



Gymnastics
Australia

TRAVEL POLICY

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REVIEW HISTORY TABLE

This Travel Policy will be reviewed by Gymnastics Australia every two years. Some circumstances may trigger an early review, this includes but is not limited to legislative changes, organisational changes, incident outcomes and other matters deemed appropriate by the Board and/or Chief Executive Officer. Gymnastics Australia (GA) retains records to document each review undertaken. Records may include minutes of meetings and documentation of changes to policies and procedures that result from a review.

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1. INTRODUCTION

- 1.1 Gymnastics Australia (GA) is responsible for the safety of all people participating in any GA approved travel
- 1.2 GA will not approve any member's travel which presents an unacceptable risk to their safety or the organisation.
- 1.3 GA has established the following policy and Travel Guidelines to ensure that travel, where travel involves an overnight stay, is organised efficiently and effectively and protects the safety of all GA members. The safety of all members is of paramount importance and any failure to abide by this Policy may result in disciplinary action as outlined in the GA Member Protection and Child Safe Policies.
- 1.4 This Policy should be read and understood by all athletes, officials, staff, volunteers, contractors, participants and parents who undertake travel for a GA purpose. GA members (including those travelling for State/Territory organisation activities and or club activities) must also adhere to this Policy when travelling to gymnastics events and/or other gymnastics activities.
- 1.5 When travelling for an overnight stay for the purposes of gymnastics activities with children and young people, extra precautions and safety measures must be taken in line with GA's Child Safe Policy.
- 1.6 Any GA member or associated person travelling with GA must abide by all GA policies and procedures.

2. PURPOSE

This Policy:

- 2.1 outlines GA's risk assessment processes which will take place prior to the approval of any GA travel requiring an overnight stay;
- 2.2 provides conduct and behavioural expectations for all travelling members of any travel to ensure that GA professional and integrity standards are being met;
- 2.3 provides information on procedures for all prospective GA approved travel; and
- 2.4 outlines the financial responsibilities of GA approved travel to ensure that travel meets budget requirements.

3. SCOPE

This Policy applies to any athlete, official, contractor, volunteer, parent or other GA staff appointed to organise or travel on a GA approved domestic or international trip, and those GA members travelling to domestic or international events.

4. DEFINITIONS

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| Club | Those Clubs who are affiliated to Gymnastics Australia and their State/Territory Member Associations. |
| Event | Competition, or training camp |
| Extenuating circumstance | Anything outside of a persons' control which is unavoidable and cannot be changed. This includes, but is not limited to, personal emergencies and a force majeure event. |
| Guardian / Guardianship | An individual who has the legal responsibility of taking care of a member(s) under 12 years of age and does not hold any other official role whilst on a trip (i.e. Official, Team Manager, Trip Organiser, Head of Delegation) |
| Head of Delegation | GA or State/Territory or Club appointed person to be in charge of and to represent the group, assisting with planning |

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| | and on trip management. Responsible for attending all official meetings while on tour. |
| Officials | Individuals appointed by GA or a State/Territory or Club to a formal role such as a Judge, Coach, Doctor, Physiotherapist or Chaperone for the trip/tour/event/camps. |
| State/Territory Member Association | Those Gymnastics Associations recognised by Gymnastics Australia in each of the States and Territories of Australia. |
| Team Manager(s) | GA or State/Territory or Club appointed person(s) to supervise/oversee the on-tour activities and group/team. |
| Touring Party | All GA or State/Territory or Club appointed individuals who will travel on the trip to the event |
| Travel/Trip/Tour | Any travel requiring an overnight stay for gymnastics activities and events including, but not limited to, international gymnastics events, National Championships, State Championships, invitational and qualifying events and national and state training squads. |
| Trip Organiser | GA or its delegated Travel Management Company or State/Territory or Club appointed person to organise the tour logistics ie travel and accommodation, event entries etc. |
| Under 12 years of age | Any member who is under the age of 12 as at the 1 st January in the year of travel. |

5. RELATED DOCUMENTS

The following GA policies and documentation must be considered in relation to this Policy:

- 5.1 [Member Protection Policy](#) (MPP)
- 5.2 [Child Safe Policy](#) (CSP)
- 5.3 Critical Incident Policy
- 5.4 Crisis Communications Policy
- 5.5 Athlete, Official or Contractor Agreement (as relevant)
- 5.6 Squad Tour Handbooks (as relevant)
- 5.7 [Tour Approval and Travel Insurance Application Form](#)

All other GA policies can be found on the [GA website](#).

