



# Water Polo

## AUSTRALIA

# TRAVEL SAFETY POLICY

29 September 2024

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## REVIEW HISTORY TABLE

This Travel Policy will be reviewed by Water Polo Australia every two years. Some circumstances may trigger an early review, including but not limited to legislative changes, organisational changes, incident outcomes and other matters considered appropriate by the Board and/or CEO. Water Polo Australia (WPA) retains records to document each review undertaken. Records may include minutes of meetings and documentation of changes to policies and procedures that result from a review.

Revised On	Version	Date Endorsed	Approved By	Content Reviewed/Purpose

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## 1. INTRODUCTION

WPA has established this Policy to ensure that travel is organised efficiently and effectively and to protect the safety of Travellers and Associated Persons in connection with WPA-Approved Travel.

Key Principles:

- 1.1. WPA will make best endeavours to protect the safety of all Travellers and Associated Persons taking part in any WPA-Approved Travel, taking into account the circumstances.
- 1.2. WPA will not approve any Travel which presents, in WPA's opinion, an unacceptable risk to the safety of Travellers, Associated Persons or the organisations involved.
- 1.3. All Travel must be undertaken in accordance with WPA policies and procedures, including but not limited to any WPA corporate policies and procedures and the National Integrity Framework.
- 1.4. This Policy must be read and understood by all Travellers.
- 1.5. All Travellers must familiarise themselves with and abide by all WPA policies and procedures, especially the National Integrity Framework.
- 1.6. WPA Members, participants and teams at WPA sanctioned events are also bound by this Policy when participating in or travelling as part of WPA managed programs or events.

This Policy:

- 1.1. outlines WPA's risk assessment processes which will take place prior to the approval of any Travel requiring an overnight stay;
- 1.2. sets out conduct and behavioural expectations for all Travellers to ensure that WPA professional and integrity standards are being met;
- 1.3. provides information on procedures for all prospective WPA-Approved Travel; and
- 1.4. outlines the financial responsibilities associated with WPA-Approved Travel.

## 2. SCOPE

This Policy applies to any Traveller and Associated Person in connection with WPA-Approved Travel.

## 3. DEFINITIONS

### Defined Term

**Associated Person** includes any person who travels with or is following a Touring Party on WPA-Approved Travel and is acknowledged by WPA as closely associated with the Touring Party, but does not otherwise fall into the Traveller definition. is a person who is recognised by WPA officially or unofficially as being authorised to accompany a group of people associated with WPA Approved Travel.

**Child / Children** carries the same definition as within the National Integrity Framework / Child Safeguarding Policy.

**Critical Incident** is an incident arising under the Critical Incident Management Plan which is defined as such in the Plan document.

**Extenuating Circumstances** means anything outside of a person's control or WPA's control which cannot or could not reasonably be avoided or changed without considerable or impractical effort or disruption. This includes, but is not limited to, personal emergencies, global pandemic, booking errors, external contingencies that could not have reasonably been expected and force majeure events.

**Guardian / Guardianship** means an adult individual who has the legal responsibility of taking care of a Child Traveller and does not hold any other nominated role whilst on a trip (i.e., Official, Team Manager, Trip Organiser, Head of Delegation).

**Head of Delegation** means a WPA or Water Polo Organisation appointed (officially or unofficially) person to be in charge of and to represent the group, assisting with planning, and management while travelling and responsible for attending all official meetings while on tour. Head of Delegation may be deemed after the fact and need not be officially nominated in advance.

**Official** means any individual appointed by WPA or a Water Polo Organisation to a specified role such as a referee, coach, Team Manager, doctor or physiotherapist for the Travel.

**Supervising Adult** means an adult appointed by WPA with the duty of care responsibility over children in connection with any WPA-Approved Travel.

**Team Manager(s)** means any person(s) appointed by WPA or a Water Polo Organisation to supervise/oversee the on-tour activities and the group/team in connection with WPA-Approved Travel.

