

Sport Program Travel Policy

PURPOSE

WAIS athletes train and compete at domestic and international events. WAIS athletes can travel as part of a State Team or a National Team which may be organised by WAIS, or through the National Sporting Organisation (NSO) or State Sporting Association (SSA). WAIS staff travel to support athletes at these domestic and international events.

This policy provides a consistent approach to support safe travel in our Sport Programs.

SCOPE

This policy applies to Scholarship Athletes and staff travelling domestically or internationally for Sport Program events.

This policy does not apply to travel arranged by WAIS sport partners or athlete self-arranged travel.

The policy does not apply to non-sport program or event related travel, this is included in the Corporate Travel Policy.

POLICY

Approvals

1. All travel, or changes to prior approved travel, must be approved by the relevant budget holder, in line with Delegations of Authority and your line manager prior to booking. If travel is booked without prior approval, reimbursement of travel expenses may not be available.
2. WAIS **does not** arrange travel and accommodation for Training Agreement Athletes or non-scholarship holder athletes. In exceptional circumstances, travel may be arranged for Training Agreement Athletes with the approval of the relevant Director. A specific risk assessment and plan must be developed in these circumstances.
3. WAIS **does not** arrange travel and accommodation for athletes on an Individual Athlete Scholarship.

Risk Assessment

4. The safety and support of everyone during travel is the highest priority for WAIS. A travel risk assessment and management plan must be completed by the traveller and/or the Sport Program Coordinator that considers the risk to and the management of the safety, health and wellbeing of the traveller. Travelers must be aware of their travel risk assessment and management plans.
5. WAIS takes advice from the Department of Foreign Affairs and Trade's Smarttraveller program when assessing international travel risk. WAIS **will not support** travel to countries with a "do not travel" advice. WAIS **may support** travel to countries with a "reconsider your need to travel" advice if such travel is deemed essential.

Travel with U18 athletes

6. Practices and behaviour of staff and chaperones during travel must be consistent with the practices and behaviour expected during the delivery of the sport at all other times.
7. All travel with U18 athletes must adhere to the **Travel Safeguarding Standards**.
8. A parent or guardian must provide WAIS with written consent for U18 athlete travel **prior** to the commencement of travel.
9. The athlete and their parent/guardian must:
 - a) be informed of travel arrangements **prior** to travel;

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- b) be provided with a travel logistics plan; and
- c) be provided with a copy of the **Travel Safeguarding Standards**.

Arrangements, Bookings and Payment

10. Travel arrangements and accommodation must be booked through the relevant Sport Program Coordinator unless otherwise agreed by the Sport Program Manager prior to booking, using the approved booking platform.
11. For WAIS-arranged athlete travel, the Sport Program Coordinator will prepare a travel logistics plan and communicate this to travellers, coaches and parents/guardians. The plan must include relevant contact details for staff and chaperones, accommodation and event venues, and emergency contacts.
12. Any receipts for reimbursement must be forwarded to the Sport Program Coordinator within eight (8) weeks of the travel.
13. Travellers are liable for payment of expenses incurred as a result of traveller error e.g. fines, excess luggage penalties.
14. For WAIS-arranged athlete travel where WAIS is not covering 100% of the travel expenses:
 - a) The traveller must agree to the estimated costs and their contribution in writing prior to booking.
 - b) All travellers must pay outstanding expenses as per the terms of the invoice.
 - c) Failure to pay in full will result in all travel arrangements being cancelled and/or restrictions to future travel or other benefits. The traveller is responsible for paying any cancellation fees.
 - d) Scholarship athletes on WAIS-arranged group trips may seek changes to payment terms on the basis of financial hardship at the High-Performance Director's discretion.
15. Upgrades to travel arrangements, such as upgraded fares or hires, can be purchased by the traveller at their own expense.
16. Where possible, WAIS will assist travellers wishing to combine WAIS-related travel with self-funded personal travel.

Airline Travel

17. Airline travel will be purchased using the "best fare of the day", but with reference to the preferred time of travel and the most direct route.
18. Travellers must travel economy class unless:
 - a) Business class is deemed appropriate and is authorised by the Chief Executive Officer.
 - b) A traveller upgrades their flight at their own expense.

Accommodation

19. Accommodation will be arranged as closely located to the event venue as possible and to meet the reasonable requests of the traveller.
20. Safeguarding requirements must not be compromised when determining suitable accommodation.
21. The relevant budget holder has discretion to approve exceptional accommodation arrangements taking into consideration relationships of individuals, however the individuals must consent to the arrangements, and parents must be informed where U18 athletes are involved.

