



Gymnastics
Australia

BEST PRACTICE TRAVEL GUIDELINES

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1. INTRODUCTION

Travel can be a regular part of gymnastics activities. Although the vast majority of travel is a positive and enjoyable experience for athletes and GA/State Territory/Club appointed Staff, occasionally incidents do arise.

These Best Practice Travel Guidelines (Guidelines) provide information to support the planning and management of risks associated with travel, in addition to providing practical templates and supporting documentation for Trip Organisers.

The following Guidelines cover intrastate, interstate and international travel and should be followed in conjunction with but not limited to the Gymnastics Australia (GA) [Member Protection Policy](#) (MPP), [Child Safe Policy](#) (CSP) and the [Travel Policy](#) when organising any form of travel.

2. PLANNING

Planning is an essential part of any successful trip, especially when travelling with children. Good planning will result in minimising risks and a more enjoyable trip for all involved. Planning a group trip involves risk assessments and considerations around staffing, accommodation, supervision, transport, child safety and insurance etc.

Whilst these Guidelines have sought to be as comprehensive as possible, they may not cover every element of trip planning and preparation.

When planning a trip, it is important to allow sufficient time for all the requirements to be completed. The following areas should be considered:

OBJECTIVES/PURPOSE

What is the objective or purpose of the trip? Is it for competition, training or social purposes, or will the trip be a combination of these?

WHEN, WHERE AND FOR HOW LONG?

Having decided on the purpose of the trip, consideration should be given to the likely date, the duration of the trip (this should take into account the purpose of the trip, the age of the athletes and the distance to be travelled), and a suitable venue (including accommodation).

WHO WILL BE GOING?

The objective of the trip will determine the profile of those who will be travelling and help identify any risks or considerations that need to be made, including:

Athletes

- Is the group predominantly of one age, or is there a wide age range?
- Is the group likely to have athletes under the age of 12?
- Is it a mixed gender group?

- How large is the group?
- Are there specific needs relating to any disability or medical considerations?

Staff / Parents / Guardians

- The profile of the group will determine the ratio of adults to athletes and which gender they should be.
- Refer section 5 on Supervision
- Refer to the [Travel Policy](#) section 6.1.13.

HOW MUCH WILL IT COST?

The planning stage will include looking at the cost of the trip:

- How much is the travel and accommodation?
- How/who will pay for the staff, volunteers and or guardians?
- What will be included in the overall cost?
- What will be optional extras?
- What items are not covered?

Consideration should be given to the age of the athletes and if parents/guardians will be on the trip, when determining what is included in the overall cost.

It is recommended that with young people, the Trip Organiser should try to include all the basic requirements in the overall cost. This ensures that young people are assured of all their meals and being able to take part in all the activities. With older groups, some meals may be paid for by the athletes themselves and they may have a choice of whether to pay to take part in certain activities.

SPENDING MONEY

Parents should be given some guide on how much money an athlete will need whilst on the trip as it can be difficult to manage a situation where one athlete has barely enough to finance even small items and another has large amounts of money. (Refer Section 12 Communication)

Most children and young people can be vulnerable where money is concerned and this should be taken onto consideration.

3. ASSESSING THE RISK

Risk assessments should consider the risks inherent in the activities to be undertaken as well as those associated with a particular trip and athletes. Risk assessments identify the precautions necessary to ensure that risks are minimised.

The Trip Organiser must ensure a risk assessment is completed prior to the trip. However, it is always advised that this process should be completed by a team of people with relevant knowledge and experience to help ensure the identification of potential risks.

The completed risk assessment will also need to be shared with the Head of Delegation or Team Managers and Officials if they have not been part of the process. The Trip Organiser and Head of Delegation or Team Manager needs to ensure risk assessments continue as new or unplanned situations arise leading up to and during the trip.

The trip risk assessment tool is available at Appendix A, and the information in this section will assist Trip Organisers to complete a trip risk assessment. Please note that some sections of the template may not always be applicable.

It is good practice for an exploratory visit to form part of the risk assessment where possible. If this is not possible information/advice could be sought from others involved in previous visits or from reliable local guides. Activities involving third party providers require additional consideration of the risks.

The risk assessment should always include a pre-assessed contingency plan that covers what to do if the trip does not go to plan e.g. delays in transport, problems with accommodation, misconduct etc.

If you are making repeat visits to the same place, and there are no changes to circumstances, athletes, information or guidance, then you may not need to complete a full risk assessment on each occasion and the same assessment can be re-named and re-used. If however there are changes to athletes or arrangements, or DFAT risk status (if international), it is essential that the risk assessment is reviewed and amended where required.

Involving athletes and their parents/carers in the planning of the trip and risk assessments helps to ensure athletes are better prepared, better able to make more informed decisions and consequently less at risk.

A risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures need to be in place to reduce the risks to an acceptable level?
- Can the Team Manager put the safety measures in place?
- What steps will be taken in an emergency?

These questions should be asked in respect of the venue, transport, staffing, sleeping arrangements, food and catering arrangements as well as the actual activities included in the trip/tour.

The risk assessment will also determine the number of staff required on a trip to adequately supervise the group. (Refer Section 5 on Supervision)

INTERNATIONAL TRAVEL

There may be specific health hazards associated with the country which places the health of athletes at greater risk than normal e.g. malaria. It is important to consult the latest version of the World Health Organisations (WHO) "International Travel and Health" at: <http://www.who.int/ith/en/> and the U.S. Center for Disease Control at: <http://wwwn.cdc.gov/travel/>.

It is also important to consult the Department of Foreign Affairs and Trade (DFAT) website at:

www.smartraveller.gov.au/ which is the Australian Government travel advisory and consular assistance service. This site provides useful travel information and tips. It would also be helpful to discuss such issues with the organisers/hosts of the event who will have up to date local knowledge.

For international travel the Trip Organiser should 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 trip and during the trip;
- review their risk assessment if there are any changes to the DFAT travel advice. This will require the Trip Organiser to consider whether there is a need to cancel, recall or alter Trip arrangements.

This table describes the four levels of DFAT travel advice with the required actions and considerations.

	Required Actions and Considerations
1	'Exercise normal safety precautions'.
2	'Exercise a high degree of caution' - requires additional attention to planning and assessment of risk.
3	'Reconsider your need to travel' – would generally mean trips should be postponed or cancelled as the trip outcomes are unlikely to justify the risks. Any decision to continue would require a detailed risk assessment and treatment plan together with detailed contingency planning.
4	'Do not travel' – Trip Organisers must cancel or postpone the trip.

The following additional considerations must also be taken into account:

- Authorisation by GA at least 90 days prior to travel
- Organising Committee contact
- Insurance – approved travel insurance
- Foreign currency
- Passport and visa requirements
- Location of the Australian embassy
- Climate for duration of the trip
- Local issues – language, culture, holidays, food and water, laws, money, phones, dress, drugs etc.
- Customs regulations in both Australia and the destination country
- Immunisations or any medications required
- Route maps
- Mobile phone coverage in the area or country you are travelling to.