6. TRAVEL MANAGED BY GYMNASTICS AUSTRALIA

GA, or its travel management company, will seek meal, accommodation and travel arrangements that are most suited to the team needs and athlete performance in terms of location, comfort, services and cost.

6.1 Risk Management

- 6.1.1 Current Working with Children Checks or equivalent for all GA appointed officials, contractors, volunteers, parents or other GA staff (18 years or older) who are travelling with minors must be submitted, recorded and validated, prior to engaging them in their role and again prior to departure.

- 6.1.2 Prior to international travel being approved, the GA Trip Organiser will conduct a location risk assessment to identify the Alert Level for all countries and regions that are included in the proposed travel schedule and seek expert advice if required.
- 6.1.3 GA takes the safety of all domestic and international travellers seriously and will take all reasonable measures to ensure our travellers are safe from any danger. For international travel these measures may include but are not limited to advising local consular officials that a GA team is attending an event in their country and liaising with the relevant Team Manager at the international location. For further information please refer to the GA Travel Guidelines.
- 6.1.4 GA strongly encourages all team members travelling overseas to personally register with [Smarttraveller](#) prior to departure.
- 6.1.5 If there are changes relating to safety whilst on a trip the GA appointed Trip Organiser is responsible for liaising with the Head of Delegation or Team Manager who must adhere to incident response and reporting requirements. The Trip Organiser is responsible for communicating with the CEO.
- 6.1.6 The Team Manager will be provided with Emergency Travel information, which will include important travel contact details including:
- (a) Appointed travel management company
 - (b) Travel Insurance emergency contacts
 - (c) Relevant GA staff contact details
 - (d) Touring Party emergency contacts
 - (e) GA Chief Medical Officer
 - (f) Host country medical emergency contact details (for International travel)
 - (g) Australian Embassy (for International travel)
- 6.1.7 Emergency contact details for the Touring Party will also be left with GA Trip Organiser at home base.
- 6.1.8 The Team Manager will organise pre-paid international roaming or a local sim card for their mobile phone for emergencies and to ensure contact with the Touring Party and the GA Trip Organiser is maintained with reasonable frequency.
- 6.1.9 GA appointed Heads of Delegation, Team Managers and Officials are required to take reasonable steps in all circumstances to protect Team members or an athlete in their care from reasonably foreseeable risks of harm. Further, a GA appointed Official must provide to GA their current credentials (coaches and judges must hold the appropriate accreditation for the level they are coaching or judging at, medical staff must hold the appropriate qualifications for the position on the team that they are fulfilling i.e. Doctor or Physiotherapist) prior to appointment. Failure to provide this documentation shall render that official ineligible for appointment to travel under this Policy.
- 6.1.10 GA appointed Heads of Delegation, Team Managers, Officials and Guardians must comply with all requirements of GA's Member Protection Policy, Child Safe Policy, Anti-Doping Policy, Body Positive Guidelines and all applicable Codes of Conduct at all times.
- 6.1.11 GA appointed Heads of Delegation, Team Managers and Officials must be familiar with child safety practices for children and young people, especially procedures around reporting and responding appropriately to suspected child abuse, which is outlined in the GA Child Safe Policy.

- 6.1.12 GA Heads of Delegation, Officials and Athletes must be provided with the relevant trip destination number to call in case of an emergency (e.g. Police 000).
- 6.1.13 The GA appointed Head of Delegation, Team Managers and Officials to athlete ratio will be a minimum; one Head of Delegation, Team Manager or Official for every eight athletes (1:8) under the age of 18 and (1:10) for those over the age of 18.
- 6.1.14 GA will not approve overnight travel / stays for any child under the age of 12 unless they are accompanied on the trip by a parent/s or guardian in order to protect the best interests of the child.
- 6.1.15 When there are athletes under the age of 18 on a trip a minimum of two Officials (inclusive of the Team Manager or Head of Delegation) must be appointed to the Team regardless of the number of athletes selected (i.e. one underage athlete = two officials).
- 6.1.16 When there are female athletes under the age of 18 on a tour, a minimum of one female Official must be appointed to the Team.
- 6.1.17 The GA Trip Organiser and Team Manager must ensure all athletes especially those under the age of 18 are aware of who they can report to if there are any concerns around their safety.

