



Touring Team Policy (Juniors)

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1.0	11/01/2020	Quantum Assurance	First Draft
2.0	15/06/2021	Quantum Assurance	Junior team touring policy separated from Touring Policy (Adults). References to COVID-19 safety added to this policy. Note: Further revisions may be required prior to overseas tours re-commencing.
2.1	06/07/2021	Matthew Courtney	Cut-off dates for COVID-19 added; requirements for travel updated

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1. Policy Overview

1.1 Introduction

Football West is the sole governing body for football in Western Australia and represents all levels of competition, development and coaching in metropolitan and regional areas. The world game is a powerful and unifying force in the WA community, bringing together football fans and participants regardless of age, gender or ethnicity.

With over 230,000 players in the sport, Football West, which is affiliated to FFA and FIFA, has created an environment that brings the game to life on parks, pitches and indoor centres around the state.

Football West nurtures and encourages the next generation of players through pathways that have also been developed for coaches and Match Officials to pursue their dreams and aspirations.

1.2 Context

The WA State team played for the first time in 1902 when a visiting England Cricket XI won 4-0 at Fremantle Oval. Since then, the WA representative side has taken on some of the giants of the game – including Manchester United, Everton, Chelsea, Roma and AC Milan. In 2015, Football West restored the Black Swan, used on many State jerseys over the years, to a new badge that also recognised the date of their first match.

Football West has since committed to rejuvenating the State team program which has extended to include the following representative teams:

- Semi-professional Men
- Women
- Amateur Men
- WA Paras (formerly paralympic)
- Boys
- Girls
- Futsal
- Regional

The teams may travel interstate or overseas.

1.3 Purpose

The purpose of this Policy is to outline the administration and processes for junior State Team tours, including interstate and overseas tours (subject to COVID-19 restrictions).

1.4 Audience

This Policy applies to all employees, coaches, volunteers, parents, carers, chaperones and Members of Football West.

1.5 Responsibilities

The following responsibilities have been assigned:

Role	Function
CEO	<ul style="list-style-type: none">• Approve this Policy and any amendments.
Chief Football Officer	<ul style="list-style-type: none">• Implement this Policy.• If changes required and at least every two years, review this Policy and recommend changes to the CEO for consideration.• Determine if tours are to proceed to low-risk locations.
Managers	<ul style="list-style-type: none">• Adopt and promote this Policy and incorporate its key elements in the planning, administration and delivery of football tours.
Staff	<ul style="list-style-type: none">• Adhere to this policy in performing their specific functions.

1.6 Authority

This Policy derives its authority from the Board. The Policy is effective from the date of CEO approval.

1.7 Review

This Policy will be reviewed and updated every two years or earlier as required.

2. Policy Statement

Vision

Football West will create a professional football program for talented footballers consistent with the FFA National Curriculum. We will develop and deliver a professional and unified elite program which lifts the overall technical ability of our talented players and coaches resulting in production of world class players.

Mission

Football West will provide a positive football experience for player's, parents and coaches. Our emphasis is on player development and while development and success are a priority, so is good sportsmanship and what is best for the team. The Football West "team" is only as good as the individuals that form it.

2.1 Key Principles

Players who are involved in the State Team process should value the opportunity to train and develop amongst the best players in Western Australia under the guidance of experienced and qualified State Team coaches.

Football West State Teams hold the following key principles at its core:

- Develop and deliver a professional program and service to elite athletes and coaches within WA.
- Assist identified athletes and coaches to achieve excellence and success at State, National and International level.
- Support targeted athletes in their preparation for State and National Championships.
- Utilise the National Curriculum to shape players performance.

The selection process for State Teams is set out in the State Team Selection Policy.

2.2 Tour Planning Requirements

While the degree of planning involved will depend on the nature and likelihood of the risks involved, the conduct of any tour should take into account the following:

- Purpose of the tour and its contribution to player development.
- Company approval requirements for tours and staff travel.
- Maintenance of full tour records, including clear documentation of the planning process.
- Suitability of the environment and/or venue for the tour.
- Informed consent from parents or carers.
- Adequate player and staff medical information.
- Adequate participant preparation and clear behaviour expectations.
- The importance of providing an inclusive tour experience for all participants.
- Requirements for any leisure activities (these involve greater than normal risk - there are additional considerations associated with these activities).
- Staff and participants must have appropriate clothing and personal equipment.
- The implementation of a COVID-19 Safety Plan for interstate and overseas travel.