4. TRAVEL STAFF

Travel staff (paid or unpaid) may include:

- Head of Delegation, Team Manager(s) and Officials employed by GA, a State/Territory Member Association (STA) or a club/program
- Other adults on a volunteer or paid basis such as:
 - parents or guardians
 - community members

Important: Children under 18 cannot be appointed as a Team Official or Chaperone.

It is mandatory for all adults who are part of the trip and supervising athletes overnight including parents or guardians to have a valid Working with Children Check (WWCC) or state equivalent. The names of all adult members on the trip and their WWCC details must be recorded. If there is any doubt of the suitability of a person to act in a supervisory role they should not be appointed. Within the staff group there should be someone familiar with the GA Child Safe Policy, available on the GA [website](#).

It is vital that discussions are had with all appointed Team officials and other adults (such as chaperones or guardians) travelling prior to departure. All Team officials and other adults travelling should attend an induction/trip briefing where the following information should be discussed:

- The various roles and responsibilities and expectations attached to being a member of the team
- The GA Member Protection Policy and GA Child Safe Policy, in particular the codes of behaviour. It is advisable that all adults sign the declarations that form part of these policies.
- Reporting procedure for child abuse and child safety concerns
- Requirements for WWCC or state equivalent
- Requirements for valid driver's license of all drivers to be sighted
- Any specific medical requirements for a Team member
- Emergency Procedures

Adults/Officials travelling may also require:

- Copies of athletes details and emergency contacts (where appropriate)
- Other trip member contact details
- Trip Organiser / home club/program contact details

5. SUPERVISION

The supervision levels required for a trip/tour should be informed by a full assessment of the needs of the group, the experience and skills of the adults providing supervision and the specific hazards associated with the trip e.g. trips abroad.

When there are athletes under the age of 18 on a trip a minimum of two Officials (inclusive of the Team Manager or Head of Delegation) must be appointed to the Team regardless of the number of athletes selected (i.e. one underage athlete = two officials). As per the GA [Travel Policy](#) (section 6) the official to athlete ratio will be at least 1:8; one official for every eight athletes under the age of 18 and 1:10 for those over the age of 18. This ratio may need to be increased if the group is made up of young children, or children with special needs; or the trip is of a nature where more supervision may be required, e.g. trips abroad.

Some factors to take into consideration when considering the ratio are the:

- gender, age, and ethnicity of the group
- inclusion of athletes with special educational or medical needs or who have a disability
- nature of the activities on the trip/tour
- duration of the trip/tour
- competence and likely behaviour of the athletes
- number and competence of the Team Managers, coaches, and officials
- experience of the appointed Team staff in supervising the type of activities on the trip/tour.

If the group is mixed gender there must be at least one male and one female official or chaperone. If the group includes people with special needs, there may be some specific skill required of Team officials and/or chaperones that need to be considered. Any child under the age of 12 must be accompanied by a parent/s or guardian in order to protect the best interests of the child and in some cases parents or designated carers may also need to be included (further information on the provision of personal care is contained within the GA Child Safe Policy).

When there are athletes under the age of 18 on a trip/tour, the adult/athlete ratio must be sufficient to ensure that if there is an accident and a participant needs hospital treatment or another emergency arises, there is at least one responsible adult who can remain with the group.

To ensure appropriate and effective levels of supervision, trip planning should take into account:

- the experience, qualifications and skills of the Head of Delegation, Team Manager and Officials
- the age, maturity, physical characteristics and gender of athletes
- the ability and experience of the athletes
- the size of the group/team
- the nature and location of the trip
- the activities to be undertaken
- any other relevant factors.

SUPERVISION PROCEDURES

All supervision procedures should be agreed prior to the trip. They should take the following points into account:

- Clear boundaries, rules consequences are agreed and implemented regarding mealtimes, bed times, lights out and team meetings
- The Head of Delegation and Team Manager (if applicable) are responsible for the team/group at all times including their maintenance of good behaviour and discipline
- The driver of a vehicle should not be responsible for supervision whilst driving
- Head count of athletes when getting on and off any form of transport
- Head count of athletes when arriving or leaving venues are advisable
- Group safety when crossing roads

- Clarity of ground rules when team is in transit
- Sufficient, supervised, scheduled stops on longer road trips
- The supervision procedure in the event of an emergency or accident
- Overnight on-call supervision must be provided for all athletes under the age of 18
- Procedures in the event that a group becomes separated
- Team/group members must be aware of who they go to in case of an emergency during the day and the night
- The Head of Delegation/Team Manager must be accountable for checking the touring party are safely accounted for before going to bed for the night. They should also do a final security check (i.e. doors and locks for any athletes under the age of 18) before retiring for the night
- The process for handover of athletes under 12 years of age from parent/guardian to Head of Delegation/Team Manager (e.g. where and when this should occur).

ROLES AND RESPONSIBILITIES

In general, the Head of Delegation, Team Manager and Officials are expected to take the role of a responsible adult. Parents expect their children to be cared for safely and sensibly. All GA appointed or State/Club appointed staff should have some type of induction program. This may be through a mentoring program and should include an understanding of child safety requirements and procedures, ethical issues of equality, and standards of behaviour.

It can be difficult supervising groups where the parents of the athletes are also present. In this situation it should be made clear beforehand that the athletes are part of a group under the supervision/direction of the appointed Officials, and parents should not seek to compromise this situation. For children under 12 years of age, it should be clearly defined when the parent/guardian responsibility starts and ends through the day and the Team official supervision takes over.

Consideration should be given to the practicalities of supervising the group and whether there will be times when the group will need to be split, and how that will be supervised. For example, during a competition session it may be that while some athletes are competing others need to be resting or may have finished competition.

With younger, less focussed athletes, bedtime curfews do not necessarily mean that once everyone is in their own room they will be going to sleep, or indeed that they will stay there. Team officials must take account of this. Thought should also be given to addressing the possibility of homesickness. It may be the first time away from home for some athletes. Raising it openly at the group briefing will be helpful as well as identifying a Team official who is available for athletes to talk to. Flexibility about phoning home will be helpful as well as enabling parents to inform the Trip Organiser should a child constantly be ringing home or be very distressed.

For trips involving overnight stays the list of those in the touring party, all contact details and accommodation details should also be with the Trip Organiser who is at home. If the Trip Organiser is part of the Touring Party, then the tour details should be accessible by a relevant individual employed by the organisation who has arranged the tour.

REMOTE SUPERVISION

There are often situations where athletes may not be directly supervised. This could be returning to the hotel after events have been completed, it could be a shopping trip, or it could be part of a social activity. This is likely to happen at a competition or training camp with older athletes and may be part of the program during a trip which includes some unsupervised time. As a general rule, children under 12 should not be allowed any unsupervised 'free time'. Where possible parents should accompany their child if under 12 years of age at all times when not in the care of a Team official. Parents of children over 12 years should always be informed if any unsupervised 'free time' is planned.

If remote supervision is to take place, the Head of Delegation or Team Manager must ensure that everyone understands the ground rules and is adequately equipped to be unsupervised. There should be clear time limits which are not too long, and children under the age of 18 should not be on their own; ideally, they should be in groups of at least three. They should have the means to and know how to contact the Head of Delegation or Team Manager and where they are being accommodated. They should have some money, some form of identification, maps and any other information for them to act effectively and remain safe, and an understanding of any areas which are 'out of bounds'. Athletes should be given guidance regarding food outlets and choices, especially for children identified with food allergies or intolerances.

