

Team Travel & Accommodation

1. Purpose

A portion of participation with Brisbane Capitals representative teams may involve overnight travel and accommodation for teams to games and tournaments. Athletes are most vulnerable to abuse or misconduct during travel, particularly overnight stays. This includes a greater risk of player-to-player misconduct. During travel, players may be away from their families and support networks, and the setting – unfamiliar playing venues, change rooms, air-travel, ground transport vehicles, and hotel rooms – is less structured and less familiar. This Team Travel and Accommodation Policy provides guidelines so that care is taken to minimize one-on-one interactions between athletes and approved Brisbane Basketball Inc. (BBI) Volunteers and/or BBI Staff while traveling. Further, the policy directs how athletes will be supervised between and during travel to and from practice and competitions. Adherence to this Team Travel and Accommodation Policy helps to reduce the opportunities for misconduct.

2. Definitions:

- a. Approved BBI Volunteer: An officially appointed, by BBI, volunteer or staff member who has a current Working with Children (Blue Card) check and has completed the Child Protection and Harassment/Discrimination requirements of BBI. Commonly, these roles include: Head Coach, Assistant Coach and Team Manager.
- b. Approved Team Adult Chaperone: An officially approved, by BBI, volunteer or staff member who is not a member of the teams Coaching Staff. These persons will require a current Working with Children (Blue Card) check and have also completed the Child Protection and Harassment/Discrimination requirements of BBI. Commonly, these roles include parent support at Accommodation, usually for younger age groups.
- c. Brisbane Capitals Representative Team: All Under 12 through QBL Teams.
- d. Team Travel: Outside of a radius of 150km from Brisbane.

The following policy applies to all Brisbane Capitals representative teams travel and accommodation considerations where applicable:

3. Supervision. Each senior staff member responsible for overseeing the operation of basketball shall be responsible for ensuring compliance, oversight, and record keeping related to all Team Travel & Accommodation policies.

- a. BBI will make efforts to provide adequate supervision through coaches, team managers, and other adult team chaperones.

- b. BBI will make efforts so that there is at least one coach, team manager, or approved team adult chaperone for each three to five players.
- c. BBI Volunteers are required to hold a current Working with Children (Blue Card), received a copy of the BBI Child Protection Policy and Risk Management Strategy, and have completed both the Child Protection and Harassment/Discrimination training.
- d. Because of the greater distances, coaches, staff, and volunteer chaperones will often travel with the players. No employee, coach, or volunteer will engage in team travel without the proper safety requirements in place and on record, including valid drivers' licenses, liability insurance as required, a vehicle in safe working order, and compliance with all road safety laws.
- e. All volunteer chaperones shall be screened in compliance with the Brisbane Capitals Child Protection Policy. A parent that has not been screened may participate in team activities and assist with supervision/monitoring of the players.
- f. Brisbane Capitals require same-sex volunteers to be on staff for all representative teams, as well as domestic travel, as necessary. This includes the Brisbane Capitals Policy that for all female teams, a Female Team (Bench) Manager is on staff.
- g. No Brisbane Capitals staff member or approved volunteer should drive alone with an unrelated (family) minor player.
- h. No Brisbane Capitals staff member or approved volunteer should engage in team travel without the proper safety requirements in place and on record, including valid drivers' licenses, liability insurance as required, a vehicle in safe working order, and compliance with all road laws.
- i. All Brisbane Capitals staff members and approved volunteers travelling with a team should be familiar with BBI's Policies in particular Child Protection Policy and Risk Management Strategy, and Team Travel and Accommodation Policies to monitor compliance with all BBI Policies.
- j. No Brisbane Capitals staff member and approved volunteer should be impaired by alcohol or drugs while performing their respective duties.

4. Head Coach Responsibilities. Head coaches shall be responsible for complying with all policies related to Team Travel and Accommodation, and for ensuring that their coaching and support staff receive copies of all travel documentation.

- a. The coach will establish a curfew by when all players must be in their hotel rooms or in a supervised location. Regular monitoring and curfew checks should be made of each room by at least two properly screened adults.

5. Travel & Accommodation Coordinator Responsibilities. For all teams traveling outside of a 150km radius of Auchenflower, BBI will coordinate, in consultation with team staff, all Air,

Ground and Accommodation requirements for the team (note: teams may request to organise their own accommodation and must seek approval to do so). BBI General Manager will liaise with Team Managers to determine the most cost effective and appropriate requirements for each team that is reasonable and in line with the Team Travel and Accommodation Policy.

- a. When possible, BBI will provide reasonable advance notice before team travel. Travel notice will also include designated team accommodation for overnight stays as well as a contact person within Brisbane Capitals team. This individual will be the point of contact to confirm your intention to travel and to help with travel details.
- b. BBI will post specific travel itineraries when they become available. These will include a more detailed schedule as well as contact information for all team personnel (including, without limitation, support staff and other volunteers) and any approved chaperones.

For additional events not included on the Brisbane Capitals Operational Calendar, such as Gold or Sunshine Coast team training camps (involving an overnight stay) or an interstate tournament (i.e. Eltham Classic), a representative of the team must complete the following suite of forms for BBI approval.

