



School Sport Australia Cross Country Championship EXCURSION MANAGEMENT PLAN

Last Edited:

11 June 2018

Excursion to:	Sunshine Coast QLD
Date	23 Aug - 27 Aug 2018
Tour Leader	Chris Walker

SSWA is contracted by the Department of Education through a Grant Agreement to provide sport experiences and opportunities for all students in WA schools.

The Grant Agreement with the Department of Education requires SSWA to:

- Maintain appropriate insurances in relation to the provision of the service
- Ensure that compulsory criminal record checks have been completed on all volunteers and employees
- Conduct off school site activities in accordance with the DoE *Excursions: Off School Site Activities Policy*

1. EDUCATIONAL PURPOSE OF EXCURSION

The event is an extension of the school sport program allowing selected students an opportunity to compete at an elite level. Included in the program is an educational excursion where students can appreciate part of the local history and culture.

As a result of this excursion it is expected that students will develop:

- Skills and understanding necessary for them to compete at a national level
- Leadership skills that enable them to participate in a team environment
- Awareness of social and cultural differences

- The excursion has a clear educational purpose



2. STUDENTS' CAPACITY

Team members have been selected as sporting representatives according to the published team selection policy, their skill level and attitude, and have been identified as the best students available to represent the State. Information relating to the team member's health is required from parents. Students' fitness and health is monitored throughout training and competition and if there are any concerns, medical attention is sought.

DAY	DATE	ACTIVITY
1	Thursday 23 Aug	Depart Perth travel to venue
2	Friday 24 Aug	Teams Arrive, Maleny Golf Course Inspection, Team Photos, Opening Ceremony 2.00 – 2.30pm, Pre Event meeting
3	Saturday 25 August	Individual Races Student Social Function at night
4	Sunday 26 August	Excursion Day, Post Event Meeting, Official's Dinner
5	Monday 27 August	Relay Event Cycle Course Closing Ceremony, Teams Depart Return to Perth

- All participating students have the capacity to undertake the excursion



3. SUPERVISORY TEAM

The supervisory team has been appointed because of their expertise in their particular sport as well as being familiar with Department of Education and SSWA rules and guidelines for a touring team. All Tour Officials who are teachers are registered with the TRB with WWCCs. Officials who are not teachers have a WWCC. Officials are made aware that they are required to be on duty for the duration of the excursion. For Swimming, Diving and Water Polo, appropriate recognised qualifications are held as described in the Outdoor Education and Recreation Activities Policy of DoE. Gender balance was taken into account when appointing officials.

Position	First Name	Surname	Email	Number
Tour Leader	Chris	Walker	christopher.walker2@education.wa.edu.au	0468 964 007
Coach/Manager	Graham	Jones	hockingps@education.wa.edu.au	0423 130 890
Coach/Manager	Graham	Maier	gnmaier@gmail.com	0431 896 647
Coach/Manager	Vicki	Delves	vicki.delves@education.wa.edu.au	0409 746 839
Coach/Manager	Kylie	Windle	Kylie.Windle@education.wa.edu.au	0423 656 401
Coach/Manager	Meg	Howard	mhoward@churchlands.wa.edu.au	0431 922 827
Coach/Manager	Jacinta	Wright	jacinta.wright@education.wa.edu.au	0435 953 981
Coach/Manager	Sasha	Pomeroy	spomeroy@churchlands.wa.edu.au	0430 115 566
Coach/Manager	Leigh	Willison	leigh.willison@cewa.edu.au	0421 073 433
Coach/Manager	Shane	Ellis	shane@waathletics.org.au	0455 111 290
• A suitable supervisory team has been established with appropriate teacher-student ratio				☒

4. SUPERVISION STRATEGIES

Each interstate team will have a minimum of one adult to ten team members. Larger teams may be allocated additional officials. A minimum of three officials travel with each team. Mixed gender teams will have mixed gender supervision.

Students will generally be under the direct supervision of team officials. However, there may be occasions such as visiting a shopping centre or in accommodation settings where this may not be possible. On such occasions specific strategies including remaining in small groups, mobile phone contact, check points and room checks will be implemented.

- Supervision strategies have been established with the supervisory team



5. IDENTIFYING EXCURSION PARTICIPANTS

Team members will be identifiable at all venues through wearing their appropriate SSWA uniform. In all venues supervisory rules and guidelines will be established and communicated.

- Systems for identifying excursion participants have been established



6. COMMUNICATION STRATEGY

Team members will have contact numbers for all coaches and managers Throughout the tour, daily meetings will occur to communicate details of the day activities. Officials will have regular meetings to discuss issues and plan events. Officials will be contactable through mobile phones.