It is often helpful for the Head of Delegation, Team Manager and/or Officials to sit in a park or café in the area so that they are easily available for regular opportunities to "report in".

There should be a sign-out/sign-in process applied so that the Head of Delegation and/or Team Manager are aware of where Team members are at all times. This process should include a firm sign-in time.

6. ACCOMMODATION

When travelling as a group it is advisable to ensure accommodation is booked well in advance. This can help to ensure that groups are kept together in the accommodation and that costs are minimised. Room allocation should be planned prior to the trip, including allocation of a treatment room/space (if applicable). Please refer to the GA [Child Safe Policy](#) and GA [Travel Policy](#) for further information.

For trips organised by GA, parents and supporters other than those parents / guardians travelling internationally with athletes under 12 years of age, are asked not to arrange accommodation in the same hotel as the team unless prior consent is given by GA.

GA will not assist parents and/or supporters in booking accommodation other than those parents / guardians travelling internationally with athletes under 12 years of age.

ACCOMMODATION SELECTION AND ASSESSMENT

Accommodation options can vary considerably. Options can include a range of hotels and guest houses, apartments, university accommodation, hostels, sports complexes, or host families. Then there may be choices varying from single rooms, shared rooms, ensuite or shared facilities, to catered or self-catering. Each option has pros and cons and will impact on the number of factors such as cost and supervision requirements.

Accommodation options must be assessed and selected on the basis of their safety and suitability for the activities proposed.

It is recommended that accommodation is selected based on the recent and first-hand knowledge (for example, through an inspection of the site) of the Trip Organiser and/or a Team official or based on recommendations from the host country.

Criteria for assessing venues such as overnight accommodation venues should include the:

- proximity of the accommodation in relation to the training/competition venue;
- suitability of the part of the city/town the accommodation is located in;
- ability to self-cater, or if self-catering facilities are not available, the capacity of the accommodation to provide meals. If the accommodation does not provide catering options, the proximity of the accommodation to cafes/restaurants/food outlets;
- immediate accommodation area should be exclusively for the travel party if possible. Avoid separating the group in accommodation (i.e. being spread over different floors);
- accommodation's health and hygiene record and reputation;
- constraint the accommodation creates for clear supervision of children;
- risks posed by other users of the accommodation, especially in common areas;
- emergency and risk management plans of accommodation venue;
- the accommodation's fire precautions and safety regulations;
- the accommodation's first aid facilities;
- accommodation's accessibility for all children and GA appointed staff (including those with mobility impairment);
- the accommodation's policies on smoking and alcohol;
- the accommodation's ability to restrict access to any inappropriate movies;
- the accommodation's capabilities for storage of money and valuables;
- ability of the accommodation to facilitate any religious/cultural requirements (e.g. dietary requirements or a need to attend a religious service).

The Head of Delegation or Team Manager must check the venue on arrival to assess apparent dangers and hazards and prepare contingency plans if required.

When travelling domestically, intrastate or interstate, athletes under 12 years of age and their parent / guardian should avoid staying in the same accommodation as the team.

ACCOMMODATION TYPES

Hosting Gymnasts in Unlicensed Establishments (e.g. gymnasiums or schools)

GA recognises that groups attending large gymnastics festivals are often accommodated within 'dormitories' in schools or gymnastics centres. This arrangement may not be ideal but may be with other groups they know;

- Ensure there are separate sleeping and washing/bathing areas for males and females, and appointed officials and athletes or an allocation of time is dedicated to each group, separating their washing/bathing times. It would also be appropriate to allocate rooms in age groups where possible;
- Adults should not share the dormitory with young people but should be accommodated in a

nearby room where possible;

- Ensure that a appointed officials or delegate is available to conduct regular night patrols of the accommodation and prevent unauthorised entry/exit;
- Ensure accommodation is safe and secure (fire exits, emergency procedures etc.);
- Ensure where possible the Trip Organiser or an appointed official visits the accommodation prior to the event to ensure it is satisfactory and address any concerns.

Hostels and Residential Centres

GA recognises that groups attending gymnastics competitions are often accommodated within hostels or residential centres due to cost considerations. This option can sometimes involve dormitory style accommodation where a number of Team members are required to share the same sleeping quarters and bathrooms. Important factors to take into account when considering this type of accommodation include the following:

- Checks should be made to determine the policies and procedures within the establishment.
- Are the facilities accessible (if applicable)?
- Are there sufficient safety and security measures in place (fire exits, emergency procedures etc.)?
- Are there any establishment policies to ensure that children remain safe?
- Are there policies on smoking and alcohol?
- Is self-catering an option? If not, what are the food options around the accommodation?
- Are there establishment requirements such as setting tables, washing dishes cleaning up, etc?
- What are the sleeping arrangements, dormitories, twin rooms, single rooms etc. If accommodation is dormitory style, ensure that you are not sharing with other unknown groups.
- Is there separate sleeping areas for males and females,
- Is there separate bathroom, facilities for males and females?
- Can Team officials/Chaperones be accommodated in a room adjacent to the athletes? Where underage athletes are accommodated on different floors, Team officials/Chaperones should be housed on each floor.
- Are there sufficient number of Team officials/Chaperones available to conduct regular night patrols of the accommodation and prevent unauthorised entry?

Hotels, Apartments & Holiday Parks

Hotels, apartments and holiday parks (offering cabins) are some of the more popular choices in accommodation for sporting groups. Important factors to take into account when considering this type of accommodation include:

- Checks should be made to determine the policies and procedures within the establishment.
- Are the facilities accessible (if applicable)?
- Are there sufficient safety and security measures in place (fire exits, emergency procedures etc.)?
- Are there any establishment policies to ensure that children remain safe?
- Are there policies on smoking and alcohol?

- This type of accommodation brings the Team into contact with other paying guest requiring that the Team is considerate of and behaves responsibly towards other guests This should be taken into account when deciding on levels of supervision.
- Is self-catering an option? If not, what are the food options around the accommodation?
- What are the room configuration options (i.e. apartments, single rooms, twin rooms etc)?
- Can members of the Team be housed in close proximity to one another (e.g. on the same floor in a hotel or apartment complex).
- Guidance should be given on the use of room telephones and mini bars. Consideration should be given to ensure that mini bars are cleared before the athletes arrive.

ROOM ALLOCATION

The Head of Delegation, Team Manager or Trip Organiser should allocate rooms prior to arrival at the accommodation. In doing so, consideration should be given to the following:

- Age and gender should be factors as to who should share rooms
- Any behavioural or historical issues athletes may have between each other
- Disabled children's carers/support to be accessible in an adjoining room
- No Team official or chaperone can share a room with an underage athlete other than their own child;
- Athletes under the age of 18 must not share a room with other athletes over the age of 18 without parental consent, except where the athletes are immediate family members (i.e. or sisters sharing /brothers sharing);
- Team officials should only enter a child's room in an emergency
- Children should not be alone with any adult team member or chaperone in their room (except for parents and their own child)
- All rooms must be accessible in case of an emergency
- If rooms have satellite or cable television, ensure there is no access to unsuitable channels for underage athletes
- If rooms have a mini bar ensure it is cleared prior to athlete arrival, there should be no access to alcohol for underage athletes.

