****



**TEAM MEMBERS BOOKLET**

**and**

**TRAVELLING TEAM POLICY**

**ROCKHAMPTON WATER POLO ASSOCIATION**

**Travelling Team Policy**

#### INTRODUCTION

A tournament should be an enjoyable experience both in and out of the pool. For this to happen it is essential that discipline and good behaviour is maintained in the team during the tournament. A great deal of planning is required to ensure that teams travelling do so within the required parameters under the Policies of the Rockhampton Water Polo Association.

#### PURPOSE

This policy outlines Rockhampton Water Polo Association policy on teams touring and playing in carnivals and tournaments within Queensland and interstate. The following policy is to:

* Ensure committee members are informed and pro-active
* Assist team management with planning and set out required procedures
* To provide parents and guardians evidence of Rockhampton Water Polo Association standards

#### POLICY

This policy specifically relates to players. It also includes coaches and managers, chaperones (those individuals formally representing Rockhampton Water Polo Association in an official capacity) and parents.

|  |  |  |
| --- | --- | --- |
| **APPENDIX 1** | PLAYER CONDUCT GUIDELINES & PARENTAL CONSENT TO TOUR FORM | Page 8 |
| **APPENDIX 2** | PARENT ‘TRAVELLING TEAM POLICY’ ACKNOWLEDGEMENT FORM | Page 9 |
| **APPENDIX 3** | MEDICAL DETAILS FORM (2 pages) | Pages 10/11 |
| **APPENDIX 4** | PHOTOGRAPHY CONSENT AND RELEASE FORM | Page 12 |
| **APPENDIX 5** | RWPA OFFICALS FOR TRAVELLING TEAMS FORM | Page 13 |
| **APPENDIX 6** | COACH and MANAGER’S POST-TOURNAMENT REPORT | Page 14 |
| **APPENDIX 7** | RWPA REIMBURSEMENT REQUEST FORM | Page 15 |

**APPENDIX**

#### BEFORE THE TOURNAMENT

The management committee must meet with the tournament’s officials to discuss the travelling team’s arrangements, and identify the individual adults attending.

#### Ideal Numbers of Adults Present

A minimum of two adults will travel with a team of up to 13 players. Preferably at least one of these adults has a First Aid qualification. All Rockhampton Water Polo Association officials touring must be in possession of a QLD blue card or be eligible for exemption. In the case of girls travelling teams there must be either a female coach or manager.

#### Attendance at Briefing Meeting

A meeting should be held before the tournament for members of the Rockhampton Water Polo Association Committee, Officials, Players and parents of the Travelling team members. At this meeting:

* Roles of each travelling Rockhampton Water Polo Association official should be explained, the final itinerary should be detailed and all outstanding medical and consent forms collected.
* Standard of behaviour of all travelling team members and their parents should be outlined
* Signed copies of APPENDIX’ 1 (Pg 8), 2 (Pg 9), 3 (Pg 10-11) and 4 (Pg 12)

#### Tournament Deposits / Fees

Deposits will be requested for tournament confirmation. Tournament costs will vary depending on number of athletes participating, location and duration of tournament. Cost incurred from tournament will include tournament fees, transportation, and accommodations (if needed). Every attempt is made to keep tournament costs low. **Once a parent/player has committed to a tournament and rosters are submitted for that event, players will be responsible for all costs associated with the event**.

#### DURING THE TOUR

**EXPECTATIONS OF BEHAVIOR**

Travelling to a tournament as a part of a team can be great experience for every player. This experience has the potential to further player’s water polo skills and can have a real and positive effect on their personal development.

Rockhampton Water Polo Association are proud of their players and supporters and expect of them the highest standard of sportsmanship and respect for all water polo officials during tournaments.

It is a Rockhampton Water Polo Association requirement that all team members complete a ‘good behaviour’ undertaking. Refer to APPENDIX 1 of this policy. All players and spectators must be aware of the content of Water Polo Australia’s Think.Act.Play campaign. Details contained in the link below, with a summary following.

[http://waterpoloaustralia.com.au/wp-content/uploads/2015/10/Think-Act-Play-Manual-Overview-Dec- 2016.pdf](http://waterpoloaustralia.com.au/wp-content/uploads/2015/10/Think-Act-Play-Manual-Overview-Dec-2016.pdf)

Providing a safe, fair and inclusive environment for everyone involved in our sport, and ensuring that our core values, good reputation and positive behaviours are maintained is a priority of Water Polo Australia.

