Volleyball Australia

TRAVEL POLICY

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1. INTRODUCTION

Volleyball Australia (VA) has established this Policy to ensure that Travel is organised efficiently and effectively, and in a manner that protects the safety of everyone travelling on VA's behalf.

Key Principals:

1.1. VA is responsible for the safety of all people taking part in any VA-Approved Travel.
1.2. VA will not approve any Travel which presents an unacceptable risk to the safety of travellers, or the organisations involved.
1.3. All travel must be undertaken in accordance with VA policies and procedures, especially 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 VA policies and procedures, especially the National Integrity Framework.
1.6. VA Members (including those travelling for State/Territory organisation activities and or club activities) are also bound by this Policy when travelling to Volleyball events and/or other Volleyball activities.

2. PURPOSE

This Policy:

2.1. Outlines VA's risk assessment processes which will take place prior to the approval of any VA travel requiring an overnight stay;
2.2. Provides conduct and behavioural expectations for all travelling members of any travel to ensure that VA professional and integrity standards are being met;
2.3. Provides information on procedures for all prospective VA approved travel; and
2.4. Outlines the financial responsibilities of VA approved travel to ensure that travel meets budget requirements.

3. SCOPE

This Policy applies to any athlete, official, contractor, volunteer, parent or other VA staff appointed to organise or travel on a VA approved domestic or international trip, and those VA members travelling to domestic or international events.

4. DEFINITIONS

Defined Term

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

Extenuating Circumstances means anything outside of a persons' control which is unavoidable and cannot be changed. This includes, but is not limited to, personal emergencies, global pandemic 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 official role whilst on a trip (i.e., Official, Team Manager, Trip Organiser, Head of Delegation)

Head of Delegation means a VA or Volleyball Organisation appointed person to be in charge of and to represent the group, assisting with planning and on trip management. Responsible for attending all official meetings while on tour.

Officials means any individuals appointed by VA or Volleyball Organisation to a formal role such as a Referee, Coach, Doctor, Physiotherapist or Chaperone for the trip/tour/event/camps.

Supervising Adult means an adult appointed with the duty of care responsibility over children in our sport.

Team Manager(s) means any appointed person(s) to supervise/oversee the on-tour activities and group/team.

Travel / Trip / Tour / Camp means any travel requiring an overnight stay for Volleyball activities and Events including, but not limited to, international Volleyball events, National Championships, State Championships, and invitational and selected national and state training camps.

Traveller(s) means all employees and volunteers of VA, athletes, officials, contractors, participants and Associated Persons taking part in the VA-Approved Travel.

Trip Organiser means a Volleyball Organisation appointed person to organise the tour logistics i.e., travel and accommodation, event entries etc.

Volleyball Organisation means those Volleyball Associations recognised by Volleyball Australia as the State/Territory Member Association in each of the States and Territories of Australia including any Club affiliates.

5. RELATED DOCUMENTS

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

5.1. Member Protection Policy (MPP)
5.2. Safeguarding Children & Young Person Policy
5.3. Code of Conduct Policy
5.4. Critical Incident Management Framework
5.5. Complaints Disputes & Disciplinary Policy

All other VA policies can be found on the VA website. https://volleyball.org.au/integrity/policies/

6. CHILD SAFEGUARDING

All obligations and protective measures outlined in the Safeguarding Children & Young Person Policy are applicable when undertaking VA approved/sanctioned travel with minors (under 18).

6.1. For VA-Approved Travel that includes Children, all adult Travellers must:
  6.1.1. hold a valid Working With Children Check prior to departure;
  6.1.2. have undergone additional Recruitment & Screening procedures as required under the Safeguarding Children & Young Person Policy; and
  6.1.3. have completed the Sport Integrity Australia Child Safeguarding in Sport Induction https://elearning.sportintegrity.gov.au/login/index.php

6.2. 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 VA Safeguarding Children & Young Person Policy.

6.3. The Touring Party will be accommodated in accordance with the requirements in the Safeguarding Children & Young Person Policy, and as determined by the Trip Organiser.

7. TRAVEL MANAGED BY VOLLEYBALL AUSTRALIA

7.1. For Travel where VA is the defined Trip Organiser, VA, or its travel management company, will 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.

8. INTERNATIONAL TRAVEL - APPROVAL PROCESS

8.1. Prior to accepting an international invitation and/or booking any international travel, the responsible manager (defined below) must undertake the International Travel Approval Process set out in Annexure A and complete the International Travel Approval Form set out in Annexure B.