HOSTING WITH FAMILIES

The accommodation option that may generate the greatest cause for concern is where accommodation is supplied by host families. This concern is compounded when the tour is overseas and where child protection legislation is likely to differ. The success of an exchange visit largely depends on good relationships and communication between the organisations concerned. On a club to club basis, it is more likely that the organiser of the accommodation at the host club knows and can easily check the families who are to host the athletes. This becomes more difficult when the group is large and the hosting arrangements are organised across a number of clubs in a more remote way. The problem is compounded when the trip is overseas. Parents must be made aware that when their children are staying with host families, they will not always be under the direct supervision of a Team official. Wherever possible athletes should be hosted in pairs.

BEING HOSTED

Much again will depend on the relationship between the two organisations concerned. Regular exchange visits between the same groups promote familiarity, but organisers should not become complacent. The list of requirements when being a host club should be the basis of the agreement with the hosts, which must include some clear procedures for vetting host families. If the host club does not have appropriate measures in place for carrying out the checks to ensure the health, safety and welfare of athletes staying in homes, the Trip Organiser in consultation with the Head of Delegation or Team Manager should reconsider whether the trip should take place, or alternative accommodation arrangements should be made

A list of all the members of the group indicating the name, address and telephone number of the families with whom they are staying, should be held by all Team officials as well as a contact person back home (the Trip Organiser if they have not travelled with the Team). If it is not possible to meet before the trip, these items should be covered at the briefing meeting on arrival.

BEING A HOST CLUB

When recruiting host families, information sheets should be supplied giving an outline of the requirements that hosts must be able to fulfil. It is good practice for the organising club to put together a small group of two or three people who will visit the families at their home to check that the situation is suitable.

Requirements should include:

- All adult members of a host family must meet local child protection requirements.
- Athletes should be placed with families where there is an athlete of a similar age and where possible of the same gender. If the athletes are of different genders, there must be both genders in the host family household.
- It is preferable for the visiting athlete to have their own bedroom, but acceptable for them to share a bedroom with another person of similar age and of the same gender.
- Host families should be informed of any special medical, dietary or cultural needs of their guest athletes.
- If the group includes people with disabilities, the host families must be aware of any special requirements and arrangements, such as size of room and access to bathroom facilities. These must be appropriate for the athlete.
- Hosts must be aware of the requirements and arrangements for collecting and transporting guest athletes throughout the trip.
- Guest athletes should have easy access to the appointed officials on the trip, usually by telephone or wifi facilitated applications such as WhatsApp.
- A list of the visiting group members indicating the name, address and telephone number of the families that they are staying with should be provided to the Team appointed officials and details left with the Trip Organiser at home base.

CATERING

Food requirements should be pre-determined. There should be suitable food for athletes and their nutritional requirements should be communicated to the accommodation if meals have been arranged in-house. There may be special requirements from athletes or Team officials, including vegetarian food, gluten or nut free foods, cultural preferences or food which complies with religious requirements. Also, meal availability needs to be established and should be appropriate for the program, e.g. those who

arrive back late at the accommodation following late finals or drug testing etc. In addition, if you are self-catering, check the availability of the kitchen equipment which will be required as well as potential contamination issues related to dietary requirements.

OTHER ITEMS TO CONSIDER

- It may be helpful to discuss your control and discipline policy with the accommodation management.
- If rooms are equipped with satellite television, inappropriate programmes may be accessible. It may be possible to arrange for these rooms to be disconnected.
- Check the accommodation policy for extras on bills, breakages and lost keys.
- All accommodation should be clean with access to sufficient toilet and bathing facilities. Consideration should be given to any particular requirements.
- Whatever the accommodation is, the Trip Organiser should be sure that the athletes are safe. In hotels this should include ensuring that rooms can be locked but arranging with the hotel staff for access to a pass key if required.
- For wheelchair users it is important to check that there is easy access to entrance doors, and to the bed and bathroom facilities, including the position of the washbasins. If there are problems these may be overcome by providing a carer, but this should be discussed before booking with the young person and their parents, respecting their level of independence.
- Whatever the accommodation, there are some basic guides to good practice.
- All athletes should know which rooms the Team officials occupy and how to contact them, using room telephones if available. This is particularly relevant for trips abroad.

7. TRANSPORT

When GA, STA or club/program transport athletes away from their normal training venue to competition, squad training, festivals or other events, there are many additional health, safety and welfare factors to consider. Where an event is local, it is often easiest to arrange for everyone to meet at the event venue, however, where an event is further away, it is often sensible for the organisation/club to make arrangements to travel together e.g. flights, coach or mini-bus.

GROUND TRANSPORT

Where GA, STA or club/program is taking responsibility for the provision of self-driving transport, a driving risk assessment should be completed. As part of this process, GA, STA or club/program should ensure the following measures are completed:

- Check all driving licences, car insurance documents and registration documents.
- Check the road worthiness of the vehicle/s being used.
- Check driving experience (additional training may be required for anyone driving a mini-bus. Contact the relevant states driver and vehicle licensing agency for further details).
- Verify that anyone driving a vehicle with children has a current valid WWCC.
- Check that the vehicle provides a seatbelt for each passenger.
- Ensure the transport provision is accessible by athletes with physical disabilities where required.
- Organise central pick-up and drop-off points (to avoid the driver being alone with a child).

- Obtain consent from parents to allow their child to be transported.
- Ensure details of the route and breaks (if necessary) are provided to parents.

Where groups are small, the most feasible option is often to travel in a private car. Although this is not recommended; it may be the only practical way of getting to an event. Please refer to the transport section contained in the [GA Child Safe Policy](#) for further information.

GA affiliated clubs who wish to use volunteers to drive groups of athletes should keep a register of drivers and keep a record of checks (WWCC, licence, road worthy, insurance etc.) carried out. The driver is responsible for making sure that the athletes have a seat belt and use it. Vehicles without seat belts should not be used.

Clubs that wish volunteers, parents or other athletes to use their own cars to help transport athletes must ensure that they are aware of their legal responsibility for the athletes in their cars. The parents' agreement should be sought for children to be carried in other parents' cars. It is advisable that adults driving athletes are not put in a position where they are alone with the athlete, though if this does occur the athlete should travel in the back of the car. As a general rule, it does not make sense to take athletes alone in a car on journeys, however short. If this is absolutely necessary, written permission should be obtained and information regarding expected departure and arrival times made available to the child's parent/guardian.

The Trip Organiser/Team Manager should arrange a central dropping point for all athletes rather than individual home drops. Those in charge of arrangements need to check that the athletes are collected.

PUBLIC TRANSPORT/FLIGHTS

Children under the age of 18 must always be adequately supervised and travel with either a Team official or their parent/guardian. When travelling with members of the public (i.e. on a commercial flight or public transport), where possible, keep the group seated together. If the group cannot sit together you may need to break into smaller groups and assign a Team official to each group.

