



Gymnastics
Western Australia

Gymnastics WA

State Team Travel Policy

Includes

Under Age Policy

Parent and Family Travel Guidelines

General State Team Rules

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Department of
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Contents Page

GWA State Team Travel Policy	3
1. Policy Coverage.....	3
2. State Team Selection.....	3
3. State Team Travel – Flights.....	3
4. Accommodation.....	5
5. Insurance.....	5
6. Travel Payment.....	5
7. Drugs in Sport Code.....	5
8. Confidentiality and Reporting.....	5
9. Related Documents.....	6
GWA Underage Travel Policy	7
1. Introduction.....	7
2. Policy Statement.....	7
3. Policy Coverage.....	7
4. Definition.....	7
5. Under Age Policy.....	7
6. Confidentiality and Reporting.....	8
7. Related Documents.....	8
Parent and Family Travel Guidelines	9
General State Team Rules	10

GWA State Team Travel Policy

1. Policy Coverage

This policy applies to those who wish to apply for any position in a Gymnastics Western Australia State Team.

2. State Team Selection

In order to be considered for State Team selection you must:

- a) Submit to Gymnastics Western Australia the following by the required date:
 - Athlete or Official Nomination Form;
 - Uniform Order Form;
 - Medical Form;
 - Booking Reservation Deposit (*Athlete \$500 and Team Management \$300, excludes Head of Delegation and Head Coach – refer to GWA State Team Policy Section 6*); and
 - Any other required forms.
- b) Have read the following:
 - GWA State Team Selection Policy
 - GWA State Team Travel Policy
 - Member Protection Policy Part D– Codes of Conduct
 - GWA Mobile Phone Policy
- c) Attend all training sessions and meetings as required.
- d) All athletes must attend a compulsory State Team meeting with the Head of Delegation and Head Coach after the State Team is announced and prior to leaving for the championships.
- e) Agree to be available for state selection under the State Selection Criteria and Eligibility outlined in the GWA State Team Selection Policy.
- f) Agree to undertake the roles and responsibilities of the position you have accepted, and abide by all the rules outlined in the State Team Travel Guidelines Booklet.
- g) All Team Management officials must provide GWA a current copy of WWC card.

3. State Team Travel – Flights

- a) All funded Team Management members will have their flights booked by GWA.
- b) All athletes are to make their own travel arrangements and the WA team will commence at the accommodation at the designated date and time.
- c) All team members must stay at the official accommodation. From time of arrival at the hotel, the athletes are under the care of and responsibility of Gymnastics WA until the release date and time which will be advertised in advance.
- d) Athletes 15 years or under must travel with an adult. An adult is deemed to be some who is 18 or older at the time of travel. (*Please also refer to the “GWA Under Age” Policy if the athlete is turning 10 or under.*)
- e) Special consideration will only be assessed if submitted in writing to GWA prior to nomination form being received.
- f) As a service, GWA will advertise the flight/s of the team management. Athletes wishing to travel with the management team must book on the

advertised flight/s and advise GWA by a nominated date on the appropriate form.

- g) All team invoices must be paid in full prior to departure. Payment option is by cheque, Visa or MasterCard credit and debit cards.

3.1. General Travel - Team Management

In order to be considered for State Team selection the following clauses must be agreed upon:

Agree to allow Gymnastics WA to act as your Agent in organising air travel, accommodation, travel insurance and ground travel.

Special consideration for personal travel will only be assessed if submitted in writing to GWA. Any requests for consideration to undertake personal travel arrangements must be submitted in writing in conjunction with the GWA Nomination Form.

The GWA decision regarding persons seeking to undertake their own travel arrangements will be made in conjunction with the GWA Executive Director, the Discipline Head Coach and the Head of Delegation.

3.2. General Travel - Athlete

Athletes will be responsible at their own expense for air travel and transport to and from the airport to the nominated accommodation. GWA will accept no responsibility for these aspects of the journey and should not be expected to provide any transportation outside of team related movements.

Athletes who choose to (*as per Travel Policy Section 3f*) travelling on the same flights to and from the event as the Team Management are under the care of and responsibility of Gymnastics WA from arrival at Perth Airport until the team arrives back at Perth Airport. Athletes will be responsible at their own expense for air travel

Pick up times from the accommodation after the event will be from a nominated time after the event has finished.

Athletes must ensure they arrive at the nominated accommodation prior to the nominated time. This time is set by the Head of Delegation and GWA.

3.3. General Travel – Judge

All judges in the State Team are to make their own arrangements for all State Team Travel. This includes flights, accommodation and ground travel.

All judges will be proved a refund of up to \$675 upon all receipts being provided on the appropriate forms to the GWA Operations Manager.

Special consideration for individual judges to travel with the team will only be assessed if submitted in writing to GWA. This request for consideration to undertake travel arrangements with GWA must be submitted in writing in conjunction with the GWA Nomination Form.

