



School Sport Australia 18 and Under Golf Championships EXCURSION MANAGEMENT PLAN

Last Edited:
June 2019

Excursion to:	Mandurah, WA
Date	Sun 25 August – Fri 30 Aug 2019
Tour Leader	Kelvin Browner

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	Sunday 25 Aug	Team Arrives, Training Day, Opening Ceremony
2	Monday 26 Aug	Day 1 Competition, Stroke Play-Mandurah Country Club
3	Tuesday 27 Aug	Day 2 Competition, Meadow Springs Golf and Country Club
4	Wednesday 28 Aug	Excursion Day – Fremantle Prison
5	Thursday 29 Aug	Day 3 Competition Match play- The Cut, Mandurah
6	Friday 30 Aug	Day 4 Competition, Match play and presentation lunch The Cut, Mandurah Team Departs

- 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	Kelvin	Browner	Kelvin.browner@education.wa.edu.au	0403 034 050
Girls' Manager	Susan	Thomson	susan.thomson@education.wa.edu.au	0417 962 459
Boys' Manager	Adam	Smith	adam.smith3@education.wa.edu.a	0410 717 640
• 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	☒
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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	☒
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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	☒
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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	☒
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8. TRANSPORT ARRANGEMENTS

Flight details are as follows:

N/A

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	Mandurah Country Club Meadow Springs Golf & Country Club The Cut, Mandurah		
Accommodation	Mandurah Family Resort	124 Mandurah Tce	08 9535 9743
Educational Excursion	Fremantle Prison		

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



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



2019 School Sport WA 18 Years and Under Golf Teams

Girls

FIRST NAME	SURNAME	SCHOOL
Sheridan	Clancy	Carine SHS
Ruby	Fry	Carine SHS
Mai	Julius	Como Secondary College
Valerie	Khuu	Willetton SHS
Ai-Leng	Lee	Willetton SHS
Paris	Rive	Peter Moyes ACS
Celine	Chen	Rossmoyne SHS

Boys

FIRST NAME	SURNAME	SCHOOL
Jordan	Flatman	Servite College
Aaron	Hall	Rossmoyne Senior High School
Jordan	Jung	Como Secondary College
Ethan	Lim	Willetton Senior High School
Ian	Pienaar	Lake Joondalup Baptist College
Gareth	Steyn	Kingsway Christian College