



## Swimming NSW Touring Team & Activities Guidelines

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The Swimming NSW (SNSW) Touring Team and Activities Guidelines have been created to identify the appropriateness of proposed activities and outline the expected professional standards and minimum requirements. The safety of SNSW swimmers, coaches and staff always remains our first priority.

## 1. TOURING TEAMS

### 1.1. Purpose of Touring Teams

Provide identified swimmers and coaches with opportunities to race and attend competitions, either domestically or internationally, that align with their progression trajectory. Tours provide an important incentive for emerging athletes to strive towards and opportunities for their coaches to be exposed to new environments and coach mentors. The right opportunities at the right time for both a coach and athlete journey are critical.

### 1.2. Key Learning Outcomes

The key learning outcomes for SNSW Touring Teams are:

- To provide coaches and swimmers with a touring experience which includes;
  - Performing under different situations from their home environment
  - Adaptation to different time zones and changes in daily routines
  - Team travel between various venues
  - Managing meals and nutrition in an unfamiliar environment
  - Developing self-regulation and resilience to adapt to a new environment
  - Managing language and cultural differences
- Exposure to high quality racing against new competitors
- Experience team culture in the absence of regular support structures
- The ability to work with new/different coaches, athletes and staff
- Competition preparation and exposure to varied meet program structures
- Personal development - improved time management, self-responsibility & personal accountability skills

### 1.3. Selection Criteria and Team Selection

The selection criteria for SNSW Touring Teams will be set by the Coaching Director and Performance Pathway Team, in consultation with relevant stakeholders including the Selection Committee. Selection criteria will be made publicly available at the appropriate time via the SNSW website. Final team selection will be at the discretion of the CEO.

Other SNSW squads are selected by the Coaching Director and GM Performance & Pathways with final approval from the CEO.

### 1.4. Staff

For all tours, there will be a minimum of one SNSW staff member appointed to the tour as a Team Leader or Manager. Further Team Managers will be appointed dependant on the team composition and size with an optimal ratio of 1:4 (including coaches).

SNSW may choose to appoint external team managers or coaches as staff to a touring team. Other support staff will be appointed to each team, as per the requirement of the team (e.g., sports scientists, physiotherapist, doctor). Each team will include at least one female staff member or coach.

All team staff and coaches must have a current Working With Children Check and appropriate accreditation in line with their role. All appointed coaches must have current Swimming Australia and SCTA accreditations. Accreditations will be verified by SNSW prior to team departure.

### **1.5. Communication**

The appointed SNSW staff member will lead communication for the touring team. This includes sending out all relevant information pre-tour, during the tour and at the tour's completion.

While on tour, an official method of communication will be advised by SNSW and communicated to all athletes and parents / guardians.

### **1.6. Risk Management**

SNSW is committed to the wellbeing and safety of all our members. Prior to any tour taking place, the following items will be completed:

- Risk assessment
- Critical incident management policy
- Incident report policy and template
- Insurance cover

## **2. ALL SNSW DEVELOPMENT ACTIVITIES**

### **2.1. Funding and levies**

The funding level of each activity is at the discretion of SNSW. Team members may be required to pay a levy when selected for an activity. The levy amount will be disclosed in the selection criteria. All levies must be paid prior to the activity commencement date.

In the event that a squad/team member withdraws from an activity after confirming their attendance, they may still be required to pay the levy due to the fact that bookings have already been made. If the levy is not paid, they will be unable to participate in any future activities they are eligible for.

### **2.2. Uniform**

SNSW will provide uniform for selected activities. It is expected that uniform is neatly worn for all team travel, during training and competition and at any other official team activity, as advised by SNSW.

Uniform allocations are dependent on the type of activity and is at the discretion of SNSW.

### **2.3. Team Documentation and Conduct**

All participants of SNSW development activities are required to abide by the SNSW codes of conduct. All members selected on SNSW performance pathway activities will be required to complete a team agreement and a medical history and authorisation form to confirm selection onto the team. Some activities may require more documentation. This will be advised at the time of selection.

### **2.4. Safeguarding Policy**

SNSW embeds the Swimming Australia National Integrity Framework. Where applicable for touring teams and camps, SNSW will adhere to the framework. Further information can be found [here](#).