8.2. Managers who are planning on travelling internationally for reasons other than tours/tournaments (e.g. FIVB Meetings) must also complete the International Travel Approval Process set out in Annexure A.

8.3. International travel undertaken on behalf of Volleyball Australia must receive prior authorisation from the Chief Executive Officer (CEO), Delegate, and or Board. Approval is determined giving consideration to the Department of Foreign Affairs and Trade (DFAT) travel advisory level for the destination as outlined in section 8.4, and the following steps must be completed:

8.3.1. Ensure that the tour/travel is covered by Volleyball Australia's corporate travel insurance policy, or that adequate individual travel insurance is in place for those planning to travel internationally.

8.3.2. 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/

8.3.3. Prepare a summary level report which identifies and describes the circumstances in relation to the following matters:

- **i.** Health
- **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 of exit

8.3.4. Present the report and relevant supporting materials to the CEO, Delegate and or Board, for review and consideration of approval. The CEO, Delegate and or Board will approve or reject the travel request in accordance with the delegated authority provided in this policy (with consideration of the relevant Travel Advisory issued by DFAT based on the information submitted).

8.4. VA's approval of international travel to be as follows:

DFAT Advisory Level	DFAT Advisory Description	VA's Likely Response	Escalation
Level 1	Exercise Normal Safety Precautions	Travel is highly likely to be approved by the CEO or delegate.	CEO or delegate
Level 2	Exercise a High Degree of Caution	Travel may be approved at the discretion of the CEO or delegate, pending review.	CEO or delegate

Level 3	Reconsider Your Need to Travel	Travel approval is at the discretion of the CEO and or VA Board and is subject to a thorough risk assessment and the implementation of mitigation measures.	CEO and or VA Board
Level 4	Do Not Travel	Travel will more than likely not be approved and is subject to the discretion of the CEO and VA Board, with strict adherence to the risk assessment and mitigation measures in 8.5.4.	CEO and VA Board

8.5. When planning travel, responsible managers are advised of the following for each level of travel:

8.5.1. **LEVEL 1** → Key considerations must be detailed in the planning and briefing for all travellers and incorporated into submissions to the CEO or Delegate. Plans of the travelling party must address the specific areas of caution within the travel advice. Approval for such travel, considering all relevant factors, is at the discretion of the CEO or their delegate.

8.5.2. **LEVEL 2** → Key considerations must be detailed in the planning and briefing for all travellers and incorporated into submissions to the CEO or Delegate. Plans of the travelling party must address the specific areas of caution within the travel advice. Approval for such travel, considering all relevant factors, is at the discretion of the CEO or their delegate.

8.5.3. **LEVEL 3** → Key considerations must be detailed in the planning and briefing for all travellers and incorporated into submissions to the CEO and/or Board. Travel plans must address specific areas of caution highlighted in the relevant travel advice. Before approving travel to a DFAT Level 3 destination, Volleyball Australia may consult a recognised independent security advisor to assess the travel's feasibility and recommend appropriate safety measures. Approval for such travel, considering all relevant factors, is at the discretion of the CEO and/or Board.

8.5.4. **LEVEL 4** → Travel to DFAT Level 4 destinations will only be approved in exceptional circumstances. The CEO, in consultation with the VA Board, must determine that the travel is critical. In such cases, Volleyball Australia will seek external expert advice to conduct a thorough risk assessment and implement appropriate security measures to ensure the safety of all members of the traveling party. Approval for such travel, considering all relevant factors, requires unanimous agreement from the CEO and VA Board and is at their discretion.

8.6. The CEO will advise the relevant manager in writing of his/her decision, including (if the trip is approved) emergency contact details for himself/herself and the relevant back-up executive manager.

9. RISK MANAGEMENT

9.1. If there are changes relating to safety whilst on a trip the VA 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.

