

Travel Policy

Adopted by the Board: 25 May 2021

Effective Date: 26 May 2021



BASKETBALL ACT

Table of Contents

1. Introduction	3
2. Purpose	3
3. Travel Managed by Basketball ACT.....	3
3.1. Risk Management	4
3.2. Travel.....	5
3.3. Accommodation.....	6
3.4. Behaviour	7
3.5. Communication.....	7
3.6. Finances.....	7
4. Policy Review	8

Policy last updated and approved by BACT Board:	25 May 2021
Next policy review date:	May 2023
Responsible person:	General Manager Operations

1. Introduction

Basketball ACT (BACT) is responsible for the safety of all people participating in any BACT travel. BACT will not approve any member's travel which presents an unacceptable risk to them or the organisation.

BACT has established the following Travel Policy (and associated BACT Travel Guidelines) to ensure that team travel, where travel involves an overnight stay, is organised efficiently and effectively, and protects the safety of all BACT members. The safety of all members is of paramount importance and any failure to abide by this policy may result in disciplinary action.

This policy should be read and understood by all appointed team officials, referee's, parents and service providers. For the purpose of this policy all team 'officials' include Head Coaches, Assistant Coaches, Development Coaches, Managers, BACT staff and other BACT appointed support staff (E.g. athletic development coaches, physiotherapists). 'Team members' include players, referee's, and all appointed team officials.

When travelling for an overnight stay for the purpose of basketball activities with children and young people, extra precautions and safety measures must be taken in line with Basketball Australia's (BA) Member Protection Policy.

Any BACT member or associated person travelling with BACT must abide by all BACT policies and procedures.

2. Purpose

The objectives of this Policy are to:

- 2.1 Outline BACT's risk assessment processes which take place prior to the approval of any BACT travel requiring an overnight stay.
- 2.2 Provides conduct and behavioural expectations for all travelling members of any travel to ensure that BACT professional and integrity standards are being met.
- 2.3 Provides information on procedures for all prospective BACT travel.
- 2.4 Outlines the financial responsibilities of BACT travel to ensure that travel itinerary meets budget requirements.

3. Travel Managed by Basketball ACT

BACT or its travel management company will seek travel and accommodation arrangements that are most suited to the team needs and athlete performance in terms of location, comfort, facilities, services, and cost.

3.1. Risk Management

- 3.1.1. BACT appointed officials, contractors, parents, volunteers and other BACT staff who are travelling with minors must have current Working with Vulnerable People (WWVP) registration and submit, or have previously done so, scanned copies of their WWVP Card to BACT prior to engaging in any role with a BACT Development, High Performance or Referee Program. In addition, all appointed staff must have completed, signed, and submitted a BACT Coach, Manager or Referee Official Agreement.
- 3.1.2. BACT appointed Head Coaches, Assistant Coaches and Managers are required to take reasonable steps in all circumstances to protect Team Members or an athlete in their care from reasonably foreseeable risks of harm.
 - a) At least one Team Officials will hold a current First Aid qualification within each travelling group and will be responsible for administering First Aid if and when required.
- 3.1.3. BACT appointed officials must comply with all requirements of BA Member Protection Policy, BACT Policies, BA Anti-Doping Policy and all applicable Codes of Conduct at all times.
- 3.1.4. Children under 18 years of age cannot be appointed as a team official or chaperone.
- 3.1.5. BACT appointed Officials must be familiar with child safety practices for children and young people, especially procedures around reporting and responding appropriately to suspected child abuse, which is outlined in the BA Member Protection Policy and BACT relevant policies.
- 3.1.6. BACT appointed Officials to athlete ratio will be a minimum of one official to every five athletes (1:5).
- 3.1.7. For BACT interstate events each team must have a minimum of two officials inclusive of one appointed Team Manager.
- 3.1.8. BACT will appoint two team managers to support U12 Canberra teams, where team travel is required, at the National Junior Classic (core activity).
- 3.1.9. When there are teams travelling to core events there must be, at a minimum, one female Team Official appointed to each girls' team or one male official to each boys' team.
- 3.1.10. Prior to all travel activities BACT will undertake a Travel Risk Assessment and COVID Safety Plan. A copy of these documents will be provided to all Team Officials.

