

WAIS Athlete Travel Policy

Owner: Corporate Services Manager

Version: 1.1

Approved by: CEO

Next review date: August 2021

Last Date of Edit: January 2020



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 Individual Athlete Performance Plans (IAPP).

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 or 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 Sporting Organisation.
- 3.3 Scholarship athletes (referred to as WAIS athletes) including Program, IAP, IAS and Training Agreement athletes will be covered by the WAIS travel insurance policy only when on a WAIS organised and managed tour. Grant athletes will need to make their own arrangements for travel insurance.
- 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 relevant Performance Enhancement Team Coordinator unless other arrangements have been agreed with the PTD prior to booking.
- 3.6 Changes to travel arrangements must be approved by the PTD.
- 3.7 Accommodation for travel organised by WAIS will be organised through the Performance Enhancement Team Coordinator.
- 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 18 years old at the time of the travel) a parent or guardian must provide WAIS a signed a parental consent form for travel prior to commencement of the tour.
- 3.11 The minimum adult to minor ratio for Interstate travel is 1 adult to 15 minors. The minimum adult to minor ratio for International trips is 1 adult to ten minors. Any variation on these numbers requires approval from the relevant PTD.

- 3.12 All chaperones that will be unsupervised in the presence of a minor must hold a valid Western Australian Working with Children's check.
- 3.13 Training Agreement Athletes and other non-scholarship athletes may be invited to WAIS supported trips and events. These athletes must approve the estimated costs in writing prior to booking and pay any contributions to travel costs in full at least two weeks prior to travel unless otherwise agreed to by the PTD. Failure to pay in full will result in all travel arrangements being cancelled.

4. Process

WAIS Program Athletes

- 4.1 The training and/or competition travel will be identified in the annual Program Budget.
- 4.2 If the event has been identified in the current budget the Head Coach will gain approval from their PTD, then engage the Performance Enhancement Team Coordinator, 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 organised by the PET Coordinators and checked by the Head Coach prior to travel being booked.
- 4.4 If the event has not been identified in the budget the Head Coach will seek approval from the PTD prior to organising the travel.
- 4.5 If the travelling athlete is categorised as Emerging or Developing, as per the Athlete Categorisation and Selection Policy, then approval of the predicted out of pocket expenses for the athlete is to be provided to the athlete in writing prior to travel booking. If said athlete is a minor then parental approval of the travel arrangements, expenses and a copy of the Travel Risk Management Plan is required.
- 4.6 The Performance Enhancement Teams Coordinators will liaise with the Head Coach on final cost of the travel. The Performance Enhancement Team Coordinator is to ensure that the final cost is within budget and 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.
- 4.7 The Performance Enhancement Team Coordinators will prepare a travel plan and communicate this to Athletes, parents and guardians, and provide a copy to the head coach. The travel plan will include;
- all contact details for WAIS staff travelling
 - emergency contacts for WAIS and for use in the countries being visited
 - contact details for accommodation, training and competition venues
 - details of any current travel advisories as issued by the Department of Foreign Affairs and Trade and listed at <http://smartraveller.gov.au>

- any special arrangements to be put in place to mitigate risk as a result of current travel advisories
- 4.8 The PTD will be the incurring officer for expenses and invoice requests related to athlete travel.
 - 4.9 Any payments from athletes are payable to the terms on the invoice. Non-payment may result in restrictions to future travel or scholarship conditions.
 - 4.10 Athletes may seek changes to payment terms on the basis of financial hardship, at PTD's discretion.

WAIS IAS Athletes

- 4.11 The training and/or competition travel will be identified in the IAS IAPP Template.
- 4.12 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.
- 4.13 Within eight weeks of the event, receipts should be forwarded to the PTD, who will process the reimbursement as outlined in the Athlete Benefits Policy.
- 4.14 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.
- 4.15 Financial assistance for Grant athletes is specifically targeted for return travel to Perth at any time during this scholarship period.

5. Shared Accommodation Guidelines

Athletes

- 5.1 All athletes are to sleep singularly, no shared bed arrangements are permitted.
- 5.2 Coach and athletes are to sleep singularly, no shared beds are permitted.
- 5.3 Minor and adult athletes, of differing sexes can share an apartment, but not bedrooms or beds.
- 5.4 Minor and adult athletes, of the same sex can share an apartment, and bedrooms, but not beds.
- 5.5 Where no adult athlete is present in the accommodation, all minor athletes must be placed in accommodation with a chaperone.
- 5.6 Minor female athletes will have a female chaperone only.

Coach

- 5.7 Coaches, adult and minor athletes can share an apartment, but not bedrooms, regardless of gender.

Chaperone

- 5.8 Chaperones, adult and minor athletes can share an apartment, but not bedrooms or beds, regardless of gender.

- 5.9 Bedding arrangements will be determined based on the above guidelines and the availability of rooms at the requested accommodation location. It is the coach's responsibility to ensure these arrangements are fulfilled while on approved WAIS travel.
- 5.10 This process will be abided by the standards in this policy, however is at the discrepancy of the PTD, taking in to consideration relationships of athletes.