



Athlete Handbook

2026

Wide Bay Sports Academy

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Introduction

Welcome to Wide Bay Sports Academy (WBSA). This Athlete Handbook outlines the standards, expectations, responsibilities and support structures that apply to athletes participating in WBSA programs.

WBSA exists to provide high-quality development opportunities for athletes, coaches, schools, clubs and sporting organisations across the Wide Bay region. Our programs are designed to help athletes develop the physical, technical, educational and personal skills required to progress through their sporting pathway.

As a WBSA athlete, you are expected to approach the program with commitment, respect, coachability and pride. This handbook has been developed to help athletes and families understand the responsibilities that come with representing the Academy and to create a safe, positive and development-focused environment for all participants.

The Academy works with schools, clubs, coaches, allied health providers, facility partners and sport organisations to support athlete development. Our aim is not only to improve performance, but to help young athletes build habits, behaviours and confidence that last beyond sport.

Please read this handbook carefully. Athletes and parents/guardians may be required to confirm that they have read, understood and agreed to the expectations outlined in this document as part of the WBSA Individual Participation Agreement.

Yours in sport,

Wide Bay Sports Academy

Contact Details

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Website	www.wbsa.org.au
Phone	[insert phone number]
Postal Address	6 University Dr, Branyan, Queensland 4670, Australia
Key Contact	[insert name and position]

Section 1: Individual Participation Agreement

As a WBSA athlete, you may be required to complete an electronic or written Individual Participation Agreement before commencing any Academy program, training session, testing day, education session, event, clinic or workshop.

By completing the agreement, the athlete and parent/guardian confirm that they have read this Athlete Handbook and agree to follow the policies, standards and expectations contained within it. A copy of the completed agreement may be retained by WBSA for program administration, athlete safety and record-keeping purposes.

1.1 Athlete Code of Conduct

WBSA expects athletes to uphold high standards of behaviour, respect and integrity. The following expectations apply whenever an athlete is participating in, attending, representing or communicating in connection with a WBSA program.

1. Respect the rights, dignity and worth of all athletes, coaches, staff, officials, volunteers, parents and spectators.
2. Contribute to a safe, inclusive and supportive environment that is free from harassment, bullying, discrimination, intimidation and abuse.
3. Respect the talent, effort, potential and development of other athletes.
4. Care for and respect any equipment, venue, uniform or resources provided as part of the program.
5. Be honest with coaches and staff about illness, injury, fatigue, readiness to train and ability to participate safely.
6. Arrive prepared, punctual and ready to contribute positively to each session.
7. Use appropriate language and communicate respectfully in person, online and through any WBSA communication platform.
8. Maintain high personal behaviour standards and act in a way that reflects positively on WBSA, the athlete's family, school, club and sport.
9. Follow reasonable instructions from WBSA coaches, staff, allied health professionals, facility staff and program supervisors.
10. Behave with dignity, humility and good sportsmanship during training, competition, education sessions and Academy events.
11. Work hard for personal improvement while supporting the progress of teammates and peers.
12. Understand that inappropriate behaviour may result in modification, suspension or removal from WBSA activities.

1.2 Parent/Guardian Expectations

Parents and guardians play an important role in creating a positive development environment. WBSA asks parents/guardians to:

- Ensure athletes arrive on time, appropriately prepared and ready to participate.
- Communicate relevant medical, injury, wellbeing or behavioural information to WBSA staff.
- Notify WBSA as early as possible if an athlete cannot attend a scheduled session.
- Support the athlete's long-term development rather than focusing only on short-term results.
- Respect WBSA staff, coaches, volunteers, facility staff, other athletes and other families.
- Understand that WBSA programs support athlete development but do not guarantee selection, scholarships, representative honours or performance outcomes.

1.3 Injuries, Medical Information and First Aid

Athletes and parents/guardians must disclose any relevant medical conditions, injuries, allergies, medication requirements, asthma, previous concussions, physical limitations or other health concerns that may affect safe participation.

All accidents, injuries, illness, loss or damage sustained during WBSA activities must be reported to the relevant coach, program coordinator or WBSA staff member as soon as practical. An incident report may be completed where required.

If an athlete becomes injured or unwell, WBSA may provide or arrange first aid, contact a parent/guardian or emergency contact, and arrange medical or ambulance assistance where deemed necessary. Any medical, ambulance, rehabilitation or treatment costs remain the responsibility of the athlete's parent/guardian unless otherwise covered by insurance.

Athletes must not attend WBSA activities if they are unwell, contagious, medically unfit, or experiencing symptoms that may place themselves or others at risk.