- An appropriate communication strategy has been established and conveyed to all those attending the excursion



7. BRIEFING STUDENTS AND SUPERVISORS

SSWA conducts a formal coach/manager's meeting to communicate policy, rules and guidelines for involvement in the program.

All officials are presented with copies of the appropriate documentation and information is available on the SSWA website.

Team members are provided with a Players Information Booklet that explains expectations and responsibilities for involvement in the tour.

- All relevant information about respective responsibilities and obligations has been communicated to students and supervisors



8. TRANSPORT ARRANGEMENTS

Flight details are as follows:

23 August PER to BRI VA 470 dep 0700am arrive 1325pm

27 August BRI to PER dep 1730pm arrive 2115pm

Team members will travel on these flights unless parents have made alternate arrangements.

All participants will fly interstate with recognised and approved airlines. Land transport will be through a recognised coach company employed to transport students to and from competition/excursion venues or by transport in vehicles hired and driven by team officials who have the appropriate driver's license to operate the vehicle. Details regarding transport arrangements are indicated to parents. Parents/guardians are required to deliver team members to Perth Airport at the nominated time where tour officials will assume responsibility for them. Parents/guardians are to collect team members from Perth Airport upon return from the Championship. If a student needs to leave the excursion due to injury or any other reason, parental approval for any arrangements will be sought. Full travel insurance is held for all participants for the duration of the excursion.

- Arrangements have been made for the safe transport of excursions participants



9. VENUE/SITE FOR THE EXCURSION

	Name of Venue	Address	Phone No
Event Venues	Maleny Golf Course, Maroochydore Cricket Club		
Accommodation	Coco Mooloolaba	79-83 First Ave Mooloolaba, QLD	07 5370 1000
Educational Excursion	Australia Zoo		

Interstate tours are held at venues assessed for suitability by School Sport Associations operating in the host State or Territory. All venues comply with School Sport Australia sport specific rules and guidelines. Official activities presented on the itinerary have been assessed and promoted as suitable by School Sport Associations operating in the host State or Territory. Accommodation venues have indicated appropriate risk management procedures and public liability cover.

- The venue or site for the excursion is suitable for the student group



10. EXTERNAL PROVIDERS

SSWA officials will retain responsibility for health care. All external providers are assessed by School Sport Associations operating as the host State or Territory. All venues on the formal itinerary have been assessed as suitable by the host State or Territory School Sport Association. Any venues visited on a spontaneous basis (such as shopping centres, tourist venues, restaurants etc.) will be assessed by tour officials when attending such venues.

A suitable external provider has been engaged and staff responsibilities established	☒
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11. INSURANCE COVER FOR EXCURSIONS

All Officials and team members are fully covered by insurance policies including travel insurance held by SSWA with a vetted insurance broker. These policies cover students and officials for the duration of the event.

External providers have proper and current insurance cover



Travel insurance for students has been arranged



12. STUDENTS WHO ARE BILLETED

SSWA policy does not allow billeting of students.

- Safe and secure accommodation arrangements have been made



13. EMERGENCY RESPONSE PLANNING

SSWA retains copies of all tour documentation.

Officials have copies of relevant medical and contact information for team members.

Officials will ascertain and apply the emergency response plan of the venues.

In the case of an accident or medical emergency officials will assess the situation. Where appropriate parents will be contacted for instruction. If an accident or emergency is deemed of a serious nature, officials will arrange medical assessment and treatment and contact parents as soon as possible.

- An emergency response plan has been developed



14. DETAILED COST OF EXCURSION

The budget for the Excursion is completed by the Tour Manager using the SSWA Intestate Budget Proforma in consultation with the SSWA Finance Officer.

- The excursion has been properly costed



15. INFORMATION TO PARENTS FOR THEIR CONSENT

Information provided to parents is available at www.schoolsportwa.com.au.

A formal parent information meeting is conducted prior to final team confirmation.

A team Presentation Evening is also conducted to provide last minute information.

School Sport Australia member bodies provide Championship bulletins that are forwarded to all involved.

Parents of team members have been provided with full details of the tour, including travel arrangements, itinerary, contact details and medical coverage. Parents have given signed written permission for the student to attend as well as insurance information relating to their child.

