



Cleveland Air Magic Policy

Drop-off and Collection of Athletes

Dropping Off and Collection of Athletes Policy

At Cleveland Air Magic (CAM), the safety and well-being of our athletes are of utmost priority. This policy outlines the procedures and guidelines for the dropping off and collecting of athletes to ensure a safe and efficient process for all involved and that no minors are left unsupervised at a training session, performance, rehearsal, competition and club arranged events. This policy aims to protect coaches, athletes and volunteers and that a duty of care is established and respected by all members.

Designated Drop-Off and Collection Areas

The designated drop-off and collection point is located on Long Street, Cleveland in front of Joe Howell Pavillion (CAM shed).

There is Showground parking available in the main Redlands Touch car park, in the Redlands Tennis parking area and off-street parking is also available. These areas are clearly marked. Parents and guardians are encouraged to use these points to minimize congestion and ensure a smooth flow of traffic.

Timing

Athletes should be dropped off no earlier than 10mins before their scheduled training or event.

Parents or guardians **MUST NOT** leave their children at a training venue unattended by a senior coach. Another parent is **NOT** the coach – unless you must leave, do not assume they will be responsible for your child without checking with them first.

Collection should occur promptly at the end of each session. Athletes are not to be left at the club past their scheduled training time. Coaches will supervise athletes for up to 10 minutes after the session ends. Please ensure timely collection to avoid unnecessary waiting.

Drop-Off and Collection Procedures

Parents and guardians must escort junior athletes (under the age of 12years) into the shed.

For older athletes, a drop-off from the car is permissible, provided it is done safely and in the designated area.

Reference	CAM-MP-DO-2	Version	0.2
Created by	President – K Huston	Approved By	Vice-President-C Gilbert
Approval Date	9 th February 2025		



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Drop-Off and Collection Procedures (cont.)

NO athlete is to be left to wait unattended outside the Club premises pre or post training.

Ensure that athletes have all their necessary equipment and are ready for their session before dropping them off and that junior athletes have been taken to the bathroom prior to training commencing.

Athletes will not be permitted to leave the premises without a parent, guardian, or authorised individual present.

Public Transport and Safe Transportation

Athletes 12 years and under are not permitted to travel to or from Club Premises by public transport or by any other means unless accompanied by a parent or legal guardian.

Athletes aged 13 years – 18 years are permitted to travel to or from Club premises via public transport, i.e., bus/rail, unaccompanied by a parent or guardian with written consent from a parent/guardian.

Athletes aged 13 years – 18 years are permitted to travel via safe and legal means of transport, i.e., bicycle, unaccompanied by a parent or guardian with written consent from a parent/guardian. Athletes must have the appropriate safety equipment in line with the Dept of Transport guidelines.

In the interest of safety and to protect the club's duty of care, NO athlete under the age of 18 years is permitted to travel unaccompanied to or from Club premises by public transport or bicycle after 5.30pm.

In line with QLD Government legal requirements – NO athlete under the age of 16 years is permitted to ride a personal mobility device, i.e., E scooter to or from Club premises. Therefore, personal mobility devices for athletes under 16 years are NOT permitted on club premises.

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Late Drop-off or Collection

If an athlete arrives late, parents or guardians must escort them to their session and inform the coach or staff member in charge.

Consistent late arrivals will be addressed by the club to ensure it does not disrupt the training schedules.

Consistent late collections will be reviewed by the club and may result in additional fees or other measures.

In the event of a delay, parents or guardians must notify the club/coach immediately.

Safety Measures

Club coaches are trained to handle the drop-off and collection process efficiently and safely. Coaches will ensure they arrive promptly before training and will not leave the premises until all athletes have been collected.

All designated areas are monitored to ensure the safety of the athletes.

Coaches have access to a register of emergency contact numbers for all athletes and emergency procedures are in place in case of unforeseen circumstances.

Responsibilities of Parents and Guardians

Ensure that contact information is up to date and that the club has 2 x Emergency contacts on file.

Communicate any changes in the drop-off or collection routine to the club in advance.

Be punctual and follow the club's guidelines to ensure a smooth and safe process for everyone.

Advise, in writing, if any minor athlete will be utilising public transport / riding a bicycle to / from the club premises.

Communication

The club will ensure training timetables and times / locations of events are communicated to all members and advise if any changes in the drop-off and collection procedures are communicated via the normal club channels.

Parents and guardians are responsible for staying informed of any updates.

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Non-Compliance

Failure to adhere to the Drop-off and Collection of Athletes Policy may result in warnings, meetings with club officials, or other appropriate actions.

The club reserves the right to take further measures if non-compliance continues.

Feedback and Concerns

Cleveland Air Magic values feedback from parents and guardians.

Any concerns or suggestions regarding the Drop-off and Collection of Athletes Policy should be directed to president@clevelandairmagic.org.

Review and Amendments

This Drop-off and Collection of Athletes Policy will be reviewed annually by the club's Committee to ensure it remains fair, transparent, and effective.

Any amendments to the policy will be communicated to members in writing and will take effect from the date specified.

Acknowledgment

By becoming a member or participating in activities with Cleveland Air Magic, individuals acknowledge and agree to adhere to this Drop-off and Collection of Athletes Policy.

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