

OWIA Athlete Travel Policy

Version 7

POLICY OBJECTIVE

OWIA Contracted Athletes (“athletes”) may travel extensively for both training and competition. The objective of the Olympic Winter Institute of Australia (“OWIA”) Athlete Travel Policy is to provide a framework for athletes for all travel activities (domestic and international) including but not limited to;

- Air Travel
- Insurance
- Accommodation
- Motor Vehicle Use
- Other Ground Transport (public transport, taxis, etc.)

APPLICATION

All travelling athletes are bound by this Policy.

POLICY STATEMENT

Travelling athletes are bound at all times by the OWIA Policies, including but not limited to the; Member Protection Policy, Codes of Conduct, Anti-Doping Policy, Supplements Policy, Media Policy, as updated or replaced from time to time. The OWIA Policies are available at the OWIA’s website at <http://www.owia.org/policies--documents.html>.

GENERAL GUIDELINES

TRAVEL ARRANGEMENTS

Athletes must contact the OWIA office for coordination of all travel arrangements, including air travel and ground transport:

- a) Athletes are not authorised to make any travel arrangements on behalf of the OWIA, without the prior written consent of the CEO or nominated delegate.
- b) Domestic travel costs are not covered unless they form part of the Sport Program budget or are otherwise agreed, in writing by the OWIA CEO.

Should an athlete receive the required written consent to make their own travel arrangements (air travel, ground transport and / or accommodation) independent to the OWIA Sport Program arrangements, the athlete acknowledges that by doing so they agree to be responsible for:

- a) The coordination of their own ground transport upon arrival at their destination and/or to and from OWIA Sport Program activities if accommodated separately.
- b) Payment of air, ground transport and accommodation will be at the athlete’s own cost.
- c) Air travel will be reimbursed only to the value of the Sport Program air travel, upon presentation of receipts to the OWIA office.

ATHLETE FAMILY AND SIGNIFICANT OTHERS

The OWIA will not be responsible for including in or making any travel arrangements for athlete family members, including partners, spouses and parents.

Athlete family members are not, without the prior written consent of the CEO or nominated delegate:

- a) Authorised to travel as part of an OWIA funded activity.
- b) Permitted to stay in OWIA funded accommodation.
- c) Permitted to stay in the same accommodation as OWIA athletes and staff.
- d) Permitted to join in OWIA organised athlete, team or program activities, including but not limited to; meals, excursions, ground transport.

The OWIA may choose to assist with travel arrangements for athletes who travel with young children, to be discussed with the CEO on a case-by-case basis.

It must be noted that the OWIA Duty of Care extends to athletes only and not to any athlete family member.

AIR AND GROUND TRAVEL

Where possible, lowest price fares will be sourced with the aim of maximising discounts available:

- a) All travel being paid by the OWIA will be managed and booked by the OWIA office. The OWIA Travel Coordinator is responsible for this function.
- b) Where possible and suitable, best available price fares will be sourced with the aim of maximising all available value for the OWIA.
- c) Where possible the OWIA will assist athletes wishing to combine OWIA Sport Program Travel with self-funded personal travel. This may not always be possible for a variety of factors, including, but not limited to; rerouting & change fees, short notice, athlete change of mind / indecision and airline fare rules.
- d) Airline frequent flyer membership points and status credits earned when travelling on OWIA-purchased tickets, may be retained for personal use, as a personal benefit to the athlete.

Fare Classes eligible for upgrades

- a) Athletes are to notify the Travel Coordinator in writing if they wish to travel in a higher fare class that is eligible for an upgrade.
- b) The Travel Coordinator will provide athletes wanting to travel on an upgradeable fare class with two quotes:
 - o best available economy fare price
 - o higher economy fare class price required to be eligible to upgrade
- c) If choosing to travel on the higher economy fare class eligible for upgrades, athletes must advise the Travel Coordinator in writing within 48 hours of receiving the two quotes, as well provide credit card details to pay the difference in cost to the OWIA. Due to dynamic pricing, the speed of the response is critical to secure the fare at the price quoted.
- d) After the eligible fare class for an upgrade has been paid for, athletes are responsible for their own upgrade using either miles/points or dollars or a combination of both. The Travel Coordinator will have no involvement in this process.
- e) If written communication is not provided by the athlete to the Travel Coordinator within 48 hours, then the best available fare / class ticket will be purchased, as per the OWIA travel policy.