3.2. Travel

- 3.2.1 BACT arranges and provides the U12 & U14 Development Program, High Performance Program and Referee Program calendar's each year to Team Officials which identifies mandatory events and associated travel arrangements (self-drive & accommodate OR team travel) for each program/team.
- a) Each High-Performance Program Head Coach must submit their proposed competition activity plan to the BACT Head of High Performance for approval within six weeks of being appointed to the position.
 - b) Each U12 & U14 Development Program Head Coach must submit their proposed competition activity plan to the BACT Community Development Coordinator for approval within six weeks of being appointed to the position.
- 3.2.2 Following approval to travel to an event the Program Manager / Head Coach will liaise with the BACT High Performance Administrator on trip logistics unless otherwise advised. Logistics, including air/ground travel, accommodation, staff allowances, uniforms, equipment etc. will be organized entirely through BACT or their nominated agent, regardless of trip funding.
- 3.2.3 BACT has the discretion to re-allocate the responsibility of the coordination of logistics associated with a trip to an appointed external tour organiser or an appointed trip organiser.
- 3.2.4 For all core events all athletes and officials must travel as a team unless written permission has been approved by BACT for alternate travel arrangements.
- 3.2.5 Athletes and officials may, subject to BACT's prior approval, modify their travel to and/or from a core event. The following steps must be taken:
- a) Provide a written request to BACT for approval a minimum of 14 days prior to travel.
 - b) Following BACT approval, submit the modified travel details to BACT.
 - c) Pay the travel organiser for any price / fare differences.
 - d) No change requests can be made after designated deadline unless there are extenuating circumstances.
- 3.2.6 Team members who choose to alter their travel and do not meet the modified travel deadline will be responsible for organising their own travel and any additional costs.
- 3.2.7 For modified travel the BACT trip organizer can assist with the modification of travel Insurance however any additional costs / fees associated with modifications are responsibility of the traveller.

- 3.2.8 Parents / Guardians of athletes under 18 years of age must provide BACT written consent for their child's alternate Travel/Accommodation arrangements for core activities including providing the contact details of the person taking responsibility.
- 3.2.9 Where BACT has arranged team travel Program Managers are required to submit to BACT the final travel itinerary a minimum of one week prior to team departure. This will include:
- a) Approximate departure times to and from the core event
 - b) Names of all rental vehicle drivers & their license numbers
 - c) Names of all travelling coaches & team managers
- 3.2.10 Program Managers will be provided with Emergency Travel Information by BACT / Travel Organiser which will include important travel contact details including:
- a) Appointed travel management company contact details
 - b) Travel Insurance emergency contacts
 - c) Relevant BACT staff contacts
 - d) Tournament / game host contacts

3.3. Accommodation

- 3.3.1 No Team Official will share a room with an athlete.
- 3.3.2 No Team Official will enter an athlete's room on their own unless it is an emergency.
- 3.3.3 Meetings with athletes should be held in common areas where applicable, not bedrooms.
- 3.3.4 The Team Official should remain at the door when speaking to an athlete in their room.
- 3.3.5 Medical Personnel including physiotherapists should not provide treatment to an unaccompanied athlete or in athlete's room. Where practicable a designated treatment room will be identified and where the nature of the treatment permits, an 'open' door policy applied.
- 3.3.6 As far as practicable, Team Officials should ensure they are not left alone with a minor (under 18 years of age) unless it is an emergency, in a public space or unavoidable.
- 3.3.7 Male and female athletes must share rooms with an athlete(s) of the same gender where there is more than one person per room.

3.3.8 The Team Manager or Referee Official must ensure that athletes/referee's do not have access to alcohol in the rooms (for instance mini bars) and/or access to inappropriate movies or other media.

3.3.9 Parents and supporters are asked not to arrange accommodation in the same hotel/apartments as the team unless prior consent is given by BACT.

3.4. Behaviour

3.4.1 All team members must adhere to BACT's Codes of Behaviour, all BACT Policies and Athlete / Referee Agreements

3.4.2 Team Members / Referee's must follow all reasonable instructions made by the relevant Head Coach, Program Manager or Referee Official while on a tour.

3.5. Communication

3.5.1 The support of parents is vital to the athlete/referee and their mental wellbeing and every effort will be made to ensure that social/family time is allocated where appropriate/possible to do so around team commitments. However, BACT requests that all parents and supporters refrain from contacting the athletes/referee at times other than those approved by the Team Official unless it is an emergency.

3.5.2 Team Managers will inform parents of trip details.

3.6. Finances

3.6.1 The BACT Development and High-Performance Programs are conducted on a user-pay basis and as such parents must complete full payment for activities prior to their son/daughter undertaking any activity.

3.6.2 BACT may arrange a payment plan for families that are under legitimate financial hardship and unable to meet the full costs for a BACT Development or High-Performance activity.

3.6.3 Program Managers coordinate team/program budgets and provide an overall season budget in consultation with BACT for their respective program which is then communicated to parents at respective Program Trials and updated throughout the season if required.

3.6.4 On acceptance into a Development or High-Performance Program team athletes / parents agree to pay any associated costs or event expenses as per program activity plans & budget.

- 3.6.5 BACT will determine appropriate team travel, accommodation, and allowances for various competition events.
- 3.6.6 Failure to pay the travel/event invoice in full by the due date specified will result in the individual athlete being withdrawn from the tour, travel arrangements cancelled, and the individual being liable for any cancellation costs (for example a change of name on an airline ticket).
- 3.6.7 All Athletes or Team Officials withdrawing after acceptance of their selection on the team/squad will be liable for all non-refundable travel and/or event expenses.
 - a) Athletes or Team Official can apply for an exemption to BACT via email and would include injury to an athlete and extenuating personal circumstances.

4. Policy Review

This Policy is subject to ongoing monitoring and review by BACT at its sole discretion and depending on the needs of the business and in accordance with relevant legislation.