

# TOWNSVILLE BASKETBALL INCORPORATED (TBI)

## Travel & Transport Policy

Aligned to QFCC Standards 1 & 8 – Leadership, Governance and Culture / Safe Physical and Online Environments

**Policy Owner:** General Manager

**Approved by:** TBI Board of Directors

**Next Review:** February 2027

### 1. Purpose

This policy ensures that all travel and transport arrangements for children and young people participating in Townsville Basketball Incorporated (TBI) programs, competitions, and events are safe, transparent, and well-managed.

It provides guidance for staff, coaches, volunteers, parents, and players when planning, approving, and conducting travel activities.

### 2. Scope

This policy applies to all TBI travel involving children and young people, including local and interstate tournaments, training camps, and other association-approved events.

### 3. Principles

1. The safety and wellbeing of children and young people is the primary consideration in all travel decisions.
2. Travel must be planned and conducted in accordance with TBI's Child Safe Policy, Codes of Conduct, and Risk Management Strategy.
3. Parents or guardians must provide written consent for all travel involving minors.
4. Supervision ratios and adult-child boundaries must be maintained at all times.
5. Transparency and communication are essential in ensuring a safe environment.

### 4. Planning and Approval

All travel involving children must be pre-approved by the General Manager or delegate and documented using the TBI Travel Risk Assessment Form. Planning must consider:

- Purpose and schedule of travel.
- Transportation mode and supervision arrangements.
- Accommodation safety and gender appropriateness.
- Emergency contacts and medical needs.
- Communication protocols with parents/guardians.

### 5. Supervision Requirements

- At least two adults must accompany any group of children when travelling.
- Supervisors must hold valid Blue Cards and complete child safety training.
- Supervision ratios must be appropriate to the age, gender, and needs of participants (recommended 1:8 for older children, 1:5 for younger age groups).
- Adults must not share rooms with children unless they are a parent or guardian.

### 6. Transport Safety

- Only licensed, insured, and roadworthy vehicles may be used.
- Drivers must hold an open license and have no disqualifications or relevant criminal history.
- Seat belts must be worn at all times.
- No child is permitted to travel alone with an adult who is not their parent/guardian unless approved in writing by the General Manager and parent.
- Private vehicle use for official TBI transport must be approved and recorded.

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## 7. Accommodation Standards

- Accommodation must provide separate sleeping arrangements for adults and children (unless family groups).
- Rooms must be secure, and adults must not enter a child's room without another adult present.
- Curfews and supervision rosters must be clearly communicated to participants.
- Children must always be accounted for at the start and end of each day.

## 8. Communication and Contact

- Coaches and staff must use approved TBI communication channels when contacting players or parents.
- No direct one-on-one communication between adults and children outside group or official channels.
- Trip leaders must maintain a contact list with emergency details for all travellers.
- Any incidents or concerns during travel must be reported immediately to the General Manager or Child Safety Officer.

## 9. Parent/Guardian Responsibilities

Parents and guardians are expected to:

- Provide accurate emergency and medical information.
- Ensure consent and medical forms are completed before departure.
- Support adherence to TBI Codes of Conduct and travel protocols.

## 10. Incident Reporting

Any incidents, injuries, or breaches of this policy during travel must be reported immediately and documented using the TBI Incident Report Form.

Serious incidents must be escalated to the General Manager, Child Safety Officer, and external authorities if required.

## 11. Related Documents

- Child Safe Policy
- Codes of Conduct
- Risk Management Strategy for Children & Young People
- Complaints, Reporting and Responding Procedure
- Privacy & Data Protection Policy

## 12. References

- Child Safe Organisations Act 2024 (Qld)
- Working with Children (Risk Management and Screening) Act 2000 (Qld)
- Child Protection Act 1999 (Qld)
- Basketball Queensland Travel Guidelines
- Australian Childhood Foundation Safeguarding Children Accreditation Framework
- QFCC Child Safe Standards (2024)

## Document Control and Version History

Version	Date Approved	Approved By	Policy Owner	Next Review Date	Summary of Changes
1.0	February 2026	Board of Directors	General Manager	February 2027	Initial issue