed by the club official

I agree to abide by the Club's Travelling Team Policy and the points outlined in this page.



POLO BEARS POST-TOUR REPORT

This form must be completed by the team manager and submitted to the Polo Bears management committee within one month of returning from the tournament.

Tour destination: _____

Age group on Tour: _____

Discipline problems (all red cards /brutality hearings to be noted here plus any other significant discipline problems in and out of the pool):

Accidents (in and out of the pool):

Any other significant problems (in and out of the pool):

Comments re matches played (standard, venue etc):

Any other comments (include here any complaints received from players, supporters, opposition, drivers, and providers of accommodation etc as well as any other comments):