4. Accommodation

Agree to be accommodated as determined by Gymnastics WA. Gymnastics WA will endeavour to seek accommodation that is most suited to the team needs in terms of location, comfort, services and cost.

5. Insurance

GWA has a corporate travel insurance specific to our gymnastic community and covers all team members. The costing for this will be included on your invoice.

6. Travel Payment

In order to be considered for State Team selection you must:

Agree to pay the invoice for all costs related to your State Team Selection by the nominated payment date.

Failure to pay the travel invoice in full will result in the individual being withdrawn from the team, travel arrangements cancelled, and the individual being billed for any cancellation costs.

All athletes and team management must provide a booking reservation deposit when submitting their nomination forms into GWA. No forms will be accepted without a booking reservation deposit in the form of a cheque or Visa or MasterCard credit card number. The deposit will be accepted and processed upon successful selection in the GWA State Team.

<i>Athlete Booking Reservation Deposit</i>	<i>\$500.00</i>
<i>Team Management Booking Reservation Deposit</i>	<i>\$300.00</i>

At all times GWA will base travel invoices on quoted prices. Refunds will not be provided to individuals, but will be provided to gym sport team programmes.

GWA reserves the right to make financial adjustment (invoice) for costs that are above \$10.00 per person.

7. Drugs in Sport Code

In order to be considered for State Team you must:

Submit to Gymnastics WA a Personal and Medical Information form to the GWA Sports Manager as per the timing determined by GWA.

If required to complete a Request for Approval for Therapeutic Use of a Prohibited Medication (ASDMAC) or Abbreviated Therapeutic Use Exemptions (ATUE) Form, Gymnastics WA must be notified of the decision made by Gymnastics Australia and/or ASDMAC regarding the use of the medications outlined on these forms.

Agree to attend the compulsory ASADA Drugs in Sport Lecture.

8. Confidentiality and Reporting

Breaches of this policy must be reported to Gymnastics WA management within 14 days of any occurrence.

Breaches of this policy must be kept confidential and disclosure to any third party beyond Gymnastics WA management is not permitted.

9. Related Documents

Related Gymnastics Western Australia documents include the following:-:

- State Team Selection Policy
- Statement of Rules and Purpose
- Codes of Behaviour - Part D Member Protection Policy
- Member Protection Policy
- Appeals and Grievance Regulations
- Gymsport Specific Technical Regulations

GWA Underage Travel Policy

1. Introduction

The GWA Underage Policy acknowledges that often very young athletes are selected to be part of Gymnastics WA State Teams. It is also understood that there are specific details and travel requirements that are left to the responsibility of the Team Management.

2. Policy Statement

Gymnastics Western Australia is committed to providing the highest level of service to its members. GWA recognises that a parent/guardian or primary care giver is the best person to care for a child under the age of 10 in a State Team situation, whilst not at training or competition.

3. Policy Coverage

This policy applies for anyone who is 10 or under in a Gymnastics Western Australia State Team.

4. Definition

10 years old – athletes that are turning 10 years old in the year of travel.

Athletes who are 10yrs old and who are turning 11yrs in the year of travel are exempt from this policy.

5. Under Age Policy

5.1. Minimum Age

GWA does not permit children to compete until the year they turn 6 (*with the exemption of TRP, which is the year they turn 5*).

The minimum age to be a member of a State Team is 6.

5.2. Athletes between 6 - 10 years old at time of travel

Athletes aged from 6yrs – 10yrs must be accompanied by their parent/guardian who will be responsible for the athlete when not training or in competition with times being arranged by the Head of Delegation and Head Coach.

An athlete that is between 6 and 10 years may travel with the GWA State Team by;

- Written application from the club/ program head coach and the parent/ legal guardian (in consultation with each other) accompanies the athlete nomination form (*form provided with nomination pack*)
- Each application will be judged on case by case bases.

5.3. Parent/Legal Guardians

If the athlete does not travel with the team, their parents or legal guardian must be prepared to travel with the athlete and take the athlete to the event, meetings and training throughout championships.

Parents/Legal Guardians of State Team Members 10 years or under must arrange with the Head of Delegation the details of.

- Travel
- Accommodation
- Communications

- Hand over and sign in / sign out procedures
- Parent/Legal Guardian must sign the code of conduct and complete all team forms, which includes provide Gymnastics WA a current copy of a WWC card.

6. Confidentiality and Reporting

Breaches of this policy must be reported to Gymnastics WA management within 14 days of any occurrence.

Breaches of this policy must be kept confidential and disclosure to any third party beyond Gymnastics WA management is not permitted.

