



An inclusive and responsible club, committed to inspiring a lifelong love of cycling, where no-one is left behind, and everyone is part of the ride.

Brunswick Velodrome – 50-72 Harrison Street, Brunswick East

Travel – Policy

Jan 2025

Overview

Trips, excursions and camps form a key part of Brunswick Cycling Club's development program. Providing inclusive and safe opportunities for Brunswick Cycling Club (BCC) members to compete away from our home track gives members opportunities to grow as cyclists, teaches resilience and provides a sense of community by competing against or with other clubs at other locations. Brunswick Cycling Club has developed policies to ensure the safe and inclusive management of away trips.

Roles and responsibilities:

Coaches

Beyond providing coaching for cyclists, coaches will endorse all team camps, excursions and trips.

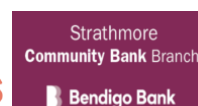
- a) Coaches will be responsible for selection and liaison with Team Manager/s regarding activity organisation and costings.
- b) Coaches will provide guidance to Team Managers around arrangements including dates, team size, and desired travel and accommodation options.
- c) Coaches must hold a current Working with Children's Check (WWCC), display role model behaviours and adhere to all AusCycling and BCC policies.

The coach/es costs shall be met equally by the participating cyclists, including the children of TM/Cs. These costs include but are not limited to travel, accommodation and food.

Team Manager/s

Team Manager/s will provide support to coaches through coordination of travel arrangements, accommodation, catering provision and adult supervision/ cyclist support where relevant.

- a) Team Managers will coordinate medical information administration for all cyclists on behalf of coach/es.
- b) Where relevant, Team Managers will plan catering requirements including shopping, preparation, mealtimes, management of dietary requirements, etc in line with Coach plans.





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- c) Team Managers must hold an current WWCC display role model behaviours and adhere to all AusCycling and BCC policies.
- d) Team Managers will present trip plans to the Committee for Sanctioning.
- e) Ensure “Prior to trip” checklist is complete.

Team Manager/s costs shall be met equally by the participating cyclists, including the children of TM/Cs. These costs include but are not limited to travel, accommodation and food.

BCC Committee

The Committee, on behalf of the Club, is responsible for supporting the program and providing sanctioning.

Parents

Key to the success of this program is the active involvement of a range of parents and committee members, based on experience, interest and expertise.

Parents will be invited to nominate for the role of Team Manager and will be selected based on experience and interest/motivation, through discussion with coordinating coaches. Parents must provide consent for any trip (overnight or day) via online or paper form.

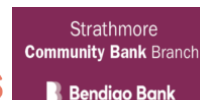
Supervisors

Supervisors are required at any event organised or attended by Brunswick Cycling Club where a BCC team is travelling together without each child’s parent/s.

All supervisors must display role model behaviours and adhere to AusCycling and BCC policies.

A Supervisor may be a Coach, Team manager, mechanic, commissaire, general helper or parent.

1. All Supervisors must hold and be able to present when asked, a current WWCC.
2. There shall be a minimum of Two (2) Supervisors.
3. A ratio of one (1) Supervisor to five (5) Junior cyclists is recommended. Supervisor ratio may be increased subject to requirements.
4. One (1) Supervisor per accommodation unit/room is recommended.
5. Mixing of genders in accommodation is not permitted without specific parental agreement (for example siblings).
6. At least one (1) Supervisor must have a current First Aid certificate.





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When the age spread increases then consideration should be given to increasing the number of Supervisors.

Sanctioning

The Committee is required to Sanction any away trip (overnight or day).

Considerations.

- a) Purpose of the trip
- b) Cost
- c) Required supervision
- d) Vetting of all attending officials (including Working with Children Checks)

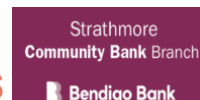
Selection of Accommodation

Accommodation shall be selected according to the Sports Integrity Australia's [Child-safeguarding criterial](#)

Prior to Trip/Event

When representing BCC, all cyclists/participants, parents, coaches team managers, supervisors or any other person representing BCC is expected to behave in a responsible manner treating all others with dignity and respect.

1. Ensure participants and Supervisors are briefed and acknowledge understanding of;
 - a. AusCycling code of conduct, and
 - b. Brunswick Cycling Club's values and,
 - c. AusCycling social media policy and,
 - d. Illicit and performance enhancing drug policy
2. Ensure all Supervisors hold a current WWCC.
3. In Addition to above Parents and Supervisors must also be aware of.
 - a. AusCycling /Sports Integrity Australia Policy
4. Ensure relevant contact details are distributed.
5. The Brunswick Cycling Club Rider Information Form must be complete and returned to the TM/C prior to attendance.





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Grievances/Complaints

For any issues the Team Manager and the coach should be the first point of contact, if neither are contactable **and** the matter is of an urgent nature, the Member Protection Information Officer (MPIO) or Club President may be contacted.