Where all children cannot be supervised by a Team official, prioritise staying with the most vulnerable children (i.e. younger children, children who have a disability, children who have low 'street' awareness, children who may abscond or are unlikely to follow instructions). Ensure the rest of the group/children are still supervised by allocating a Team official to regularly walk around to check on them.

Prior to breaking into smaller groups ensure:

- Everyone is aware of the meeting point and emergency procedure if they get lost.
- Children not sitting with a Team official/parent/guardian have a phone and contact details for the Team Manager.

For International events organised by GA, parents and supporters other than those parents/guardians travelling internationally with athletes under 12 years of age, are asked not to arrange flights on the same flight as the team unless prior consent is given from GA.

GA will not assist parents and or supporters in booking flights other than those parents/guardians travelling internationally with athletes under 12 years of age.

8. CHILD SAFETY

All Team officials taking athletes under the age of 18 years on a trip involving an overnight stay must be educated thoroughly on safeguarding and protecting children and be committed to taking a child-centred approach. They must hold the relevant state Working with Children Check and should have completed the GA Child Safety online training.

The Team Manager travelling with children must assume responsibility for responding to concerns, supervision and co-ordination of the Team and accommodation, holding pre-event welfare briefings and daily de-briefs, and monitoring compliance with the GA codes of behaviour.

Please refer to the [GA Child Safe Policy](#) Attachment K.

CODES OF BEHAVIOUR

Team officials should be asked to sign the Child Safe Commitment to Child Safety and be informed of the consequences if behaviour does not meet the required standards e.g. exclusion from activities, disciplinary action etc.

It is good practice to invite athletes and/or their parents to attend a trip briefing to go through the trip arrangements and requirements and answer any questions before any travel abroad or overnight.

CHILDREN UNDER 12 YEARS OF AGE

GA prohibits children under 12 years of age (as at 1 January in the year of travel/competition) attending competitions or training which include overnight travel, regardless of the destination, unless their parent/s or someone with legal parental responsibility can accompany them on the trip. This is because younger children are likely to require higher levels of supervision and may need some assistance with elements of personal care that would not normally be required with older children. It is also quite likely that children of a young age may not have previously travelled without a parent. The GA [Travel Policy](#) states that no one under the age of 12 as at 1 January in the year of travel/competition will be approved to travel internationally without a parent/guardian.

9. MEDICAL CONDITIONS

The Trip Organiser should ensure that the Head of Delegation or Team Manager is familiar with the medical histories of athletes, particularly with respect to epilepsy, diabetes, asthma, heart conditions, behavioural disorders and mental health. A medical condition management plan of the should be provided to the Head of Delegation, Team Managers and Officials and the Trip Organiser at home base.

As far as possible, athletes with medical conditions should be encouraged to take part fully in trip activities, however, where special precautions are required and the organisation/club is unable to provide the necessary supervision without compromising the supervision and safety of others, full participation may not always be possible. In circumstances such as this, if the parents/guardian/carer of the athlete is present they must take responsibility for ensuring that participation and safety requirements are met without interference to the supervision or safety of others participating in the activity.

ASTHMA

The Head of Delegation or Team Manager must ensure that all athletes with asthma carry their own medication (puffer, nebuliser etc.) with them for all activities. In addition, suitable medication should be available in the first-aid kit.

DIABETES

To prevent insulin or hypoglycaemic reactions, athletes with diabetes must be permitted to consume extra food at any time, particularly before physical activity. The Team Manager must ensure that athletes with diabetes have ready access to appropriate food (for example, fruit, biscuits or fruit juice).

EPILEPSY

Athletes with epilepsy should be permitted to participate in all activities as long as a medical certificate is provided stating that the program appears to present no undue risks for the athlete at that time.

A new medical certificate is required if a further episode of loss of consciousness is known to have occurred or every twelve months. A medical certificate that is conditional upon special precautions being taken should not be accepted unless the parents arrange the additional supervision necessary and accept complete responsibility for the safety of their child during the trip.

Even then, participation should only be allowed if the Trip Organiser, Head of Delegation and/or the Team Manager is satisfied that the special arrangements will not interfere with the conduct of the activities planned.

10. INSURANCE

When planning a trip it is important to check what insurance coverage is required and or in place for the organisation/club and Touring Party.

The types of insurance to consider and enquire about are:

- Public liability
- Workers compensation (within Australia)
- Personal Accident
- Travel Insurance (interstate and international travel)

When liaising with insurers the Trip Organiser must be clear about:

- The nature of both the main activity and other potential organised activities
- The age(s) of athletes
- The travel arrangements
- What the insurance covers (or omits)?
- Who the insurance covers?

Workcover does not protect members outside Australia.

Any potential organised activities should be communicated to parents prior to the departure of the Team from Australia.

When liaising with accommodation venues and host clubs, the Trip Organiser must confirm that they have appropriate insurance cover also.

GA member clubs and associations are able to access travel insurance (at a cost) through GA's travel insurance provide Chubb. Details on how to access this travel insurance are available on the [GA website](#).

11. EMERGENCY PROCEDURES

Emergency plans form an essential part of the planning process for a trip and should be a key feature of the risk assessment process. Prior to any trip it is important to consider what would happen in all possible scenarios. It is best to consider the worst case and make sure that you have procedures in place to deal with these situations e.g. a missing child. An ongoing/dynamic assessment of risks should continue throughout the trip when the need arises. Risks may need to be reassessed in the light of changing weather, illness or injury, behavioural problems and emergencies.

All Team officials and where appropriate, athletes, must be familiar with emergency procedures for each trip.

Planning must cover arrangements if the trip needs to be cancelled, recalled or altered (for example, due to forecast severe weather conditions, changes to DFAT travel advice or an emergency). This should include arrangements for communicating with parents.

When staying somewhere overnight, emergency procedures should be explained as soon as practicable after arrival and a trial evacuation exercise should be carried out where applicable to ensure that procedures are appropriate and staff and athletes are familiar with them.

It is useful to develop procedures (such as a critical incident plan) for immediate action in the event of any emergency e.g. missing child, serious incident/accident etc. These procedures are likely to include the following steps:

- Establishing the nature and extent of any emergency;
- Ensuring the safety of everyone in the group;
- Establishing the identity of any casualties and arranging immediate medical attention;
- Ensuring there is at least one adult available to accompany casualties to hospital and adequate supervision of the remaining athletes;
- Providing treating practitioners access to relevant medical information;
- Notifying the police and other emergency services;
- Informing parents;
- Contacting provider/tour operator and insurers;
- Contacting GA in the event of a major incident, particularly if there are likely to be any media enquiries;
- Recording the incident details - e.g. an account of what happened (including time of key events), details of casualties and injuries, action taken and plans, witness details, photos, evidence and any other relevant information;

- Completing any incident/accident reporting forms as soon as possible;
- Notifying the Australian Embassy/Consulate (if the incident is abroad);
- Retaining any receipts of costs incurred in the emergency (for the insurers).