**Touring Party** means the individuals designated by the relevant Water Polo Organisation as comprising the group or team for the purpose of the Travel.

**Travel** means travel managed by, or while representing, WPA as an individual or as part of a group or team in relation to a trip, tour, camp or event which is WPA-Approved Travel.

**Traveller(s)** means all WPA employees and personnel appointed by WPA, athletes, officials, contractors, volunteers and other persons taking part in or organising WPA-Approved Travel, including but not limited to the Touring Party.

**Trip Organiser** means a WPA or Water Polo Organisation appointed person to organise the Travel logistics e.g. travel and accommodation, event entries, etc.

**Water Polo Organisation** means WPA and those Water Polo Associations recognised by WPA as the State/Territory Members in each of the States and Territories of Australia including any Club affiliates.

**WPA-Approved Travel** is domestic or international Travel which has been approved or sanctioned by WPA or a duly authorised WPA officer in accordance with this Policy.

#### 4. RELATED DOCUMENTS

The following WPA policies and documentation must be considered in relation to this Policy:

- 4.1. Member Protection Policy (MPP)
- 4.2. Child Safeguarding Policy (CSP)
- 4.3. WPA Code of Conduct
- 4.4. Critical Incident Management Plan
- 4.5. Complaints, Disputes and Discipline Policy (CDDP).

These and all other WPA policies can be found on the WPA website [here](#).

#### 5. CHILD SAFEGUARDING

All obligations and protective measures outlined in the Child Safeguarding Policy are applicable when undertaking WPA-Approved Travel involving minors (under 18).

- 5.1. For WPA-Approved Travel that includes Children, all adult Travellers likely to have meaningful contact (eg. Between player and coach) with minors (apart from their own Children) during the Travel must:
  - 5.1.1. hold a current Working with Children check prior to departure;
  - 5.1.2. have undergone the additional Recruitment & Screening procedures as required under the Child Safeguarding policy; and
  - 5.1.3. have completed the Sport Integrity Australia Child Safeguarding in Sport Induction - <https://elearning.sportintegrity.gov.au/login/index.php>
- 5.2. Heads of Delegation, Team Managers and Officials must be familiar with Child Safeguarding Practices for children and young people, especially procedures around reporting and responding appropriately to suspected child abuse, which is outlined in the National Integrity Framework / Child Safeguarding Policy. All individuals in a position of authority will be required to complete the Sport Integrity Australia Child Safeguarding in Sport Induction course.
- 5.3. The relevant Water Polo Organisation should use best endeavours to ensure members of the Touring Party are accommodated in accordance with the requirements in the National Integrity Framework / Child Safeguarding Policy, and as determined by the Trip Organiser.

#### 6. TRAVEL MANAGED BY WATER POLO AUSTRALIA

- 6.1. For WPA Approved Travel, WPA, or its travel management company, may seek meal, accommodation and travel arrangements that are most suited to the team needs and athlete performance in terms of location, comfort, services and cost. However, WPA is not obligated to provide any particular standard or level of meal, accommodation or travel service.

##### **International Travel - Approval Process**

- 6.2. Prior to accepting an international invitation and/or booking any international travel, the appointed Trip Organiser must undertake the International Travel Approval Process set out in Annexure A and complete the International Travel Approval Form set out in Annexure B.

