



## **Riverton Aquanauts Travel Assistance Policy**

### **Policy Overview & Purpose**

The Travel Assistance Policy provides guidelines for the allocation of travel assistance funding raised by Riverton Aquanauts (RVA) to support swimmers and coaches attending national or international swimming competitions.

The purpose of Travel Assistance Funding is to:

- Provide financial support to coaches attending national or international competitions with RVA swimmers.
- Provide financial support for RVA swimmers competing at national or international swimming competitions.
- Provide financial support to team managers appointed by the RVA Management Committee (if required).

Notes:

- The funding period for the Travel Assistance Fund runs from 1 July to 30 June of the following year.
- The Travel Assistance Fund Sub-Committee administers the fund and makes recommendations to the RVA Management Committee for disbursement.
- The RVA Management Committee reserves the right to alter this policy without notice. Any changes will be communicated to members in a timely manner.

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### **Travel Assistance Fund Sub-Committee**

#### **Membership**

The Travel Assistance Fund Sub-Committee shall include:

- Treasurer (required)
- Two additional Management Committee members (required)
- Plus at least one of the following:

- Fundraising Officer OR a member actively involved in fundraising activities
- National or Disability Swimmer parent
- Non-National Swimmer parent

The Sub-Committee must have a minimum of four and a maximum of six members.

### **Role & Responsibilities**

- Appoint a Chair who is also part of the RVA Management Committee to convene meetings and ensure adherence to the Travel Assistance Policy.
- Meetings may be held in person, via online calls, or through WhatsApp discussions.
- Decisions are made by majority vote; in the event of a tie, the Chair has the casting vote.
- Conduct an annual review of eligibility criteria, funding limits, and budget for presentation to the RVA Management Committee.
- Approve and oversee fundraising activities specific to the Travel Assistance Fund.
- Call for and assess applications from eligible swimmers.
- Recommend funding allocations to the RVA Management Committee for final approval.
- Submit an annual report to the RVA Management Committee, detailing:
  - Fundraising receipts and expenses
  - List of applicants and recipients
  - Amounts allocated per recipient and competition details

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## **Eligibility Criteria for Travel Assistance Funding**

### **Competitive Membership with RVA**

- Swimmers should be annual members of RVA for at least 12 months before applying. However, Swimmers who have not met the 12-month membership requirement may be considered based on their and their family's contributions to RVA activities.
- Swimmers must qualify for a national or international competition with a National/Multiclass time (individual or relay) in Open Water, Long Course, or Short Course.

### **Club Participation Requirements**

- Swimmers are expected to participate in at least:
  - Three summer and two winter RVA Club Nights
  - Club Premierships and targeted meets
- Any exceptions due to extenuating circumstances (e.g., illness, injury, school commitments) must be reviewed by the Head Coach and Sub-Committee.

### **Fundraising & Volunteering Commitment**

- Swimmers and their families must actively participate in Club fundraising and other Club volunteering activities to remain eligible.

## How to Apply

- Swimmers who have qualified for a national or international competition during the funding period must submit a [Travel Assistance Application Form](#), as soon as possible after qualifying and preferably prior to travel.
- Assistant Coaches and Team Managers attending national or international competitions must also submit a Travel Assistance Application form.
- Head Coach **does not** need to submit a Travel Assistance Application form. Funding to cover Head Coach travel & accommodation costs may be covered separately from Club Funds. Head Coach funding from Club Funds is subject to Sub-Committee and RVA management committee discretion and financial availability.
- Applicants may request funding for more than one national or international competition per funding period; however, funding is subject to Sub-Committee and RVA Management Committee discretion and financial availability.

## Guardian Requirements

- Swimmers under 18 years of age must nominate a responsible guardian for travel.
- Guardians must provide written certification accepting responsibility for the swimmer's well-being and conduct.
- The guardian must be a responsible adult approved by RVA Management Committee.

## Code of Conduct

- Swimmers must adhere to the RVA Code of Conduct and that of the state or international team.
- Swimmers must represent RVA at the competition and wear the official RVA uniform.

Swimmers who receive funding but fail to meet eligibility criteria OR fail to attend the national or international competition for which the funding has been provided will be required to repay the granted funds.

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## Allocation of the Travel Assistance Fund

### Fund Distribution

All allocations are based on net profits (ex GST).

- General club fundraising activities:
  - 80% retained for general club purposes
  - 20% allocated to the Travel Assistance Fund
- Targeted fundraising activities (eg, led by National swimmers or prospective National swimmers):
  - Minimum of 20% retained for general club purposes
  - Up to 80% allocated to the Travel Assistance Fund (as approved by the Sub-Committee)
- Allocation percentages may be reviewed annually based on fundraising success and club financial needs.

## Targeted Travel Assistance Fundraising Activities

- Any RVA member (parent, swimmer, or coach) may propose a fundraising activity, subject to RVA guidelines and Swimming WA policies.
- Funds may also be raised through sponsorships from businesses, community members, and life members specifically for national/international travel support.

## Right of Appeal

- Applicants who are denied funding may appeal in writing to the RVA Committee within 15 days of notification.
- Appeals will be reviewed within 30 days, and applicants will receive a written response.

## 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 afares, 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.

## Document Control

### Document Revision History

Version	Date	Author	Approver	Comments
1.0	2022	Unknown	Core Committee	
2.0	Feb 2025	K Smith	Committee	