1.4 Training, Testing and Physical Activity

WBSA activities may include physical training, athletic development, sport-specific development, performance testing, education sessions, workshops, clinics and events. Training and testing may include warm-ups, strength and conditioning, speed and agility activities, jumping and landing, fitness and conditioning, mobility, movement competency, recovery education and other developmentally appropriate activities.

WBSA will seek to deliver activities in a safe and developmentally appropriate manner. Training loads, exercises and tests may be modified based on age, experience, injury status, training history, readiness and coaching judgement.

Athletes are expected to follow all instructions and raise concerns immediately if they are unsure, unwell, injured or unable to complete an activity safely.

1.5 Dress and Uniform Policy

A consistent and professional standard of dress helps create pride, safety and a positive public image for WBSA and its athletes.

Training Sessions

- Athletes must wear appropriate training clothing and footwear suitable for the activity.
- Where WBSA training apparel is issued or required, athletes should wear it to Academy sessions unless advised otherwise.
- Clothing with offensive, inappropriate or conflicting messaging is not permitted.
- Jewellery, watches or accessories that pose a safety risk may need to be removed.

Official Functions and Education Sessions

- Athletes should present neatly and professionally at WBSA functions, education sessions, events and stakeholder activities.
- Where a WBSA polo, training shirt or other uniform item is supplied, athletes may be required to wear it.
- Closed-in footwear may be required depending on the venue and activity.

Media, Photos and Public Events

- If athletes are asked to participate in an approved interview, photo shoot, video shoot or public event, WBSA apparel should be worn where available.
- WBSA may provide specific presentation instructions for certain events.

1.6 Compliance with Rules and Program Standards

Athletes must comply with all reasonable written and verbal instructions provided by WBSA staff, coaches, program coordinators, allied health professionals, facility staff and event officials.

Failure to meet behavioural, attendance, safety or participation expectations may result in coaching intervention, parent/guardian contact, modified participation, suspension or removal from the program.

Where relevant, athletes should maintain appropriate registration, membership or eligibility with their school, club, regional, state or national sporting organisation.

If an athlete withdraws, is removed from, or does not complete a program due to illness, injury, behaviour, attendance or other circumstances, any refund, credit or financial outcome will be managed in accordance with WBSA's relevant refund or program policy.

1.7 Attendance Policy

WBSA expects athletes to be committed to the program and to attend scheduled training, testing, education and event activities wherever possible. Consistent attendance supports athlete development, group culture and program continuity.

Athletes or parents/guardians should notify the relevant coach, program coordinator or WBSA contact as early as possible if the athlete cannot attend a session.

Acceptable reasons for missing a session may include:

- Illness or injury.
- Compulsory school activities, examinations or major assessment tasks.
- Representative sporting commitments.
- Major family commitments or emergencies.
- Other unavoidable circumstances approved by WBSA.

If a known commitment may clash with WBSA activities, athletes and parents/guardians should advise WBSA as soon as practical after being accepted into the program.

Attendance records may be maintained by WBSA coaches or program staff. Repeated unexplained absences may result in parent/guardian contact and a review of the athlete's place in the program.

For outdoor sessions, WBSA will advise athletes and families if weather conditions require cancellation, postponement, relocation or modification of training.

1.8 Suspensions, Misconduct and Behaviour Management

Athletes must inform WBSA of any suspension, ban, disciplinary action or restriction imposed by a school, club, sporting organisation or governing body that may affect their participation in WBSA programs.

WBSA may take disciplinary action if an athlete breaches this handbook, behaves in a way that places themselves or others at risk, damages the reputation of WBSA, or fails to meet reasonable program expectations.

Potential actions may include a verbal warning, parent/guardian meeting, written warning, modified participation, suspension or removal from the program.

1.9 Drugs, Alcohol, Tobacco and Banned Substances

The possession, use, consumption or promotion of illicit drugs, banned substances, alcohol, tobacco, vaping products or cannabis is not permitted during WBSA activities, events, camps, travel, training sessions or while representing WBSA.

WBSA recognises that some substances may be medically prescribed. Athletes and parents/guardians must disclose relevant medication requirements where they may affect participation, safety, anti-doping obligations or emergency care.

Athletes are responsible for understanding that anti-doping rules may apply to their sport. Where relevant, athletes should seek advice from their sport governing body, medical practitioner or Sport Integrity Australia resources.

1.10 Communication and Team Platforms

WBSA may communicate program information through email, phone, SMS, online forms, social media groups, scheduling platforms, athlete management systems or other approved communication channels.

Athletes and families are responsible for checking communication regularly and ensuring contact details remain current. Where WBSA uses a team platform or scheduling system, athletes and parents/guardians must use it respectfully and only for appropriate program communication.