- 6.3. WPA staff who are planning on travelling internationally for reasons other than tours/tournaments must also complete the International Travel Approval Process set out in Annexure A.
- 6.4. All international travel for and on behalf of WPA must be authorised by the CEO (unless the CEO indicates otherwise) and the following steps undertaken:
- 6.4.1. Ensure that the proposed Travel is covered by WPA's corporate travel insurance policy, or that adequate individual travel insurance is in place for those planning to travel internationally.
- 6.4.2. Identify the alert level for all countries and regions that are included in the proposed Travel. This information is available on the federal government's Smart Traveller website: <http://www.smartraveller.gov.au/zw-cgi/view/Advice/>
- 6.4.3. Prepare a summary level report which identifies and describes the circumstances in relation to the following matters where applicable:
- i. Heath (related to any specific health risks associated with the Travel destination or transit countries)
  - ii. Terrorism
  - iii. Civil unrest/political tension
  - iv. Crime
  - v. Local environment
  - vi. Transport safety (both air and ground)
  - vii. Natural disasters, weather and climate
  - viii. Ease and methods of exit
- 6.5. Send the report and relevant supporting materials to the CEO for review and consideration of approval. The CEO will approve or reject the Travel request in accordance with the delegated authority provided in this Policy (in-line with the relevant travel advisory issued by the Department of Foreign Affairs and Trade (DFAT)) and based on the information submitted.
- 6.6. WPA's approval of international travel is likely to be as follows, except in extraordinary circumstances:

<b>DFAT Advisory Level</b>	<b>Description</b>	<b>WPA's Likely Response</b>	<b>Escalation</b>
Level 1	Exercise Normal Safety Precautions	Travel is highly likely to be approved by the CEO.	CEO or delegate
Level 2	Exercise a High Degree of Caution	Travel may be approved by the CEO, pending thorough review	CEO or delegate
Level 3	Reconsider Your Need to Travel	Travel is unlikely to be approved	WPA Board & CEO
Level 4	Do Not Travel	Travel will not be authorised.	WPA Board & CEO

- 6.7. When planning Travel, the Trip Organiser must advise the Team Managers of the following for each level of Travel:

- 6.7.1.**LEVEL 1** → Items of note should be addressed within planning and briefed to all Travellers and in submission to CEO or their delegate. Plans for the Travellers must address the specific areas of caution addressed within the travel advice.
- 6.7.2.**LEVEL 2** → Items of note should be addressed within planning and briefing to all Travellers and in submission to CEO or their delegate. Plans for the Travellers must address the specific areas of caution addressed within the travel advice.
- 6.7.3.**LEVEL 3** → Items of note should be addressed within planning and briefing to all Travellers and in submission to CEO. Plans for the Travellers must address the specific areas of caution addressed within the travel advice. Prior to approval of Travel to a Level 3 destination, WPA may consult a recognised independent security advisor for advice as to the appropriateness of Travel and/or the measures that must be taken should the proposed Travel be approved.
- 6.7.4.**LEVEL 4** → Only under very limited circumstances will the CEO in consultation with the WPA Board approve Travel to a destination that DFAT have categorized as Level 4. In the exceptional circumstance that Travel to a Level 4 destination is deemed critical by WPA's CEO, WPA will seek external expert advice to ensure that appropriate security measures can be made to ensure the safety of all Travellers prior to consideration by the WPA Board. The decision to approve such travel would then require the unanimous support of the WPA Board.

- 6.8. The CEO will advise the relevant manager by email of his/her decision, including (if the Travel is approved) emergency contact details for himself/herself and the relevant back-up contact.

## **Risk Management**

- 6.9. If there are changes relating to safety whilst on a trip the WPA appointed Trip Organiser is responsible for liaising with the Head of Delegation or Team Manager who must adhere to incident response and reporting requirements. The Trip Organiser is responsible for communicating with the CEO.
- 6.10. Emergency contact details for the Touring Party will be left with WPA Trip Organiser at home base.
- 6.11. The Team Manager will be added into an event communication platform with the WPA Trip Organiser at home base and ensure contact with the Touring Party and the WPA Trip Organiser is maintained with reasonable frequency.
- 6.12. WPA appointed Heads of Delegation, Team Managers and Officials are required to take reasonable steps in all circumstances to protect the Touring Party in their care from reasonably foreseeable risks of harm. Further, a WPA appointed Official must provide to WPA their current credentials (coaches and referees must hold the appropriate accreditation for the level they are coaching, medical staff must hold the appropriate qualifications for the position on the team that they are fulfilling i.e., doctor or physiotherapist) prior to appointment. Failure to provide this documentation shall render that official ineligible for appointment to Travel under this Policy.



