

WAIS Travel Policy



WESTERN AUSTRALIAN INSTITUTE *of* SPORT

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PURPOSE

A framework to support safe travel and consistent travel processes for WAIS athletes and staff.

BACKGROUND

Many WAIS athletes and staff travel regularly.

WAIS athletes train and compete at domestic and international events. The travel of a WAIS athlete can be as part of a State Team or a National Team and may be organised by WAIS, or through the National Sporting Organisation (NSO) or State Sporting Organisation (SSO).

WAIS staff also travel to support athletes at domestic and international events; as well as attend other WAIS business activities such as conferences, meetings, or education.

There is risk and cost associated with travel – however it is necessary to the core activities of WAIS. This policy seeks to support administrators and travellers to travel safely, and to manage travel consistently.

1. POLICY SCOPE

1.1 This Policy applies to WAIS:

- a) **Athletes** – all athletes on a WAIS Scholarship Agreement
- b) **Staff** – this includes Employees and Contractors
- c) **Students** – under the WAIS High Performance Research Centre
- d) Any other individual on WAIS arranged travel.

1.2 This Policy applies for WAIS-related domestic and international travel arranged by WAIS.

1.3 This Policy does not apply for travel arranged by sport partners. ^[Definitions]

2. POLICY STANDARDS

2.1 Travel Risk Assessment

- a) Prior to travelling, a travel risk assessment must be undertaken by the traveller and/or Performance Enhancement Team Coordinator (PETCO) that considers the risk to and the management of the safety, health and wellbeing of the traveller/s.
- b) Countries classified by the Department of Foreign Affairs and Trade smartraveller.gov.au will be supported as follows:
 - i. “Do not travel” – WAIS will not support travel.
 - ii. “Reconsider your need to travel” – travel may be supported if deemed essential.
- c) Travellers must be made aware of their travel risk assessment.

2.2 Travel Approval

- a) All travel, and significant changes to travel, must be approved by a WAIS Performance Team Director (PTD) or WAIS Senior Manager prior to booking.
- b) If prior approval is not sought, reimbursement of travel expenses may not be available.
- c) For WAIS arranged travel where WAIS is not covering 100% of the travel expenses, the traveller must approve the estimated costs and their contribution in writing prior to booking.

2.3 Travel Arrangements, Bookings and Payment

- a) Travel arrangements and accommodation for WAIS supported events must be booked through a PETCO unless otherwise agreed with the PTD/Senior Manager prior to booking.
 - i. Exception: For approved Individual Athlete Scholarship (IAS) travel, as per the *Athlete Benefits Policy* the athlete will organise all travel arrangements including flights, accommodation, hire cars and any other travel requirements including payment.
- b) For WAIS arranged travel, the PETCO will prepare a travel logistics plan and communicate this to travellers, and as necessary to the coach and parents. The plan must include relevant contact details for staff and chaperones, accommodation and event venues, and emergency contacts.
- c) For WAIS arranged travel where WAIS is not covering 100% of the travel expenses:
 - i. Training Agreement athletes must pay their contribution in full two (2) weeks prior to travel unless otherwise agreed by the PTD/Senior Manager.
 - ii. All other travellers must pay outstanding expenses as per the terms of the invoice.
 - iii. Failure to pay in full will result in all travel arrangements being cancelled, and/or restrictions to future travel or other benefits.
 - iv. Individuals may seek changes to payment terms on the basis of financial hardship, at the PTD/Senior Manager's discretion.
- d) Any receipts for reimbursement must be forwarded to the PETCO within eight (8) weeks of the event.
- e) For expenses incurred as a result of traveller error i.e. fines, excess luggage penalties, damages etc. the traveller is liable for payment.

2.4 Airline Travel

- a) 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.
- b) Travellers must travel economy class:
 - i. Except where business/first class is deemed appropriate and is authorised by the Chief Executive Officer.
 - ii. Except where a traveller upgrades their flight at their personal expense.

