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# ATHLETE TRAVEL POLICY

## Policy Objective

Athletes (all Snow Australia members including; sport program athletes and Para-winter [Para-alpine and Para-snowboard] contracted athletes) may travel for both training and competition. The objective of the Snow Australia Member Travel Policy is to provide a framework for all travel activities (domestic and international) including but not limited to;

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

## Application

Snow Australia Athletes are bound by this Policy.

## Policy Statement

Travelling athletes are bound at all times by the Snow Australia Policies, including but not limited to the; Member Protection Policy, Codes of Conduct, Anti-Doping Policy, Media Policy, as updated or replaced from time to time. The Snow Australia Policies are available at [Snow Australia's website](#).

## General Guidelines

### Travel Arrangements

Athletes must contact the Snow Australia office for coordination of all travel arrangements (air travel, ground transport and / or accommodation). Athletes are not authorised to make any Snow Australia sport program travel arrangements on behalf of Snow Australia, 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 independent to Snow Australia arrangements, the member 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 Snow Australia 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 Snow Australia office.

## **Athlete Family and Significant Others**

Snow Australia 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 a Snow Australia funded activity.
- b) Permitted to stay in Snow Australia funded accommodation.
- c) Permitted to stay in the same accommodation as Snow Australia members and staff.
- d) Permitted to join in Snow Australia organised athlete, team or program activities, including but not limited to; meals, excursions, ground transport.

Snow Australia 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 Snow Australia 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) Flights may be booked using a third party (eg. ASC, AOC, APC) which do not accumulate frequent flyer points.
- b) Airline frequent flyer membership points and status credits earned when travelling on Snow Australia purchased tickets, may be retained for personal use, as a personal benefit to the athlete.
- c) Members must pay the difference prior to travel should they wish to travel in a higher fare basis or class of travel.

## **Luggage Allowance**

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

- a) Snow Australia will cover / reimburse the cost of excess luggage fees when traveling with NSWIS/Snow Australia team equipment at the request of Snow Australia.
- b) Snow Australia 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 Snow Australia office prior to travel.

## Uniform

Athletes are expected to wear official uniform at all official team activities and whilst travelling on flights or as directed by Snow Australia or Head Coach. Official Uniform must be worn during any event and presentation.

## Insurance

### International Competition Insurance

To compete internationally in FIS sanctioned events, athletes are required to obtain insurance that specifically covers competitive skiing and/or snowboarding:

- a) Snow Australia is able to provide a snowsports focused insurance policy with the additional cover for snowsports competitions.
- b) Athletes (excluding contracted Para-winter athletes) are required to purchase their own individual international competition insurance for the duration of each individual international competition.
- c) Contracted Para-winter athletes are provided with limited International Competition Insurance through their annual Athlete Contract.

## Travel Insurance

Athletes are required to purchase their own individual comprehensive travel insurance policy for all international travel for the duration of overseas travel when participating in Snow Australia funded activities (including break periods).

### International Competition Licence (ICL)

Prior to competing, athletes (excluding contracted Para-winter athletes) are required to purchase an ICL for their specific discipline. The ICL:

- a) Is used when entering competitions overseas to ensure Snow Australia athletes have the appropriate competition insurance and registrations;
- b) Needs only be purchased once per membership year; and
- c) Is only activated once confirmation of competition insurance is provided to Snow Australia.

## **Accommodation**

Generally Snow Australia will source the most suitable accommodation. Room allocation will be the responsibility of the Team Manager or Coach. Standard Snow Australia-funded accommodation (Snow Australia accommodation) during training, development camps, 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, Snow Australia 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 been granted, other suitable accommodation arrangements will be made.

Should an athlete have any concerns regarding the suitability of their accommodation, they must notify Snow Australia, immediately. Furthermore, athletes who wish to make any change to their accommodation arrangements, must seek approval from Snow Australia, prior to changes being made. (This may come at the personal expense of the athlete.)

## **Accommodation for Persons under the Age of 18**

Snow Australia is committed to the safety and well-being of all children and young people who participate in our sport or access our services. Snow Australia 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 [Snow Australia 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 Snow Australia accommodation:

- a) **No tobacco**, nicotine 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) There is **NO alcohol** permitted in team accommodation during Snow Australia organised activity – this extends to both athletes and staff.
- d) Only athletes and Snow Australia personnel are permitted. Visitors are not permitted at any time except with the permission of the Team Manager / Coach.
- 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 gathering 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 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.
- l) Any hotel room charges, not pre-approved in writing by Snow Australia, 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.

## 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 Snow Australia office, immediately, in writing. All damage costs will be payable by the responsible athlete.
- d) Property / fixture and fittings in Snow Australia 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

Authorised representatives of Snow Australia may, at any time and without prior notice, enter any Snow Australia accommodation and conduct a search. The search may result in the removal of any items believed to be in breach of the Snow Australia Anti-Doping Policy or any applicable Anti-Doping Policy of another organisation or any applicable law.

## Meals

Travelling athletes will not be provided with meals or meal subsidy. Athletes will:

- a) Need to make provisions for their own meals and snacks;
- b) On occasion, athletes may be provided with some meals, whilst in 'half board' accommodation. All meals outside of 'half board' accommodation are at the Athlete's own expense.

## Motor Vehicle Use

### Athletes Over the Age of 18

Athletes over the age of 18 may use motor vehicles, at times, for Snow Australia sport and business-related activities within the following policy guidelines. Generally:

- 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.

### **Snow Australia-Owned Vehicles**

Snow Australia owns vehicles in Australia and overseas. Athletes are not permitted to drive Snow Australia-owned vehicles without the prior written consent of the CEO. Should permission be granted, 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 Snow Australia office.
- b) When using Snow Australia vehicles, drivers and passengers must take extreme care to ensure Snow Australia and/or sponsor brand(s) are not damaged.
- c) All accidents in or damage must be reported immediately to the Snow Australia office and followed up in writing.
- d) It is the responsibility of the assigned driver to inform the Snow Australia office, in writing, should another person drive their assigned vehicle.
- e) All drivers must have a blood alcohol level of ZERO.

### **Non Snow Australia-Owned Vehicles**

#### **Rental Vehicles**

Generally, vehicle rentals are arranged by the Snow Australia office. If, in the event an athlete is required to hire a vehicle, they must ensure that:

- a) The rental vehicle costs are pre-approved by Snow Australia.
- b) Adequate insurance cover is purchased.
- c) 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.
- d) Upon vehicle collection, the vehicle must be inspected for any damage and immediately report any damage to the Snow Australia office and vehicle rental company.
- e) All accidents in or damage must be reported immediately to the Snow Australia office and followed up in writing.
- f) It is the responsibility of the assigned driver to inform the Snow Australia 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 Snow Australia activities:

- a) The vehicle 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

Snow Australia is committed to the safety and well-being of all children and young people who participate in our sport or access our services. Snow Australia 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 [Snow Australia 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 Snow Australia 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 phone and follow up email if practical or via text if email is not available) the Snow Australia 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 Snow Australia	Content reviewed / purpose
One	22/09/2015	▪
Two	20/10/2015	▪ Added "meals" clause
Three	26/05/2020	▪ Rebranding and formatting