



Gold Coast Basketball Travel & Accommodation Policy

Purpose

A portion of participation with Gold Coast Basketball representative teams may involve overnight travel and accommodation for teams to games and tournaments.

Athletes are most vulnerable to abuse or misconduct during travel, particularly overnight stays. This includes a greater risk of player-to player misconduct. During travel, players may be away from their families and support networks, and the setting – unfamiliar playing venues, change rooms, air-travel, ground transport vehicles, and hotel rooms – is less structured and less familiar.

This Team Travel and Accommodation Policy provides guidelines so that care is taken to minimize one-on-one interactions between athletes and approved Gold Coast Basketball (GCCRBA) Volunteers and/or GCCRBA Staff while traveling. Further, the policy directs how athletes will be supervised between and during travel to and from practice and competitions. Adherence to this Team Travel and Accommodation Policy helps to reduce the opportunities for misconduct.

Definitions

- a. Approved GCCRBA Volunteer: An official appointed, by GCCRBA, volunteer or staff member who has a current Working with Children (Blue Card) check and has completed the Child Protection and Child Protection Risk Management requirements of GCCRBA. Commonly, these roles include: Head Coach, Assistant Coach and Team Manager.
- b. Approved Team Adult Chaperone: An official approved, by GCCRBA, volunteer or staff member who is not a member of the teams Coaching Staff. These persons will require a current Working with Children (Blue Card) check and have also completed the Child Protection and Harassment/Discrimination requirements of GCCRBA Commonly, these roles include parent support at accommodation, usually for younger age groups.
- c. Gold Coast Basketball Representative Team: All Under 12 through NBL1 Teams.
- d. Team Travel: Outside of a radius of 50km from Gold Coast.

The following policy applies to all Gold Coast Basketball Representative teams travel and accommodation considerations where applicable

Supervision

Each senior staff member responsible for overseeing the operation of basketball shall be responsible for ensuring compliance, oversight, and record keeping related to all Team Travel & Accommodation policies.

- a. GCCRBA will make efforts to provide adequate supervision through coaches, team managers, and other adult team chaperones.
- b. GCCRBA will make efforts so that there is at least one coach, team manager, or approved team adult chaperone for each three to five players.
- c. GCCRBA Volunteers are required to hold a current Working with Children (Blue Card), received a copy of the GCCRBA Child Protection Policy and Risk Management Strategy.
- d. Because of the greater distances, coaches, staff, and volunteer chaperones will often travel with the players. No employee, coach, or volunteer will engage in team travel without the proper safety requirements in place and on record, including valid drivers' licenses, liability insurance as required, a vehicle in safe working order, and compliance with all road safety laws.
- e. All volunteer chaperones shall be screened in compliance with the GCCRBA Child Protection Policy. A parent that has not been screened may participate in team activities and assist with supervision/monitoring of the players.
- f. GCCRBA require same-sex volunteers to be on staff for all representative teams, as well as domestic travel, as necessary. This includes the GCCRBA Policy that for all female teams, a Female Team (Bench) Manager is on staff.
- g. No GCCRBA staff member or approved volunteer should drive alone with an unrelated (family) minor player.
- h. No GCCRBA staff member or approved volunteer should engage in team travel without the proper safety requirements in place and on record, including valid drivers' licenses, liability insurance as required, a vehicle in safe working order, and compliance with all road laws.
- i. All GCCRBA staff members and approved volunteers travelling with a team should be familiar with GCCRBA's Policies in particular Child Protection Policy and Risk Management Strategy, and Team Travel and Accommodation Policies to monitor compliance with all GCCRBA Policies.
- j. No GCCRBA staff member and approved volunteer should be impaired by alcohol or drugs while performing their respective duties.

Head Coach Responsibilities

Head coaches shall be responsible for complying with all policies related to Team Travel and Accommodation, and for ensuring that their coaching and support staff receive copies of all travel documentation.

- a. The coach will establish a curfew by when all players must be in their hotel rooms or in a supervised location. Regular monitoring and curfew checks should be made of each room by at least two properly screened adults.

Travel & Accommodation Coordinator responsibilities

For all teams traveling outside of a 50km radius of the Gold Coast GCCRBA will coordinate all Air, Ground and Accommodation requirements for the team.