6.2 Travel

- 6.2.1 Following the approval and selection of athletes and Officials to travel to an event, the GA Trip Organiser will coordinate all logistics associated with the trip unless otherwise advised. Logistics, including entries, accommodation, return economy flights, travel insurance, Visas, uniforms and meals will be organised entirely through GA, or their nominated agent, regardless of tour funding.
- 6.2.2 GA has the discretion to re-allocate the responsibility of the coordination of logistics associated with a trip to an appointed external Tour Organiser or an appointed Trip Organiser.
- 6.2.3 All athletes and Officials must travel to the event as a team or as otherwise directed by GA including athletes under 12 years of age and their parent/s or guardian. All travel will be co-ordinated by GA's Trip Organiser unless otherwise advised.
- 6.2.4 Athletes and Officials may, subject to GA's prior approval modify their return travel. The following steps must be taken:
 - (a) Request approval from the relevant GA Trip Organiser.
 - (b) Following approval, submit modified return details to the GA Trip Organiser by the set deadline as outlined in the Selection letter.
 - (c) No change requests can be made after the set deadline unless there are extenuating circumstances. Such requests must be made in writing to the GA Trip Organiser and are subject to approval at GA's sole discretion.
- 6.2.5 Team members who choose to alter their return travel and do not meet the modified return set deadline will be responsible for organising their own return flight and any additional costs incurred due to the changed return flight regardless of funding.
- 6.2.6 For modified travel the GA Trip Organiser will assist with the modification of travel insurance. Travellers will be responsible for any additional costs/fees associated with the modification of travel insurance.

- 6.2.7 Alternative return travel will only be approved if the GA Trip Organiser can be assured GA is meeting its duty of care.
- 6.2.8 Athletes under 12 years of age on the 1st January in the year of travel will require a parent or authorised guardian to accompany and be accommodated with them for all, interstate or international travel to a maximum ratio of one Guardian to three athletes (1:3) under the age of 12. Where a ratio of one to three is applied the Guardian must be the legal guardian of at least one of the athletes.
- 6.2.9 Parents or authorised guardians accompanying athletes under 12 years of age must not hold an official role such as Head of Delegation, Team Manager or Official whilst travelling.
- 6.2.10 Athletes between 12-18 years of age will require parental / guardian consent for alternate return travel arrangements at all times.
- 6.2.11 Athletes between 12-18 years of age using alternate return travel arrangements must not travel or be accommodated without a parent / guardian unless parent / guardian consent has been provided and the request has been approved by the Gymnastics Australia CEO.
- 6.2.12 Parents and supporters other than those parents / guardians travelling internationally with athletes under 12 years of age, are not to travel on the same flights as the team, unless prior written consent is given from the GA CEO or delegate.
- 6.2.13 GA will not manage any travel arrangements for Parents and/or supporters including local transport, accreditation or tickets, other than for those parents / guardians travelling internationally with athletes under 12 years of age.
- 6.2.14 GA will not manage any domestic travel arrangements for parents / guardians and/or supporters including local transport, accreditation or tickets.
- 6.3 Accommodation**
- 6.3.1 The Touring Party will be accommodated in accordance with the child safe codes of behaviour outlined in the Child Safe Policy, and as determined by GA.
- 6.3.2 No Head of Delegation, Team Manager or Official will share a room with an athlete other than if the athlete is their child.
- 6.3.3 No Head of Delegation, Team Manager or Official will enter a child's room on their own unless it is an emergency.
- 6.3.4 Meetings with athletes should be held in common areas where practicable; not bedrooms.
- 6.3.5 The Head of Delegation, Team Manager and Officials should remain at the door when talking to athletes in their rooms.
- 6.3.6 Medical Personnel including Physiotherapists should not provide treatment to an unaccompanied athlete or in the athlete's room. Where practicable a designated treatment room should be identified and where the nature of the treatment permits, an 'open door' policy applied.
- 6.3.7 As far as practicable, Officials should ensure they are not left alone with a child (under the age of 18) unless it is an emergency or unavoidable. Where an official is left alone with a child they should report it immediately to the Team Manager and/or Head of Delegation outlining the circumstances that occurred.
- 6.3.8 Athletes under the age of 18 must not share a room with other athletes over the age of 18 without parental consent except where the athletes are immediate family members (i.e. parents or sisters/brothers).
- 6.3.9 Male and female athletes must share rooms with an athlete(s) of the same gender where there is more than one person to a room.