Personal Travel

- a) Athletes are to advise the Travel Coordinator of any planned Personal Travel (holiday/break/personal commitments), a minimum of six-eight weeks in advance of the scheduled travel period.
- b) Where possible, Personal Travel should commence from the final destination of the OWIA travel prior to the commencement of the next Sport Program activity. *[Example: December World Cup (WC) in China – Next event in*



January is in Canada, the airport is Montreal. The OWIA will fly the athlete to Montreal post WC event in December. Personal Travel should then commence in December from Montreal and should end in Montreal on the day the OWIA Sport Program resumes in January].

- c) In certain (not all) circumstances, whereby the Personal Travel destination is in closer proximity to the current location of the athlete before the Sport Program break commences, the OWIA will, if practicable, consider routing Personal Travel that does not require the athlete to backtrack, and therefore incur less cost and travel time. *[Example: December World Cup in China – Next event in January is in Canada, the airport is Montreal. Request Personal Travel Destination is Honolulu. Athlete to request more convenient Personal Travel option for approval = OWIA will route athlete China to Honolulu in December (NOT VIA MONTREAL) then Honolulu to Montreal in January (NOT VIA CHINA)]*
- d) Should the above be approved, the Travel Coordinator will provide athletes wanting to undertake additional Personal Travel with two quotes: the required cost of the routing the OWIA is to pay *[Example: China to Montreal in December]*, and the cost of the proposed routing for Personal Travel.
- e) Athletes choosing to travel on the new routing *incorporating the Personal Travel [Example: China-Honolulu-Montreal]*, must advise the Travel Coordinator in writing within 48 hours of receiving the two quotes, as well as provide credit card details to pay the difference in cost to the OWIA.
- f) Personal Travel not approved according to the above, will be at the sole discretion of each athlete to organise and arrange payment. The Travel Coordinator will advise in writing if this is the case.

LUGGAGE ALLOWANCE

Athletes are expected to adhere to the luggage allowance outlined in the ticket rules. Further:

- a) The OWIA may cover / reimburse the cost of excess luggage fees when traveling with team equipment at the request of the OWIA.
- b) The OWIA will not cover the cost of excess luggage fees when traveling with additional personal effects.
- c) Any enquiries regarding luggage allowance must be made in writing to the OWIA Travel Coordinator prior to travel.

INSURANCE

INTERNATIONAL TRAINING AND COMPETITION INSURANCE

The OWIA provides athletes with limited international training and competition insurance for participation in OWIA-funded training and competition activities overseas. The subject of “International Training and Competition Insurance” is also covered comprehensively in the Athlete Performance Contract and is summarised below. International Training and Competition Insurance is provided by the OWIA for the athlete’s benefit, and:

- a) Does not include coverage in respect of loss and/or theft of luggage and personal effects, amendments or cancellation of journey, rental car excess coverage, etc.
- b) Will only be available to athletes who have provided all OWIA-requested details, prior to travel.
- c) Is only valid if any proposed changes to the athlete’s travel arrangements are submitted to the OWIA, as soon as the changes are known to the athlete and prior to travel.
- d) In the event that the OWIA determines to make a claim, then the athlete shall:
 - i) provide all necessary information and do all other things necessary to assist the OWIA (and/or its insurer) in progressing the claim; and
 - ii) not correspond directly with the insurer unless authorised and/or directed by the OWIA to do so.

TRAVEL INSURANCE

Athlete are required to purchase their own individual comprehensive travel insurance policy for all international travel:

- a) For the duration of overseas travel when participating in OWIA funded activities (including break periods).
- b) Athletes must use their own personal travel insurance to make insurance claims regarding non- sport injury related health concerns and / or their own personal baggage, effects and travel delays.
- c) Athletes must use their own personal travel insurance to make insurance claims for injuries that are covered within their own policy. Should a sport-specific injury claim be unsuccessful, the athlete must notify the OWIA.

ACCOMMODATION

GENERALLY

The OWIA will source the most suitable accommodation. Room allocation will be the responsibility of the Team Manager or Coach. Standard OWIA-funded accommodation (OWIA accommodation) during training and competition is twin share by gender, and on occasion single, triple or quad share rooms will be necessary.

On occasion, availability and / or style of accommodation may be restricted and as such, it may not be practicably possible for same gender share arrangements. In such circumstances, the OWIA may request athletes to stay in mixed gender (male and female shared) apartment or house style accommodation. Mixed genders will not be allocated and are not allowed to share a bedroom.

Athletes and personnel will not be required to share bedrooms. On occasion, availability and / or style of accommodation may be restricted and as such, athletes and personnel may be requested to share same-gender apartment or house style accommodation. Athletes and personnel will be required to complete an "Accommodation Consent Form" annually. If consent has not be granted, other suitable accommodation arrangements will be made.