- a. When possible, GCCRBA will provide reasonable advance notice before team travel. Travel notice will also include designated team accommodation for overnight stays as well as a contact person within GCCRBA team. This individual will be the point of contact to confirm your intention to travel and to help with travel details.
- b. GCCRBA will post specific travel itineraries when they become available. These will include a more detailed schedule as well as contact information for all team personnel (including, without limitation, support staff and other volunteers) and any approved chaperones. For additional events not included on the GCCRBA Operational Calendar, such as Gold or Sunshine Coast team training camps (involving an overnight stay) or an interstate tournament (i.e. Eltham Classic), a representative of the team must complete the following suite of forms for GCCRBA approval.
- c. Team Travel Request. The head coach shall submit a Travel Arrangements request for all travel involving travel or overnight stays at least six weeks before departure. Ideally, all requests for team travel arrangements should be made at the beginning of the season.
- d. Team Travel & Accommodation Costing form: is to be submitted to the Operations Manager for Approval by GM prior to finalization of travel and accommodation costs to ensure all GCCRBA requirements are met.

Accommodation consideration

- a. Where practicable, teams are to stay together separate to parents and family in secure and approved hotel/motel rooms and or apartments.
- b. Coaching Staff will require a kitchen for food preparation and access to washing facilities
- c. All attempts are made to secure accommodation that allows for team and staff meetings that is separate from player accommodation bedrooms

Travel Arrangements

- a. GCCRBA requires all players and staff to travel to and from the venue as a team.

Accommodation Arrangements

- b. Regardless of gender, no GCCRBA staff member or Approved GCCRBA Volunteer or Staff member should share a hotel bedroom or other sleeping arrangement with an athlete (unless such individual is the parent or guardian of the player, and there is no legal requirement otherwise).
- a. Players should share rooms with other players of the same gender, with the appropriate number of players assigned per room depending on accommodations.
- b. GCCRBA approved Volunteer staff should share rooms with other staff members of the same gender.
- c. Where required, the team personnel shall ask hotels to block adult pay per view channels.
- d. Individual meetings between a player and a coach, team manager, or other approved volunteer or chaperone, should not occur in hotel sleeping rooms. Individual meetings between a player and coach may not occur in hotel sleeping rooms and must be held in public settings or with an additional adult present.
- e. In the event of an emergency, such as medical/health, the team manager and/or coach may enter the sleeping room of an athlete with the door to the room open. It is recommended a second approved volunteer or chaperone is present if possible
- f. Meetings do not occur in the athletes' hotel bedrooms, but the team may reserve a separate space for adults and athletes to socialize such as a common room or meals room.

Ground Transport, Air Travel, Accommodation Insurance

- a. Ground Transport. GCCRBA arranges insurance cover for ground transport for approved drivers.
- b. Air Travel & Accommodation. Parents/Guardians should consider taking their own Travel Insurance requirements for their child as this cost is not included in any GCCRBA fee.
- c. Players are covered under the BQ Insurance for BQ approved events and Parents/Guardians should make themselves familiar with this policy:

Players not travelling and/or staying with the team

GCCRBA requires all players to travel to, and return from, events with the team as per approved arrangements unless special circumstances exist. Further, it is a requirement of the GCCRBA that players stay at the organised team accommodation during the event unless special circumstances exist.

- a. Special Circumstances are of a significant Medical or Legal nature and are approved by the GCCRBA Operations Manager.
- b. Request for alternate travel or accommodation can be made to the Operations Manager and must be approved by the General Manager.

Parent Considerations

- a. Although generally encouraged to source accommodation away from the team; family members who wish to stay in the team hotel, in separate accommodation, are permitted to do so.
- b. Family members are asked to respect the team wishes of privacy on these occasions with family visits to be within outlined time periods set by the team staff.
- c. If disciplinary action against a player is required while the player is traveling without his/her parents, then except where immediate action is necessary, parents will be notified before any action is taken or immediately after the action.

Calculating Team Travel and Accommodation Costs

Travel, Ground-Transport, Accommodation, Meals and Incidental costs associated with Team Travel and Accommodation are not included in GCCRBA Representative Fees.

For Junior Representative Teams, calculating team travel costs for representative teams to attend State Championships the following is considered.

- a) Total cost of team (total number of players) plus three staff for Travel, Accommodation, Ground Transport, Meals and Incidentals divided by the total number of players.
- b) The total number of players on the team (GCCRBA Team Selection Policy outlines 10-12 players are selected to each team. However, due to various circumstances, sometimes the number of players in a team can be between 8-11). Therefore, if the total traveling group is 13 (10 players + 3 staff) the total costs associated for the entire group is divided by the number of players (10) providing the costs for each player