The target groups for ***Think.Act.Play.*** include players, coaches, officials, parents and spectators; essentially the entire Water Polo community. There are three slogans that underpin the ***Think.Act.Play.*** program aimed at promoting positive behaviour and respect. Each slogan is relevant to everyone involved in the game.

The three slogans include;

### **Think before you speak:** What you say and do shapes the culture of our sport. Your words can influence the way people are seen and treated by others, and the way in which people feel about themselves. It can also impact the way the community perceives our sport. Remember – what you say matters.

***Act with respect:*** *Showing respect and treating everyone fairly is just as important as the game. No matter who you are or where you come from, treating each other with respect and dignity ensures everyone can enjoy the game. Whether you’re playing, coaching or cheering from the sidelines – respect the referee’s decision. Remember – to earn respect you must give it.*

***Play in the spirit of the game:*** *The way you play, coach and support says a lot about your character. Playing in the* ***spirit*** *of the game is more than just the rules. Players that keep their cool under pressure, even when things are not going their way, have a better chance of winning the game. Coaches that encourage sportsmanship get the best from their players. Parents that set a good example help their children enjoy the game. Remember – take responsibility for your actions and play in the spirit of the game.*

The Water Polo Queensland Member Protection Policy Codes of Behavior for Officials, Players and Spectators (PART B) link is below and Rockhampton Water Polo Association abides under this code. <https://www.waterpoloqld.com.au/wp.../07/WPQ006-Member-Protection-Policy.pdf>

**CHAPERONE POLICY**

Rockhampton Water Polo Association is committed to ensuring the safety and well-being of all young people involved in our sport. The role of Chaperone is part of that commitment. We are committed to providing the best possible support for chaperones and the young people with whom they work with and have under their care and guidance. These roles also play an important role in creating a positive team culture, in fostering cooperation and team spirit. Please sign APPENDIX 5 (Pg 12) of the Travelling Team Policy booklet and return this page to the Rockhampton Water Polo Association Committee before the trip begins.

# Chaperones

A chaperone is any team coach, assistant coach, team manager or supervising adult appointed by Rockhampton Water Polo Association for the supervision of athletes. Rockhampton Water Polo Association will appoint and use chaperones for all events, tours, away trips hosted by the Association.

* The chaperone to athlete ratio will be at least 1:8, one chaperone for every eight athletes. Chaperones will be appointed for all away trips that include at least one overnight stay. **Chaperones will ensure athletes are supervised at all times.**

# Scope

This policy applies to anyone, whether they are in a paid or voluntary capacity, who is appointed as a chaperone for Rockhampton Water Polo Association. This policy will continue to apply to a person even after they have stopped their association or employment with Rockhampton Water Polo Association if disciplinary action, related to their role as chaperone, has commenced.

# Responsibilities

The chaperone’s role varies from one team or event to the next. The final list of responsibilities will be determined by Rockhampton Water Polo Association, depending on the age of the athletes, the nature of the event and the skills and qualifications of other accompanying adults.

A chaperone accompanying a team or group of athletes will be required to:

* + **be responsible for the 24 hour supervision of the team and cannot leave players**, even to attend to tournament business or functions, unless adequate supervision (ie. 1:8) by additional parent chaperones has been pre-arranged and that these people meet the criteria for a chaperone as stipulated in this policy,
* keep a record of any instance where an athlete is released to the care of their parents,
* ensure athletes do not enter the accommodation of any other team/gender,
* only access the building/floor allocated to their team,
* ensure the schedule is followed, for example, curfews, meal times,
* make sure athletes have any clothing or equipment they need for competition,
* ensure athletes attend all meals at the accommodation or organise / prepare any “in house” meals,
* supervise athlete involvement in meal preparation and clear up,
* enforce the rules and report any infraction of the Code of Conduct,
* handle any emergencies with common sense,
* accompany an injured or ill athlete who needs medical attention,
* make sure other relevant policies are adhered to,
* work cooperatively with all team officials,
* help supervise travel schedules and travel logistics,
* not consume any alcoholic beverages whilst on tour,
* safeguard the athletes valuables and money etc. when appropriate.