- 6.13. WPA appointed Heads of Delegation, Team Managers, Officials and Supervising Adults must comply with all requirements of WPA's policies including Member Protection Policy, Child Safeguarding Policy, Anti-Doping Policy, and Code of Conduct at all times.
- 6.14. WPA Heads of Delegation, Team Managers, Officials and Athletes must be provided with the relevant trip destination number to call in case of an emergency (e.g., Police 000).

### **Supervising Adult**

- 6.15. Where possible, WPA will appoint a Supervising Adult for international and domestic overnight WPA-Approved Travel with minors.
- 6.16. This role may be a paid or volunteer role. However, there is no obligation for WPA to make this a paid role.
- 6.17. The Supervising Adult responsibilities will be to ensure appropriate care and measures taken regarding minors in connection with the WPA-Approved Travel including ensuring they are actively supervised. A role description example is provided at Annexure C of this Policy.
- 6.18. The Supervising Adult will solely perform this role unless other role descriptions are agreed prior to the Travel. For example, a Supervising Adult who is also a physiotherapist by occupation will only perform the Supervising Adult role for that engagement unless otherwise formally agreed with WPA that they can perform multiple roles.
- 6.19. Supervising Adults will be required to comply with all WPA policies and pre-requisites prior to appointment.

### **Ratios - Minors**

- 6.20. As a guide, the adult to athlete ratio for minors should be one Official (Coach or Team Manager or other) for every ten athletes (1:10), regardless of how many athletes are under the age of 18. This applies for both domestic and international Travel.
- 6.21. The adults assigned to the group of athletes must only be working with those athletes for it to count as part of the ratio numbers. For example, appointing a Head of Delegation across three teams does not count as an active adult given, they are responsible for more than one group of athletes.
- 6.22. Where the Travel includes both male and female athletes under 18, there must be both genders represented by the adult Officials (i.e., one male and one female Official if there are boys and girls travelling who are under 18).
- 6.23. The WPA appointed Head of Delegation will establish a two-deep leadership model when doing room checks, attending meetings and/or other activities. Two-deep leadership is when two (2) authorised adults should be present and observable by others.

### **Athletes aged 13 or under**

- 6.24. WPA will not approve overnight travel / stays for any child aged 13 or under unless they are accompanied on the Travel by a parent/s or Guardian to protect the best interests of the Child.

- 6.25. Athletes aged 13 and under on the 1st of January in the year of Travel will require a parent or authorised guardian to accompany and be accommodated with them for all interstate or international Travel to a ratio of one parent or Guardian to four athletes (1:4) under the age of 13. Where a ratio of one to four is applied, the relevant parent or Guardian must be the parent or legal guardian of at least one of the athletes.
- 6.26. Appointed Guardians of groups of children aged 13 and under must be appropriately screened including but not limited to, validated Working with Children Checks, screening questionnaires, reference checks and completion of mandatory integrity education.

#### **Parent/Guardian Involvement**

- 6.27. While teams have often traditionally travelled independently to allow athletes to focus on their involvement in the team activities, WPA is committed to Child safeguarding including putting the needs of the Child first and providing opportunities to parents of athletes to be involved in their sporting achievements.
- 6.28. WPA will keep the parents and guardians informed about the travel including:
  - 6.28.1. Destination and venues
  - 6.28.2. Competition details
  - 6.28.3. Supervision levels
  - 6.28.4. Roles and responsibilities of accompanying adults, officials and guardians
  - 6.28.5. Estimated time of arrival and departure.
- 6.29. Parents/guardians of children may accompany their child on domestic or interstate travel, provided they do so at their own expense.
- 6.30. WPA will not make any domestic or international Travel arrangements, accreditation or tickets for parents/guardians.
- 6.31. During travel, minors must have the contact details of a trusted adult, have a means to contact them, and be allowed to contact them if they feel unsafe, uncomfortable, or distressed.
- 6.32. All parents/guardians traveling with/following the Touring Party by doing so will:
  - 6.32.1. agree to be bound and comply with all WPA policies;
  - 6.32.2. understand their role during the Travel is the duty of care and support for their Child and they hold no other official role (i.e., coach, team manager), unless previously agreed by WPA; and
  - 6.32.3. take direction, as necessary, from the Head of Delegation, Team Manager or Coach.

