



Touring Team Policy (Employees)

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1.0	31/07/2021	Quantum Assurance	First Draft based on Touring Team (Adults) Policy and specifically for Football West employees. Note: Further revisions may be required prior to overseas tours re-commencing.

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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 (subject to COVID-19 restrictions).

1.3 Purpose

The purpose of this Policy is to outline the administration and processes for employees participating in adult or junior State Team tours, including intrastate, interstate and overseas tours.

1.4 Audience

This Policy applies to all employees of Football West. Football West employees, includes those engaged permanently and those on a casual basis, but does not include those people who may be engaged on a temporary basis solely for the purposes of the tour (such as a coach).

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.
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.
Employees	<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. In support of this program Football West employees will provide support to these teams.

Mission

Football West will provide for certain Football West employees to travel with Touring Teams to support in an administrative and other support capacity.

2.1 Key Principles

- Football West has a duty to our employees and while on Tour with these teams as they are performing work for Football West.
- Normal employment cover must exist for these employees (workers compensation, etc.)
- How misconduct on tour will be dealt with.
- How safety of employees will be ensured.
- COVID
 - Football West to cover quarantine/stuck in another location expenses if necessary
 - Employees must take equipment allowing for them to work remotely.

This Policy should be read in conjunction with the State Team Selection Policy, Touring Team (Adults) Policy and the Touring Team (Juniors) Policy, as well as the Misconduct 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 employees travel.
- Maintenance of full tour records, including clear documentation of the planning process.
- Suitability of the environment and/or venue for the tour.
- Adequate player and employees 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).
- Employees 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 employees or participant illness) and any significant financial risks to the Company, and participants (for example if a tour needs to be cancelled).
- Completion of an online notification of the tour and acceptance by the participant of the terms and conditions. Refer Touring Handbook.
- All tour employees 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 employees and participants are familiar with them.
- Employees 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.
- Employees 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).
- Football West will cover quarantine costs if an employee is stuck in a location away from their normal place of residence, due to travelling with a Touring Team. Loss of income will not be covered by Football West in any circumstance (e.g. if home quarantine required on return).
- Completion of the COVID-19 Safety Plan by all tour employees and participants (individual plan to be created for each tour interstate or overseas).

2.4 Communication Requirements

Coordinators should ensure that the following arrangements are completed:

- Employees 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.
- Employees must take equipment allowing for them to work remotely.

2.5 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>.

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.

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.

3. Useful Resources

- FW State Team Selection Policy
- Risk Management Plan for Touring Team
- Tour Checklist 2021
- Tour Handbook
- FW Touring Team Code of Conduct (Adult Tour)
- FW Incident Report template
- Medication Record 2020
- COVID-19 Safety Plan for Touring Team
- Misconduct Policy

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.

Employees includes those engaged permanently and those on a casual basis, but does not include those people who may be engaged on a temporary basis solely for the purposes of the tour (such as a coach).

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.