Any person being considered for appointment to the role of Chaperone must:

* be over the age of 18;
* have completed a Working with Children Check;
* be registered on Revolutionise Sport;
* possess a current driver’s license;
* have a current first aid certificate (desirable);

**CHAPERONE POLICY (Contd)**

# Accommodation

Where possible, chaperones will be given their own separate room. However, on occasion, chaperones may be required to share a room with another chaperone, the coach or manager or another accompanying adult. If they so desire, they can get their own room at their expense. A chaperone may share a room with his or her son or daughter.

# Expenses

Chaperones are appointed on a voluntary basis. Rockhampton Water Polo Association will cover the following expenses for Chaperones:

* Association Shirt.
* Return Flights (where applicable).
* Transport/Car hire whilst on tour to get to and from the pool and accommodation, not for personal use.
* Any entry fees e.g. pool entry whilst on tour.

In the instance where a chaperone is required to purchase items in relation to the tour, an Expense Form must be completed listing all expenses for reimbursement and submitted, along with original receipts, to the Treasurer of Rockhampton Water Polo Association. This reimbursement form can be found in APPENDIX 7 and on website [www.rockhamptonwaterpolo.com](http://www.rockhamptonwaterpolo.com).

 **Chaperones are responsible for their own food and personal items during the tour**.

#### COMMUNICATION

Rockhampton Water Polo Association advocates open communication. It is an expectation that players speak directly to the coach about pool issues. All other matters of concern should be discussed with the team manager. The players must obey strictly all instructions from their team officials.

#### POOL TIME

The decision regarding a player’s pool time is at the prudent discretion of the coach. They will endeavor to give all players fair pool time but in some circumstances during competition there will be some games where they will need to play the team most suited to the opponents for the benefit of the whole team.

#### TEAM MEETINGS

Regular team meetings are mandatory for all players to attend. Team strategies, team morale, changes to game times and/or travels arrangements, and reminders of the association’s behaviour requirements are a few of the issues discussed.

#### UNIFORMS

All players are required to look smart at all times. Players are required to wear their Rockhampton Water Polo Association shirt when travelling to and from airport, to and from pool each day and during any opening and closing ceremonies:

* Rockhampton Water Polo Association shirt
* Ideally navy shorts
* Sandshoes or sports shoes (no sandals, thongs or ugg boots).

It is also recommended in case of lost and or delayed luggage that players ensure they carry on board; a back pack with Togs, swim cap, all monies and student ID.

#### HEALTH ISSUES

Rockhampton Water Polo Association recognise that during longer tournaments many of the health problems of teenagers are caused by lack of food, liquid or sleep. We have in place steps to avoid this (e.g. set a bed time for the night before match days, remind players to bring and eat fruit/energy bars, drinking water etc.)

We will be using the First Aid provided by the various pools. However, travelling teams will also have a very basic first aid kit. Players are recommended to bring personal supplies of; strapping tape, personal hygiene products, saline eye wash, aqua ear and Panadol if required. *Please be aware the Team Managers are unable to dispense* ***any*** *medications to players.* If players are travelling with any medication it must be placed in a clearly labelled plastic zip lock bag, including a note indicating parental consent to be given to the team manager, which the player can then access under supervision if necessary. If players feel unwell they need to notify the manger in the first instance.

#### ACCOMMODATION (Eating and Sleeping) Arrangements

Rockhampton Water Polo Association will book all players’ accommodation. Players are to be made aware of security arrangements (in place to stop unauthorised entry) and be taken through the emergency procedure/escape routes in the event of a fire upon arrival at the accommodation. Shared accommodation is the norm and Rockhampton Water Polo Association expects players to respect each other and each other’s property. Team members must let each other sleep, rest and support each other.

Team members need to

* Check for any damage to premises on arrival and notify Team Manager
* Keep their room tidy – make beds and help with tidying kitchen and bathrooms
* Request the permission of the Team Manager before leaving the accommodation area
* Be aware of which Rockhampton Water Polo Association official is on supervision duty
* Know where your Rockhampton Water Polo Association officials are staying
* Always move in pairs where toilets/shower/laundry facilities are away from sleeping areas

Unavoidably at times apartments maybe located on various floors. The manager will specify specific rules for visiting rooms but in general players may visit other players’ apartments from Rockhampton Water Polo Association or other teams before dinner. However it is **mandatory** that when players return to their apartments following the evening meal that they:

* + Do not leave their rooms unless it is an emergency.
	+ Do not open their doors to anyone other than the Team Manager. Any Visitors, including parents, must be cleared with the Team Manager.

