

RESIDENTIAL CAMPS & EXCURSIONS POLICY

Policy Statement

Program Staff planning residential camps have a special duty of care for athlete safety and welfare. Program Staff retain the ultimate responsibility for supervision whilst in camp and cannot transfer that responsibility to parents, other volunteers, or employees of external organisations.

Athletes are expected to conduct themselves in an appropriate manner always when representing the Academy.

This document covers specific situations where a squad is in a residential camp situation. These guidelines should at all times be implemented in conjunction with the “Behaviour, Supervision, and Discipline Policy”.

Definition

For the purposes of this policy residential camp situation refers to excursions when an Academy squad resides together to compete in carnivals, and / or residential squad training camps.

Guidelines

The Academy’s expectation is that when a squad is in camp the Program Staff for that sport program will participate fully in all squad activities. This includes traveling and residing with the squad.

1. Roles & Responsibilities

To ensure that the camp runs smoothly, one member of the Academy squad’s program staff will be designated as the co-coordinator of the camp. To ensure a consistent approach across each Academy sport the responsibility for the co-ordination of the camp will follow a hierarchical order:

- Squad Manager
- Program Co-coordinator
- Head Coach

In instances where one of these positions is not filled within a program staff structure, responsibility for the co-ordination of the camp is passed to the next position according to the above order.

Authorised by: Mark Calverley	Title: Residential Camps Policy	Page: 1
Version Date: April 2020	Next Review: April 2021	No of Pages: 4

The responsibilities will be shared between the Sports Program Coordinator, Squad Manager, and Program Co-coordinator / Head Coach. This division of responsibilities is as outlined in the Program Staff Procedures Manual.

1.1. Academy Athlete Program Manager

The Academy's Athlete Program Manager is responsible for the following aspects of the organisation of the camp:

- a) Ensure that the camp runs within the budget allocation
- b) Payment of any carnival entry fees
- c) Booking accommodation
- d) Transportation
- e) Meals – those meals that are being provided by the Academy
- f) Information to squad members and Program Staff
- g) Contracting Athlete Education presenters to conduct sessions
- h) Payment of all accounts relating to the conduct of the camp

1.2. Camp Co-Coordinator

In instances where the camp co-coordinator is the Program Co-coordinator or Head Coach these responsibilities will be in addition to their other responsibilities.

- a) Forward travel:
 - i) Meet and assemble athletes at designated meeting point
 - ii) Maintain the attendance roll
 - iii) Supervise athlete conduct whilst traveling, and at any designated stops
 - iv) Advise Executive Officer of any alteration to camp program immediately
 - v) Collect excess money and valuables from squad members

- b) On arrival at the venue:
 - i) Liaise with accommodation provider
 - ii) Arrange room allocation of athletes
 - iii) Check all carnival details with convenor

- c) During the camp:
 - i) Supervise conduct of squad members at all times and ensure uniform is satisfactory
 - ii) Compile necessary information for report
 - iii) Supervise the distribution, use, and return of equipment
 - iv) In the event of inclement weather the Camp Co-coordinator is responsible for organising alternate activities and for the welfare of the squad members
 - v) Assist with the supervision and management of injured athletes, particularly those who have suffered serious injury, and nominate which member of staff will accompany any athlete requiring further treatment

- d) Return travel:
 - i) Assemble athletes at designated meeting point
 - ii) Notify Sports Program Coordinator and parents of any alterations to return home details
 - iii) Return unspent money and valuables to squad members
 - iv) Maintain duty of care of athletes until parents arrive to transport the athlete home

Authorised by: Mark Calverley	Title: Residential Camps Policy	Page: 2
Version Date: April 2020	Next Review: April 2021	No of Pages: 4

- e) On return:
- i) Submit a written report to the Academy within 7 days, together with any outstanding accounts (see point 10 for further detail)

1.3. APM / Head Coach

These responsibilities relate specifically to the role of Athlete Program Manager/ Head Coach and are to be undertaken whether the person is Camp Co-coordinator or not.