2.3 Emergency and Risk Management

The tour should have adequate emergency and risk management strategies and procedures, including:

- An assessment of tour risks and appropriate risk minimisation strategies must be completed. Refer Risk Management Plan for Touring Team.
- For trips with an overnight component (including camps, interstate, overseas), travel via water or air, or leisure activities, a risk assessment plan must be provided which includes consideration of risks across the entire tour (including transportation, activities undertaken, trip venues and staff or participant illness) and any significant financial risks to the Company, participants and/or parents (juniors) (for example if a tour needs to be cancelled).
- Completion of an online notification of the tour and acceptance by the participant and/or parents or carers of the terms and conditions. Refer Touring Handbook.
- All tour staff and where appropriate, participants, must be familiar with emergency procedures for each tour.
- When staying in overseas accommodation, emergency procedures should be explained as soon as practicable after arrival and a trial evacuation exercise should be carried out immediately to ensure that procedures are appropriate and staff and participants are familiar with them.
- Staff must have first aid and emergency response knowledge appropriate to the tour location, the participants involved and the activities undertaken by each group of participants.
- Staff must also have a first aid kit appropriate to the tour, the activities undertaken and the specific needs of participants with health or medical conditions.
- Arrangements if the tour needs to be cancelled, recalled, or altered (for example: severe weather conditions, changes to DFAT travel advice, COVID-19 restrictions, or participants returning early due to illness/serious misbehaviour).
- Completion of the COVID-19 Safety Plan by all tour staff, participants and/or parents or carers (individual plan to be created for each tour interstate or overseas).

2.4 Tour Arrangements with Third Parties

With respect to arrangements between the Company and third parties, the tour coordinator should:

- Carefully negotiate terms and conditions with third parties (e.g. travel agents, travel insurance companies, camp providers, specialist instructors, expedition providers) prior to accepting arrangements.
- Ensure the terms of any travel insurance required to be arranged by participants are clearly stated and acknowledged, including COVID-19 risks.
- Tours that run late, failing to meet times agreed to with private bus operators, are likely to incur significant costs.

2.5 Communication Requirements

Coordinators should ensure that the following arrangements are completed:

- Staff and participants have suitable mobile devices and contact lists are established to maintain communications during interstate or overseas tours.
- Obtain up-to-date advice and any necessary approvals/permits from relevant organisations/authorities. For example, when planning an interstate tour, keep

informed about the location conditions and COVID-19 health advice from the relevant State or Territory Government.

- Group or technical equipment must be in good condition and suitable for the activities undertake.

2.6 Overseas Tours

The Smartraveller website is the Australian Government, Department of Foreign Affairs and Trade (DFAT), travel advisory and consular assistance service. This site also provides useful travel information and tips, see www.smarttraveller.gov.au

Tour planning coordinators must ensure that they:

- Comply with any DFAT travel advice current for the proposed location.
- Subscribe to receive automatic travel advice updates from the Smartraveller website both prior to the tour and when overseas.
- Review their risk assessment if there are any changes to the DFAT travel advice. This will require the tour coordinator to consider whether there is a need to cancel, recall or alter tour arrangements.
- **Comply with COVID-19 health advice from the Department of Health (WA and Australia) and any overseas destinations.**

2.7 Interstate Tours

The Australian Government, Department of Health, COVID-19 Health Alert website provides useful updates on the status of COVID-19 and information for the local state and/or territory Department of Health website regarding directive, hotspot information and travel restrictions, see <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert#local-outbreak-information>. Information is available about the status of the Western Australian Border at <https://www.wa.gov.au/organisation/covid-communications/covid-19-coronavirus-controlled-border>

Tour planning coordinators must ensure that they:

- Comply with any Department of Health travel advice current for the proposed location.
- Subscribe to receive automatic travel advice updates from the Department of Health, and proposed location/s local state and/or territory Department of Health website.
- Review their risk assessment if there are any changes to the Department of Health travel advice. This will require the tour coordinator to consider whether there is a need to cancel, recall or alter tour arrangements.
- If the Western Australian Government has designated a location in which a tour is to take place as a very low risk location for the two weeks leading up to the date of departure then the Tour may proceed without approval from the Chief Football Officer. Written acknowledgment from all travelling members of the touring party and if relevant their legal guardian that they may be required to quarantine or may not be allowed to re-enter Western Australia in case of outbreak until any risk level has been lowered by the Western Australian State Government, and that Football West will not cover the expenses occurred in doing so, is still required.
- If the Western Australian Government has designated a location in which a tour is to take place as a low risk location at any time in the two weeks leading up to the date of departure, including the date of departure, then the Tour may proceed only with approval from the Chief Football Officer. Approval will be subject to risk assessment and written acknowledgment from all travelling members of the touring party and if relevant their legal guardian that they may be required to quarantine or may not be allowed to re-enter Western Australia until the risk level has been lowered by the Western Australian State Government, and that Football West will not

cover the expenses occurred in doing so. The Chief Football Officer may grant approval based on any other information or criteria that they deem relevant.

If the Western Australian Government has designated a location in which a tour is to take place as a medium risk location or higher at any time in the six weeks leading up to the date of departure, including the date of departure, then the Tour may not proceed.

