



Inter Programme Training and Reciprocal Membership Policy

Purpose

The purpose of this policy is to support athlete development, flexibility, and national programme connectivity by allowing athletes enrolled within recognised programmes managed by the organisation to access equivalent training opportunities in other participating locations while travelling or temporarily residing outside their home programme area.

This policy is intended to encourage collaboration across programmes while ensuring fairness, sustainability, athlete safety, and appropriate programme management.

Scope

This policy applies to all athletes enrolled in recognised programmes operated or managed by the organisation and any affiliated regional entities participating in reciprocal training arrangements.

Eligibility

Athletes may access reciprocal training opportunities where:

- Their membership, fees, and programme payments are current.
- They remain actively enrolled within their home programme.
- The requested training period falls within the timeframe already paid for in their home programme.
- The athlete attends an equivalent programme level or approved alternative within the host programme.
- The host programme has sufficient capacity and coaching availability.
- Prior approval has been granted by programme management.



Request and Approval Process

Athletes and parents/caregivers should follow the process below when requesting reciprocal training:

1. The athlete or their parent/caregiver contacts their home programme to request reciprocal training.
2. The home programme contacts the host programme and provides the relevant details, including:
 - the athlete's current squad or programme level;
 - their usual weekly training hours or session allocation;
 - the requested training dates; and
 - any relevant medical, safeguarding, behavioural, or training information.
3. The host programme considers programme capacity, coaching availability, and the appropriate training group for the athlete.
4. The host programme advises the home programme whether the request can be accommodated and, if approved, confirms the available training dates, times, and placement.
5. The approved arrangements are communicated to the athlete or their parent/caregiver before attendance.

Training Session Limits

Athletes accessing reciprocal training may attend up to the equivalent number of sessions included within their existing programme enrolment.

Examples:

- An athlete enrolled in two sessions per week within their home programme may attend up to two equivalent sessions per week within the host programme.
- Athletes may not use reciprocal access to increase their total weekly training volume without approval and payment for additional sessions.

Duration of Reciprocal Access

Reciprocal access is intended for short term travel, temporary stays, competitions, camps, or holiday periods and is limited to a maximum of four consecutive weeks within any host programme, unless otherwise approved by programme management.



Athletes may access reciprocal training only within the timeframe already covered by their existing home programme payments.

Examples:

- An athlete travelling for two weeks may attend equivalent sessions within a host programme during that period at no additional charge, within their normal session allocation.
- An athlete staying in another region for longer than four weeks will normally transition to the membership and payment structure of the host programme.
- An athlete may not continue training indefinitely within another programme while remaining solely on their original programme pricing.

Programme Placement

Athletes must train within the equivalent squad, class, or development level approved by programme management.

Host programme management reserves the right to:

- determine the most appropriate training group for the athlete
- adjust placement based on athlete ability, safety, attendance, behaviour, or programme structure
- decline access where suitable placement is not available

Communication Requirements

Programme administrators and coaching staff must communicate regarding travelling athletes to ensure:

- attendance expectations are understood
- athlete training loads are appropriately managed
- relevant medical, behavioural, safeguarding, or operational information is shared where necessary
- programme ratios and staffing remain appropriate
- athlete progression and development remain aligned across programmes



Capacity and Operational Limitations

Reciprocal training access is subject to:

- facility availability
- coach availability
- programme capacity
- health and safety requirements
- board and equipment availability
- operational priorities within the host programme

Financial and Administrative Conditions

Reciprocal access may be declined where:

- accounts are overdue
- registration requirements are incomplete
- disciplinary or behavioural restrictions apply

Programmes reserve the right to charge additional fees where:

- additional sessions are requested
- specialised programmes are accessed
- substantially different programme costs apply
- reciprocal use extends beyond temporary travel arrangements

Misuse of Reciprocal Access

The organisation reserves the right to restrict or withdraw reciprocal access where the system is being used in a manner inconsistent with the intent of this policy, including:

- avoiding standard programme fees
- permanently training in another region while remaining enrolled elsewhere
- excessive or unapproved attendance
- bypassing programme selection or progression processes
- behaviour that negatively impacts programme operations or athlete safety

Conditions and Final Authority

- All reciprocal training arrangements remain subject to the approval and discretion of programme management.



- Athletes must not attend a host programme until the arrangement has been approved and confirmed by the relevant programmes.
- Athletes and families are expected to follow the Request and Approval Process and provide reasonable notice before the proposed training dates.
- Host programmes may limit or decline reciprocal access at their discretion.
- Squad placement decisions made by programme management are final.
- Where an athlete wishes to attend additional sessions beyond their existing allocation, additional fees may apply based on the host programme's current fee structure.
- Any reciprocal arrangement extending beyond four weeks must be reviewed and approved by programme management from both the home and host programmes.
- The organisation reserves the right to amend or apply this policy in a manner that best supports athlete welfare, operational sustainability, and programme integrity.

DOCUMENT MANAGEMENT AND CONTROL

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