ON-SITE EMERGENCY PROCEDURES

If an emergency occurs on a trip, the Head of Delegation/Team Manager should:

- establish the nature of the emergency as quickly as possible;
- ensure that the Touring Party are safe and looked after;
- establish the names of any casualties and get immediate medical attention for them;
- ensure that anyone in the Touring Party who needs to know are aware of the incident and that all group members are following the emergency procedures;
- ensure that a GA appointed staff member accompanies any casualties to hospital and that the rest of the group are supervised adequately and kept together at all times;
- notify the police if necessary;
- document accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence;
- keep a written account of all events, times and contacts after the incident;
- complete an accident/incident report form as soon as possible (Sample attached);
- ensure that no-one in the touring party speaks to the media. Names of those involved in the incident should not be given to the media as this could cause distress to the families. Media inquiries should only be handled by the Head of Delegation or should be referred to a designated media contact at home base;
- ensure that no-one in the touring party discusses legal liability with other parties.

PROCEDURES FOR HOME CONTACT

If contacted about an emergency that has occurred on a trip, the person acting as the home base contact should:

- ensure that the Head of Delegation/Team Manager is in control of the emergency and establish if any assistance is required;
- contact parents and keep them as well informed as possible at all stages of the emergency;
- liaise with the GA the relevant State/Territory Association;
- liaise with a designated media contact if applicable.

FIRST AID

The Team Manager should carry a well-equipped and stocked first aid kit. All Teams should have a designated First Aid Officer with up to date first aid certification.

The Team Manager should have clear protocols to follow in the event of first aid being required as well as management of unanticipated minor or more serious medical issues.

Questions that should be addressed when considering first aid include:

- What first aid qualifications do staff currently hold?
- Are those qualifications appropriate for the location and nature of the activities being undertaken?
- Will first aid needs cover the number of athletes in the group, and the likely injuries, and how effective first-aid would be?
- Will a first aid kit stocked appropriately for the location and touring party be readily available throughout the trip?
- Given the group's location and communication strategy, can medical care and treatment be obtained within a reasonable period of time in the event of an emergency?

12. COMMUNICATION

Good communication is essential to any successful trips away. Some things you need to consider when planning communication for a trip include:

- What is the communication strategy within the group for day-to-day operations?
- How will you communicate with athletes under the age of 18?
- What is the communication strategy in the event of an emergency?
- What limitations does the chosen communication strategy have in the location/s you will use?

Popular options for day-to-day Team communication on trips include online platforms such as Facebook, Team App, WhatsApp etc. These solutions do however relies on Team members having access to the internet, which generally is reliant on access to free Wi-Fi when overseas. Communication through mobile phones (calling and/or texting) should be used as a fallback option and in cases of emergency.

Parents/guardians should be provided with the contact details (mobile and email) for the designated 'Head of Delegation and/or Team Manager and the Trip Organiser or home base contact.

During the trip, if there is an emergency at home, or if parents have reason to believe an emergency may have occurred involving the Team (such as a media report), they should be informed that in the first instance they should call the contact person at the organisation/club and not the Head of Delegation/Team Manager on the trip as this will keep the telephone lines free.

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

Consent forms must remain with the Trip Organiser at home base and copies of each form must be taken on the trip by the Head of Delegation or Team Manager.

In the event of an emergency, accident or injury on the trip, the Head of Delegation/Team Manager should immediately notify the Trip Organiser at home base. The Trip Organiser should then immediately notify the organisation/club and GA.

HOME BASE CONTACT

The organisation/club arranging the trip should appoint a Home Base Contact (generally the Trip Organiser). This person will be based back in the locality of the organisation/club and not be part of the

trip. The Home Base Contact will be required if an emergency occurs to have access to:

- a list of all Team members together with parent/guardian (for underage athletes) and emergency contact details and medical information;
- the full itinerary (and be kept up to date with any changes to the itinerary);
- the name, address and contact details for the accommodation and training/competition venue used on the trip (and be kept up to date with any changes);

Passport details, travel documents and airline tickets for any international trips.

PARENTS

It is good practice for Trip Organisers to meet with parents before the trip. This gives the opportunity to explain the arrangements, including those for athletes with disabilities, the need for medical information, confidentiality issues and consent forms for any potential activities. Information should be given regarding policies on discipline and other areas such as pocket money, phoning home, homesickness and remote supervision.

It may be appropriate to share with the parent's information that has been obtained when assessing safety issues involved in the trip and the steps which have been taken to reduce risks to an acceptable level. Accident and emergency procedures can also be explained. Paperwork should be prepared for the parents and athletes giving as much information as possible.

Parents of underage athletes have a duty to provide adequate information about their child that is likely to be relevant to the management of the trip. The parent or the participant (if adults) should be asked to confirm the following:

- Any disabilities/special needs and/or medical needs or recent illnesses/pregnancy or recent childbirth;
- Information on any allergies, dietary needs, any other relevant information about the participant e.g. phobias, travel sickness;
- Level of competency in relation to any other planned activities e.g. .swimming;
- Any other information they consider relevant;
- Emergency contacts.

Parents will need to be given the trip details well in advance of the trip. Information provided could include:

- Full itinerary including dates, times, activities and venues;
- Travel consent form (to include consent for activities, medical treatment and photography etc) to be signed, returned and kept safely;
- Accommodation details including address, contact numbers and details of sleeping arrangements;
- Arrangements for meals;
- Team officials roles, responsibilities and contact details;
- Transport arrangements;
- Insurance details and advice regarding personal travel insurance (for international travel);

- Supervision details including code of behaviour and consequences of breaches,
- Emergency procedures and contacts;
- Kit/gear list;
- Cost of trip and when/how money needs to be paid;
- Suggested pending money amount for the athletes;
- Information about the location (e.g. expected weather, currency, power adapter requirements, time zone difference, cultural customs/sensitives, local laws that are different to Australia etc.
- Contact details for the Home base Contact;

It is essential for parents to complete a consent form for a trip where participant and emergency contact information is provided. Parents need to be fully informed (in writing) of all details in relation to the trip, including information relating to the management of any identified risks.

Parents will also be required to sign a photography waiver, please refer to the [GA Photography Policy](#) and waiver form at Appendix B.

If parents/supports travel overseas to support the athletes it should be requested that the parents/supports refrain from placing themselves in a situation where the Team Management may have to deny a request, which may at the time seem harsh and unreasonable to the parents/supporters.

Examples include:

- Seeking assistance with local transport (wanting to travel on the Team bus)
- Socialising with the Team whilst they are in transit at airports
- Making arrangements to coincide with Team plans when prior information is known (it is understood that this may happen accidentally)

The roles that parents/supporters play in an athlete's career/ at event time is very much valued and is critical whether they travel to the event or are supporting their athlete from home. To be the best prepared to support an athlete participating in a major event, parents and supporters are encouraged to:

- Continue to support their athlete unconditionally
- Maintain good health and wellbeing
- Be aware their emotions and behaviours and how they may impact their athlete
- Have well planned travel and accommodation arrangements if attending the event
- Secure event tickets without disturbing their athlete
- Implement an agreed communications plan (how, frequency etc.) for contacting their athlete
- Be aware that their social media footprint can enhance or be detrimental to the image of themselves, their athlete and the sport of Gymnastics
- Have an emergency communications plan ready to deal with circumstances such as the death or serious injury/illness of a loved one. Parents and supporters are encouraged to discuss with their athlete the preferred way of dealing with such issues should they arise well before departure for the event.