## Travel Arrangements

- 6.33. Following the approval and selection of athletes and Officials to travel to an event, the WPA Trip Organiser will coordinate all logistics associated with the Travel unless otherwise advised. Logistics, including entries, accommodation, return economy flights, travel insurance, visas, uniforms and meals will be organised entirely through WPA, or their nominated agent, regardless of whether the Travel is WPA funded or self-funded.
- 6.34. WPA has the discretion to re-allocate the responsibility of the coordination of logistics associated with any Travel to an appointed external Tour Organiser or an appointed Trip Organiser.
- 6.35. All Travellers must travel to the event as a team or as otherwise directed by WPA. All travel will be co-ordinated by WPA's Trip Organiser unless otherwise advised. Exemptions may be permitted with prior written approval from WPA.
- 6.36. Travellers may, subject to WPA's prior approval modify their return travel, noting the following:
- Travellers must request approval, in writing, from the WPA Trip Organiser.
  - Following approval, submit modified return details to the WPA Trip Organiser by the set deadline as outlined in the Selection letter.
  - No change requests can be made after the set deadline unless there are extenuating circumstances. Such requests must be made in writing to the WPA Trip Organiser and are subject to approval at WPA's sole discretion. Team members who choose to alter their return travel and do not meet the modified return deadline will be responsible for organising their own return flight and any additional costs incurred due to the changed return flight regardless of funding.
  - For modified travel, the WPA Trip Organiser will assist with the modification of travel insurance. Travellers will be responsible for any additional costs/fees associated with the modification of travel insurance.
  - Alternative return travel will only be approved if the WPA Trip Organiser can be assured WPA is meeting its duty of care.
  - Alternative return travel will not be approved for the WPA appointed Head of Delegation, Team Managers or Officials if the ratio to athlete is not achieved for the return flight home from International events.
- 6.37. Parents or guardians accompanying athletes under 13 years of age must not hold an official role such as Head of Delegation, Team Manager or Official whilst travelling.
- 6.38. Athletes under 18 years of age will always require parental / guardian consent for alternate return travel arrangements.
- 6.39. WPA will not manage any domestic or international travel arrangements for parents/guardians and/or supporters including local transport, accreditation or tickets except at the absolute discretion of WPA.

## Overnight Stays

- 6.40. WPA will always make best endeavours to ensure that athletes have their own beds. However, WPA parents and athletes acknowledge there may be situations where it is

inevitable that the aforementioned is not possible. In those situations, WPA will consult with the relevant athletes (and parents where appropriate) to reach the most suitable solution possible, bearing in mind that options may be limited depending on location and timing.

- 6.41. Coaches and/or Team Management are not permitted to share rooms with athletes except in exceptional circumstances determined at the discretion of WPA.
- 6.42. WPA Head of Delegation or other adults are not permitted to share beds or bedrooms with any minor athletes under any circumstance.
- 6.43. In the event athletes are required to share a bedroom, WPA will ensure where possible that each athlete has their own bed, are of the same gender and where possible, ensure the athletes are of a similar age. However, WPA, parents and athletes acknowledge there may be situations where it is inevitable that the aforementioned is not possible and a choice will need to be made in consultation with the athlete as to where they are comfortable sleeping. In those situations, WPA will consult with the relevant athletes (and parents where appropriate) to reach the most suitable solution possible, bearing in mind that options may be limited depending on location and timing.
- 6.44. Privacy of athletes, coaches, and Team Management should be respected around bathroom use, showering, and changing in any accommodation. Adults, unless the parent/guardian of the child, should not share bathrooms or showers with athletes.
- 6.45. Any issues with the aforementioned arrangements should be raised by the athlete and/or their parents at the time that the issue arises, so that WPA can make best endeavours to address their concerns. In the event that a belated complaint is made in respect of overnight stays, WPA may produce this policy and any correspondence between WPA, parents and/or athletes on the issue.
- 6.46. The Head of Delegation and Team Management will brief the touring party on:
  - 6.46.1. curfews
  - 6.46.2. where athletes can and cannot go on their own or without an adult accompanying them (for minors)
  - 6.46.3. expectations when within the hotel but outside of the room
  - 6.46.4. who to contact in the case of an emergency.
  - 6.46.5. where appropriate, the sanctions or policies that apply in event of breach.