#### OUTINGS/SECONDARY ACTIVITIES

Travelling teams may decide to undertake an outing. This is usually done in agreement with the players. This may involve players requiring some extra funds.

#### CODE OF BEHAVIOUR/SPORTSMANSHIP

Rockhampton Water Polo Association expects the following sportsperson like behaviours from all players and Rockhampton Water Polo Association officials:

* Be a good sport, play for enjoyment and encourage and support your own team members.
* Compete according to the spirit and rules of the competition
* Accept the Referee’s decision
* Control your behaviour and temper in and out of the pool
* Do not criticise by word or gesture
* Treat all team mates and opponents as you would prefer to be treated yourself
* Work equally hard for yourself and your team - your team’s performance will benefit and so will yours.
* Co-operate with your coach and team mates. Show respect for your opponents and their skills.
* Be friendly to all participants
* The use of alcohol, tobacco and non-prescribed drugs is not permitted

 NOTE: Any Illegal behaviour will be referred to the police

#### CONSEQUENCES FOR PLAYERS BREACHES OF THIS CODE

Team Managers may deal immediately with any breaches of this code by imposing appropriate consequences, including not playing remaining fixtures, notification of parents, and being sent home at your parents’ cost. The Rockhampton Water Polo Association management committee is responsible for imposing longer term consequences such as suspension from representing Rockhampton Water Polo Association. Furthermore, the Rockhampton Water Polo Association management committee may provide a report to the state and national water polo association and you may be subject to discipline in accordance with these governing bodies. Players will be afforded natural justice in respect of breaches of this policy and for any discipline enforced.

#### TRAVELLING PARENTS

Tours and Tournaments can be a great bonding and Rockhampton Water Polo Association spirit building experience for the players. Rockhampton Water Polo Association officials greatly appreciate parents attending tournaments, as spectators, to support their children’s team. There are times that travelling parents may be called upon to assist by the Team Manager/s. This will often involve scoring duties at the tournament pool after team games, which allows the Team Manager to perform their duties assisting the coach and players. Parents are also reminded of the following:

* Respect must be given to decisions made by the Coach and Team Manager/s.
* Spectators are not allowed on pool deck at tournaments, only the travelling Team Coach & Manager.
* Permission must be obtained from the Team Manager to visit your child’s rooms.
* Team Members must not be taken from travelling team at any time without permission from the Team Manager. It is especially important to respect the need for the Team Manager to know where your child is at all times.
* The Team Manager is always your first point of contact. Please refrain from approaching the coach.

#### AFTER THE TOUR

* Association Treasurer will reconcile all monies and any unspent monies should be refunded.
* A brief tour report APPENDIX 6 (Pg 13) will be done by the team manager, submitted to association management committee.

#### RESPONSIBILITY

It shall be the responsibility of the Rockhampton Water Polo Association management committee, travelling team’s coaches and managers to ensure that the requirements of this policy are complied with. This policy shall be reviewed by the Rockhampton Water Polo Association management committee to ensure that it continues to comply with principles followed by Rockhampton Water Polo Association and Water Polo Australia.

**APPENDIX 1**

# Rockhampton Water Polo Association

## PLAYER CONDUCT CODE and PARENTAL CONSENT TO TOUR

#### To be completed by the team member and team member’s parent

Name of tournament:

Full name of team member:

A tour should be an enjoyable experience. For this to happen it is essential that discipline and good behaviour is maintained in the team during the Tour. Neither Rockhampton Water Polo Association nor Tour officials can accept responsibility for the consequences for any sort of misbehaviour.

Rockhampton Water Polo Association requires all team members to:

Respect and take care of the property of: other team members, venues that you compete at, premises that we staying at and visit, and the property of others in the community.

Respect the laws of the game of water polo, your team mates, coaches and managers and all other coaches, players and officials involved in the tournament.

All team members are reminded that upholding the good name of the Rockhampton Water Polo Association is vital to the association’s reputation. Team Members and are required not to bring the Association’s name in to disrepute by words or deeds, or to jeopardise future travelling teams.

It is a Rockhampton Water Polo Association requirement that team members; do not consume any alcohol or illegal drugs, do not smoke whilst on Tour, do not access any pornography or sexually explicit material ,do not engage in team pranks or initiation activities.