**The SNSW GM Performance & Pathways will complete the Sport Integrity Australia Overnight or Extended Stays form prior to each tour: [Sport Integrity Australia | Overnight or Extended Stays Travel Checklist](#)**

## **2.5. Parent / Carer Consent**

Consent must be sought by SNSW from the parent/carer of each child/young person in writing. Consent may be given via a specific consent form and/or via electronic communication (e.g., email).

Prior to giving consent parent/carer should be informed of the following:

- Purpose of the trip (e.g., competition, training camp)
- Duration of the trip
- Accommodation type and location
- Type of transport
- Location of venue for event/program
- People who will be responsible for supervision
- Drop-off and pick-up times and location
- What the child/young person is required to bring on the trip
- How to communicate with their child and/or with supervising staff while at the event
- A schedule of activities

SNSW will also seek the following information from parents/carers:

- dietary requirements
- medical requirements
- religious or cultural requirements
- additional care requirements

SNSW will not permit a child or young person to attend an overnight/s sporting trip if a parent/carer has not provided consent to do so.

## **2.6. Transportation**

Any transport will follow the requirements for transporting children and young people, outlined in the guidelines for [Transporting Children and Young People in Sport](#).

## **2.7. Supervision**

The following advice will be followed regarding supervision:

- Ensure that the appropriate level of supervision is provided. This will take into consideration the gender of the group (e.g., if mixed gender, male and female supervisors are to be appointed), the number of children/ young people in the group and their age).
- Appoint all supervisors prior to the trip. If there are not sufficient supervisors prior to commencing the trip, it should not proceed.
- Ensure all supervisors have been vetted by the organisation including having relevant Working with Children Check (or equivalent), and reference checks prior to being appointed.
- Provide contact details for a minimum of two supervisors to the parent/carer of each child/young person.
- Ensure that supervisors are provided with a list of all children/young people attending, completed medical forms and contact details for parent/carer (this information may be designated to a specific supervisor dependent upon their role).
- Ensure that two supervisors are in attendance when doing all activities. This includes team meetings, room checks and when communicating with children/young people.
- Prior to entering the accommodation rooms of children/young people, knock and wait to be asked to come in.
- Always be appropriately dressed in the presence of children/young people.

## **2.8. Medical**

A child/young person's medical information should be sought from the parent/carer and a medical form completed by the parent/carer prior to travel. Any medication required by the children/young people during the trip, including the dosage required, timing of required dosages, and any other relevant information should be included. During travel, any prescribed medication required by the child/young person should be provided by the parent/ carer in a clearly labelled container and should be overseen by a designated supervisor during the trip. Personal information will be managed in line with the Swimming NSW Privacy Policy.

## **2.9. Additional Care Requirements**

SNSW will ask parents/carers if their child/young person has any specific care requirements (e.g., if a child/young person has a fear of flying or has never flown previously.) This will enable SNSW to plan the appropriate care required. Additionally, any dietary requirements of the child/young person should be provided to supervisors prior to travelling. This may be gathered via the medical form or a separate form. This will enable the organisation to plan meal requirements during the trip.

## **2.10. Emergency Procedures**

Emergency procedures will be developed to ensure that supervisors are aware of their roles and responsibilities in the event of an emergency. This should include:

- First aid provisions and who is responsible for administering first aid
- What will occur in case of a medical situation
- What supervision is required for the child/young person who may need to seek medical care, while ensuring adequate supervision is always provided for the other children/young people
- Location of nearest doctor, chemist and hospital and contact details
- Reporting procedure (e.g. medical incident report form)

If there are any unforeseen changes to the information provided to parents/carers (e.g., cancellation or delay in flight or playing schedule must be communicated to all parents/carers in a timely manner)

## **2.11. Insurance**

The organisation and/or individuals will have the required insurance cover in place. This should include liability insurance and cover for:

- Medical (personal accident insurance)
- Accommodation and travel insurance
- Baggage loss

## **2.12. Preparing Participants**

Children/young people will be provided with information and an opportunity to have input into planning. Information should include:

- What is expected of them and their rights (e.g., what to wear, code of conduct, free time)
- Roles and responsibilities of the supervisors
- Who to speak to if they have any concerns
- Processes to contact parents/carers
- Expected weather conditions
- Evacuation and emergency protocols
- Rooming and meals information
- Passports (if required)
- Currency and spending money needed (if required)
- Local culture, language and laws (if required)