Should an athlete have any concerns regarding the suitability of their accommodation, they must notify the OWIA, immediately. Furthermore, athletes who wish to make any change to their accommodation arrangements, must seek approval from the OWIA, prior to changes being made.

ACCOMMODATION FOR PERSONS UNDER THE AGE OF 18

The OWIA is committed to the safety and well-being of all children and young people who participate in our sport or access our services. The OWIA supports the rights of the child and will act at all times to ensure that a child-safe environment is maintained (please refer to the [OWIA Member Protection Policy](#) for comprehensive information). In addition to the guidelines outlined in this Policy, these instructions apply when coordinating accommodation for persons under the age of 18:

- a) Shared accommodation between persons under the age of 18 and an adult(s) should be avoided.
- b) If it is not practicably possible to avoid shared accommodation between a person under the age of 18 and an adult(s), then the underage person must be provided with the contact details of an available trusted adult (Team Manager / Coach) whom they can contact if they do not feel comfortable.
- c) Written parental consent must be obtained prior to athlete check-in. Parents/guardians of athletes under the age of 18 will be required to complete a "Travel and Accommodation Consent Form."



EXPECTATIONS AND RULES

In all OWIA accommodation:

- a) No tobacco or illegal substances are permitted to be consumed under any circumstances.
- b) No alcohol is permitted to be consumed by athletes or personnel under the age of 18 (or extended to 21 in countries or states where under applicable law), under any circumstances.
- c) Only athletes and OWIA personnel are permitted. Visitors are not permitted at any time except with the permission of the Team Manager / Coach.
- d) Overnight visitors are not permitted, unless prior written consent has been provided by the CEO or nominated delegate.
- e) No parties, functions or social gathering are permitted, without the prior written consent of the CEO or nominated delegate.
- f) No mixed gender sharing of bedrooms and no sharing of beds.
- g) All persons must respect each other's privacy, personal belongings and space.
- h) All persons must respect each other's training / competition schedules, keeping noise to an appropriate level.
- i) Quiet time must be in effect from 10:00pm – 7:00am.
- j) Athletes are required to undertake shared cleaning duties with all parties to contributing to ensure that the property is clean and hygienic at all times. The accommodation / property is deemed clean and hygienic once all residents are 100% satisfied.
- k) Any hotel room charges, not pre-approved in writing by the OWIA, are the responsibility of the occupants of that room and must be paid for by the responsible athlete.
- l) Should any of the abovementioned conditions be breached, disciplinary measures may be enforced.

PROPERTY DAMAGE

Athletes must respect the actual physical venue including, but not limited to, all furniture and fittings:

- a) Athletes must use best efforts to ensure the venue is not damaged in any way.
- b) Upon check-in, all athletes should inspect their accommodation, furniture and fittings for any existing damage and immediately report any damage to the Team Manager / Coach.
- c) Any property damaged must be reported to the Team Manager / Coach immediately. The Team Manager / Coach must advise accommodation management and the OWIA office, immediately, in writing. All damage costs will be payable by the responsible athlete.
- d) Property / fixture and fittings in OWIA accommodation are not to be removed under any circumstances. All replacement costs will be payable by the responsible athlete.
- e) Equipment tuning, sharpening and waxing may only be conducted in designated rooms or outside areas such as balconies and garages. At the completion of each tuning, sharpening or waxing session, the area must be fully cleaned with all waste removed.
- f) Under no circumstances will athletes be allowed to tune, sharpen or wax equipment inside accommodation living areas.

SEARCH AND SEIZURE

Athletes are reminded that authorised representatives of the OWIA may, at any time and without prior notice, enter any OWIA accommodation and conduct a search. The search may result in the removal of any items believed to be in breach of the OWIA Anti-Doping Policy or any applicable Anti-Doping Policy of another organisation or any applicable law. The OWIA Anti-Doping Policy is available at <http://www.owia.org/policies--documents.html>



MOTOR VEHICLE USE

- a) All drivers are responsible for ensuring they hold a current driver's license recognised in the country of vehicle usage (may require an International Driver's Licence).
- b) All vehicles must be used in accordance with the road rules as applicable in the state or country of use.
- c) All passengers (including the driver) must wear a seatbelt at all times. The number of passengers must never exceed the number of seatbelts in the vehicle.
- d) All traffic infringement fines are the sole responsibility of and must be paid by the driver assigned to the vehicle at the time the infringement was recorded. Any demerit points will be allocated to the responsible driver.

