

# Travel Policy

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## Policy Statement

To ensure that Cycling Southland has an appropriate policy for sending teams to events out of the province.

## Purpose

The aim is to provide the framework for the safe travel and enjoyment of cycling for athletes, coaches, managers and supporters through Cycling Southland.

## Scope

It applies to all events organised by Cycling Southland that involve travel, but specifically excludes events organised by schools or private trips.

This policy applies to any athletes, coaches, managers and supporters representing Cycling Southland.

## Responsibilities

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The coach and manager are those appointed for the event by Cycling Southland. Others, such as handlers, medical and parents, may be required and appointed depending on the team size. Ideally applications should be advertised for the positions and be clearly appointed.

The coach role is to support the athletes prior and during the event to obtain the best possible experience, within the rules of the event and in accordance with Cycling Southland's policies, while working with the manager to ensure the best possible experience for the athletes.

The manager role is to support the coaching team and athletes with the event, and includes organising budgets, travel, accommodation, food, communication and the event logistics such as attending a managers meeting, in accordance with Cycling Southland's policies. See Appendix A for more guidance.

Other team members are there in support of the athletes but under the direction of the coach and manager.

Athletes are those competing in the event and in some cases may also take on other roles within the team. They are selected to represent Cycling Southland (see *Cycling Southland Team Selection Policy*) or invited to join the travelling group from other centres. All riders must have the appropriate Cycling NZ licence for the event and agree to abide by Cycling Southland policies.

The travelling group needs to be approved by the Cycling Southland General Manager.

The office is responsible for compiling a document that details every athletes' full legal name, date of birth, parent/guardian's address and emergency contact details, as well as collate any travel insurance policies. This must be made available to the team manager prior to departure. The information is sought at the end of the *Rider Agreement Policy*.

## Guidelines

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While the team's role is to race and enjoy themselves, unforeseen situations can arise. The manager and coach are empowered to make appropriate decisions for the team. Because every situation can't be allowed for, below are guidelines on expected behaviour and responses to situations. These must be balanced with Cycling Southland's other policies, available on the Cycling Southland website.

### **Conduct, Behaviour and Sportsmanship**

Athletes, coaches, managers and supporters will conduct themselves in a respectful manner towards each other and to others. Special care should be taken to encourage athletes and provide a positive environment while leaving coaching to the appointed coach. Everyone should be offered the same opportunity to allow them to achieve their personal best.

Everyone should take care to avoid placing themselves in a situation or creating a situation that could be seen to be inappropriate. Conduct of all members of the travelling group should be in accordance with Cycling Southland's policies, particularly the Cycling Southland By Laws for the *Code of Conduct & Integrity*; this includes appointed people, selected athletes and parents.

Basic expectations are that you:

- Are a good team person (Respect one another and help out when possible).
- Are self-sufficient (on and off the bike).
- Take the opportunity to learn and gain as much experience as possible.
- Expect that you will have a high racing workload.
- Enjoy the experience (have fun and smile).
- Use manners ... 'Please' and 'Thank You' are two of the most important words you can use

### **Hierarchy, Crisis Management, Complaint Resolution**

The team at all times should be aware of who is responsible.

Cycling Southland has clear policies outlining the behaviour expected – riders must sign a Rider Agreement prior to departure – and the management of any issues. See the Cycling Southland By Laws for the *Code of Conduct & Integrity* and *Disciplinary Management Policy*.

The coach and manager are designated as 'officials' as the policies allow for and have delegated authority to deal with any issues in accordance with those policies above. The Cycling Southland general manager can be consulted as well in the event of any conduct issues.

During a trip the coach is responsible for competition-based decisions.

Any complaints resulting from the trip must be made in writing to Cycling Southland.

## **Communication**

Communication with Cycling Southland, the athletes, supporters, parents and team is essential and all groups should have a clear form of communication with Cycling Southland to be copied into all correspondence in regards to travel arrangements and costs. The appropriate use of social media should be encouraged to promote the sport and profile of Cycling Southland and travelling teams.

A group chat should be used as one of the available platforms, although direct communication between individual athletes and adults needs to be carefully considered in accordance with organisation's *Social Media Policy*.

Any changes to the planned travel should be communicated.

## **Costs**

All travel will have an element of cost and this needs to be clearly identified with all involved. A budget should be presented to the group and Cycling Southland. All budgets should have a contingency allowance, ideally have a schedule of when payments are to be made and, unless arrangements are made prior with the team manager or the Cycling Southland general manager, no member should be able to travel without their payments having been made in full.

The budget is the team manager's responsibility and they should work with the coach and club to confirm any allowances. All costs should be transparent, as should how the costs are attributed to the travelling party. Any advantage such as frequent flier points should be clearly dealt with.

No debt is to be incurred in the name of Cycling Southland without specific prior approval of the general manager.

## **Transport**

Transport need to be carefully resolved balancing the needs of the athlete in regards to travel time and recovery before and after an event while considering drive times, especially in winter or over long distances.