7. Related Documents

Related Gymnastics Western Australia documents include the following:-:

- State Team Selection Policy
- Statement of Rules and Purpose
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- Appeals and Grievance Regulations
- Gymsport Specific Technical Regulations

Parent and Family Travel Guidelines

Parents and Family members:

- a) May choose to travel on same flights to and from the event, as the athletes travelling with the Team Management.

However, please be reminded if you choose to travel on the same flights as the State Team Management Team, that upon arrival at the airport your child/children become the responsibility of the Team Management;

- b) Are required to stay at different accommodation to that of the Gymnastics WA State Team;
- c) Are requested not to visit the team accommodation at any time unless authorised by the Head of Delegation or State Team Manager;
- d) Are required not to travel in team transport at any time;
- e) Are requested not to attend any event functions unless expressly invited by the Head of Delegation and Team Management;
- f) Are requested during sessions where a gymnast is not competing for the gymnast to remain with the team and not to be seated with their parent(s);
- g) Are requested not to take their child / children athlete out to social events or meals at any time, unless previously authorised by the Head of Delegation;
- h) Are requested not to come onto the competition or training floor at any time; This applies to the whole event, and includes after the medal presentations Please note that the Head of Delegation, Team Managers, Assistant Managers, Coaches, and Chaperones are responsible for looking after athletes off the competition floor. If an athlete has any problems or issues they will be instructed to go directly to one of these individuals.
- i) Are requested to keep telephone calls to the hotel, and your child / children's mobile telephone to a minimum;
- j) Parents may contact the Head of Delegation or Team Manager at any time to make enquiries about their son or daughter, or to pass messages on. Athletes are able to phone home at appropriate times or upon special request to the adults in charge;
- k) To not to give athlete's food items without the knowledge of the State Team Manager. This includes packing food to take or giving them food during the event. This especially applies to confectionary (sugarless gum is allowed); and
- l) It is at the discretion of the Head of Delegation as to whether travelling parents can join into social excursions at the conclusion of an event prior to travel home. This will be determined on an event basis and will depend on the individual circumstances surrounding the request.

General State Team Rules

- a) Team Members of all disciplines are expected to represent the Western Australian State team with professionalism at all times.
- b) Team Members of all disciplines are expected to support their State and fellow team members at the competition. It is expected that State Teams will sit together.
- c) All Team Members are expected to adhere to a non smoking / non alcohol / non drug policy at all times.
- d) All Team Members are to note that misbehaviour, offensive and aggressive language, incidents of theft, dishonesty, or abuse will not be tolerated. Consistent incidents or gross misdemeanours will result in an official report to the Board of GWA and the possibility of the team member being sent back to Western Australia. If this decision is made this will be at the personal expense of the team member involved.
- e) All Team Members are to obtain permission from the Head of Delegation or Team Manager before leaving the Western Australian Team Group.
- f) Accommodation and Catering
- g) Bed times are expected to be strictly adhered to by all team members.
- h) Be respectful to others in the team and their common requirements. Some athletes may need to go to sleep early and some may need to sleep in.
- i) Bear in mind that you are staying on premises which are open to the public and we emphasise that there should be no excessive noise in the corridors or rooms. Appropriate behaviour and attire should be considered at all times around the hotel.
- j) Team Members will all have meals together or where possible on the timetable.
- k) Medications and Injury
- l) Medical Forms will be distributed to the Team Manager (s). Any medication should be clearly labelled with the athletes name and handed to the Team Manager, or as directed by the Team Manager to the Team Medical Officer.
- m) Team Members should not share medication with others. Management will only purchase medication were necessary. For those athletes under 18 this will only be done with the express permission of the parent or guardian.
- n) Team Members are to report immediately to the Head Coach or Head of Delegation any injury or sickness that may restrict their ability to train or compete.
- o) Clothing, Valuables and Team Functions
- p) We advise that valuables, jewellery and cash amounts are to be kept to an absolute minimum on the tour. All property is ultimately the responsibility of

the individual and should be cared for appropriately. Team Members should ensure that their rooms are locked when vacant. Please do not leave any valuables in change rooms, gym bags or shoes.

- q) We suggest that a minimum of pocket money is taken as there may be opportunities for sightseeing, shopping and movies during the trip.
- r) State Team uniform will be available prior to travel. All items should be labelled clearly.
- s) Only State Team uniforms can be worn during whilst training and competing for Western Australia.
- t) All Team Members are requested to take an outfit for a day's outing and for official functions.
- u) Team Members are expected to attend all social functions as directed by the Head of Delegation.

Mobile Telephones and Telephone Usage

- a) Mobile telephones are the responsibility of the individual.
- b) Mobile telephones cannot be used by athletes during training or competition schedules.
- c) Room telephones cannot be used for outgoing calls. All emergency calls must be referred to the Head of Delegation or Team Manager (s).
- d) Incorrect usage of mobile telephones (eg: it is being used at training) may result in the mobile telephones being confiscated by the Head of Delegation.