

OWIA Athlete Travel Policy

Version 10: 11 September 2024

POLICY STATEMENT

Travelling athletes are bound at all times by the Olympic Winter Institute of Australia (“OWIA”) Policies, which are available at the OWIA’s website [here](#) and Integrity Policies [here](#).

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

THE POLICY APPLIES TO

All travelling athletes are bound by this Policy.

DEFINITIONS

Child/Young Person means a person who is under the age of 18.

Relevant Organisation means any of the following organisations:

- (a) the Olympic Winter Institute of Australia (OWIA);
- (b) any organisation that participates in or is involved in the administration of an Activity (including an Affiliate Organisation), in connection with that Activity; or
- (c) any other organisation that has agreed to be bound by National Integrity Framework and/or the Relevant Policies, to the extent that they have agreed to be bound.

Relevant Person means any of the following persons:

- (a) Participant;
- (b) Employee;
- (c) Contractor;
- (d) Volunteer; or
- (e) Any other individual who has agreed to be bound by the National Integrity Framework and/or the Relevant Policies.

1. GENERAL GUIDELINES

1.1 TRAVEL ARRANGEMENTS

Athletes must contact the OWIA Sport Performance team for coordination of all travel arrangements, including air travel and ground transport.

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.

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.

1.2 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.

1.3 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 Sport Performance team.
- 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.
- e) All athlete travel arrangements are subject to approval from the Coach, as the most suitable travel for the athlete and the Program's performance, within best available travel options determined by the Sport Performance team.

1.3.1 Fare Classes eligible for upgrades

- a) Athletes are to notify the Sport Performance team in writing if they wish to travel in a higher fare class that is eligible for an upgrade or better frequent flyer status recognition or points/miles accumulation.
- b) The Sport Performance team will provide athletes wanting to travel on an upgradeable or higher fare class with two quotes:
 - o best available economy fare price
 - o higher economy fare class price required to be eligible to upgrade or other benefits



- c) If choosing to travel on the higher economy fare class eligible for upgrades or other benefits, athletes must advise the Sport Performance team 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 or other benefits has been paid for, athletes are responsible for their own upgrade using either miles/points or dollars or a combination of both. The Sport Performance team will have no involvement in this process.
- e) If written communication is not provided by the athlete to the Sport Performance team within 48 hours, then the best available fare / class ticket will be purchased, as per the OWIA travel policy.

1.3.2 Personal Travel

- a) 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].*
- b) 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)]*
- c) Should the above be approved, the Sport Performance team 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.
- d) Athletes choosing to travel on the new routing *incorporating the Personal Travel [Example: China-Honolulu-Montreal]*, must advise the Sport Performance team 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.
- e) Personal Travel not approved according to the above, will be at the sole discretion of each athlete to organise and arrange payment. The Sport Performance team will advise in writing if this is the case.

1.4 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 Sport Performance team prior to travel.

2. INSURANCE

2.1 INTERNATIONAL TRAINING AND COMPETITION INSURANCE

The OWIA provides athletes with International Training and Competition Insurance for participation in Official OWIA Activity.

The subject of “International Training and Competition Insurance” is also covered comprehensively in the Athlete Contract and is summarised below. International Training and Competition Insurance is provided by the OWIA for the athlete’s benefit, and:



- a) Is provided to support the Athlete's personal Travel Insurance policy, filling gaps by exception (when required and/or necessitated).
- b) 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.
- c) Will only be available to athletes who have provided all OWIA-requested details, prior to travel.
- d) 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.
- e) 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.

2.2 TRAVEL INSURANCE

Athletes are required to purchase their own individual comprehensive travel insurance policy for all international travel, for those athletes who are a member of Snow Australia this also needs to include Snow Sports coverage:

- a) Evidence of individual travel insurance is to be provided to the Sport Performance team upon request.
- b) Travel Insurance should be valid for the duration of overseas travel when participating in OWIA funded activities (including break periods).
- c) 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.
- d) 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.