OWIA-OWNED AND SPONSORED VEHICLES

The OWIA owns vehicles in Australia and overseas and has the use of vehicles provided to it via various sponsors. Athletes are not permitted to drive OWIA-owned or sponsored vehicles (OWIA vehicles) without the prior written consent of the CEO. Should permission be granted, proper vehicle care and treatment is required at all times, from collection to return. The athlete driver must ensure that:

- a) Upon vehicle collection, the vehicle must be inspected for any damage and immediately report any damage to the OWIA office.
- b) When using OWIA vehicles, drivers and passengers must take extreme care to ensure they do not damage the vehicle in any way including but not limited to; safe driving, extra care taken with loading / unloading equipment and ensuring the storage of equipment on roof racks or in boot only (not on car seats).
- c) When using OWIA vehicles, drivers and passengers must take extreme care to ensure the OWIA and/or sponsor brand(s) are not damaged.
- d) All accidents in or damage must be reported immediately to the OWIA office and followed up in writing.
- e) It is the responsibility of the assigned driver to inform the OWIA office, in writing, should another person drive their assigned vehicle.
- f) All drivers must have a blood alcohol level of ZERO.
- g) Upon OWIA vehicle return, the assigned driver must:
 - i) Ensure the fuel tank is full;
 - ii) Wash and vacuum the vehicle and ensure the vehicle is diligently cleaned both inside and outside;
 - iii) Remove all rubbish; and
 - iv) Remove all personal and program belongings and equipment.

NON OWIA-OWNED VEHICLES

Rental Vehicles

Generally, vehicle rentals are arranged by the OWIA office. Proper vehicle care and treatment is required at all times, from collection to return. If, in the event an athlete is required to hire a vehicle, they must ensure that:

- a) Adequate insurance cover is purchased.
- b) An "additional driver" must be added to the booking if there is any possibility that more than one driver may drive the rented vehicle, even if only for a brief period.
- c) Upon vehicle collection, the vehicle must be inspected for any damage and immediately report any damage to the OWIA office and vehicle rental company.



- d) Drivers and passengers must take extreme care to ensure they do not damage the vehicle in any way including but not limited to; safe driving, extra care taken with loading / unloading equipment and ensuring the storage of equipment on roof racks or in boot only (not on car seats).
- e) All accidents in or damage must be reported immediately to the OWIA office and followed up in writing.
- f) It is the responsibility of the assigned driver to inform the OWIA office, in writing, should another person drive their assigned vehicle.
- g) All drivers must have a blood alcohol level of ZERO.

PERSONAL VEHICLES

Athletes will, on occasion, be required to use personal vehicles to travel to domestic OWIA activities:

- a) All vehicles must be registered and roadworthy.
- b) The use of personal vehicles will be at the athlete’s own personal cost. For pre-approved sport / business related travel to / from specified locations travel, then fuel and toll reimbursements may be made upon submission of receipt(s) as proof of purchase.

Transporting Persons under the Age of 18

The OWIA is committed to the safety and well-being of all children and young people who participate in our sport or access our services. The OWIA supports the rights of the child and will act at all times to ensure that a child-safe environment is maintained (please refer to the [OWIA Member Protection Policy](#) for comprehensive information). In addition to the guidelines outlined in this Policy, these instructions apply when transporting passengers under the age of 18 for OWIA sport or business activities:

- a) Written parental consent must be obtained prior to travel. Parents/guardians of athletes under the age of 18 will be required to complete a “Travel and Accommodation Consent Form (18 / under).”
- b) The driver must notify (via text if practical) the OWIA office and parent / guardian of the athlete at the time and reasons for transporting the underage passenger(s), on a case-by-case scenario.
- c) All drivers must have a blood alcohol level of ZERO.

DOCUMENT HISTORY

Version	Adopted by OWIA	Content reviewed / purpose
One	15/04/2015	
Two	23/04/2015	<ul style="list-style-type: none"> ▪ Added point re: use of contra to book airfares which do not accumulate frequent flyer points
Three	17/06/2015	<ul style="list-style-type: none"> ▪ Added information relating to traveling independently, to General Guidelines, Travel Arrangements
Four	7/10/2015	<ul style="list-style-type: none"> ▪ Updated OWIA-owned and non-owned vehicles to include more detail on caring for the vehicle from collection to return.
Five	4/11/2015	<ul style="list-style-type: none"> ▪ Updated OWIA-owned vehicles to include OWIA-sponsored vehicles.
Six	05/05/2016	<ul style="list-style-type: none"> ▪ Updated OWIA Fare Class upgrade and Holiday Travel
Seven	11/10/16	<ul style="list-style-type: none"> ▪ Expanded clause, “Air and Ground Travel.” New clause added, “Fare Classes Eligible for Upgrades.” “Holiday Travel” has been replaced and updated with the clause, “Personal Travel.” Personal Travel examples provided.