

# WAIS Athlete Travel Policy

**Owner:** Administration Manager

---

**Version:** 1.0

---

**Approved by:** Executive Director

---

**Effective from:** October 2014

---

**Next review date:** October 2016

---

**Last Date of Edit:** 2 February 2015



WESTERN AUSTRALIAN INSTITUTE *of* SPORT

**CONTENTS**

Purpose.....3  
Background.....3  
Standards.....3  
Process.....4



## 1. Purpose

To ensure that all WAIS athletes follow a safe and consistent process for travelling to and from selected training and competition events as defined in their Athlete Performance Enhancement Plan (APEP).

## 2. Background

WAIS athletes train and compete interstate and overseas on many occasions. The travel of a WAIS athlete can potentially be as part of a State Team a National Team and may at times be organised through the National Sporting Organisation (NSO), the State Sporting (SSO) or through WAIS.

## 3. Standards

- 3.1 All WAIS athletes when on a WAIS supported tour must follow the direction of WAIS staff or WAIS nominated tour officials at all times.
- 3.2 All WAIS athletes must adhere to all WAIS Policies regardless of whether the travel is WAIS specific or with a National or State Organisation.
- 3.3 Athletes will be covered by the WAIS travel insurance policy only when on a WAIS organised and managed tour.
- 3.4 All athlete travel must be approved by the WAIS Performance Team Director (PTD) prior to booking.
- 3.5 Travel for WAIS supported events must be booked through the Performance Enhancement Team Administrator unless other arrangements have been agreed with the Performance Team Director prior to booking.
- 3.6 Changes to travel arrangements must be approved by the WAIS Performance Team Director.
- 3.7 Accommodation for travel organised by WAIS as part of the APEP will be organised through the Performance Enhancement Team Administrator.
- 3.8 Airline travel will be purchased using the best fare of the day method but with reference to the preferred time of travel, as requested by the Coach, and the most direct route.
- 3.9 Accommodation will be arranged as close to the competition/training venue as possible and to meet the reasonable requests of the Coach.
- 3.10 For travel by minors (under 16 years old at the time of the travel) a parent or guardian must provide WAIS a signed parental consent form for travel prior to commencement of the tour.
- 3.11 The maximum adult to minor ratio for Interstate travel is 1 adult to 15 minors. The maximum adult to minor ratio for International trips is 1 adult to ten minors. Any variation on these numbers requires approval from the relevant PTD.

## 4. Process

### WAIS Program Athletes

- 4.1 The training and/or competition is identified in the APEP
- 4.2 If the event has been identified in the current budget the Head Coach will engage with the Performance Enhancement Team Administrator who will handle all travel arrangements including flights, accommodation, hire cars and any other travel requirements as required.
- 4.3 If the WAIS athlete is a minor then parental approval is required and a parent consent form must be signed and checked by the Head Coach.
- 4.4 If the event has not been identified in the budget the Head Coach will seek approval from the PTD prior to approving the travel.
- 4.5 The Performance Enhancement Teams Administrator will liaise with the Head Coach on final cost of the travel. The Head Coach will ensure that the final cost is within budget and will also ensure that all necessary invoice requests (for travel balances to be paid by athletes) are provided to the Finance Department. These amounts are to be determined based on criteria outlined in the Athlete Benefit Policy.
- 4.6 The PTD will be the incurring officer for expenses and invoice requests related to athlete travel.

### WAIS IASP Athletes

- 4.7 The training and/or competition is identified in the APEP
- 4.8 If the event has been identified in the current budget the athlete will organise all travel arrangements including flights, accommodation, hire cars and any other travel requirements as required including payment.
- 4.9 Within six weeks of the event, receipts should be forwarded to the PTD, who will process the reimbursement as outlined in the Athlete Benefits Policy.
- 4.10 If the event has not been identified in the budget the athlete will seek approval from the PTD prior to booking the travel or reimbursement will not be available.