ATHLETES (& CHILDREN)

It is a good idea to include the athletes in the meeting with parents/guardian and carers, but a separate meeting gives an opportunity to discuss and jointly adopt a code of behaviour and give advice on policies and procedures to help them keep safe while away. You can talk to athletes about telling someone they trust if they are being bullied, feel frightened or homesick, as well as identifying the opportunities and the named Team official to whom they might speak in confidence. It is also important to cover topics such as expectations of mobile phone and lap top etiquette and rules if applicable.

Remember that children of different ages and abilities may have different needs and requirements. You can also use this opportunity to discuss activities they may like to choose as well as the ever-popular cooking, cleaning or jobs rosters. If it is not possible to meet before the trip, these items should be covered at the briefing meeting on arrival.

Ideas of what the meeting should cover prior to the trip:

- Expectations of behaviour.
- Expectations of children and volunteers/staff.
- Itinerary.
- Supervision and safety.
- Accommodation and room allocation.
- Emergency procedures.
- Medical requirements.
- Who to speak to if they are worried, unhappy or homesick.

For a simple short trip away the briefing content may amount to the method of transport, the pick-up point and the estimated time of return; the destination and venue; the competition details; the name of the Team Manager with contact details, emergency contact details, plus any costs (money required for meals, incidentals etc.) which may be incurred.

When adults need to communicate with a child whilst travelling, all communication should be in the presence of another adult. E.g. if you have to text or call a child make sure another adult (preferably their parent/guardian) is either included in the text or the call is on speaker in front of another adult. For further information please refer to the Codes of Behaviour in the [GA Child Safe Policy](#).

13. CLOTHING AND PERSONAL EQUIPMENT/ITEMS

Team members must ensure that they have packed appropriate clothing and equipment. The Trip Organiser should provide Team members and parents of underage athletes with a comprehensive 'packing list' that covers items that will be required including:

- compulsory organisation/club uniform items,
- clothing appropriate for the weather in the destination;
- personal training/competition equipment;
- any additional items they may need for activities they are participating in;

- personal toiletries and medications

14. WHEN YOU ARRIVE

On arrival the Head of Delegation and/or Team Manager should have a briefing meeting with the Team. This provides an opportunity to clarify the roles of the Team officials, brief the group on any rules, including curfews and emergency procedures, and to reinforce the Codes of Behaviour and child safety procedures and to Cards with contact details (Travel Card) can be distributed at this meeting if applicable. (Refer Appendix F)

The following are suggestions for the Head of Delegation or Team Manager on arrival at the trip destination:

- Confirm the room numbers with the hotel and match these with the rooming arrangements. Inform the athletes of the rooming list. This should be organised by the Team Manager in consultation with the other Team Officials. It is not appropriate to allow the group a free choice with whom they will share rooms, though any particular requests from parents and athletes can be considered prior to departure.
- Confirm all arrangements with the accommodation, such as meal times, etc. It may be appropriate to give an itinerary to the hotel for their information.
- Check on room phones – access to outside lines and the charges for calls and the availability of calls between rooms.
- Check the rooms are all OK – if there is any damage, reporting it now will save any blame or costs for the Team members.
- Mini Bar – Empty contents or lock for underage athletes or all athletes depending on the policy of the organisation/club.
- Decide on the appropriate way to ensure the safety of money. With younger inexperienced athletes, it may be advisable to collect their money and organise a daily bank. This also gives some control in rationing the money over the number of days. (A stock of envelopes, one for each person, is useful for this).
- For underage athletes, it may be advisable to ensure that all medications are collected and held centrally by one person, potentially the Team Manager. This ensures that correct doses are given and reduces the possibility of inappropriate drugs being given or tried out by other athletes. The Team Manager or Team Official holding the medications centrally should be known to the Team, and in case of an emergency occurring, if this person should be unavailable, a second Team Official should know how to access these. Some medications, such as asthma inhalers, may be held by the athlete, if deemed responsible.

15. DAILY BRIEFING

This provides a focal point and a checking in process for the Team. It allows for a discussion of the day's events, planning for the next day and the opportunity to clarify or reinforce rules and procedures. In particular, this time should provide the possibility for athletes, should they wish, to speak on a one-to-one basis with Team Officials. This will give the opportunity for athletes to express any personal worries or concerns and for Team Officials to notice or pick up any signs of homesickness or distress, particularly with young athletes.

16. TRIP CONCLUSION

LEAVING THE TRIP EARLY

In the event of any Team member having to return home due to illness, injury, severe upset, inappropriate behaviour or an incident occurring at home, clear arrangements must be made in agreement with the parent or guardian of any underage athlete concerned. This may be where practical that a Team Official needs to travel with them or a parent/guardian would be required to collect them. The Head of Delegation or Team Manager must ensure a safe and appropriate handover and that the supervision levels are maintained amongst the remaining Team. At this time any individual returning home would be in a particularly vulnerable situation.

DE-BRIEF

It is useful for the Head of Delegation/Team Manager and Trip Organiser to meet to discuss and inform the organisation/club on the success of the trip. This may take the form of either a verbal or written report. If there have been any significant issues that occurred, it is recommended that these are detailed in writing and can form part of the de-brief notes/minutes.

Areas for consideration should include an assessment of the pre-planning, the information provided about the program/tour/competition, the athletes, the venue and the Team Official responsibilities. The suitability of the program and any health and safety, discipline or child safety issues should also be noted. This may form the basis for post trip feedback to parents.

On occasions it may be helpful to have a de-brief meeting for Team members, and a separate debrief for parents. The organisation/club may find it useful to provide a general evaluation form or use an online survey tool which provides the opportunity for Team officials, athletes and parents to provide feedback. From this the organisation/club will be able to determine whether there were any lessons to be learnt and what could be done differently in the future.

17. DEFINITIONS

Head of Delegation	GA, STA or club/program appointed person to be in charge of and to represent the group, assisting with planning and on tour management. Responsible for attending all official meetings while on tour.
Team Manager	GA, STA or club/program appointed person to supervise/oversee the on-tour activities and group/team.
Trip Organiser	GA, STA or club/program appointed person to organise the tour logistics ie travel and accommodation
Team Officials	Individuals appointed by GA to a formal role such as a Judge, Coach, Doctor, Physiotherapist or Chaperon for the tour/event.
State/Territory Member Association	Those Gymnastics Associations recognised by Gymnastics Australia in each of the States and Territories.
Under 12 years of age	Any member who is under the age of 12 as at the 1 st January in the year of travel.

Parent / Guardian	An individual who has the legal responsibility of taking care of a member(s) under 12 years of age and does not hold any other official role whilst on a trip (i.e. Official, Team Manager, Trip Organiser, Head of Delegation)
Extenuating circumstance	Anything outside of a persons' control which is unavoidable and cannot be changed. This includes, but is not limited to, personal emergencies and a force majeure event.