3. ACCOMMODATION

3.1 GENERALLY

The OWIA will source the most suitable accommodation. Room allocation will be the responsibility of the 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". If consent has not been 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.



Athlete family and friends are required to obtain prior written consent from the OWIA CEO or nominated delegate if wishing to stay in OWIA funded accommodation or the same accommodation as OWIA athletes and staff. This can be done by submitting the [“Accommodation Guest Request Form”](#) (hyperlinked or available from the People & Performance team) one month in advance of intended stay.

3.2 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 Safeguarding Children and Young People Policy](#) for comprehensive information).

In addition and in accordance with the OWIA [Safeguarding Children and Young People Policy](#) Annexure B section 8, overnight stays involving under 18 athletes will comply with the below:

- a) Overnight stays must be approved and managed by the Relevant Organisation. Written parent/carer consent must be obtained prior to the overnight stay (Travel and Accommodation Consent Form – Under 18).
- b) Practices and behaviour by Relevant Persons involved during an overnight stay must be consistent with the practices and behaviour expected during delivery of our sport at all other times.

Standards of conduct that must be observed by Relevant Organisations and Relevant Persons involved during an overnight stay include:

- i. Under 18 athletes are provided with privacy when bathing, toileting, and dressing;
- ii. Appropriate dress standards are observed when under 18 athletes are present – such as no exposure to adult nudity;
- iii. Under 18 athletes will not be exposed to pornographic material, for example, through movies, television, the internet, or magazines;
- iv. Under 18 athletes will not be left under the supervision or protection of unauthorised persons such as accommodation staff, or peers;
- v. Sleeping arrangements will not compromise the safety of under 18 athletes such as unsupervised sleeping arrangements or under 18 athletes sharing a bed or an adult sleeping in the same bed as an under 18 athlete; and
- vi. Under 18 athletes have the right to contact their parents, or another adult, if they feel unsafe, uncomfortable, or distressed during the stay.

3.3 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 Coach.
- d) For any approved Visitors, visitation is only permitted when the approved athlete is present in the accommodation. Hours of visitation are strictly between 10:00am and 9:00pm.
- e) Overnight visitors are not permitted, unless prior written consent has been provided by the CEO or nominated delegate.
- f) No parties, functions or social gatherings are permitted, without the prior written consent of the CEO or nominated delegate.
- g) No mixed gender sharing of bedrooms and no sharing of beds.
- h) All persons must respect each other’s privacy, personal belongings and space.



- i) All persons must respect each other's training / competition schedules, keeping noise to an appropriate level.
- j) Quiet time must be in effect from 10:00pm – 7:00am.
- k) Athletes are required to undertake shared cleaning duties with all parties 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.
- l) 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.
- m) Should any of the abovementioned conditions be breached, disciplinary measures may be enforced.

3.4 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 Coach.
- c) Any property damage caused by an athlete must be reported to the Coach immediately. The 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.

3.5 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 the Australian National Anti-Doping Policy available at [Sport Integrity \(owia.org\)](http://Sport Integrity (owia.org))

4. MOTOR VEHICLE USE

4.1 REQUIREMENTS

- a) In addition to this Athlete Travel Policy, all drivers are required to read and understand the [OWIA Motor Vehicle Policy](#).
- b) Athletes are not permitted to drive OWIA-owned or sponsored vehicles (OWIA vehicles) or OWIA rental vehicles without being nominated by their Coach as a designated driver, and without the prior written consent of the CEO.
- c) All designated drivers are responsible for ensuring they hold an unrestricted current driver's license recognised in the country of vehicle usage.
- d) For international driving, all designated drivers are responsible for ensuring they hold a current International Driver's Licence.
- e) All vehicles must be used in accordance with the road rules as applicable in the state or country of use.
- f) 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.
- g) 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.
- h) All athlete drivers must have a blood alcohol level of ZERO.



4.2 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. Proper vehicle care and treatment is required at all times, from collection to return.