- 6.3.10 The Head of Delegation, Team Managers and Officials when sharing a room, must share rooms with other appointed GA personnel of the same gender, unless they are a formally recognised couple and gain prior approval in writing from GA or agree in writing that they are happy to share with an individual of the opposite gender.
- 6.3.11 All athletes, the Head of Delegation, Team Managers and Officials will have their meals organised for (special dietary needs will be accommodated wherever possible) by the GA Trip Organiser. Team members will be advised of any meals that have not been arranged by the Trip Organiser.
- 6.3.12 The Team Manager must ensure that athletes under the age of 18 do not have access to alcohol in the rooms (i.e. the mini bar) and/or access to inappropriate movies or other media.
- 6.3.13 Parents and supporters other than those parents / guardians travelling internationally with athletes under 12 years of age, are asked not to arrange accommodation in the same hotel as the team unless prior consent is given by the Trip Organiser.
- 6.3.14 GA will not assist Parents and or supporters in booking accommodation other than those parents / guardians travelling internationally with athletes under 12 years of age.

6.4 Travel Documents

- 6.4.1 Team members must supply the required travel documents to the Trip Organiser by the acceptance deadline as outlined in the selection letter. Documents must include as a minimum:
- (a) Athlete / Official Agreement
 - (b) Medical Consent Form
 - (c) Passport and Visa requirements (for international events).
 - (d) Medical Management Plan (if applicable)
 - (e) Emergency contact details for all touring party
 - (f) WWCC details (or equivalent) for the Head of Delegation, Team Managers, Officials and Parent/Guardians
- 6.4.2 GA may request such further documents or information as it considers reasonable and/or necessary.

6.5 Behaviour

- 6.5.1 Team members must adhere to GA's codes of behaviour outlined in the Member Protection and Child Safe Policies and must demonstrate respect, and dignity to local people and culture.
- 6.5.2 Team members must follow all reasonable instructions made by the relevant Head of Delegation, Team Manager and/or Officials while on a trip.

6.6 Communication

- 6.6.1 The support of the parents is vital to the athlete and their mental wellbeing and every effort will be made to ensure that social/family time is allocated where appropriate/possible around competition and training times, especially for those athletes under 18 years of age. However, GA request that all parents and supporters refrain from contacting the athletes at times other than those approved by the Team Manager and/or Head/Team coaches.
- 6.6.2 GA will inform all parents of the trip details via the Team Handbook and/or Team/Squad circulars.

6.7 Finances

- 6.7.1 The availability of GA funding for trips is based on the GymSport, athlete categorisation and the competition. GA funds can only be used for expenses relating to the trip (i.e. travel, competition and training). GA funds will not be used for any personal expenses not related to the trip (i.e. alcohol, coffee, excursions).
- 6.7.2 The Head of Delegation, Team Managers and Officials are to exercise strict economy and accountability when making financial decisions, must seek approval for costs over designated amounts and must properly account for expenses with receipts.
- 6.7.3 On acceptance of a Team/Squad position athletes and Officials agree to pay any associated travel and/or event expenses. An approximation of the costs associated with the trip will be provided when selection letters are distributed.
- 6.7.4 All athletes and Officials invoices must be paid in full prior to departure, in line with the invoice terms unless a later date has been advised or approved in writing by the GA CEO or delegate.
- 6.7.5 Failure to pay the travel invoice in full by the due date specified by the Trip Organiser, will result in the individual being withdrawn from the trip, travel arrangements cancelled, and the individual being liable for any cancellation costs.
- 6.7.6 All athletes or Officials withdrawing after acceptance of their position on the Team/Squad will be liable for all non-refundable travel and/or event expenses.

7. TRAVEL MANAGED BY A STATE / CLUB / PROGRAM

7.1 GA and State/Territory Members Association (STA) Approval

- 7.1.1 A STA, club or program wishing to compete at international events where an overnight stay is required must inform GA via sport@gymnastics.org.au and the relevant STA of their intent to travel to the event and seek approval for their participation at least 90 days prior to the event. Where required a club or program should discuss and gain the endorsement of their relevant State/Territory Association before submitting an application to GA
- (a) All members of a Senior National Squad, plus other identified senior athletes must follow their respective International Competition Process.
 - (b) Other applicants must submit the GA Tour Endorsement Application for consideration and follow the GA Travel Guidelines.
- 7.1.2 The GA Tour Endorsement Application Form must be submitted no less than one month prior to the provisional entry deadline or at least 90 days prior to the anticipated departure date.
- 7.1.3 GA will not be held responsible for any costs that the club/program may incur should the application be denied.
- 7.1.4 The STA or club/program must be affiliated with GA and all technical members and athletes, must be current members registered by name in the GA National Database in line with the [National Membership Database Policy](#) and including the appropriate accreditation at the time of application and travel.