Travel cost is usually one of the most costly elements but careful consideration needs to be given to the team's safety, comfort and the practicality of moving a group of people which generally takes longer. Where possible the least number of vehicles involved or flights should be considered over cost; also arriving into a venue in the evening allowing for rest is ideal.

All travel by the team needs to be clearly communicated to other team members. If travel arrangements change Cycling Southland, athletes and parents should be advised.

Insurance is the individual's responsibility unless specifically stated.

## **Accommodation**

Ideally adults and minors should be separated, as should males and females. If family groups are travelling together and this is accommodated within the planning no separation is required. While ideal, this won't always be possible so everyone should be aware before travelling what the arrangements will be.

In the case of the arrangements changing due to illness or other circumstances everyone should be advised.

## **Clothing**

Travelling to and from competition the team should wear Cycling Southland apparel, or the required clothing of their selected team.

Athletes should wear the approved Cycling Southland cycling clothing or clothing required by their selected team.

## **Police Vetting**

All volunteer and paid coaches, managers, and anyone travelling with a Cycling Southland team to an event will ideally be required to undergo Police Vetting.

The following Cycling Southland policies and frameworks should be referred to relation to this policy:

- Cycling Southland Health & Safety Policy
- Cycling Southland By Laws (*Code of Conduct & Integrity, Disciplinary Management Policy, Anti-Doping Policy*)
- Disciplinary Management Policy
- Accident Management Policy
- Bullying and Harassment Policy
- Smoke-Free Working Environment Policy
- Vehicle and Drivers Policy
- Social Media Policy
- Media/Communications Policy
- Team Selection Policy
- Junior Division Sub-Committee Travel Grant Policy

## APPENDIX A

### Team Manager Guide

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The team manager role is a vital one because it acts as the support for riders and coaches, and ensures the team environment is a positive one for all involved. Preparation is key and good planning will make the role much easier.

Outlined below is a guide on the steps that a team manager should ideally take to ensure a smooth and successful campaign.

#### Equipment

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At least one full set of bike mechanics gear including chain whip, Allen keys, wheel spanner, vice grips, pliers, chain breaker, carbon paste, wheel nuts, chain, common chain rings, stem, bar ends, disc adaptor for pump (disc wheels), valves and valve extenders, spare safety pins.

Two extra chain whips, Allen keys and wheel spanners.

Whiteboard, marker pens, highlighters and stickers for the bike names/numbers, labelling seats and whiteboard, Sellotape.

Two chilly bins: one for food and one for drinks.

Tall fan and multi-box for power.

The Bomb pump and at least one high pressure hand pump as a back-up.

Rollers and ergs.

Panadol and Nurofen for riders, anything else should be supplied by event medical staff.

#### Pre-Competition

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Arrange for a general bike check looking at the heads of the bolts for clamps, stems etc, the condition of tyres, check hubs, and wheel nuts - a pre-bike check through a bike shop is a good idea if feasible.

Check entries, set-up communication (Facebook Messenger) and incorporate everyone including Cycling Southland general manager into the one chat.

Do a table of the riders and entries to check off during the event, keep this to team management only.

Advise riders of costs for food and incidentals along with advising what food will be provided, usually lollies, snack bars, bananas, lemonade, Coke and Up N Go's, ice. Shop daily.

Advise on who will be allowed in the pits so there is no confusion – there are restrictions on numbers at major events to avoid congestion.

Advise riders to check the start sheets and also the point of communication.

Get rider licenses which are the only way of confirming that they actually have a physical license, plus good habit as senior competitions require the license to be carried.

Attend managers meeting, take note of medal protocol and number placement, this often varies.

Ask all riders/parents to advise of any injury or illness so this can be managed.

Note to parents that photos will be taken and made available during the competition.

## Competition

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Introduce yourself to the commissaries, and person doing the bike checks.

Check pit night before (if possible). Have a designated spot for the whiteboard, rollers/ergs, bike racks, seating, pump and for mechanical work, setup support team on exit/entry to the roll around area. Make it clear what space each rider has, ie the seat and gear under it.

Issue rider numbers, advise of positions and if only one number for timed events.

Check all tyres each morning for possible punctures.

Number and name all bikes making the bike check process easier.

Fill chilly bins, (change ice daily)

## Each Session

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Message everyone giving times to be at the track.

Check comms, tape start lists to white board, highlight riders and note times onto the sheets, ideally this can be done at the end of each session for the start of the next one but only if available. Keep track of times against actual time, adjust as required, advise riders at 1 hour, 30 minutes and 10 minutes of times. Races like the Keirin require drawing positions of riders so need to be in warm-up earlier.

Mark off all bikes as they are checked on the start sheets.

Mark on start sheets any wheels that need swapped between races and advise handlers.

Sort spare wheels for bunch races and make sure they are marked for gearing etc.

Pump all tyres to pressure.

Keep a list of replacement gear require.

Check food and drink and shop for replacements at end of each session.

## Hourly

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Check timing on start sheets, rider numbers, and who is in the pit, if riders are finished send them away to rest. If they go to the stands make sure they have a water bottle to keep hydrated.