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22. WAIS does not arrange billeted accommodation (homestays). If an athlete or parents chooses to arrange billeted accommodation, they accept all responsibility and risk associated with this accommodation arrangement.

Rental Vehicles

23. Where rental vehicles are arranged by WAIS the vehicle excess and driver/s are insured under the WAIS Travel Insurance Policy.
24. Drivers must ensure that they:
- Hold a valid driver's licence.
 - Organise any international driver's licence requirements.
 - Always comply with the vehicle hire agreement for allowable blood alcohol levels.
 - Abide by all road rules and take care of the passengers and vehicle.
 - Report all accidents or damage to WAIS immediately.
25. Traffic infringement fines and penalties are the sole responsibility of, and must be paid by, the driver.

Travel Allowances

26. WAIS staff are entitled to the following travel allowances when they are away from their place of residence for more than one night on WAIS-related business:
- Meal Allowance:** Current rates are outlined in the Travel Allowance Guide. Meal allowances are individually itemised. If a staff member requires three meals the allowance can be split any way across the meals. Staff members cannot claim the difference between the maximum daily entitlement and the actual cost of the meals if the meals cost less than the maximum prescribed amount.
 - Mileage:** An allowance for kilometres travelled by staff in a personal vehicle while on a WAIS-related trip will be paid at the rate set by the Australian Taxation Office as outlined in the Travel Allowance Guide. Staff must submit a claim to the Finance Team with the following details:
 - Date of travel
 - Purpose of travel
 - Total kilometres travelled.
27. Meal expenses within the allowance can be claimed through submitting an expense reimbursement claim, by using a corporate credit card and retaining receipts, or in approved circumstances, through a cash advance.

Inclusivity Considerations

28. WAIS aims to accommodate traveller requests to enable the inclusion and safety of travellers. A traveller with an impairment, cultural or religious requirements, or on the basis of sexual orientation or gender identity, can request special consideration for:
- Accommodation arrangements
 - Chaperone arrangements
 - Available facilities (i.e. accessibility).
29. The relevant budget holder must approve the exceptional arrangement, the traveller must consent to the arrangements, and parents/guardians must be informed for U18 athletes.

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Incident Management and Reporting

30. Any incidents that occur during travel must be managed and reported in accordance with the **Incident Management and Reporting Policy** and the **Critical Incident Management Framework** as appropriate.

Insurance

31. Staff are covered by WAIS travel insurance when on WAIS arranged and managed travel. Athletes are **not** covered by WAIS travel insurance. Athletes should arrange their own travel insurance.
32. Staff must notify the Sport Program Manager and the Corporate Services Director of any situation or incident that necessitates a claim under the travel insurance.

FEEDBACK AND CONTINUOUS IMPROVEMENT

33. We actively seek feedback on our policies and procedures from staff, contractors, athletes and athletes' families.
34. Any changes to policies or procedures and feedback received will feed into our continuous improvement process.

REVIEW

35. This policy will be reviewed every three years. If at any time the policy is no longer appropriate in its current form, it will be reviewed immediately.
36. Any necessary revisions will be made in consultation with stakeholders.

LEGISLATION AND FRAMEWORKS

SIA National Integrity Framework

RELATED DOCUMENTS

The following documents support the implementation of this policy:

Travel Safeguarding Standards
 Travel Allowance Guide
 WAIS NIF Safeguarding Children and Young People Policy
 WAIS NIF Participant Protection Policy
 WAIS NIF Complaints, Disputes and Discipline Policy
 Incident Management and Reporting Policy
 Critical Incident Management Framework.

DEFINITIONS

Traveller/s: the person/s who are undertaking travel

Chaperone: an adult WAIS staff member or other adult, who is purposed with supervising and supporting an athlete or group of athletes during travel (usually Children and Young People)

Team Manager: oversees and supports all travelling members including athletes, ensuring a safe, organised and supportive environment throughout travel.

WAIS arranged /managed travel: travel that is organised by WAIS, such as when WAIS is preparing and managing logistics and bookings.

WAIS funded travel: where WAIS is funding all or part of a person's travel. The travel may or may not be arranged by WAIS.

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VERSION HISTORY

Version	Submitted By	Date	Approved By	Date	Details
1.0	High Performance Director	17/06/2026	CEO	07/10/2026	New policy. Split sport program travel out from existing Travel Policy into this separate policy to provide clarity around travel for athletes and support staff.

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