### **Travel Documents**

- 6.47. Travellers must supply the required travel documents to the Trip Organiser by the acceptance deadline as outlined in the selection letter. Documents must include as a minimum:
  - (a) Passport and Visa requirements (for international events).
  - (b) Medical Consent Form
  - (c) Medical Management Plan (if applicable)
  - (d) Emergency contact details for all touring party

- (e) Parental permission
  - (f) WWCC details (or equivalent) for the Head of Delegation, Team Managers, Coaches Officials and any Supervising Adults
  - (g) International Travel Vaccination Certificate (where required for international events)
- 6.48. WPA may request such further documents or information from Travellers as it considers reasonable and/or necessary.

### **Behaviour**

- 6.49. The expected behaviours of all Travellers are set out in WPA Policies including the WPA Code of Conduct, WPA Member Protection Policy and WPA Child Safeguarding Policy. For the avoidance of doubt, all Travellers have agreed to be bound by the expectations set out in these policies and understand that disciplinary action may be taken should they breach those policies.
- 6.50. Travellers must follow all reasonable instructions made by the relevant Head of Delegation, Team Manager and/or Officials while on a trip. If the aforementioned cannot agree, the decision of the Head of Delegation will take precedence.
- 6.51. The relevant Head Coach or Head of Delegation will communicate with the Touring Party the expectations on standards and behaviours, specific to the team and the location. These standards are to also be communicated to the parents of players aged under 18 at the time of the tour or event.

### **Communication**

- 6.52. Parents/guardians and supporters must refrain from contacting the athletes at times other than those approved by the Team Manager and/or Head/Team coaches.
- 6.53. WPA will inform all parents/guardians of the trip details via the communication channels in place during the trip.
- 6.54. In the event of a Critical Incident, the WPA Critical Incident Management Plan will take precedence and notification to the Critical Incident Management Team Leader (CEO) should occur.

### **Finances**

- 6.55. The Head of Delegation, Team Managers and Officials are to exercise strict economy and accountability when making financial decisions, must seek approval for costs from the WPA CEO or the CEO's delegate over designated amounts and must properly account for expenses with receipts.
- 6.56. WPA funds can only be used for expenses relating to the trip (i.e., travel, competition and training). WPA funds will not be used for any personal expenses not related to the trip (i.e., alcohol, coffee, excursions).
- 6.57. All Athletes, Officials and other approved Team Member invoices must be paid in full prior to departure, in line with the invoice terms unless a later date has been advised or approved in writing by the WPA CEO or delegate.
- 6.58. Failure to pay the travel invoice in full by the due date or in exceptional circumstances as specified by the Trip Organiser, will result in the individual being withdrawn from the trip, travel arrangements cancelled, and the individual being liable for any cancellation costs.

- 6.59. All athletes or Officials withdrawing after acceptance of their position will be liable for all non-refundable travel and/or event expenses that have been incurred at any time prior to their withdrawal. Any dispute as to when withdrawal occurred will be determined in the discretion of WPA.

## **7. CHANGES TO THE POLICY**

Changes to this policy may be submitted for final review and approval by the WPA CEO. Once a change has been approved, the policy will be updated in the official WPA policy register.