The designated athlete driver must ensure that:

- a) Upon vehicle collection, the vehicle must be inspected for any damage and any damage immediately reported to the Coach.
- 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. Preference is for equipment to be stored on roof racks or in boot, equipment should only be stored on seats where there are no other options.
- 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 or damage must be reported immediately to the Coach and followed up in writing to the Sport Performance team.
- e) No unauthorised individuals operate the vehicle whilst the designated athlete is responsible for it.
- f) 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 thoroughly cleaned both inside and outside;
 - iii) Remove all rubbish; and
 - iv) Remove all personal and program belongings and equipment.

4.3 RENTAL VEHICLES - OWIA

Generally, vehicle rentals are arranged by the OWIA Sport Performance team and/or Coach. Proper vehicle care and treatment is required at all times, from collection to return.

The designated athlete driver must ensure that:

- a) They are nominated as a driver on the rental car agreement.
- b) Should the vehicle be rented using an AMEX card and no additional insurance coverage obtained, only the AMEX cardholder is permitted to drive the rented vehicle. No other drivers, including designated drivers, are allowed to operate the vehicle.
- c) Upon vehicle collection, the vehicle must be inspected for any damage and any damage immediately reported to the Coach and vehicle rental company.
- d) When using rental 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. Preference is for equipment to be stored on roof racks or in boot, equipment should only be stored on seats where there are no other options.
- e) All accidents or damage must be reported immediately to the Coach and followed up in writing to the Sport Performance team.
- f) No unauthorised individuals operate the vehicle whilst the designated athlete is responsible for it.
- g) All personal and program belongings and equipment is removed after use.

4.4 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. Reimbursement for pre-approved sport / business related travel to / from specified locations may be made upon submission of receipt(s) as proof of purchase, this includes fuel and tolls.

4.5 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 [Safeguarding Children and Young People](#) Policy for comprehensive information).

In addition and in accordance with our [Safeguarding Children and Young People Policy](#) Annexure B section 12, under 18 athletes will only be transported in circumstances as detailed below:

- a) Children/Young People must only be transported in circumstances that are directly related to the delivery of sport programs and services.
- b) Other than in an emergency, an authorised driver must not transport Children/Young People without prior written approval from their parent or guardian.
- c) When transporting Children/Young People, the authorised driver must drive responsibly, not be impaired by alcohol or any other mind-altering substances, have an unrestricted drivers’ licence and to the extent practicable, not be alone in the car with a Child/Young Person.
- d) Children/Young People must only be transported in a roadworthy vehicle when the manufacturer stated capacity is adhered to and seatbelts and child restraints are fitted as required.

5. 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.
Eight	11/01/23	<ul style="list-style-type: none"> ▪ Updated “Travel Coordinator” to “Sport Performance team”. ▪ Provided clarity that as part of a personal travel insurance policy Snow Sports coverage is required. ▪ Provided clarity regarding reasonable visiting hours in team accommodation. ▪ Included policies as part of the National Integrity Framework. ▪ Hyperlink update to the “Australian National Anti-Doping Policy”. ▪ Hyperlink update to the “Child Safeguarding Policy”. ▪ Hyperlink to the “Accommodation Guest Request Form”.
Nine	3/08/2023	<ul style="list-style-type: none"> ▪ Updated to reflect the Child Safeguarding Policy regarding Accommodation and Transportation of Athletes under the age of 18.
Ten	11/09/2024	<ul style="list-style-type: none"> ▪ Updated to reflect the change from Child Safeguarding Policy to Safeguarding Children and Young People Policy.



		<ul style="list-style-type: none">▪ Removal of clause that domestic travel costs are to be covered by the athlete.▪ Update to clarify that International Training and Competition Insurance is to cover any gaps of the Athlete's personal Travel Insurance.▪ Inclusion of Rental Car process and procedures.▪ Inclusion of requirements if transporting persons under the age of 18.▪ Removal of section regarding athletes renting vehicles, as this is no longer relevant.
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