9.2. The Team Manager will be provided with Emergency Travel information, which will include important travel contact details including:

(a) Appointed travel management company
(b) Travel Insurance emergency contacts
(c) Relevant VA staff contact details
(d) Touring Party emergency contacts
(e) Host country medical emergency contact details (for international travel)
(f) Australian Embassy (for international travel)

9.3. Emergency contact details for the Touring Party will also be left with VA Trip Organiser at home base.
9.4. The Team Manager will be added into event communications e.g. WhatsApp Group with the VA Trip Organiser at home base and ensure contact with the Touring Party and the VA Trip Organiser is maintained with reasonable frequency.
9.5. VA appointed Heads of Delegation, Team Managers and Officials are required to take reasonable steps in all circumstances to protect Team members or an athlete in their care from reasonably foreseeable risks of harm. Further, a VA appointed Official must provide to VA 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.
9.6. VA appointed Heads of Delegation, Team Managers, Officials and Guardians must comply with all requirements of VA's policies including Member Protection Policy, Safeguarding Children & Young Person Policy, Anti-Doping Policy, and Code of Conduct Policy.
9.7. VA Heads of Delegation, Officials and Athletes must be provided with the relevant trip destination number to call in case of an emergency (e.g. Police 000).

10. SUPERVISING ADULT

10.1. Where possible, VA will appoint a Supervising Adult for international and domestic overnight trips with minors.
10.2. This role may be a paid or volunteer role.
10.3. The Supervising Adult responsibilities will be for the duty of care of the travelling athletes including ensuring they are actively supervised. A job description example is provided at Annexure C of this policy.
10.4. The Supervising Adult will solely perform this role unless other role descriptions are agreed prior to the tour. For example, a supervising adult who is also a massage therapist or physiotherapist by occupation will only perform the Supervising Adult role for that engagement unless otherwise formally agreed with VA that they can perform multiple roles.
10.5. Supervising Adults will be required to comply with all VA policies and pre-requisites prior to appointment.

11. NATIONAL SPORTS ORGANISATION EVENTS RATIOS – MINORS

11.1. As a guide, the adult-to-athlete ratio should be two officials (Coach, Team Manager, or other) for the first ten athletes (2:10) under the age of 18. For every additional 10 athletes, one additional supervising adult is required (e.g., 2:10, 3:20, 4:30, etc.). This applies to both domestic and international travel. A visual representation of the ratio can be found in Annexure D.
11.2. 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.
11.3. Where the tour 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).
11.4. The VA 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 2 authorised adults should be present and observable by others.

12. NATIONAL SPORTS ORGANISATION EVENTS RATIOS - ATHLETES AGED 13 OR UNDER

12.1. VA will not approve overnight travel / stays for any child aged 13 or under unless they are accompanied on the trip by a parent/s or guardian to protect the best interests of the child.

12.2. 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 Guardian to four athletes (1:4) under the age of 13. Where a ratio of one to four is applied, the Guardian must be the legal guardian of at least one of the athletes.

12.3. 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.

13. STATE SPORTS ORGANISATION EVENTS RATIOS – MINORS AND ATHLETES AGED UNDER 13

13.1. Each State and Territory should develop its own risk-based ratios for travel, tailored to jurisdictional requirements. In establishing these ratios, States and Territories must consider relevant domestic and international travel ratios as set by their respective Educational and or Government Departments. All ratios should comply with applicable state legislation and align with the requirements, recommendations, and guidelines of relevant State or Territory.

13.2. If the event is a VA-sanctioned event where an athlete or team represents the state or travels as a state, the state shall assume custody of the athlete(s) under this section.

13.3. However, if the event is a VA-sanctioned event where VA assumes custody of the athlete(s), such as when an athlete represents VA or is under its care at camps or international competitions, the event will be governed by Sections 11 or 12 and must comply with the specified ratios, unless superseded by local state or territory laws.

14. PARENT/GUARDIAN INVOLVEMENT

14.1. While teams have often traditionally travelled independently to allow athletes to focus on their involvement in the team activities, Volleyball Australia 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.

14.2. Where possible, Volleyball Australia will keep the parents and guardians informed about the travel including**:**

14.2.1. Destination and venues
14.2.2. Competition details
14.2.3. Supervision levels
14.2.4. Roles and responsibilities of accompanying adults
14.2.5. Estimated time or arrival and departure.

14.3. Parents/Guardians of children may accompany their child on domestic or interstate travel, provided they do so at their own expense.
14.4. Volleyball Australia will not make any domestic or international travel arrangements, accreditation or tickets for parents/guardians
14.5. 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.
14.6. There will be an expectation that Parents/Guardians traveling with the touring party:
  14.6.1. agree to be bound and comply with all VA policies;
  14.6.2. 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 VA; and
  14.6.3. take direction, as necessary, from the Head of Delegation, Team Manager or Coach.