In addition, WPA is committed to ensuring all policies are up to date, reflect current practices and the current environment. The latest review date is recorded at the beginning of the Policy.

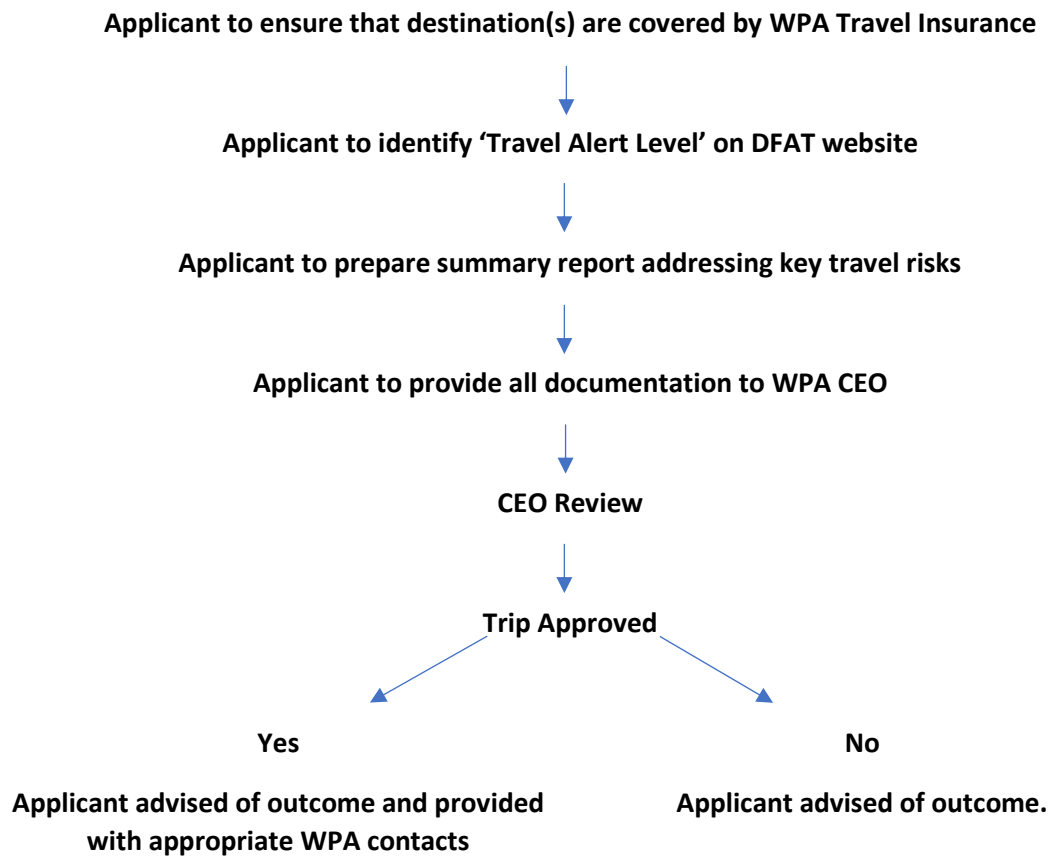
## **8. COMPLAINTS**

Any breaches of this policy or the National Integrity Framework will be dealt with under the Complaints, Disputes & Disciplinary Policy.

To report a breach of the Child Safeguarding Policy, individuals should report directly to Sport Integrity Australia in keeping with the [Responding and Reporting to a Breach of the Child Safeguarding Policy](#).

## Annexure A

### International Travel Approval Process



## Annexure B

### International Travel Approval Form

Present this form, the report and relevant supporting materials to the CEO or Delegate for review and consideration of approval.

The CEO will approve or reject the travel request in accordance with the delegated authority provided in this policy and based on the information submitted above.