2.5 Rental Vehicles

- a) Where rental vehicles are arranged by WAIS:
 - i. The vehicle excess and driver/s are insured under the WAIS Travel Insurance Policy.
 - ii. All drivers must hold a valid driver license.
- b) Drivers must ensure they:
 - i. Have a blood alcohol level of zero (0).
 - ii. Take care of the vehicle and passengers, drive safely and in accordance with the road rules.
 - iii. Report all accidents or damage to WAIS immediately.
- c) All traffic infringement fines and penalties are the sole responsibility of and must be paid by the driver.

2.6 Accommodation

- a) Accommodation will be arranged as closely located to the event venue as possible and to meet the reasonable requests of the traveller.
- b) All individuals are to sleep singularly, no shared bed arrangements are permitted.
- c) Athletes must be accommodated as per the below:
 - i. Minor and adult athletes, of differing sexes can share an apartment, but not bedrooms or beds.
 - ii. Minor and adult athletes, of the same sex can share an apartment, and bedrooms, but not beds.
 - iii. Staff and athletes (adult or minor) can share an apartment, but not bedrooms or beds, regardless of their gender.
 - iv. Chaperones and athletes (adult or minor) can share an apartment, but not bedrooms or beds, regardless of gender.
 - v. All minor athletes must be placed in accommodation with a WAIS staff member or chaperone.
- d) Staff and chaperones must be accommodated as per the below:
 - i. Individuals of differing sexes can share an apartment, but not bedrooms or beds.
 - ii. Individuals of the same sex can share an apartment, and bedrooms, but not beds.
- e) Bedding arrangements will be determined based on the above guidelines and the availability of rooms at the requested accommodation location.
- f) The PTD/Senior Manager has discretion to approve exceptional accommodation arrangements taking into consideration relationships of individuals, however the individuals must consent, and parents must be informed where minors are involved.
- g) WAIS will not arrange billeted accommodation (homestays). If a parent or athlete chooses to arrange billeted accommodation, they accept all responsibility and risk associated with this accommodation arrangement. WAIS will, however, reimburse travel expenses as per the *Athlete Benefits Policy*.

2.7 Children and Young People (Minors, under 18 years of age)

- a) For travel by a child or young person (minor) a parent or guardian must provide WAIS with written parental consent for travel prior to commencement of travel.
- b) Prior to travel, parents and the athlete must be provided a travel logistics plan and informed of accommodation arrangements.
- c) An adult chaperone must accompany all travel that includes a minor where there are overnight stays.
- d) The minimum staff/chaperone to minor ratio for Domestic travel is two (2) adults to 15 minors; the minimum ratio for International travel is two (2) adults to ten (10) minors. Any variation on these numbers requires approval from a PTD.
- e) All chaperones on travel involving a minor must hold a valid Western Australian Working with Children's Check.
- f) A minor must have a chaperone of the same gender. For mixed-gender groups, both genders must be represented, and can be represented by WAIS staff and chaperone.
- g) Accommodation for minors must be in accordance with this Policy as per [2.6].
- h) During travel, the minor must have the contact details of a trusted adult, have a means to contact them, and be allowed to contact them if they feel unsafe, uncomfortable, or distressed.
- i) The *WAIS Safeguarding Children and Young People Policy* applies during travel.

2.8 Inclusivity Considerations

- a) WAIS will aim to accommodate traveller requests to enable the inclusion and safety of travellers. A traveller with an impairment, cultural or religious requirement, or on the basis of sexual orientation or sexual identity, can request special consideration to:
 - i. Accommodation arrangements
 - ii. Chaperone arrangements
 - iii. Available facilities (i.e. accessibility etc.)
- b) A PTD/Senior Manager must approve the exceptional arrangements, and the traveller must consent, and parents must be informed where minors are involved.

