



**Policy
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Ōrewa Surf Life Saving Club

Travel and/or Overnight Stay Policy
September 2021 (Version 1)

Ōrewa SLSC Travel and/or Overnight Stay Policy

Ōrewa SLSC Travel and/or Overnight Stay Policy – Contents

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A. Travel and/or Overnight Stay Policy Overview

Awareness

Ōrewa Surf Life Saving Club (the 'Club') Members will be kept aware of what defines Member Protection and the Travel and/or Overnight Stay Policy.

Purpose

During Travel and/or Overnight Stay, 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 this 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.

Overnight Stay is defined as sleeping away from home, 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.

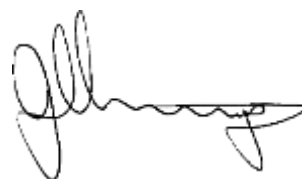
Last Reviewed: September 2021

Signed



Faron Turner
Chairman
Ōrewa SLSC

Signed



John Chapman
President
Ōrewa SLSC

B. Related Policies

The Club Travel and/or Overnight Stay Policy is closely linked to the following policies:

- Club Member Protection Policy
- Club Alcohol Policy
- SLSNZ Code of Conduct

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

When travelling and/or staying overnight away from home 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 Members travelling.
2. Regardless of gender, a Manager, Chaperone, coach or official shall not share a hotel room 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 have successfully passed a criminal background (police vetting and safety screening) check.
4. When only one Member and one coach / official travel to a competition, the Member must have parents' (or legal guardian's) written permission in advance to travel alone with that coach/official.
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 and/or Overnight Stay Agreement must be signed and agreed to by all Members, parents, coaches, managers, officials and other adults traveling with the club where the Club Management Committee deems appropriate.

Additional elements that Clubs may wish to include:

1. During travel, when conducting room checks and attending meetings and / or other activities, two-deep leadership* and open and observable environments will be maintained.

**A 'two-deep' leadership requires that a minimum of two adults be present during all activities to minimize the potential for abuse.*
2. Members will not ride in a coach's vehicle without another adult present who is the same gender as the Member, unless prior parental permission is obtained.

3. During overnight team travel, if Members share the same room overnight they shall be of the same gender and should be a similar age. Where Members are age 13 & over, chaperones and / or team managers should stay in nearby rooms. When Members are age 12 & 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).
4. 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.
5. 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).
6. A copy of the Club Travel Agreement must be signed by the Member and his/her parent or legal guardian if under 18 years.
7. Club officials will obtain a signed Travel Agreement form for each Member travelling.
8. Team officials should carry a signed medical consent or authorisation to treat form for each Member travelling.
9. Curfews shall be established by the Club officials each day of the trip.
10. 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.
11. The directions and decisions of team / trip managers or coaches / chaperones are final.
12. 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.
13. When visiting public places such as shopping malls, movie theatres, etc., Members will stay in groups of no less than three persons. All 12 & under Members will be accompanied by an official chaperone at all times.
14. 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.

D. Other Considerations

The following, organized by topic, is a bullet-point list of additional operational travel procedures to consider. Event organisers / Managers may include requirements based on their travel circumstances and needs.

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. Develop cell phone usage guidelines;
4. Develop computer use guidelines including social media;
5. Respect travel vehicles;
6. Establish travel dress code;
7. Using appropriate behaviour in public facilities;
8. Establish two different curfews – in own rooms and lights out;
9. Must stay in assigned room at the accommodation; and
10. 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.”

E. Travel and/or Overnight Stay Code of Conduct

The Club is encouraged to create a Club Travel and/or Overnight Stay Code of Conduct or Honour Code as part of a Travel Agreement. All Members travelling should sign a Travel Agreement before leaving.

This document will work alongside the SLSNZ Code of Conduct (appendix 2).

An example of the Club Travel and/or Overnight Stay Agreement is in appendix 1.

1. Your signature on this document constitutes unconditional agreement to comply with the stipulations of the Club Travel and/or Overnight Stay Consent/ Agreement.
2. Team Members will display proper respect and sportsmanship toward coaches, officials, chaperones, 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. No 'beach changes' are permitted. Members are expected to use available change facilities.
7. 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.

For Consideration:

1. Failure to comply with the Club Travel and/or Overnight Stay Consent/ 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 1 - Member Travel and/or Overnight Stay Consent / Agreement

Appendix 2 - SLSNZ Code of Conduct

Appendix 1 :

Ōrewa SLSC Member Travel and/or Overnight Stay Consent / Agreement (Over 14yrs)

Event:	
Venue:	
Travel Dates:	

Member Name: _____

Ōrewa 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 Club Travel and/or Overnight Stay Consent/ Agreement which incorporates the SLSNZ Code of Conduct and provide relevant medical information.

Travel and/or Overnight Stay 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 behaviour; 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 and/or Overnight Stay Policy

I have read and fully understand the Club Travel and/or Overnight Stay 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 behaviour including being sent home immediately at my own expense.

Member Name:	Parent 1 Name (U18):	Parent 2 Name: Mobile Number:
Member Signature: Date:	Parent 1 Signature (U18): Date:	Emergency Contact Person Name: Number:
Member Mobile Number:	Parent 1 Mobile Number:	Doctor Name: Doctor Phone Number:

Appendix 2 :

Ōrewa SLSC Member Travel and/or Overnight Stay Consent / Agreement (Under 14yrs)

Competitors Code of Conduct – Under 14 years

- Respect your teammates – work together, have fun together, and encourage each other.
- Respect your opponents – always acknowledge them at the end of a race
(-Shake hands, pat on the shoulder, hug, etc)
- If you win – be humble
- If you lose – be gracious
- Compete within the rules and spirit of the sport
- Compete to the best of your abilities, always try your hardest. Some days it will not be enough, accept it and move on
- No bullying or teasing
- Always thank the officials
- Look after your equipment and respect the equipment of others
- Listen to your coaches and managers
- Remember the ocean is our playground – please respect the environment

Most Important

Have fun, enjoy yourself, make new friends, and remember to always thank your coaches, managers, and parents.

I agree to behaving as described above to the best of my ability at surf lifesaving carnivals while representing my club.

Junior Member's Name : _____

Date : _____



Parents / Guardians Code of Conduct

Children learn from parents / guardians' behaviour. You can help build a positive inclusive and enjoyable environment by playing your part.

- Remember that children participate in sport for their enjoyment, not the parents. Don't place undue pressure on your child to get results.
- Focus on the child's efforts and performance rather than results
- Encourage children always to compete within the rules and spirit of the sport and to settle disagreements without resorting to hostility or violence – verbal or physical
- Always be positive – never ridicule or yell at a child for making a mistake or losing a competition
- Respect official's decisions and teach children to do likewise
- Show your appreciation to people who volunteer their time so your child can participate – i.e. coaches, officials, and administrators
- Remember to cheer for other people's children as well as your own

Most Important

As the guardian, member, or supporter of a member of Ōrewa SLSC, you are expected to meet the same expectations as your child and role model what this looks like.

For full details of the Ōrewa SLSC Code of Conduct [see our website](#) .

I understand and agree to the expectations of Ōrewa SLSC described above and have read the Code of Conduct.

Members Name : _____ Date: _____

Signature : _____



Appendix 3

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:

1. Be responsible for the overall welfare and well-being of team members and officials.
2. Maintain a 'duty of care' towards team members and be accountable for matters relating to management of any squad or team.
3. 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.