

Role of Tour Officials

Introduction

Tour officials need to be aware of the **Child Protection Act** (<https://aifs.gov.au/cfca/publications/australian-child-protection-legislation>) and their duty of care as a team official and as a representative of School Sport Australia. Tour officials must also adhere to their own State or Territory Child Safety standards.

- a. **At no stage is** any tour official to be in a situation where the official is alone with a team member.
- b. At least two (2) tour officials should always be in attendance in team change rooms and accommodation.
- c. No tour official of the opposite gender should enter team change rooms until all team members have completed changing.
- d. A tour official should always be in attendance during the treatment of injuries to team members.

1 Tour Leader

The Tour Leader shall:

- a. Be a registered teacher.
- b. Be responsible for the overall organisation of the tour. Refer to the International Tour Handbook and complete duties as designated.
- c. Have the ultimate responsibility for all matters relating to the tour. The Tour Leader shall represent School Sport Australia and shall be empowered to interpret School Sport Australia policy as it affects the team.
- d. Be responsible for the establishment and enforcement of discipline and rules as they affect the team as a whole and have the power to discipline any member of the team.
- e. Ensure a tour program has been prepared.
- f. Be responsible for purchasing merchandise pertaining to the tour – gifts etc.
- g. Investigate funding opportunities for all team members.
- h. Upon completion of the tour produce a report in detail on all matters on the tour. This report will also include reports from the team managers, coach/s and captain/s. The report shall first be submitted to School Sport Australia for review and circulation.
- i. Write letters of appreciation to all involved in aiding the tour.

2 Head of Delegation (ISF Competitions only)

All duties of the Tour Leader listed above, the Head of Delegation is:

- a. In charge of all officials and team members at all times while on tour. If the Head of Delegation is not on site with the team then his / her appointee will act on his / her behalf following all School Sport Australia rules and guidelines.
- b. Responsible for the completion of entry data.

- c. Ensure all ISF forms are completed (e.g. drug testing, social media).
- d. Have a working knowledge of international rules relevant to the sport.

3 Deputy Head of Delegation (ISF Competitions only)

- a. Assist the Head of Delegation in planning and coordination of the tour.
- b. Assist identifying and managing the risks as identified in the risk assessments during the tour and at the championships.
- c. Assist with paperwork over the course of the championships and the lead up to the event.
- d. Be the contact point for team officials and parents when the Head of Delegation is unavailable and/or on official duties.
- e. Provide additional support to team officials and athletes throughout the tour.

4 Team Manager

- a. Shall be responsible for the welfare and well-being of the team.
- b. In conjunction with team coaches, be responsible for formulating and enforcing discipline of their respective teams.
- c. After appropriate consultation with the team coaches, be responsible for all activities of the team.
- d. Shall assist the Tour Leader in the collection and collation of paperwork for the tour, if required.
- e. In conjunction with the Tour Leader, monitor that all team members have ordered and received their uniform from the SSA Uniform Supplier.
- f. At airports, in conjunction with the Tour Leader, ensure that all players of the team have checked in their luggage and wait until all players have cleared security, as well as Customs and Immigration.
- g. Shall ensure that all team members are present before any transport or activity occurs.
- h. In consultation with the Tour Leader, shall undertake shopping for nutritious food and snacks for post-match and other times as required.
- i. Shall keep the Tour Leader informed of any proposed actions relating to team members.
- j. Shall deal with and report to the Tour Leader any incidents which may affect team members, injuries, sickness, breaches of discipline etc.
- k. In conjunction with the Tour Leader shall prepare a tour program comprising of individual photographs, pen pictures and team photographs, a copy of the itinerary and any other necessary inclusions.
- l. Shall assist coaches as required during the progress of matches and ensure competition information is completed as required by the event organisers.
- m. Shall keep team members fully informed of their responsibilities towards themselves and others.
- n. Shall be responsible for washing of playing uniforms after each match and ensuring that students take responsibility for washing their own clothing at regular intervals throughout the tour.

- o. In consultation with coaching staff, disseminate information for daily routine via agreed upon communication method eg Team App, Whats App, Facebook Messenger etc.
- p. In consultation with Tour Leader, make amendments to the tour itinerary during the tour due to unforeseen issues - eg to miss a training session due to weather/no luggage - or where needed add in an extra training session
- q. In the absence of a Tour Leader the Team Manager will also undertake the responsibilities of that position.

5 Coach

Coaches shall be responsible to the Tour Leader for the following duties:

- a. Regular communication with team members regarding fitness; injuries; education workload; training workload; general wellbeing.
- b. Liaise with medical personnel if appointed to ensure appropriate management of above.
- c. The submission of a training program for team players prior to the meeting of the team.
- d. In consultation with Tour Leader, for the ordering of any team requirements, training facilities, equipment necessary for the tour
- e. The full control of teams during the progress of matches and training sessions.
- f. The formulation and enforcement of team discipline in conjunction with the Tour Leader, Team Manager and Assistant Coach.

6 Assistant Coach

Assistant Coaches shall be responsible to the Coach for the following duties:

- a. Liaising with the Coach prior to the tournament - eg work with coach for drills, expectations whilst on tour etc. to build the necessary collegiality prior to going away.
- b. Assist the coach in the preparation and delivery of the training sessions.
- c. Assist the coach in the implementation and review of the training program for team players.
- d. Formulate and enforce team discipline in conjunction with the Tour Leader, Team Manager and Coach.
- e. Assist the coach during team matches.