18. GA APPROVAL OF TRAVEL

A club or program wishing to compete at international events is required to inform GA via sport@gymnastics.org.au of their intent to travel to the event and seek approval for their participation at least 90 days prior to the event.

For further information please refer to the GA [Travel Policy](#) Section 7.

APPENDIX A: RISK ASSESSMENT TOOL

CONSEQUENCES CRITERIA

Consequence	Health and Safety Consequence Description
Insignificant	First aid only – no measurable impact or lost time
Minor	Medically treated injury Peer support for stress event
Moderate	Hospital treatment (outpatient), less than 3 days lost time Stress event requiring professional support
Major	Long term injury or illness (hospital admission) Possible permanent disability Stress event requiring clinical support
Severe	Facility and/or permanent disability Stress event requiring extensive clinical support for multiple individuals.

LIKELIHOOD CRITERIA

Likelihood	Description	Indicative Frequency
Almost Certain (>95%)	Expected to occur	Prone to occur regularly Is anticipated for each repetition of the activity or event
Likely (66 - 95%)	Probably will occur ("no surprise")	May be anticipated multiple times over a period of time May occur once every few repetitions of the activity or event
Possible (26 – 65%)	May occur at some stage	May occur several times over a period of time
Unlikely (5 – 25%)	Would be surprising	May occur sometime over an extended period of time
Rare (<5%)	May never occur	May occur somewhere, sometime ('once in a lifetime / once in a hundred years')

Note:

1. The indicative frequency may be relevant when assessing risk related to repeated activities or when objectives are to be delivered over discrete period of time but should not be the sole basis for assessment.
2. Likelihood may also involve consideration of exposure (e.g. if you live in a glass house you may be more prone to broken windows).

RISK RATING MATRIX

		Consequence				
		Insignificant	Minor	Moderate	Major	Severe
Likelihood	Almost Certain	Medium	High	Extreme	Extreme	Extreme
	Likely	Medium	Medium	High	Extreme	Extreme
	Possible	Low	Medium	Medium	High	Extreme
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Low	Medium	Medium

Extreme = Intolerable (without Executive Oversight)	Immediately consider whether this trip should cease/be cancelled. Any decision to continue exposure to this level of risk would be made by the CEO or delegate, would be subject to comprehensive analysis to generate a detailed risk treatment plan and be the subject of on-going oversight and high level review.
High = Tolerable (with continual Management review)	Consider whether this trip should continue. This decision would normally be made at senior levels, would be based on detailed analysis to generate a risk treatment plan and be subject to on-going review to ensure treatments remain effective and the benefits balance the risk.
Medium = Tolerable (with frequent risk owner review)	Exposure to the risk may continue provided it has been appropriately assessed, has been mitigated to <i>As Low As Reasonably Practical</i> (ALARP) and is subject to frequent review to ensure the risk analysis and treatment remain valid. Permanent/long term actions to reduce the risk should be considered.
Low = Acceptable (with periodic review)	Exposure to this risk is acceptable but is subject to periodic review to ensure the risk does not increase and evolving treatment(s) or accepted standards do not vary.

APPENDIX B: RISK REGISTER TEMPLATE

Team/Club/State:

Head of Delegation:

Team Manager(s):

Officials:

Trip Type:

(day trip, overnight stay,
competition etc)

Trip Destination:

(location/s)

Athlete Level:

Athlete Ages:

(this could be a range e.g.
10 – 18 y.o.)

Number of Athletes:

Dates of Travel:

Risk Description	Existing Controls	Risk Assessment – with existing controls				Treatment	Residual Risk Assessment – after treatments			Actions
		Effectiveness of existing controls	Risk Consequences	Risk Likelihood	Risk Rating		Risk Consequences	Risk Likelihood	Risk Rating	
Describe the risk event, cause/s and consequence/s. For example, <i>Something occurs ... caused by ... leading to ...</i>	Describe any existing policy, procedure, practice or device that acts to minimise the risk		Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	Extreme High Medium Low	For those risks requiring treatment in addition to the existing controls. List: <ul style="list-style-type: none"> • What will be done? • Who is accountable? • When will it happen? 			Extreme High Medium Low	Options are: Extreme - Do not proceed High – Consider cancelling Medium - Ongoing review required Low - Only periodic review required
		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Extreme High Medium Low				Extreme High Medium Low	
		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Extreme High Medium Low				Extreme High Medium Low	
		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Extreme High Medium Low				Extreme High Medium Low	
		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Extreme High Medium Low				Extreme High Medium Low	

Add more rows as required. This is one way of documenting the risk management process and does not preclude other approaches.

APPENDIX C: CHECKLIST FOR DAY TRIPS OR OVERNIGHT STAYS

Item	Tick	Details	Notes
Purpose of the trip		competition / training / social / combination	
Planning		when	
		where	
		who	
Communication with parents		pick-up times	
		destination & venue	
		competition details	
		uniform	
		emergency procedures / home contact	
		remote supervision	
		consent form	
		code of conduct	
Accommodation		what type	
		catering / special diets	
		suitability for group / accessibility	
		room lists	

Transport		journey time and stopping points	
		supervision	
		suitability / accessibility	
		private cars: drivers checked / insurance / seat belts	
Supervision / staffing		numbers of staff / athletes	
		who: male / female / specialists / carers	
Emergency procedures		first aid	
		specific medical details / medications	
		reporting procedures	
Insurance		travel	
Costs		for trip	
		payment schedule: deposit / staged payments	
		extra meals?	
		spending money	
Other		Safe Trips Away cards	

Arrival	check: rooms / meal times / phones / valuables	
	check sporting venue	
	collect: money / valuables	
	information on medications	
	arrange group meetings(s)	
	confirm procedures with staff	
	rules / curfews / Safe Trips Away cards	
Hosting or being hosted	hosts vetted	
	hosts aware of special requirements	
	transporting arrangements	
	telephone contact	

APPENDIX D: INCIDENT REPORT

1. Name				
2. Club/ Team				
3. Incident Type (eg: storm, theft, injury)				
4. Date/Time of Incident				
5. Where did the incident occur?				
6. When did you first become aware of the incident?				
7. Description of incident				
8. If injuries occurred, have you received verbal or written demands? (strike out not applicable)		No Yes – Provide details and attach copies of writ / letters of demand.		
9. Were the police notified?		No Yes – Provide details:		
10. Were there witnesses to the incident?	No			
	Yes – Provide details:			
	Name	Address	Telephone No	Relationship
11. Has a copy of this report or details of the incident been given to other GA appointed staff or anybody else?		No Yes – Provide details (e.g. for: remedial action, potential litigation)		
12. Details of person completing this incident report		Name		
		Title		
		Telephone No:		
		Email Address:		
		Signature		
		Date		

APPENDIX E: PHOTOGRAPHY CONSENT FORM

Please refer to Appendix B in the [GA Photography Policy](#) found on the [GA Website](#).

APPENDIX F: TRAVEL CARD TEMPLATE

TRAVEL CARD	Your Name:
HEAD OF DELEGATION	Name:
	Telephone No:
TEAM MANAGER	Name:
	Telephone No:
OTHER CONTACT	Name:
	Telephone No:
ACCOMMODATION	Address:
	Telephone No: