A MESSAGE FROM THE PRESIDENT

The concept of billeting is not new to Australian families. Within schools, we regularly welcome guests into our homes from other parts of our state, other states of Australia and from overseas. It is an ideal opportunity for others to learn about our diverse way of life and to share in a variety of lifestyle experiences. This is why billeting is an integral component of the school sport philosophy.

There are rewards in it for all of us. For billeting families, it means opening up our homes to future sporting stars and an opportunity to share experiences with fine young men and women that epitomise the “Sporting Australian” … enthusiastic, skilful, hard working and disciplined. For the visitor, it is a chance to share different cultural and social experiences. For all of us, it is a time to make new friends, renew old friendships, share ideas, laugh and live in a different family situation.

To ensure that billeting is a rewarding experience for everybody, we have established some ground rules that are important. These are simple guidelines that if followed will make the sporting Exchange or Championship even more memorable.

School Sport Australia is most grateful for your co-operation. The fact that our State and Territory School Sports Associations are able to host these events is made possible through you opening your homes to others. We thank you all … families, competitors, officials and visiting parents for your goodwill and support in making School Sport - A Class Act.

David Manttan
President
The following guidelines are provided to assist in ensuring that billeting is an enjoyable and educational experience for everybody.

GUIDELINES FOR HOST FAMILIES

♦ Pick up your billet or have someone meet them on arrival as advised by the host state.

♦ Make your billet feel at home with good family hospitality.

♦ Provide your billet with breakfast and an evening meal. Lunch arrangements will be advised by the Organising Committee. Team members are usually expected to buy their own lunch however, on occasions billeting families may be asked to assist. Evening games may need different meal arrangements and details will be suggested to you by the Organising Committee.

♦ Assistance with travel arrangements where appropriate or requested by the Organising Committee is always greatly appreciated. Your presence at the event is also very welcome.

♦ Make sure that your billet has their uniform or gear ready for their event and their clothes are clean. However, you are not expected to do their washing for them.

♦ Team members have been advised that unauthorised “after hours” social functions are strictly forbidden. They may only attend functions designated by the Organising Committee or organised by their team officials.

♦ If your billet does have permission to go out, give them a definite deadline by which to be home and know their whereabouts.

♦ Do not lend your billet money. Their team managers or they themselves are responsible for their pocket money.

♦ Do not lend your billet any motor vehicle

♦ Team members will be expected to pay for any telephone calls

♦ If at all possible, try and show your billet something of your city/town.

♦ Tip: Treat your billet as you would treat your own children.

GUIDELINES FOR VISITING TEAM MEMBERS

1. When billeted

   ▪ Be polite and courteous at all times. Remember “please” and “thank you”.

   ▪ Be considerate and offer to assist your hosts: eg. - Make your own bed
      - Wash or dry the dishes
      - Keep your room tidy
      - Rinse out your gear at the end of each day

   ▪ As a guest you are expected to follow the normal routine of your host family. Check and obey all house rules and do not be afraid to ask if you are unsure about anything.
Always keep your hosts informed of your movements and if delayed unexpectedly, contact your hosts immediately.

Do not borrow money or motor vehicles from your hosts.

Ask before using the telephone and pay for calls.

Remember that unauthorised “after hours” social functions are strictly forbidden. You may only attend functions designated by the Organising Committee or organised by your team officials.

It is suggested that you give your hosts a small thank you gift before you depart.

If you have any real problems, talk to your team manager. No changes must be made to billeting arrangements without consultation and the consent of the Billeting Officer.

Remember: You are a guest in someone else's home!

2. When in other accommodation

- Check for any damage to premises on arrival and notify your team officials.
- Keep your room tidy – make your own bed, help with chores.
- Do not leave accommodation area without permission from your team officials.
- Know which team official/s is on supervision duty.
- Know where your team officials are staying.
- Where toilets/shower/laundry facilities are away from sleeping areas, to attend in pairs.
- Mixed gender sharing of rooms is not permitted.

GUIDELINES FOR PARENTS OF VISITING TEAM MEMBERS

- Introduce yourself to the host family.
- Remember that when your son/daughter is a member of a school sporting team, the team officials are responsible for their welfare and conduct for 24 hours a day. Any changes from general team and/or Exchange/Championship arrangements must be checked with the team management before arrangements can be amended.
- Please do not interfere with any billeting arrangements. If you have any concerns or problems contact your son's/daughter's team manager.
- Check with the billet family before making any arrangements to take your son/daughter out as they may have made other plans. Make sure the team officials are informed of any arrangements.
OTHER INFORMATION

Supervision

Supervision of team members at events, official functions and at arrival and departure points is the responsibility of team officials.

Host families supervise their billets at all other times and should have knowledge of their whereabouts along with team officials.

If in doubt of program activities please check with team officials.

Medical

The Exchange/Championship program should list details of available doctors, dentists, physiotherapists etc for your convenience.

In most cases, any listed medical personnel will have agreed to treat visiting competitors with no prior appointment.

Should a billet require medical attention, you may wish to take them to your own medical contacts, or you may use the ones listed.