The ultimate sanction in the event of a breach of the Rockhampton Water Polo Association Travelling Team Policy is to be sent home at my parent’s expense.

#### To be signed by the Team Member

I agree to abide by the Rockhampton Water Polo Association ‘Travelling Team Policy’ and do as I am asked by Tour officials.

Player signature:

Date: / /

Witnessed By Parent:

Parent Name (in capitals):

**APPENDIX 2**

#### PARENT ‘TRAVELLING TEAM POLICY’ ACKNOWLEDGEMENT

Name of tournament:

Full name of team member:

I agree to my child named above taking part in the above mentioned tournament. I have been supplied with information regarding the Tournament itinerary and cost

I have read the Rockhampton Water Polo Association ‘Travelling Team Policy’ set out above. I acknowledge the need for good and responsible behaviour on my child’s part throughout the Tournament and support the Association officials in maintaining good discipline and enforcing the Association’s ‘Traveling Team Policy’ set out above.

I understand that the ultimate sanction in the event of a breach of the Rockhampton Water Polo Association ‘Traveling Team Policy’ is to send my child home at my expense.

I can be contacted by phone during the Tournament on the following numbers:

Home: Work: Mobile:

Best number is Home / Work / Mobile (please circle)

My home address is:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If I am not available please contact: Name:

Address

Home: Work: Mobile:

Signed:

Date / /

Name (in capitals)

**APPENDIX 3**

# Rockhampton Water Polo Association

#### MEDICAL DETAILS

PLAYER NAME:

ADDRESS:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The following information is intended to assist the Rockhampton Water Polo Association Coaches and Team Officials. In case of any medical emergency or absence of parent or guardian this form will be made available for any medical assistance required. This form will be kept on file as a sensitive document with each team coach/manager.

I hereby authorise Rockhampton Water Polo Association and its volunteers to act on my behalf should I require any medical attention.

I hereby release North Brisbane Water polo Rockhampton Water Polo Association Inc. from all/any liability for injury or incident incurred.

#### IN CASE OF AN EMERGENCY PLEASE CONTACT:

Parent/Guardian/Partner Full Name:

Phone Home: Mobile:

Work:

Second Emergency Contact:

Parent/Guardian/Partner Full Name:

Phone Home: Mobile:

Work:

Medicare Number and Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Private Health Fund & Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you suffer from any allergies/medical conditions:

Details:

#### IN CASE OF AN EMERGENCY AN AMBULANCE WILL BE CALLED

**APPENDIX 3 (Contd)**

# Rockhampton Water Polo Association

# MEDICAL DETAILS (Contd)

Do you have any special dietary requirements?

Details:

Are you taking any regular medication: YES or NO (please circle)

Please state name of Medication and Dosage

(Any medications must be given to Team Manager in a clearly labelled zip lock bag prior to departure with a note indicating parental consent)

Details:

Is there anything your coach or manager should be aware of?

Please detail below or approach your manager ASAP.

Details:

#### PAST HISTORY

Have you had:

Epilepsy Yes / No Do you wear glasses Yes / No Diabetes Yes / No Do you wear contact lenses Yes / No Heart Problems Yes / No If so, **soft** or **hard** lenses.

Heart Murmur Yes / No Asthma/Bronchitis Yes / No Hernia Yes / No

Concussion Yes / No

If the answer was yes to any of the above, please give details:

Player signature:

Date: ……/……/…..

Witnessed By Parent:

Parent Name (in capitals):

**APPENDIX 4**

# Rockhampton Water Polo Association

## PHOTOGRAPHY CONSENT AND RELEASE FORM 2018

I, (print name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby grant permission to Rockhampton Water Polo Association representatives, to take and use photographs and / or digital images of me for use in:

1. Media releases, media articles – including newspapers, radio, television, printed publications and / or educational materials.
2. Electronic publications and communications such as the association’s Facebook site and website.
3. I agree that my name and identity may be revealed in descriptive text or commentary in connection with the image(s).
4. I authorize the use of these images without compensation to me. All negatives, prints, digital reproductions and shall be the property of Rockhampton Water Polo Association.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PHOTOGRAPHY CONSENT AND RELEASE FORM FOR MINOR CHILDREN (UNDER 18) 2018**