Trip Organiser:	
Head of Delegation/Mgr:	
Touring Party:	
Reason for travel:	
Destination:	
Are minors travelling? <i>[if yes, detail how you will meet the ratio and any parental involvement]</i>	

International Travel Approval Process	
Question	Answer
Is the tour/travel covered by Water Polo Australia's corporate travel insurance policy?  If no, is adequate individual travel insurance in place for those planning to travel internationally?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Identify the Alert Level for all countries and regions that are included in the proposed travel.: <a href="https://www.smartraveller.gov.au/destinations">https://www.smartraveller.gov.au/destinations</a>	<b>[insert Overall Advice Level, last updated date and any relevant alerts – for example.]</b>  <b>Russia</b> <b>Alert: Do not travel</b> <b>Last Updated: 31 Dec 2022</b>  <b>Spain</b> <b>Alert: Exercise normal safety precautions]</b> <b>[insert Alert Level here]</b>

CEO to complete:	
Date	



Outcome	Approved <input type="checkbox"/>
	Not approved <input type="checkbox"/>
<b>Executive contact for trip:</b>	
Name	
Phone number	

**Annexure C**  
**Supervising Adult – Role Description**

<b>Job Title:</b>	Supervising Adult - ### Camp/Tour/Event
<b>Reports to:</b>	###
<b>Position Overview</b>	<p><b>Job Purpose:</b></p> <ul style="list-style-type: none"> <li>Water Polo Australia is committed to ensuring the safety and well-being of all young people involved in our sport. The role of the Supervising Adult is part of that commitment.</li> </ul> <p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>Keep children and young people participating in our sport safe</li> <li>Implement Child Safe Practices</li> <li>Provide active supervision of children and young people within your care</li> </ul>
<b>Job Responsibilities</b>	<p>A Supervising Adult accompanying a team or group of athletes will be required to:</p> <ul style="list-style-type: none"> <li>make sure other relevant WPA procedures and Child Safe Practices are adhered to as closely as possible, e.g., appropriate transport and collection of athletes under 18 years of age;</li> <li>ensure a two-person leadership model is employed with the use of all electronic communication as much as possible.</li> <li>brief the athletes in their care at the start of their engagement of their role and expected athlete behaviours;</li> <li>ensure the WPA schedule is followed, for example, curfews, mealtimes, study sessions, training sessions, recovery sessions;</li> <li>ensure the athletes are supervised at all times that is appropriate for the camp or tour;</li> <li>ensure athletes have any clothing or equipment they need for competition or training, for example, the right uniform and relevant accreditations;</li> <li>organise and prepare any “in house” meals and supervise athlete involvement in meal preparation and ensure premises are left clean and tidy;</li> <li>enforce the rules and report any infraction of the WPA’s Code of Conduct or Member Protection Policy to the WPA Leadership Team;</li> <li>handle any emergencies with common sense and according to our codes and guidelines.</li> <li>accompany an injured or ill athlete who needs medical attention to a doctor or hospital when the WPA appointed personnel are unavailable due to other team responsibilities,</li> <li>work cooperatively with team officials, including coaches, managers and support staff and take direction from WPA staff;</li> <li>help supervise travel schedules and travel logistics;</li> <li>maintain a contact list of key people, such as managers, coaches, parents, emergency contacts;</li> <li>maintain a list of dietary and medical information of all athletes in their care.</li> </ul>

<b>Working Conditions</b>	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. A chaperone will not share a room with any athlete under their care at any time.
<b>Selection Criteria</b>	Any person considered for appointment to the role of Chaperone must: <ul style="list-style-type: none"> <li>• be over the age of 18;</li> <li>• be a current member of Water Polo Australia or Water Polo Organisation;</li> <li>• have a current and valid Working with Children Check</li> <li>• experience working with children and young people.</li> <li>• have no prior sanction, be under any investigation and be in 'good-standing' with Water Polo Australia</li> <li>• complete mandatory Integrity education</li> <li>• have current and valid first aid and CPR accreditations</li> </ul>