- a) Responsible for developing the program for the camp. Those aspects of the camp that are not sport specific related (e.g. meals, travel, etc.) should be organised in liaison with the Camp Co-coordinator.
- b) Responsible for the delegation of coaching responsibilities to other members of the coaching staff.
- c) Take immediate disciplinary action on any squad member who brings discredit to the Academy by showing aspects of poor sportsmanship or unacceptable behaviour.
- d) Assemble the athletes at least once a day for squad discussions and / or reflection meetings.
- e) Assist and cooperate with the Camp Co-Coordinator in the overall conduct of the camp.
- f) All coaches are expected to participate fully in all Athlete Education sessions conducted during the camp.

1.4 Assistant Coach / Trainee Coach

- a) Assist in the delivery of the camp program.
- b) Undertake all tasks as requested by the Athlete Program Manager, Head Coach, Camp Coordinator.
- c) Take immediate disciplinary action on any squad member who brings discredit to the Academy by showing aspects of poor sportsmanship or unacceptable behaviour.
- d) Participate fully in all squad activities.
- e) Assist and cooperate with the Camp Coordinator in the overall conduct of the camp.

2. Supervision

In the planning of the residential activities, appropriate supervision must be provided considering the gender and age status of the group.

Additional adults may be involved to provide supervision during a camp. The CEO should assure his / herself of the bona fides of these other adults.

In camp situations, supervisory and accommodation arrangements are to be such that no Program Staff member is placed in a position where there is the potential for allegations of improper conduct to be made.

Sleeping arrangements should not place any adults in a situation where the propriety of their behaviour could be questioned. Likewise, sleeping and supervisory arrangements are to ensure that no squad member is placed in a situation where there is the likelihood of sexual contact.

Members of the Program Staff who are under 18 years of age are not to be counted as supervisors when camps are being planned.

Authorised by: Mark Calverley	Title: Residential Camps Policy	Page: 3
Version Date: April 2020	Next Review: April 2021	No of Pages: 4

3. Athletes with Disabilities

When athletes with disabilities are involved in a camp the Academy will give each athlete the opportunity of being accompanied by a carer. To further assist with integration into the mainstream group, the Academy will attempt to ensure that a CAD qualified coach is part of the coaching staff.

4. Code of Behaviour

In the event of a serious breach of the Code of Behaviour the athlete will appear before a specially convened Welfare Committee (comprising several members of staff) who will deal with the incident.

If, for any reason, the decision is made to send an athlete home from a camp for disciplinary reasons, the CEO must be contacted prior to any final decision being made in regard to the matter. Parents are to be notified and the cost of returning the athlete home is to be met by the parents.

Should there be a time delay between notification and departure that athlete will take no further part in any squad activities. Instances deemed serious enough to justify immediate removal from the squad should be referred to the Board, via the Chairperson.

5. Clothing / Uniforms

During some camps it may be necessary for athletes to wear clothing other than the Academy uniform. In this instance, athletes will be advised prior to the camp of the style of garment that may be worn, and of the times during the camp that these items are to be worn.

6. Notification to Schools / Employers

Every effort will be made to organise camps at times that will not clash with the school or work commitments of athletes. Where a clash is unavoidable athletes will be given the maximum amount of notice possible regarding dates and times so that they can advise their Principal/employer.

Athletes who require a clearance from their school/employer to attend such a camp will be provided with a letter seeking clearance from the CEO.

The squad status of an athlete who is not granted a clearance will not be jeopardised providing prior notice is provided to the Academy. It is within the Academy's right to ask the athlete to provide written proof of this refusal of clearance.

7. Report

The Squad Manager is required to provide the CEO with a written report within 7 days of the activity. This report should outline those athletes and staff in attendance, all squad activities, results (if camp involved competition), recommendations for future camps, and follow-up action required (e.g. letters of thanks).

Authorised by: Mark Calverley	Title: Residential Camps Policy	Page: 4
Version Date: April 2020	Next Review: April 2021	No of Pages: 4