I, (print name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the parent or official guardian (insert child’s/children’s name(s)) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby grant permission to Rockhampton Water Polo Association representatives, to take and use photographs and / or digital images of my child for use in:

1. Media releases, media articles – including newspapers, radio, television, printed publications and / or educational materials.
2. Electronic publications and communications such as the association’s Facebook site and website.
3. I agree that my name and identity may be revealed in descriptive text or commentary in connection with the image(s).
4. I authorize the use of these images without compensation to me. All negatives, prints, digital reproductions and shall be the property of Rockhampton Water Polo Association.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Parent or Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPENDIX 5**

# Rockhampton Water Polo Association

## ROCKHAMPTON WATER POLO ASSOCIATION OFFICALS for Travelling Teams

#### To be completed by the Rockhampton Water Polo Association officials accompanying travelling team/s

Details of tournament:

Full name of team official

Position Coach / Manager / Referee / Chaperone

**Rockhampton Water Polo Association Water Polo policy regarding club officials for travelling teams***.*

Association Officials are to be acutely aware that they are representing the Rockhampton Water Polo Association from commencement to completion of the trip. They are to conduct themselves at all times, in a positive manner, being mindful of Duty of Care to all.

Any incidents must be advised to the Association President as soon as practicable, and a written report forwarded to Committee on completion of trip.

Any reported breaches of the Policy will be dealt with in accordance with Rockhampton Water Polo Association Complaints Handling Procedures.

Alcohol is not to be consumed during times where a coach/tour manager is responsible for transporting team players. If any alcohol is consumed in a social environment by Rockhampton Water Polo Association official during the trip outside these hours, they must at all times, remain within legal drink driving limitations.

No Male coaches/tour managers are to enter female players’ rooms/apartments/cabins. No players are to be invited to, or to, enter Male coach’s rooms.

#### To be signed by the Rockhampton Water Polo Association official

I agree to abide by the Rockhampton Water Polo Association’s Travelling Team Policy and the points outlined in this page.

**APPENDIX 6**

# ROCKHAMPTON WATER POLO ASSOCIATION

# COACH and MANAGER’S POST-TOURNAMENT REPORT

Please submit this completed report to the executive committee within one week of your team’s return by emailing it to rockhamptonwaterpolo@gmail.com

Team (Male / Female and age group): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tournament location and dates (inclusive of travel): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Coach: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Did any players experience any medical issues or sustain injuries during the trip? (Yes/No)

* If yes, describe what action was taken and the health of the athlete by the end of the trip.

|  |
| --- |
|   |
|  |
|  |

2. Did any players violate aspects of the team traveling policy? (Yes/No)

* If yes, describe violations and the action taken as a result.

|  |
| --- |
|    |
|  |

3. Were there any unexpected costs which arose on the trip which the association/players will need to cover?

 (Yes/No) If yes, explain the reasons for these costs.

|  |
| --- |
|    |
|  |

1. Did the manager and/or coach leave the team at any point in the trip due to pre-arranged or emergency

circumstances? (Yes/No)

* If yes, please list dates and times of absence along with the name/s of the alternative chaperones who supervised the athletes during these times.

|  |
| --- |
|   |
|  |
|  |

5. Do you have any further comments about the trip and/or conduct of participants?

|  |
| --- |
|    |
|  |

Coach signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Manager signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date: Date:

**APPENDIX 7**

|  |
| --- |
| ROCKHAMPTON WATER POLO ASSOCIATIONREIMBURSEMENT REQUEST FORM |
| Reimburse : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| for expenditure incurred for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| to the total value of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| *You must produce a valid receipt or no reimbursement will be approved.* |
| DIRECT DEPOSIT DETAILS (FOR REIMBURSEMENT) |
| Please reimburse to the value of: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Payable to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| For the following expense: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Bank Details for reimbursement:  |
| Account Name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  BSB: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Account No: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| *Ensure you check that the transfer has credited your account, and let the Treasurer know if not. Thank you* |
| SUPPORTING DOCUMENTS |
| *I certify that supporting documentation, if applicable, is attached to justify the above request*. |
|  |  |  |  |
| Signature: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Position: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_ / \_\_ / \_\_\_ |
|  |  |  |  |
| Treasurer Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_ / \_\_ / \_\_\_ |
|  |
| TRANSACTION INFORMATION |
| Date: |  |
| Receipt No.: |  |