

NATIONAL TEAM TRAVEL POLICY

Scope: Te Arawa swimmers, coach and team management travelling and staying together as a team at National and specific regional swim meets. This policy does not cover other swim meets.

Purpose: To set out the planning, funding, and management of Te Arawa swimming (TAS) teams travelling to National swim meets and Regional targeted meets.

1. Travel to NZ National meets and specified targeted regional meets is done as a team. TAS will arrange accommodation and travel for these meets. (Travel arrangements for all other meets is to be organised by each swimmer's family and at own cost)
2. All team travel will have at least one team manager and one coach assigned. The team manager/s will be responsible for meals, travel/transport arrangements during the trip and the general care and welfare of the athletes. Team managers will be police vetted and accredited to be on pool deck. They will adhere to SNZ and TAS Team manager guidelines. The team manager/s will work closely with the coach and club administrator to coordinate the itinerary.
3. Swimmers attending National and specific regional meets are expected to be responsible for all their own expenses i.e., meet entries, uniform, travel, and food costs. Swimmers are also expected to share the costs of covering team manager/s and coaches' travel and accommodation. Where possible the Board will apply for funding or have fundraising initiatives in place to help subsidise these costs. The Board will consider whether any additional Club funds will be allocated for team trips on a case-by-case basis.
4. It is expected all members of the team will travel and stay together. If there is a need for a swimmer to travel or stay separately, team management and TAS Board must have approved this. This swimmer is still responsible for their pro-rata daily share of the full cost of management fees (coaches and managers).
5. Family members are welcome and encouraged to attend the competition but are responsible for their own travel arrangements and cost. Family are not permitted to stay with the team (unless acting as team manager /camp help).
6. Where fundraising events (i.e., sausage sizzles, raffles, and quiz nights) are used to help assist with costs, it is expected all families and swimmers involved will work together to help generate funds.
7. The head coach will be expected to provide an indication of swimmers likely to qualify for events. These swimmers must also indicate if they are likely to travel and compete approx. 6 months prior to these National Competitions. This indication is to help the Fundraising Officer and Club Administrator with funding applications and accommodation bookings.
8. There will be a cut-off date not later than 4 weeks prior to competition to show the swimmer/s and families commitment to the competition in question. The estimated cost of participating at said meet will be advised to the family via email. Deposits or amounts to be paid will be advised.
9. All final costs will be notified, and payment is expected in full before departure to the event. Team meetings will occur prior to and during travel to set out rules, expectations, answer questions and communicate itinerary. When airfares are involved, it is strongly recommended that you take out your own travel insurance as in the event of the swimmer not travelling with the team costs will unlikely be refunded. Penalties and fees that result from changed or cancelled travel arrangements after the meet cancellation deadline will also be charged to the swimmer.
10. Team uniform is expected to be worn correctly and with pride. T shirt, shorts/leggings and swimming cap are core uniform. Families are expected to purchase these items. Where sponsorship or funding is available some additional items may be offered at no cost and will be specific only to the team travelling.