- Check program communication regularly, particularly before scheduled sessions.
- Notify WBSA immediately if contact details change.
- Do not share personal login details for any WBSA platform.
- Communicate respectfully with staff, coaches, athletes and families.
- Use official channels to report absences, injuries, incidents or concerns.

1.11 Promotional Material, Photography and Video

WBSA may capture photographs or video footage during training sessions, testing days, education sessions, events, clinics or Academy activities. Images and video may be used for coaching feedback, movement analysis, internal education, WBSA website and social media, promotional flyers, newsletters, stakeholder reporting, grant applications and other Academy communications.

Use of images and video will be managed in accordance with the consent provided by the athlete and parent/guardian through the relevant participation or media consent process. Parents/guardians should notify WBSA in writing if consent preferences change.

1.12 Performance Testing Data and Research Use

WBSA may collect athletic performance testing data to monitor development, provide feedback, guide training, support reporting and improve program delivery. Testing may include sprint times, jump performance, strength assessments, movement screening, change of direction testing, endurance testing and other sport-relevant measures.

Where consent is provided, de-identified testing data may be used for internal analysis, benchmarking and descriptive research. De-identified means the athlete's name and directly identifying details will not be published. Any research or reporting use will aim to protect athlete privacy and comply with applicable consent and privacy requirements.

1.13 Media and Public Relations

WBSA's public reputation, partnerships and community relationships help create opportunities for athletes and programs. Athletes are expected to communicate positively and respectfully about WBSA, its partners, venues, sponsors, staff, coaches, fellow athletes and competitors.

Athletes must not make public comments, including on social media, that are abusive, discriminatory, misleading, damaging or inappropriate in relation to WBSA or its stakeholders.

Athletes may be asked to support approved public relations or media activities. Any such activity should be coordinated through WBSA staff and completed in accordance with the athlete's media consent status.

1.14 Sports and Personal Injury Insurance

WBSA recommends that all athletes have appropriate private health, ambulance, personal accident, sports injury and/or personal liability insurance relevant to their circumstances and level of participation.

WBSA does not guarantee that medical, ambulance, rehabilitation, injury-related, property or loss-of-income costs will be covered if an athlete is injured or becomes unwell during participation.

1.15 Privacy and Information Sharing

WBSA collects personal, medical, contact, participation and performance information for the purpose of safely and effectively delivering Academy programs.

Information may be accessed by relevant WBSA staff, coaches, contractors, allied health providers, program partners or emergency medical personnel where necessary for program delivery, athlete safety, athlete development, administration or legal compliance.

WBSA will take reasonable steps to protect personal information and will not knowingly share identifying personal information with unrelated third parties unless required by law, required for athlete safety, necessary for program delivery, or authorised by the athlete's parent/guardian.

1.16 Risk Acknowledgement, Release and Indemnity

Participation in sport, training, testing and physical activity carries inherent risks. These may include minor injuries, serious injuries, illness, aggravation of pre-existing conditions, accidents involving equipment or facilities, environmental risks such as heat or weather, transport-related risks and actions of other participants.

Athletes and parents/guardians acknowledge these risks and agree that participation is voluntary. To the extent permitted by law, athletes and parents/guardians agree to release and indemnify WBSA, its directors, employees, contractors, coaches, volunteers, program partners, sponsors and facility providers from claims, liabilities, losses, damages or expenses arising from participation in WBSA activities, except where caused by proven negligence or unlawful conduct.

Important: this handbook is an operational and participation document. WBSA should seek legal review of any release, waiver or indemnity wording before relying on it with minors.

1.17 Acknowledgement and Agreement

By signing or submitting the WBSA Individual Participation Agreement, the athlete and parent/guardian acknowledge that:

- They have read and understood this Athlete Handbook.
- They agree to follow the standards, expectations and requirements outlined in this handbook.

- They have provided accurate information and disclosed relevant medical, injury and wellbeing information.
- They understand the risks associated with participation in sport, training, testing and physical activity.
- They understand that WBSA may update program procedures or policies when required for safety, compliance or operational reasons.

The Individual Participation Agreement forms the practical agreement between WBSA and the athlete/parent or guardian in relation to participation in WBSA programs. It should be read together with this handbook and any program-specific information provided by WBSA.

Business Partners and Supporters

WBSA acknowledges the schools, clubs, coaches, allied health providers, facility partners, local businesses, sponsors, families and community organisations that support athlete development across the Wide Bay region.

[Insert business partner logos, sponsor acknowledgements or supporter details here.]

Thank you for taking the time to read the Wide Bay Sports Academy Athlete Handbook.

We look forward to supporting your development and contribution to sport in the Wide Bay region.