- 7.1.5 A STA or club/program must ensure the international event that they are seeking approval to attend is not conflicting with any STA or GA events, which may be selection trials for State or National Teams, STA Championships or National Championships. Should this occur, the GA/STA event will always take precedence and the application will be denied.
- 7.1.6 Priority to attend international events will be given to GA selected teams. When a GA team is attending an international event, no STA, club or program team may attend this event, unless permission is granted in writing by the GA CEO or delegate. Athletes selected to Australian Teams must give the Australian Team priority over any STA, club or program team.
- 7.1.7 Members of GA Senior and Junior National Squads are not allowed to travel with their STA or club/program to International events without prior approval from the GA CEO or delegate.
- 7.1.8 A STA or club/program may only compete under their own club/program or state name and must not be classified as an 'Australian Team'.
- 7.1.9 Athletes and Officials travelling as part of a STA or club/program trip must only wear their club/program or State team uniform. Only officially selected GA teams may be referred to as 'Australia' and wear the official Australian Team uniform including the National Squad uniform while on official GA trips only.
- 7.1.10 GA, States or Clubs are not permitted to approve overnight travel / stays for any child under the age of 12 as at the 1st January in the year of travel unless they are accompanied by a parent/s or guardian in order to protect the best interests of the child.
- 7.2 Risk Management**
- 7.2.1 It is the responsibility of the STA/club/program to take reasonable steps in all circumstances to protect athletes and Officials in their care from reasonably foreseeable risks of harm and develop a risk management plan including medical, crisis management and child safety considerations. This plan must be lodged alongside all other documentation during the application process and can be found in the GA Travel Guidelines.
- 7.2.2 The STA/club/program must ensure they comply with the Codes of Behaviour in the Member Protection and Child Safe policies, when coordinating a trip. This includes but is not limited to the requirements for overnight stays and having valid WWC checks or equivalent.
- 7.2.3 GA strongly encourages the STA/club/program to register all team members with [Smarttraveller](#) prior to departure for any International trip.
- 7.3 Travel and Logistics**
- 7.3.1 The club/program is responsible for arranging their own travel and logistics when attending any interstate or international event. The club must refer to the GA Travel Guidelines to ensure travel and logistics are appropriate.
- 7.3.2 The STA/club/program is eligible to access GA's travel insurance policy when travelling interstate or internationally on an approved trip. The appropriate sections of the GA Tour Endorsement must be completed and submitted to GA at the time the travel request is submitted. Fees apply.
- 7.3.3 The STA/club/program should adhere to the risk management process as outline in section 6.1 of this policy.

- 7.3.4 The STA/club/program is responsible for supplying a judge when required and paying all applicable costs or paying the applicable fine. If more than one club/program is approved to attend the same event, arrangements must be made between the clubs/programs to supply a judge(s) when required and pay all applicable costs or pay the applicable fine.

8. CHANGES TO THE POLICY

Changes to this policy may be submitted for final review and approval by the GA CEO. Once a change has been approved, the policy will be updated in the official GA policy register.

In addition, GA is committed to ensuring all policies are up to date and reflect current practices. The latest review date is recorded at the beginning of the Policy.

9. APPENDIX

- 9.1 Risk Assessment
- 9.2 Club / Program International Travel Application Form
- 9.3 Tour Approval and Travel Insurance Application Form
- 9.4 Travel Guidelines
- 9.5 Other Resources:
 - 9.5.1 Australian Government / Department of Health
<http://www.health.gov.au/internet/main/publishing.nsf/Content/Health+Warni+ngs-1>
 - 9.5.2 World Health Organisation
<http://www.who.int/en/>
 - 9.5.3 Centre for Disease Control
<http://www.cdc.gov/>
 - 9.5.4 United Nations
<http://www.un.org/en/index.shtml>
 - 9.5.5 External security advisor/provider is Control Risks
<http://www.controlrisks.com/>
 - 9.5.6 MAG International Competition Process
 - 9.5.7 DMT and TUM World Cup Process
 - 9.5.8 RG International Competition Process