7 Medical Positions

Medical personnel are appointed to accompany School Sport Australia teams on international tours and to perform duties during international competitions hosted in Australia under the following conditions:

- a. Nominations are accepted on the understanding that some costs will be incurred and, where necessary, leave/transfer of duty is granted by the respective Departments/Employing Authority.
- b. All applicants are responsible for making their own insurance arrangements.
- c. Applicants nominating for medical positions must provide proof of suitable accreditation and professional indemnity / public liability insurance.

Duties:

All incidents and treatments (both on and off the field of play) must be recorded for all participants (including officials). In the case of serious injury (e.g. concussion) SMA protocols are to be adhered to.

Where applicable, tour program duties may include:

Pre Tour:

- a. Where possible, and in consultation with the Tour Leader, research and identify accessibility to available medical facilities at proposed destination
- b. In consultation with the Coach, assess injury risk and management of each team member
- c. Develop an acclimatisation program for destination climate demands
- d. Hydration norms and re-hydration program education
- e. Assess any nutritional needs for foreign cuisine
- f. Consult with Tour Leader re first aid/ sports trainer equipment requirements
- g. Collect information from team members and medical documentation collected by Tour Leaders. These are to be kept on hand for the duration of the tour
- h. Become familiar with any ASADA/WADA requirements

During Tour:

- a. Assist other team officials in the general welfare and management of students
- b. Maintain accurate records of injuries and treatments
- c. Assist with any hospital/doctor visits
- d. Attend all scheduled activities associated with the tour
- e. Carry basic first aid equipment to all non-playing activities
- f. It is inappropriate for Medical Positions to treat any team member unless in the presence of another team official

Pre Match:

- a. Liaise with any host appointed medical personnel and become aware of any local sport specific procedures for on-field treatment of injuries
- b. Taping procedures of team members as required
- c. When requested, assist team coach with any physical warm up routines
- d. Assess and implement individual stretching routines for team members
- e. Collaborate with coaching staff in advising fitness of previously treated team members to play, ensuring professional advice is adhered to.

During Match/Training Sessions:

- a. Be responsible for ice set up and management
- b. Observe movements of players and identify 'hidden' injuries

- c. Assess and manage acute injuries

Post Match:

- a. Assist with team cool down
- b. Monitor and facilitate post match recovery as required
- c. Establish appointment schedule for massage and injury management
- d. Facilitate on-going recovery sessions and any necessary referrals to medical specialists

Post Tour:

- a. Prepare summary of injury treatments administered on tour for the Tour Leader and forward a copy to the School Sport Australia office
- b. Report to parents on treatments administered to team members during the tour

8 Tour Officials' Responsibilities of Supervision

- a. Tour Officials must display exemplary conduct as models for students at all times.
- b. When students are in the Tour Officials' care, ensure that they are supervised to a level that satisfies an Education Department's duty of care requirements.**
- c. If Tour Officials are attending other functions or activities during the tour, there must be sufficient officials **of the appropriate gender** at all times to attend to students in case of an emergency. A telephone contact at all times is essential.
- d. Tour Officials are responsible for ensuring the following rules are adopted in team accommodation:
 - 1. Supervise to such a level that satisfies an Education Department's duty of care requirements. e.g. dress, inappropriate behavior, mixed boy/girl activities.
 - 2. Where possible, sleeping arrangements should ensure that the girls' teams are completely separate from the boys' teams and that Tour Officials situate themselves between the two groups.
 - 3. Tour Officials must ensure that all students are accounted for before retiring themselves.
 - 4. A supervision roster for Tour Officials should be drawn up and adhered to.**
- e. When travelling, Tour Officials should be positioned so that they can supervise their team.**
- f. The School Sport Australia Codes of Behaviour must be disseminated, explained and implemented by all Tour Officials.
- g. The Tour Officials' expectations must be outlined to the students prior to the tour and the School Sport Australia Student Behaviour – Team Management Procedures must be followed if there is any infringement of the Codes of Behaviour.

Appendix 1 - Expectations and requirements of individuals appointed as Tour Officials

	Government Teacher	Non Government Teacher	Non Teacher
Expectations and requirements of individuals	Roles & Responsibilities as listed in document Requirements as listed in application form Acknowledge they will take out comprehensive travel insurance		
Professional indemnity insurance	Do not need professional indemnity insurance as covered by SSA policy.	Do not need professional indemnity insurance as covered by SSA policy.	Do not need professional indemnity insurance as covered by SSA policy. It was noted though that applicants applying for Coach and Sports Trainer positions may also have insurance as part of their professional registration. Applicants should provide details / evidence with the application.
What designates on duty (for workers compensation purposes) as all tour officials are expected to be on duty?	Travel application must be confirmed by Education Department or equivalent (e.g. Transfer of Duty).	This is the applicant's responsibility (although it was noted that legal advice should be obtained on whether this meets the needs of SSA).	This is the applicant's responsibility (although it was noted that legal advice should be obtained on whether this meets the needs of SSA).
Should an applicant take	It is to be stressed to the applicant that if taking leave they will lose workers	This is entirely a matter for the applicant and their employer to address	This is entirely a matter for the applicant and their employer to address

annual leave for the role	compensation coverage.	when seeking the employer's approval for the application. It is to be advised to the applicant that if taking leave they will lose workers compensation coverage.	when seeking the employer's approval for the application. It is to be advised to the applicant that if taking leave they will lose workers compensation coverage.
Other expectations / responsibilities of tour applicants (e.g. May be required to drive a bus).	Refer to additional tour information for tour idiosyncrasies. Copy of driver's licence may be requested for vehicle hire purpose.	Refer to additional tour information for tour idiosyncrasies. Copy of driver's licence may be requested for vehicle hire purpose.	Refer to additional tour information for tour idiosyncrasies. Copy of driver's licence may be requested for vehicle hire purpose.