2.8 Supervision of Junior Tours

Coordinators should consider the appropriate level of experience, qualifications and skills required of staff members (including coaches, volunteers, etc) to allow them to provide effective supervision in general and for planned activities (as applicable)

- There must be an appropriate ratio of adults to children and male/female ratio on the tour (minimum of 1 adult for 12 children).
- There must be appropriate levels of supervision in view of the activities undertaken and juniors involved. Refer [Chaperone Guidelines](#).

Coordinators should inform parents that any costs associated with the participant returning from a tour early due to illness or serious misbehaviour are the responsibility of the parent.

Parents or carers should be advised of the telephone numbers (both during and outside office hours) for the designated Company contact person in the event of an emergency.

Arrangements for communicating with parents in the event of an emergency, cancellation or recall of the tour must be made.

Consent forms must remain at the Company with the designated contact person; and copies of each form must be taken on the tour by the coordinator.

2.9 Chaperones

We are 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 they work with and have under their care and guidance. The chaperone also plays an important role in creating a positive team and club culture, in fostering cooperation and team spirit.

The Company may appoint and use chaperones for tours and away trips when any of the athletes involved are under 18 years of age.

The chaperone to athlete ratio will be at least 1:12, one chaperone for every twelve athletes under the age of 18.

Chaperones are to be appointed for all away trips and tours that include at least one overnight stay.

This policy applies to anyone, whether they are in a paid or voluntary capacity, that is appointed as a chaperone for any tour, away trip or activity sanctioned by Football West. This policy will continue to apply to a person even after they have stopped their association or employment 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 the organiser in consultation with team officials, 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:

- ensure the tour schedule and itinerary is followed, for example, curfews, meal times, training sessions;

- make sure athletes have been provided with the correct clothing for the tour, once provided, it is the responsibility of the athlete;
- organise and/or prepare any “in house” meals and supervise athlete involvement in meal preparation and clear up;
- enforce the rules and report any infraction of the Code of Conduct or Member Protection Policy;
- handle any emergencies with common sense and according to our codes and guidelines. Chaperones need to familiarise themselves with all policies relevant to the tour.
- accompany an injured or ill athlete who needs medical attention;
- work cooperatively with team officials, including coaches and managers;
- help supervise travel schedules and travel logistics;
- not consume any alcoholic beverages whilst on chaperone duty (responsible drinking is permitted after chaperone duty has been completed for the day);
- safeguard the athlete’s passport, tickets, keys, valuables and money when appropriate; and
- maintain a contact list of key people, such as managers, coaches, parents, emergency

The detailed role and responsibilities are set out in the [Chaperone Guidelines](#) that chaperones are required to provide a signed acknowledgement of their understanding for the tour.

For detailed information on the requirements above, see Useful Resources below.

3. Useful Resources

- FW State Team Selection Policy
- Risk Management Plan for Touring Team
- Tour Checklist -2021
- Tour Handbook
- FW Junior Touring Team Code of Conduct
- FW Incident Report template
- Incident, injury, trauma, illness record (Junior) 2020
- Medication Record 2020
- COVID-19 Safety Plan for Touring Team
- FW Chaperone Guidelines 2020-0111

4. Internal Reporting and Communication

Football West will develop and implement key performance measures to assess the effectiveness of the Policy. For example, satisfaction of State Teams participating in tours each year.

These measures will be reported upon by the CEO at least annually to the Board for review and any further action.

5. Definitions and Interpretation

Definitions

The following capitalised terms, when not appearing in headings, have the following meanings when used in this Policy. Capitalised terms used in the Constitution bear the same meaning when those terms are used in this Policy.

Board means all or some of the Directors of Football West acting as a board.

CEO means the Chief Executive Officer.

Football West means Football West Limited ACN 109 919 324.

Match means any football match played in Western Australia under the auspices of Football West, FFA or an Association or otherwise played under Football West's direction or control.

Match Official means a referee, assistant referee, fourth official, referee assessor or match commissioner or any other person appointed by Football West Administration or a Competition Administrator to assume responsibility in connection with a Match.

Policy means this Football West Policy as amended by the Directors from time to time.

Interpretation

Unless the context otherwise requires:

- headings are for convenience of reference only and do not affect interpretation;
- references to any gender include all genders;
- references to the singular apply to the plural and vice versa;
- references to a person include any other entity recognised by law and vice versa;
- where a word or phrase is defined, its other grammatical forms have a corresponding meaning;
- any reference to a paragraph number refers to a paragraph in the same sub-section unless otherwise stated;
- any reference to a party to this document includes its successors and permitted assigns;
- any reference to any agreement or document includes that agreement or document as amended at any time;
- the use of the word includes or including is not to be taken as limiting the meaning of the words preceding it;
- the expression at any time includes reference to past, present and future time and the performance of any action from time to time;
- reference to a statute includes all regulations and amendments to that statute and any statute passed in substitution for that statute or incorporating any of its provisions to the extent that they are incorporated; and
- all monetary amounts are inclusive of GST unless stated otherwise.