

Riverton Aquanauts Travel Assistance Policy



Riverton Aquanauts Swimming Club (RVA) has prepared a policy and procedure for disbursing travel assistance funding that is raised by RVA for swimmers and coach to attend national or international swimming competitions.

Purpose

The purpose of Travel Assistance Funding is to:

- Provide financial support to coach/es who is/are coaching members of the RVA at national or international swimming competitions
- Provide financial support for financial swimmers of the RVA to compete at national or international swimming competitions.
- Provide financial support to team managers who are appointed by the RVA management Committee (if required).

- For fundraising purposes, the funding period of Travel Assistance Fund is 1 July to 30 June the following year.
- Allocation of Travel Assistance Fund is at the sole discretion of the RVA Committee, which reserves the right to alter these conditions without notice.
- The Riverton Aquanauts Swimming Club Committee's Fundraising Officer shall administer a Travel Assistance Fund and oversee fundraising activities which are specific to the Travel Assistance Fund.

Travel Assistance Fund Sub-Committee

Membership of the Sub Committee:

- Treasurer of RVA
- 2 RVA Management Committee members
- National or Disability Swimmer parent
- Non National Swimmer parent

The Sub-Committee will appoint a chair who must be a member of RVA. All voting needs to be a majority decision and in the event of a split vote, the Chair has the casting vote.

Sub committee role

- Review on an annual basis the eligibility criteria, the funding limits and annual budget of Travel Assistance Fund for presentation to RVA for approval. This to be done on a yearly basis.
- Approve fundraising activities, which are specific to the Travel Assistance Fund (it is not the responsibility of the Sub-Committee to organise these activities).
- Call for applications each year from RVA swimmers who qualify for national/international competition.
- Meet to consider the disbursement of the Travel Assistance Fund funds.
- Present recommendations to the RVA Management Committee on the disbursement of the Travel Assistance Fund funds for the RVA Management Committee to approve disbursement after funds have been raised.
- Provide a report to the RVA Management Committee relating to the Travel Assistance Fund. The report is to include a statement of receipts and expenses of fundraising

activities, a list of applicants and recipients receiving financial support, the amount to each person and the competition.

Eligibility Criteria for Travel Assistance Funding

Applications need to be submitted as soon as a swimmer who has qualified for a national or international swim competition has decided to attend, as follows:

- Any swimmer who has been a financial 'member/non member' (as defined in the RVA Rules) of RVA for at **least twelve months** and who achieves a National time/ Multiclass time (either as an individual or through relay) in Open Water / Long Course / Short Course and will attend a national or international swimming competition may apply for financial support from the Travel Assistance Fund.
- Members/non-member who have not been a financial member/non-member **for this period may be considered** for the Travel Assistance Fund financial support depending on their and their family's contribution to RVA activities and other criteria met.
- A coach or team manager/Parent Guardian approved by RVA who is attending national or international competitions to coach/manage RVA swimmers, may apply for funding from the Travel Assistance Fund by submitting an application.
- Members will be eligible to apply for more than one competition in any funding period but the RVA has discretion whether to recommend funding more than one competition per swimmer depending on the funds available in TAF during that financial year.
- The swimmer must compete in the relevant competition.
- Parents of travelling swimmers aged less than 18 years are required to nominate a guardian for the trip. Guardians are to provide written certification that they will accept responsibility for the well-being and conduct of the swimmer.
- The swimmer must adhere to the RVA code of conduct or the code of conduct of the state or international team whilst on the national or international competition.
- The swimmer must represent the RVA at the nominated competition and wear RVA uniform unless otherwise directed by WA Swimming Association, WA Institute of Sport or a national swimming body.

- The swimmer is expected to compete in three summer and two winter RASC Club Nights during the funding period.
- The swimmer is expected to be available to represent the RASC at Grade Premierships and other competitions in which the RASC has nominated.
- The swimmer and/or their family must be available for fundraising for the TAF or other RASC activities.

Percentage Limits of the Travel Assistance Fund

The Sub-Committee will recommend the allocation of Travel Assistance Fund each year to the RVA Committee. The intent of Travel Assistance Fund is to allocate raised funds and to retain a small percentage each year to the general club purposes.

- 80% of Travel Assistance Fund will be distributed to successful applicants and 20% will be retained by RVA for general club purposes.
- Swimmers not meeting the above eligibility criteria may be asked to re-pay funding granted.
- For general club fundraising activities, 80% will be retained for general club purposes and 20% for Travel Assistance Fund.

Travel Assistance Fund Fundraising Activities

- All fundraising activities for the Travel Assistance Fund need to be approved by the Sub-Committee.
- Any member, parent, swimmer or coach can propose any fundraising activity, provided it fits the RVA guidelines and it complies with the Swimming WA policies on the conduct of events.
- Policy allows for members, parents, swimmers or coaches to be very energetic at fundraising, for the benefit of the Travel Assistance Fund.
- Funds can also be raised via Sponsorships from business community/ life members, specifically designated for National/international travel.

Right of Appeal

In the event of an applicant being rejected for Travel Assistance Fund, there is a right to appeal against the decision by a written submission to the RVA Committee within 15 days from date the applicant was advised of the unsuccessful application.

Appointment of Touring Team Officials

Head Coach Duties

- Oversee all activities of the travel team before and during the travel period in consultation with the Manager(s) and Parent Guardians.
- Direct and advise Manager and Parent Guardians as required and requested.
- Attend all relevant competition sessions.
- Be at the swimmers' disposal at all times during the travel period.
- Reside with the team.

Team Manager

- Where the number of swimmers travelling **exceeds 6**, the RVA may call for nominations of Team Manager at least two months prior to the competitive event. The duties include:
- Booking swimmer airfares, confirming accommodation, uniform and transport.
- Ensuring team officials have a valid Working with Children Certificate.
- Collecting monies/reimbursements from swimmers for costs.
- Carry out Swimming Australia Limited (SAL) Meet Manager matters including attending competition meetings and managing event withdrawals of RVA swimmers and relays.
- Preferably reside with the team.
- Manage day to day transport including driving duties.
- Be at the team's disposal during the competition period.
- Liaise with parents/carers of swimmers as required.
- Consult with the Coach and the RVA Committee as required.

Parent/ Guardians

- RVA, on the recommendation of the Head Coach, may call for nominations for Parent Guardians where the number of swimmers aged less than 18 years of age **exceeds 8**. Duties include:
- Under the direction of the Head Coach, prepare and co-ordinate swimmers meals.
- Supervise the conduct of swimmers.
- Provide encouragement to all swimmers.
- Drive swimmers to and from activities.
- Reside with the team.
- Liaise with the parents/carers of swimmers as required and in consultation with the Head Coach.

Selection Criteria for Team Manager and Parent Guardians

- o Knowledge of responsibilities of swimmers at national/international events.
- o Knowledge of RVA Code of Conduct.
- o Demonstrated ability to manage a large team comprising teenagers.
- o Demonstrated ability to manage individual physical and emotional needs of swimmers competing in major swim meets.
- o A current driver's license and willingness to drive large vehicles.
- o Hold a valid Working with Children Certificate if the team has members under 18 years of age.
- o Be a member of RVA.

**Selection Panel for
appointing Team
Manager and Parent
Guardians**

- Head Coach
- President
- Vice President
- Secretary