Payment of accounts is the responsibility of the billet. Team management will have appropriate Medicare numbers if required.

Individual allergies, diet restrictions and medication needs are known to team officials and will be relayed to you. Check with your billet about any needed medication.

Always inform team officials if your billet has required any medication or if they are feeling ill. If in doubt, always contact the team officials for further details.

Daily Travel During Event

Details of travel arrangements for team members will be either included in the event program or provided separately for you by the Organising Committee.

For all School Sport Australia events, daily travel is usually arranged for team members by the host state.

Host families are welcome to provide transport for their billets to and from the playing venues. If you intend to do this, please advise the team officials.

Program

All host families will be given a copy of the Exchange/Championship program. As well as the schedule of matches, it will also include details of official functions and other activities which have been organised for the participants.

All organised activities are compulsory for all participants.

Excursion

School Sport Australia events include an Educational Excursion. The excursion is compulsory for all participants and details will be included in the program.

Contacts

The first point of contact for any enquiries are your billet’s team officials. Other emergency contact numbers can also be found in the Exchange/Championship program.
All School Sport Australia events are conducted under the following Codes of Behaviour:

**SCHOOL SPORT AUSTRALIA**

## CODES OF BEHAVIOUR

### Players’ Code of Behaviour

- Be a good sport.
- Play for enjoyment.
- Strive for personal excellence.
- Work hard for your team as well as yourself.
- Treat all team mates and opponents as you enjoy being treated yourself.
- Play by the rules.
- Cooperate with team and game officials.
- Control your behaviour on and off the field.
- Learn to value honest effort, skilled performance and improvement.

### Team Managements’ Code of Behaviour

- Set a good example for your players.
- Encourage and create opportunities to develop individual skills.
- Teach a wide range of team skills.
- Ensure that the sport is appropriate for the age group and the skill development level of the players involved.
- Teach your players to be friendly towards officials and opponents.
- Give all interested students a chance to participate in training and in games.
- Remove from the field of play any of your players whose behaviour is not acceptable.
- Keep your own knowledge of coaching and the developments of the game up to date.
- Support School Sport Australia’s policy of a smoke and alcohol free environment.
- No tour official of the opposite gender should enter the team change rooms until all team members have completed changing.
- It is most unwise for any team official to be in a situation where the official is alone with a team member without the knowledge of the team management.
Parents’ Code of Behaviour

- Encourage participation by your children.
- Provide a model of good sportsmanship for your child to copy.
- Be courteous in your communication with players, team officials, game officials and sport administrators.
- Encourage honest effort, skilled performance and team loyalty.
- Make any new parents feel welcome on all occasions.
- Do not interfere with the conduct of any events.
- Support School Sport Australia’s policy of a smoke and alcohol free environment.

Spectators’ Code of Behaviour

- Demonstrate appropriate social behaviour.
- Remember children play for enjoyment. Don’t let your behaviour detract from their enjoyment.
- Let game officials conduct events without interference.
- Support skilled performances and team play with generous applause.
- Demonstrate respect for opposing players and their supporters.
- Support School Sport Australia’s policy of a smoke and alcohol free environment.

Administrators’ and Officials’ Code of Behaviour

- Ensure rules, equipment, training schedules and games are safe and match the needs and skill level of the children involved.
- Ensure that equal opportunities for participation in sports are available for all children.
- Involve children in planning, evaluation and decision making.
- Ensure everyone involved, including parents, understand their responsibilities regarding fair play and appropriate behaviour.
- Encourage a positive attitude towards children’s sport
  i) emphasise fun and enjoyment
  ii) encourage both teams
  iii) set a good example
  iv) encourage the pursuit of personal excellence
- Be consistent, courteous and helpful toward all participants.
- Use common sense to ensure that the ‘spirit of the game’ for children is not lost by overcalling violations.
- Ensure that adequate supervision is provided by qualified and competent coaches and officials capable of developing appropriate sports behaviour and skill technique, and that these officials are given the opportunity to improve their coaching and officiating.

- Remember that children play for enjoyment, downplay the importance of rewards.

- Avoid allowing children’s sports programs to become primarily spectator entertainment. Focus on the needs of the participants rather than the enjoyment of the spectators.

- Distribute a Code of Behaviour sheet to spectators, officials, parents, coaches, players and the media, and take other positive steps to ensure people understand their responsibilities regarding fair play in children's sport.

- Support School Sport Australia’s policy of a smoke and alcohol free environment

**Media Code of Behaviour**

- Provide coverage of children’s sport as well as reporting adult sport.

- Be aware of the difference between adult’s sports programs and children’s sports programs.

- Children are not miniature professionals and adults should not place unfair expectations upon them.

- Place in proper perspective the isolated incidents of unsportsmanlike behaviour rather than make such incidents the “highlight” of the event.

- Focus upon children’s fair play and their honest effort.

- Identify and report on the benefits of children participating in sport.

- Be aware of the difference between the goals of amateur sports and those of professional sports. Make the readers, viewers and listeners aware of these differences. Make it clear that the professional is an entertainer and wage earner and this, on occasions, may be reflected in the professional athlete’s behaviour.