2.9 Insurance

- a) Travellers will be covered by the *WAIS Travel Insurance Policy* only when on WAIS arranged and managed travel.
 - i. IAS athletes are covered under the WAIS Insurance Travel Policy when booking WAIS approved travel.
 - ii. WA Connect Grant athletes are not covered and are responsible for their own travel insurance arrangements.
- b) Travellers who are covered by the WAIS Travel Insurance Policy can request a copy of the insurance policy.
- c) To make a claim under the WAIS Travel Insurance Policy, travellers must notify a PETCO of the situation/incident as soon as possible.

2.10 Travel Benefits

- a) Athlete travel will be funded as per the *Athlete Benefits Policy*.
- b) Staff travel will be funded as per the *WAIS Human Resources Policies and Guidelines*.
- c) Upgrades to travel arrangements, such as upgraded fares or hires, can be purchased by the traveller at their personal expense.
- d) Where possible WAIS will assist travellers wishing to combine WAIS-related travel with self-funded personal travel. This may not always be possible, and may be limited by associated costs, sufficient notice given, or airline rules, as example.

3. RESPONSIBILITIES

3.1 PTD/Senior Managers are responsible for:

- a) Approving travel in accordance with this policy.
- b) Monitoring staff and athlete compliance with this policy.

3.2 PETCOs are responsible for:

- a) Administering travel in accordance with this policy.

3.3 Coaches are responsible for:

- a) Ensuring approvals are met for their travelling athletes.
- b) Ensuring accommodation arrangements are fulfilled whilst travelling, as per [2.6].
- c) Providing adequate supervision and support to athletes under their duty of care whilst travelling (adult or minor).

3.4 Chaperones are responsible for:

- a) Providing adequate supervision and support to athletes under their duty of care whilst travelling (adult or minor),
- b) Coordinating the group to enable the coach to focus on coaching duties.
- c) Conducting themselves and their responsibilities as per WAIS Policies.

3.5 Travellers are responsible for:

- a) Making an informed decision regarding their travel.
- b) Ensuring approvals are met for their travel prior to booking.
- c) Being prepared for travel i.e. ensuring they have the necessary identification, documents, visas, vaccines etc.
- d) Conducting themselves in line with WAIS policies whilst on WAIS-related travel.
- e) Communicating with WAIS in a timely manner regarding their travel arrangements, changes, or incidents.
- f) Paying all monies owed within the timeframe.

4. BREACH OF POLICY

4.1 A breach of this policy occurs when a person:

- a) Fails to administer travel in accordance with the Policy Standards [Section 2]
- b) Fails to meet their responsibilities for travel outlined in this policy [Section 3]
- c) Withholds or provides false or misleading information in relation to this policy.
- d) A person fails to report a breach of this policy.

4.2 If a person is in breach of this policy:

- a) The complaints process of the WAIS Staff Code of Conduct, Athlete Code of Conduct or Athlete Protection Policy applies as appropriate.
- b) Sanctions may be imposed according to the severity of the breach and may include suspension or termination of employment or scholarship.

5. 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.

Child(ren) and Young Person/People, Minor – means a person who is under 18 years of age.

Sport Partners – partner organisations who also arrange athlete travel, such as National Sporting Organisations, State Sporting Organisations, Australian Olympic Committee etc.

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.

6. OTHER MATTERS

Relevant WAIS policies and documents:

- WAIS Athlete Benefits Policy
- WAIS Human Resources Policies and Guidelines
- WAIS Safeguarding Children and Young People policy
- WAIS Travel Insurance Policy

7. REVIEW AND REVISION

This policy, and all related appendices, will be reviewed as it is deemed appropriate.

Policy review will be undertaken by the Corporate Services Manager and any revisions approved by the Chief Executive Officer.

Revision History

| Date | Version | Reviewed by | Changes made |
|------------------|---------|-------------|----------------|
| 31 December 2020 | 1.1 | CSM | Policy updated |
| 4 May 2022 | 2.0 | CSM | Policy redraft |

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