- Parents have been provided with full details of the excursion and signed consent forms



2018 School Sport WA Cross Country Team

FIRST NAME	SURNAME	SCHOOL
Elsheikh	Abdullah	Servite College
Jessie	Alexander	St Mary's Anglican Girls School
Thomas	Alexander	Hale School
Aiden	Arthy	Peter Moyes Anglican Community School
Callum	Asling	Quinns Baptist College
Noah	Bailey	Armadale primary school
Dylan	Bailey	John Wollaston Anglican community School
Caden	Barnett	Trinity College
Megan	Bell	John Curtin College Of The Arts
Noah	Braun	Our Lady of Good Counsel
Zachary	Bryan	Hale School
Luke	Burrows	Wesley College
Taj	Butter	Whitfords catholic primary school
Noah	Cachard	Nagle Catholic College
James	Chansbury	Perth Modern School
Tia	Chitty	St Mary's Anglican Girls' School
Jemima	Crosby	Methodist Ladies' College
Hamish	Davis	Hale School
Tayla	Dodds	Lake Joondalup Baptist College
Liam	Doherty	Chisholm Catholic College
Rachael	Edwards	St Stephens Duncraig
Finnian	Emmett	Wesley College

FIRST NAME	SURNAME	SCHOOL
Thomas	Ferreira	Kingsway Christian College
Anna	Ferreira	Kingsway Christian College
Teagan	Flowerdew	Methodist Ladies College
Sophie	Foxcroft	Duncraig Senior High School
Nadia	Godley	Quinns Baptist College
Madison	Good	Peter Carnley Anglican Community School
Gemma	Gorton	Hillarys Primary School
Danielle	Graham	Quinns Baptist College
Alexandra	Griffin	St Georges Anglican Grammar School
Eliza	Griffin	St Georges Anglican Grammar School
Jessica	Hales	Presbyterian Ladies College
Jonah	Hanikeri	Christ Church Grammar School
Sienna	Hanikeri	Presbyterian Ladies College
Isla	Hannan	St Brigid's College
Ellaby	Hansen	Saint Brigids College
Sienna	Hathrill	West Leederville Primary School
Isabella	Heathcote	St Stephens School, Duncraig
Luke	Heathcote	St Stephens School, Duncraig
Ky	Hehir	CBC Fremantle
Benjamin	Hillen	Prendiville Catholic College
India	Hooton	Tranby College
Jaco	Jansen van Rensburg	St Norbert College
MJ	Jansen van Rensburg	St Norbert College

FIRST NAME	SURNAME	SCHOOL
Hayley	Jones	Penrhos College
Raynor	Keane	Leeming SHS ESC
Mitchell	Keene	Nagle Catholic College
Joshua	Kelly	Wesley College, South Perth
Hannah	Kennedy	Foundation Christian College
Tobias	Knox Lyttle	Scotch College
Oliver	Knuckey	Scotch College perth
Kyle	Kowalski	North Albany Senior High School
Imogen	Lees	St Marks Anglican Community School
Adam	Mackenzie	Shenton College
Alessio	Macri	Servite College
Noah	McAneny	Bunbury Catholic College Mercy Campus
Tia	McArthur	Leeming Senior High School
Alfred	Mill	Christ Church Grammer School
Jessica	Millard	Santa Maria College
Thomas	Millard	Aquinas College
Vanessa	Miller	Rossmoyne Senior High School
Billie	Mincham	Santa Maria College
Cara	Monterosso	Wembley Primary School
Francis	Moschilla	Trinity College
Isabella	Neervoort	Christ Church Grammar School
Ruby	Phillips	Rosalie Primary School
Kyra	Pilmer	Kewdale Primary School

FIRST NAME	SURNAME	SCHOOL
Mark	Quinn	Comet Bay College
Cameron	Quirk	Kinross College
Josh	Reeve	Quinns Baptist College
Chloe	Reeve	Quinns Baptist College
Remy	Rowse	St Stephens School Duncraig
Madison	Scholes	Quinns Baptist College
Mackenzie	Scholes	Quinns Baptist College
Talan	Shabani	Success Primary School
Lillian	Sharp	Rossmoyne Primary School
Stacey	Spencer	Subiaco Primary School
Jonathan	Swift	Wesley College
Bailey	Taig	Quinns Baptist College
Jessica	Taylor	Bunbury Cathedral Grammar School
Zac	Thomas	John XXIII College
James	van Jaarsveldt	Quinns Baptist College
Giles	West	Tuart Forest Primary School
Ethan	Wyatt-Smith	Aquinas College
Hana	Yusoff	Presbyterian Ladies' College
Niels Arthur	Zuijdgeest	International School of Western Australia