

# RESIDENTIAL CAMPS POLICY – SQUAD STAFF

## POLICY STATEMENT

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

This document covers specific guidelines where a squad is in a residential camp situation. These guidelines should at all times be implemented in conjunction with the athlete and squad staff code of behaviour policies.

## DEFINITION

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

## GUIDELINES

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These guidelines are intended to ensure the wellbeing of all WRAS members staying together at an overnight WRAS event.

### **Behaviour – dealing with a breach of behaviour**

Athletes are expected to abide by the WRAS code of behaviour at all times.

Any athlete who demonstrates improper behaviour should be warned by the manager or head coach. If they continue to demonstrate unacceptable behaviour the manager will contact the WRAS Sports Program Manager to discuss the incident. Following this discussion, the Sports Program Manager may contact the parent/guardian and arrange for them to collect the athlete. The athlete should take no further part in any squad activity or training.

If an athlete demonstrates any of the following behaviours, the manager will contact the WRAS Sports Program Manager to discuss the incident. The Sports Program Manager will contact the athlete's parent/guardian immediately (no warning required) to collect the athlete from the event. The athlete should take no further part in any squad activity or training.

- Athletes using or supplying alcohol, tobacco or prohibited drugs
- Male athletes found in female rooms or toilets/shower facilities
- Female athletes found in male rooms or toilets/shower facilities
- Inappropriate videos or photos taken of another person or taken without their consent

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Note: if an athlete is required to be removed from the event, the manager should contact the Executive Officer if the Sports Program Manager is unavailable.

## **Supervision**

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

### **Supervision – water based activities**

For water based activities, the manager will have a list detailing each athletes swimming ability. A minimum of two adult supervisors should be present at all times while athletes are in the water. Facility lifeguards or staff may only be included in the supervisor count if they do not have other duties or persons to supervise at the venue.

Athletes who indicate they are poor swimmers should have an additional supervisor monitoring them. Athletes who indicate they are a ‘non swimmer’ will not be permitted to enter the water.

### **Supervision - alcohol**

Squad staff must not consume alcohol at a rate that will have them exceed the level that they can legally drive a motor vehicle (as defined by the NSW Roads and Maritime Services – blood alcohol limits). It is important that squad staff be ready and able to respond appropriately to an emergency situation at any time.

## **Travel**

Where the squad is travelling as a group, all arrangements will be made by WRAS office staff. Squad staff and athletes will be advised of the meeting locations and times prior to departure.

The bus (or equivalent) will not wait for any athletes. If an athlete is late and misses the bus, a parent or guardian is required to transport the athlete to the event.

The manager will have a copy of the travel schedule detailing the locations each athlete will be at. It is the manager’s responsibility to check off athletes as they enter the bus. If an athlete is not at their designated location the manager can contact the athlete’s parent/guardian for an explanation. If the athlete is running late the bus will not wait. It will be the parent/guardian responsibility to transport the athlete.

If a parent/guardian is not at the location to collect the athlete on the return trip, the bus will be required to wait. The manager can call the parent/guardian to confirm if the athlete can be left with another parent or guardian.

## **Accommodation**

Where the squad is travelling as a group, all accommodation arrangements will be made by WRAS office staff.

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Accommodation facilities will have separate bedrooms and shower/toilet facilities for males and females.

Athletes must not leave the accommodation or training venue without permission from the head coach or manager.

### **Mobile Phones**

The WRAS head coach and manager will determine when mobile phones can be used by athletes. The times should be set at the start of the camp so that athletes are aware.

Some camps may have a strict no phone rule. In this case, parents/guardians will be given the mobile number of the WRAS manager or head coach to contact for emergencies. If an athlete needs to contact a parent/guardian they can do so through the head coach or manager.

### **Injury, Illness and Medication**

The WRAS manager will have a confidential list of all athletes medical conditions prior to the camp/event.

Athletes are responsible for administering their medication unless requested otherwise to the WRAS office staff prior to the camp/event. Office staff will update the manager on any athlete medications that require assistance.

Under no circumstances are athletes or squad staff allowed to distribute medication to any athlete in the squad without approval from the WRAS manager. (If the manager's list does not specify if an athlete can take a particular medication, the manager should call the parent or guardian for consent before providing it to the athlete).

## **RESOURCES & REFERENCES**

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All squad staff are to ensure they are familiar with the following WRAS policies:

- Athlete Code of Behaviour
- Squad staff Code of Behaviour
- Social media policy
- Member protection policy
- Privacy policy
- Critical response policy

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## Checklist for manager

Below is a checklist the manager can use to ensure athletes are aware of all camp rules.

- Ensure the athletes are aware they can speak to you or the coaching staff if they have any concerns whilst at the camp
- Identify an emergency assembly point at the accommodation and training venue
- Advise athletes of their room allocations
- Ask athletes to check their rooms for any damage as soon as they check in. They should report any damage to the manager. If an athlete causes damage they will be invoiced for the cost. If no one owns up to the damage, everyone in the room will be invoiced equally
- Athletes are not to leave training venues/accommodation without manager or head coach approval
- All venues are to be left clean (no rubbish left behind)
- Mobile phones are only to be used during allocated times (head coach and manager to determine)
- Set guidelines for when the WRAS uniform must be worn and when the athletes can wear plain clothes

### Most Important

WRAS has zero tolerance to

- Athletes using or supplying alcohol, tobacco or prohibited drugs
- Male athletes entering female rooms or toilets/shower facilities
- Female athletes entering male rooms or toilets/shower facilities
- Phones or cameras being used in bathrooms or change rooms
- Videoing or photos taken of other athletes without their consent

If this occurs the athlete's parent/guardian will be called to collect them immediately. The athlete will not be permitted to participate in any activities, they must sit and wait for their parent to arrive.

The athlete will likely be expelled from the WRAS squad.

For minor behavioural issues – the issue will be addressed immediately with the athlete and they will be given a formal warning. If the unacceptable behaviour continues their parents are to be contacted and asked to collect them.

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