- c. **Team Travel Request.** The head coach shall submit a Travel Arrangements Request Form (see Form 11.30) for all travel involving travel or overnight stays at least six weeks before departure. Ideally, all requests for team travel arrangements should be made at the beginning of the season.
- d. **Hotel Confirmation Request and Rooming List.** The travel coordinator shall make and confirm all hotel arrangements with the head coach. A completed Hotel Confirmation Request and Rooming List (see Form 11.31) shall be approved by the head coach before being sent to the hotel.
- e. **Team Travel Itinerary Form.** Any time a player, group of players, or an entire team is going to travel for a Brisbane Capitals related event, the coach or supervising administrator must complete and submit a Team Travel Itinerary Form (see Form 11.32) to the travel coordinator before departure. A copy should also be provided to the senior staff member supervising that team. In the case of an emergency, BBI must be able to contact staff, players, and their emergency contacts.
- f. **Team Travel & Accommodation Budget Form.** Form 11.37 is to be submitted to the Performance Program Manager for Approval by GM prior to finalization of travel and accommodation costs to ensure all BBI requirements are met.

6. Accommodation Consideration

- a. Where practicable, teams are to stay together separate to parents and family in secure and approved hotel/motel rooms and or apartments.
- b. Coaching Staff will require a kitchen for food preparation and access to washing facilities.

- c. All attempts are made to secure accommodation that allows for team and staff meetings that is separate from player accommodation rooms.

7. Travel Arrangements

- a. BBI requires all players and staff to travel to and from the venue as a team.

8. Accommodation Arrangements

- a. Regardless of gender, no Brisbane Capitals staff member or Approved BBI Volunteer or Staff member should share a hotel room or other sleeping arrangement with an athlete (unless such individual is the parent or guardian of the player, and there is no legal requirement otherwise).
- b. Players should share rooms with other players of the same gender, with the appropriate number of players assigned per room depending on accommodations.
 - i. Brisbane Capitals approved Volunteer staff should share rooms with other staff members of the same gender.
- c. Where required, the team personnel shall ask hotels to block adult pay per view channels.
- d. Individual meetings between a player and a coach, team manager, or other approved volunteer or chaperone, should not occur in hotel sleeping rooms. Individual meetings between a player and coach may not occur in hotel sleeping rooms and must be held in public settings or with additional adults present.
 - i. In the event of an emergency, such as medical/health, the team manager and/or coach may enter the sleeping room of an athlete with the door to the room open. It is recommended a second approved volunteer or chaperone is present if possible
 - ii. Meetings do not occur in the athletes' hotel rooms, but the team may reserve a separate space for adults and athletes to socialize such as a common room or meals room.

9. Ground Transport, Air Travel, Accommodation Insurance

- a. Ground Transport. BBI arranges insurance cover for ground transport for approved drivers in accordance with Ground Transportation Policy 11.28.
- b. Air Travel & Accommodation. Parents/Guardians should consider taking their own Travel Insurance requirements for their child as this cost is not included in any BBI fee.
- c. Players are covered under the BQ Insurance for BQ approved events and Parents/Guardians should make themselves familiar with this policy <https://basketballqld.com.au/about-us/insurance/>

10. Players Not Traveling And/Or Staying With The Team.

The Brisbane Capitals requires all players to travel to, and return from, events with the team as per approved arrangements unless special circumstances exist. Further, it is a requirement of the Brisbane Capitals that players stay at the organised team accommodation during the event unless special circumstances exist.

- a. Special Circumstances are of a significant Medical or Legal nature and are approved by the BBI GM.
- b. Request for alternate travel (Form 11.33) or accommodation (Form 11.34) can be made to the Performance Program Manager and must be approved by the General Manager. Refer to each form for conditions of approval. Some of the requirements for seeking approval include:
 - i. The player will be traveling and/or staying with a parent or guardian;
 - ii. The request is made during the organisation phase at the beginning of the season and request forms are completed at least 14 days before travel arrangements is finalized;
 - iii. The request must be approved by the Performance Program Manager or in their absence, the General Manager;
 - iv. After the request is signed by the Performance Program Manager a copy is submitted to the travel coordinator and kept on file; and,
 - v. For multiple requests, an approval form must be completed for each trip or event. No blanket approvals will be made.

11. Parent Considerations

- a. Although generally encouraged to source accommodation away from the team; family members who wish to stay in the team hotel, in separate accommodation, are permitted and encouraged to do so.
 - i. Family members are asked to respect the team wishes of privacy on these occasions with family visits to be within outlined time periods set by the team staff.
- b. The team should make every effort to accommodate reasonable parental requests when a minor is away from home without a parent. If any special arrangements are necessary for your child, please contact the team personnel who can either make or assist with making those arrangements.
- c. In all cases involving travel, parents have the right to transport their minor player and have the minor player stay in their hotel room as in accordance with BBI Travel Policies approval process (refer section 8).
- d. All players should be encouraged to make regular check-in phone calls to parents, and team personnel (including, without limitation, support staff and other volunteers) should allow unscheduled check-in phone calls initiated by either the player or parents.

- e. If disciplinary action against a player is required while the player is traveling without his/her parents, then except where immediate action is necessary, parents will be notified before any action is taken or immediately after the action.

12. Calculating Team Travel and Accommodation Costs

Travel, Ground-Transport, Accommodation, Meals and Incidental costs associated with Team Travel and Accommodation are not included in Brisbane Basketball Representative Fees. Each team is responsible for building a Team Travel and Accommodation Budget (Form 11.37) for the Event that is approved by BBI GM.

- a. For Junior Representative Teams, calculating team travel costs for representative teams to attend State Championships the following is considered. Total cost of team (total number of players) plus three staff for Travel, Accommodation, Ground Transport, Meals and Incidentals divided by the total number of players.

What is the Player Fee (total cost \$_____ /X) = \$_____/player.

Note: X = the total number of players on the team (BBI Team Selection Policy outlines 10 players are selected to each team. However, due to various circumstances, sometimes the number of players in a team can be between 8-11).

Therefore, if the total traveling group is 13 (10 players + 3 staff) the total costs associated for the entire group is divided by the number of players (10) providing the costs for each player.