15. TRAVEL ARRANGEMENTS

15.1. Following the approval and selection of athletes and Officials to travel to an event, the VA Trip Organiser will coordinate all logistics associated with the trip unless otherwise advised. Logistics, including entries, accommodation, return economy flights, travel insurance, Visas, uniforms and meals will be organised entirely through VA, or their nominated agent, regardless of VA funded or self-funded.
15.2. VA has the discretion to re-allocate the responsibility of the coordination of logistics associated with a trip to an appointed external Tour Organiser or an appointed Trip Organiser.
15.3. All Travellers must travel to the event as a team or as otherwise directed by VA. All travel will be co-ordinated by VA's Trip Organiser unless otherwise advised.
15.4. Travellers may, subject to VA's prior approval modify their return travel, noting the following:
  15.4.1. Travellers must request approval, in writing, from the relevant VA Trip Organiser.
  15.4.2. Following approval, submit modified return details to the VA Trip Organiser by the set deadline as outlined in the Selection letter.
  15.4.3. No change requests can be made after the set deadline unless there are extenuating circumstances. Such requests must be made in writing to the VA Trip Organiser and are subject to approval at VA's sole discretion. Team members who choose to alter their return travel and do not meet the modified return set deadline will be responsible for organising their own return flight and any additional costs incurred due to the changed return flight regardless of funding.
  15.4.4. For modified travel, the VA 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.
  15.4.5. Alternative return travel will only be approved if the VA Trip Organiser can be assured VA is meeting its duty of care.
  15.4.6. Alternative return travel will not be approved for the VA appointed Head of Delegation, Team Managers or Officials if the ratio to athlete is not achieved for the return flight home.
15.5. Parents or authorised 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.
15.6. Athletes under 18 years of age will always require parental / guardian consent for alternate return travel arrangements.
15.7. VA will not manage any domestic or international travel arrangements for parents/guardians and/or supporters including local transport, accreditation or tickets.

16. OVERNIGHT STAYS

16.1. VA will always aim to ensure that people are roomed with those with who they feel comfortable and safe, and invite athletes/parents to provide any details, specifications, as well as suggestions about who they or their child feel most comfortable.
16.2. Coaches and/or Team Management are not permitted to share rooms with athletes.
16.3. VA Head of Delegation or other adults are not permitted to share beds or bedrooms with any minor athletes under any circumstance.
16.4. In the event athletes are required to share a bedroom, VA will ensure each athlete has their own bed, are of the same gender and where possible, ensure the athletes are of a similar age. Athletes should feel comfortable with their rooming partner, and if not, may request a change.
16.5. Privacy of athletes, coaches, and Team Management should be made clear around bathroom use, showering, and changing in hotel rooms and dorm rooms. Adults, unless the parent/guardian of the child, should not share bathrooms or showers with athletes.

16.6. The Head of Delegation and Team Management will brief the touring party on:
- 16.6.1. curfews
- 16.6.2. where athletes can and cannot go on their own or without an adult accompanying them (for minors)
- 16.6.3. expectations when within the hotel but outside of the room
- 16.6.4. who to contact in the case of an emergency

17. TRAVEL DOCUMENTS

17.1. 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:
- 17.1.1. Passport and Visa requirements (for international events).
- 17.1.2. Medical Consent Form
- 17.1.3. Medical Management Plan (if applicable)
- 17.1.4. Emergency contact details for all touring party
- 17.1.5. Parental permission
- 17.1.6. WWCC details (or equivalent) for the Head of Delegation, Team Managers, Coaches Officials and any Supervising Adults
- 17.1.7. International Travel Vaccination Certificate (where required for international events)

17.2. VA may request such further documents or information from Travellers as it considers reasonable and/or necessary.

18. BEHAVIOUR

18.1. The expected behaviours of all travellers are set out in the VA Code of Conduct Policy, VA Member Protection Policy and VA Safeguarding Children & Young Person Policy. For the avoidance of doubt, all Travellers must 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.

18.2. Travellers must follow all reasonable instructions made by the relevant Head of Delegation, Team Manager and/or Officials while on a trip.

19. COMMUNICATION

19.1. The support of parents/guardians is vital to the athlete and their mental wellbeing, and every effort will be made to ensure that social/family time is allocated where appropriate/possible around competition and training times, especially for those athletes under 18 years of age. However, VA request that all parents/guardians and supporters refrain from contacting the athletes at times other than those approved by the Team Manager and/or Head/Team coaches.

19.2. VA will inform all parents/guardians of the trip details via the communication channels in place during the trip.

19.3. In the event of a Critical Incident, the VA Critical Incident Management Framework will take precedence and notification to the Critical Incident Management Team Leader (CEO) should occur.

20. FINANCES

20.1. The Head of Delegation, Team Managers and Officials are to exercise strict economy and accountability when making financial decisions, must seek approval for costs over designated amounts and must properly account for expenses with receipts.

20.2. VA funds can only be used for expenses relating to the trip (i.e., travel, competition and training). VA funds will not be used for any personal expenses not related to the trip (i.e., alcohol, coffee, excursions).

20.3. All athletes and Officials 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 VA CEO or delegate.

20.4. Failure to pay the travel invoice in full by the due date 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.

20.5. All athletes or Officials withdrawing after acceptance of their position will be liable for all non-refundable travel and/or event expenses.

21. CHANGES TO THE POLICY

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

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

22. COMPLAINTS

Any breaches of this policy which may constitute a breach of the VA National Integrity Framework and/or the Safeguarding Children & Young Person Policy will be managed with under the Complaints, Disputes & Disciplinary Policy.

To report a breach of the Safeguarding Children & Young Person Policy, individuals should reference and follow the Safeguarding Children & Young Person Policy, Section 5 Reporting and Complaints and Annexure A: Responding to Risk of Abuse and Harm to Children and Young People. https://volleyball.org.au/integrity/policies/

The VA Complaints Disputes & Disciplinary Policy applies to any Disciplinary Action taken for any alleged breach of this Policy, unless the relevant behaviour may constitute a contravention of the National Integrity Framework, in which case those policies would apply.

Available reporting options can be found here - https://volleyball.org.au/integrity/reporting-integrity-issues/

ANNEXURE A

International Travel Approval Process

ANNEXURE B
International Travel Approval Form
Present this form, the report and relevant supporting materials to the Chief Executive or Delegate for review and consideration of approval.

The Chief Executive 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? *[if yes, detail how you will meet the ratio and any parental involvement]*	

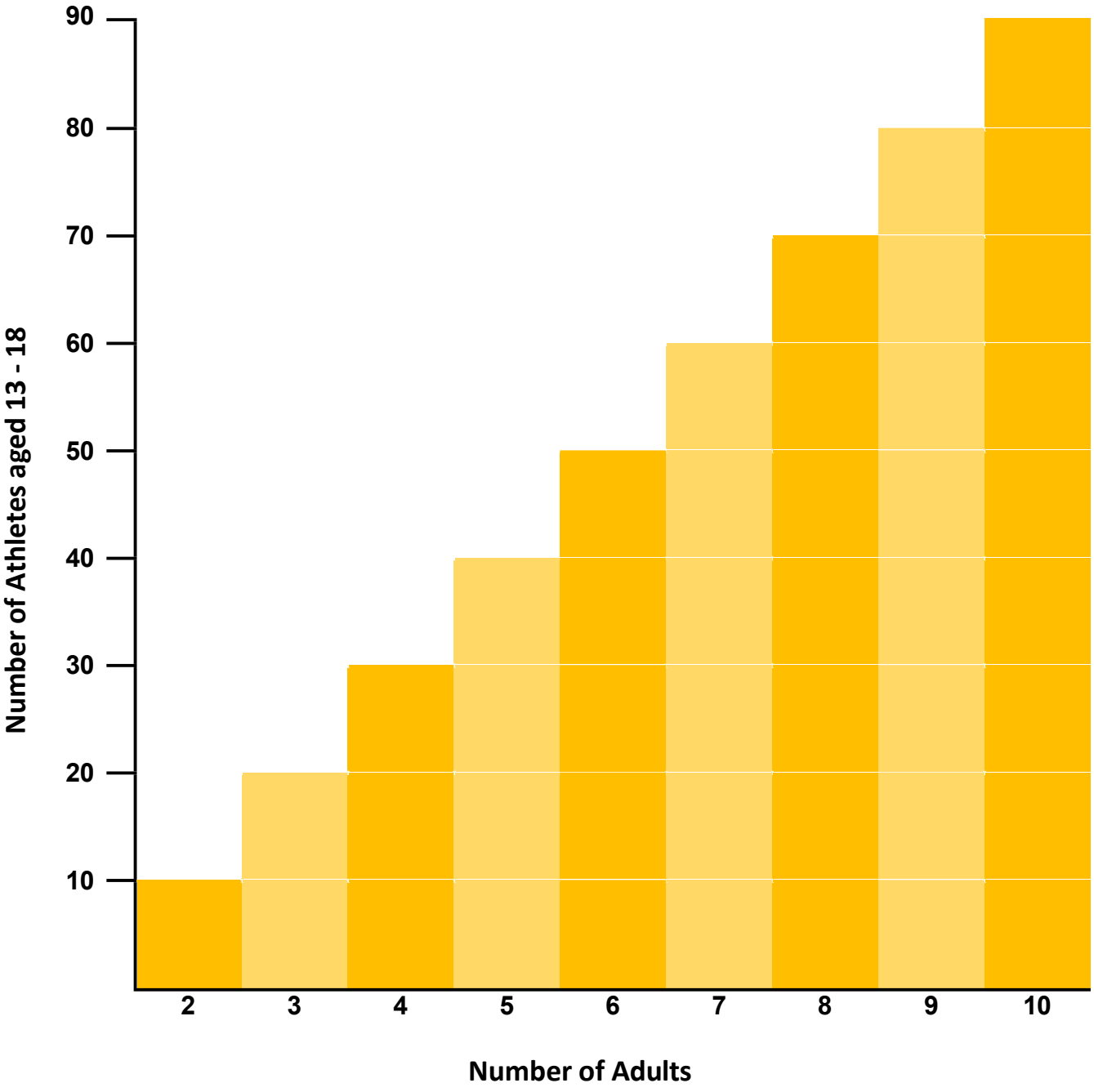
International Travel Approval Process	
Question	*Answer*
Is the tour/travel covered by Volleyball Australia's corporate travel insurance policy? If no, is adequate individual travel insurance in place for those planning to travel internationally?	Yes ☐ No ☐
Identify the Alert Level for all countries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

CEO to complete:	
Date	
Outcome	Approved ☐ Not approved ☐
Executive contact for trip:	
Name	
Phone number	

ANNEXURE C
Supervising Adult – Job Description

Job Title:	Supervising Adult - ### Camp/Tour/Event
Reports to:	###
Position Overview	**Job Purpose:** • Volleyball 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. **Objectives:** • Keep children and young people participating in our sport safe • Implement Child Safe Practices • Provide active supervision of children and young people within your care
Job Responsibilities	A Supervising Adult accompanying a team or group of athletes will be required to: • make sure other relevant VA procedures and Child Safe Practices are adhered to, e.g. appropriate transport and collection of athletes under 18 years of age; • ensure a two-person leadership model is employed with the use of all electronic communication • brief the athletes in their care at the start of their engagement of their role and expected athlete behaviours; • ensure the VA schedule is followed, for example, curfews, mealtimes, study sessions, training sessions, recovery sessions; • ensure the athletes are supervised at all times that is appropriate for the camp or tour; • ensure athletes have any clothing or equipment they need for competition or training, for example, the right uniform and relevant accreditations; • organise and prepare any “in house” meals and supervise athlete involvement in meal preparation and ensure premises are left clean and tidy; • enforce the rules and report any infraction of the VA’s Code of Conduct or Member Protection Policy to the VA Leadership Team; • handle any emergencies with common sense and according to our codes and guidelines • accompany an injured or ill athlete who needs medical attention to a doctor or hospital when the VA Team Doctor is not on duty or away from the designated the camp or event schedule, • work cooperatively with team officials, including coaches, managers and support staff; • help supervise travel schedules and travel logistics; • maintain a contact list of key people, such as managers, coaches, parents, emergency contacts; • maintain a list of dietary and medical information of all athletes in their care.
Working Conditions	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.
Selection Criteria	Any person considered for appointment to the role of Chaperone must: • be over the age of 18; • be a current member of Volleyball Australia or Volleyball Organisation; • have a current and valid Working with Children Check • have a current open driver’s licence and excellent driving record; • experience working with children and young people • have no prior sanction, be under any investigation and be in ‘good-standing’ with Volleyball Australia • complete mandatory Integrity education • have current and valid first aid and CPR accreditations

Annexure D

VA TRAVEL POLICY RATIOS - 2:10, 3:20, 4:30, 5:40, 6:50, 7:60, 8:70, 9:80, 10:90

Volleyball Australia has implemented a 2:10 adult-to-minor ratio model, with an additional supervising adult required for every 10 athletes thereafter.