



HERVEY BAY

DISTRICT TEAM TRAVEL POLICY / GUIDELINES

POLICY

The Hervey Bay District Schools Sport Management Committee (HBDSSMC) requires all Hervey Bay District representatives to travel by the arranged district team transport. Travelling by such provided transport is **COMPULSORY**, unless granted exemption by the HBDSSMC (see below). Failure to adhere to these procedures would dictate that the student is unable to participate in the relevant Wide Bay selection trial.

The HBDSSMC considers that the following advantages of team travel are important to a team's preparation and performance:

1. Team bonding and familiarisation.
2. Awareness of Team status and members present.
3. Students clearly identified as members of Hervey Bay District.
4. Opportunities are provided for tactical and managerial team talks.
5. Opportunities are provided for dissemination of information and distribution of team uniforms.
6. The standard team travel costs are calculated on full team participation reducing the average cost to the individual team member.

ELIGIBILITY FOR TEAM TRAVEL EXEMPTION

The HBDSSMC may grant exemption from team travel (upon application from an individual) for the following reasons:

1. Genuine medical grounds supported by Medical Certificate (eg. bus sickness).
2. Relative proximity to travel pick-up point in relation to regional venue.
3. Relative importance placed on compulsory team travel by team officials and the HBDSSMC (i.e. no significant advantages are perceived by team officials and HBDSSMC).

IMPLICATIONS OF INDEPENDENT TRAVEL

The following implications of independent travel must be made clear to any parent/guardian applying for exemption from the team travel policy:

1. Team officials have no responsibility for the student during periods of independent travel, including travel to and from the competition venue, or whilst in private accommodation.
2. In situations where the HBDSSMC charters a bus, all team members contribute equally to the travel costs and a levy reduction cannot be granted.

APPLICATION PROCESS/APPROVAL

1. Parent/Guardian to make written request to their child's school seeking permission to transport students privately.
2. Sports coordinator to provide application form. Sports Coordinator to approve or not approve application.
3. Sports coordinator to contact district secretary to verify approval.
4. Secretary forwards to President seeking approval.
5. FDSSSMC Secretary processes and returns the Application Form to the applicant's school and files a copy of the form.
6. The school's Sports Co-ordinator notifies the parent of approval/non-approval.
7. Applications to be lodged with HBDSSMC Secretary **at least 2 school days before** event date.

(see over for application form)

APPLICATION – TEAM TRAVEL EXEMPTION

If a parent/guardian wishes for their child to travel independently of the arranged and supervised HERVEY BAY DISTRICT team travel, the following procedures must be followed without delay:

1. Contact the child's school (Sports Coordinator) and discuss your proposed independent travel. The reasons you give must be in accordance with our District's team travel policy (see over) and the arrangements you propose for meeting/leaving the team must be acceptable to the manager, coach and HBDSSMC.
2. Complete the application form below showing all details of your independent travel.
3. Send the completed form to the School Sports Coordinator.
4. The School Sports Coordinator will seek approval from the HBDSSMC Secretary and will advise the applicant of approval/non-approval.
5. Advise the Schools Sports Coordinator/ HBDSSMC Secretary immediately if any changes occur.
6. Lodge application **at least 2 school days before** event date.

NB. Late application may result in approval not being granted.

I wish to make application for exemption from the Hervey Bay District Secondary School Sports Team Travel Policy for my son/daughter. Details are as follows:

Student' Name:

District Team:

Reason for Team Travel Exemption

.....

DETAILS OF PROPOSED INDEPENDENT TRAVEL ARE AS FOLLOWS:

Forward Travel: by car, bus, train, plane, other (please circle)

Name of travel provider (person, company, airline etc.):

.....

Flight/service number (if applicable):

departing from.....

at am/pm on (day/date).

Name, address and telephone number of person responsible for my son/daughter during forward travel:

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HERVEY BAY DISTRICT SECONDARY SCHOOLS SPORT MANAGEMENT COMMITTEE

My son/daughter will join the rest of the team at (venue, date and time):

.....
.....

Private Accommodation Details:

Name:..... Telephone No:.....

Address:

Travel to and from Playing Venue:

Name of Person Responsible:..... Telephone:.....

Return Travel: by car, bus, train, plane, other (please circle)

Name of travel provider (person, company, airline etc.):

Flight/service number (if applicable): departing
from..... at am/pm on(day/date).

Name, address and telephone number of person responsible for my son/daughter during
return travel:

I acknowledge that the team officials have no responsibility for my son/daughter during periods
of independent travel, including travel to and from competition venues as detailed above.

Parent/Guardian's Name:..... **Signature:**.....

Date:/...../.....

Phone Contact Numbers:..... (Home)
(Work)

OFFICE ACTION: APPROVED [] NOT APPROVED [] *Reasons/Comments:*

.....
.....

Authorised by (name/title): **Signature:**

Date:/...../.....

School Informed:...../...../.....