

BIATHLON AUSTRALIA LIMITED

Travel Policy

3rd October 2022

DOCUMENT CHANGE CONTROL

Author/s	Description	Date	Version Number
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1. Policy Objective

- a. Biathlon Australia Limited ("BA") Athletes ("athletes") and Coaches ("coaches") may travel extensively for both training and competition. The objective of the BA Travel Policy is to provide a framework for athletes and coaches for all travel activities (domestic and international) including but not limited to;
 - i. Air Travel
 - ii. Insurance
 - iii. Accommodation
 - iv. Motor Vehicle Use
 - v. Other Ground Transport (public transport, taxis, etc.)

2. Definitions

- a. **BA** means Biathlon Australia Limited.
- b. **Travel Policy** means the policy outlined herein.
- c. **Sport Program** means a program which is held by BA for the purposes of training, competition, or other relevant activity, both domestically or overseas.
- d. **Authorised Officer** means any person appointed by BA including but not limited to, coaches, team manager, Authorised Officer to assist with the leadership, management or administration of any Sport Program.

3. Application

- a. All travelling athletes, coaches and Authorised Officers are bound by this Policy.
- b. The Travel Policy is effective from 1 September 2022, as updated, replaced or added to from time to time.

4. Obligation

- a. Travelling athletes and coaches are bound at all times by BA Policies, including but not limited to: Member Protection Policy, Code of Conduct, Improper Use of Drugs & Medicine Policy, Complaints Disputes and Discipline Policy, Child Safeguarding Policy and Competition Manipulation and Sport Wagering Policy, as updated, replaced or added to from time to time. The BA Policies are available at BA's website at:

[Resources - Biathlon Australia - revolutioniseSPORT](#)

5. General Guidelines – Travel Arrangements

- a. Athletes and coaches may be required to contact BA (executiveofficer@biathlonaustralia.com.au) for coordination of travel arrangements, including air travel, accommodation, meal arrangements and ground transport.
 - i. Athletes and coaches are not authorised to make any travel arrangements on behalf of BA, without prior written consent.
 - ii. Domestic or international travel costs are generally not covered as part of a BA program unless they form part of the Sport Program budget, which will be advised, or are otherwise agreed, in writing by BA.
 - iii. Should an athlete or coach receive the required written consent to make their own travel arrangements (air travel, ground transport and / or accommodation) independent to BA Sport Program arrangements, the athlete and coach acknowledges that by doing so they agree to be responsible for:
 1. The coordination of their own ground transport upon arrival at their destination and/or to and from BA Sport Program activities if accommodated separately.
 2. Payment of air, ground transport and accommodation will be at the athlete's or coach's own cost, unless agreed otherwise in writing.
 3. Travel costs incurred will be reimbursed only to the value outlined in the Sport Program travel remuneration guidelines, upon prior written approval and presentation of receipts to BA.

6. Athlete Family and Signature Others

- a. BA will not be responsible for including in or making any travel arrangements for athlete family members, including partners, spouses and parents unless they are part of the Program as an Authorised Officer or similar identified role.
- b. Athlete family members are not, without prior agreement and/or written consent:
 - i. Authorised to travel as part of a BA funded activity.
 - ii. Permitted to stay in BA funded accommodation.
 - iii. Permitted to stay in the same accommodation as BA athletes, staff and contractors
 - iv. Permitted to join in BA organised athlete, team or program activities, including but not limited to; meals, excursions, ground transport.
- c. BA may choose to assist with travel arrangements for athletes who travel with young children, to be discussed on a case-by-case basis.
- d. It must be noted that BA Duty of Care extends to athletes, coaches, Authorised Officers and other authorised officials or personnel only and not to any athlete family member.

Air and Ground Travel

7. Lowest Airfares

- a. Where possible, lowest price fares will be sourced with the aim of maximising discounts available:
 - i. All travel being paid by BA will be managed and booked by BA.
 - ii. Where possible and suitable, best available price fares will be sourced with the aim of maximising all available value for BA.
 - iii. Where possible BA will assist athletes wishing to combine BA 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.
 - iv. Airline frequent flyer membership points and status credits earned when travelling on BA purchased tickets, may be retained for personal use, as a personal benefit to the athlete or coach.

8. Fare Classes eligible for upgrade

- a. Athletes and coaches are to notify BA in writing if they wish to travel in a higher fare class that is eligible for an upgrade.
- b. BA will provide athletes wanting to travel on an upgradeable fare class with two quotes:
 - i. best available economy fare price
 - ii. 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 BA in writing within 48 hours of receiving the two quotes, and provide credit card details to pay the difference in cost to BA. 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 BA within 48 hours, then the best available fare / class ticket will be purchased, as per BA Travel Policy.

9. Personal Travel

- a. Athletes' and coaches' personal travel will not be arranged, coordinated or paid by BA. Where possible, personal travel should commence from the final destination of BA travel prior to the commencement of the next Sport Program activity.
- b. Personal travel will be at the sole discretion of each athlete or coach to organise and arrange payment.
- c. BA will not be held liable for any costs or other losses incurred due to personal travel.

10. Luggage Allowance

- a. Athletes and coaches are expected to adhere to the luggage allowance outlined in their airline ticket rules. Further:
 - i. Upgrades to luggage allowances are at the cost of the individual athlete and coach, unless agreed to otherwise in writing by BA.
 - ii. BA may assist through airline co-ordination of group luggage discounts if possible.
 - iii. Any enquiries regarding luggage allowance should be emailed to BA well in advance of travel date.
 - iv. Note biathlon has luggage travel requirements of personal luggage, ski equipment and rifle(s). Luggage allowances are an important consideration when booking airfares and at least 35kg to 40kg should be allowed for.
 - v. Travelling with rifles and associated equipment is complex with different compliance, legislation, safety and legal requirements depending on location, region, state, airline and country where transiting, training and for competition. It is most important to double check with countries you transit through to final destinations and also requirements of airlines with respect to rifles.
- b. BA advises all firearms owners, athletes (18+) and coaches to understand and comply with all legislative and legal requirements whilst travelling with firearms. BA is not responsible for firearms lost, damaged or seized.

11. Insurance International Training and Competition Insurance

- a. BA may be able to assist providing to athletes international training and competition insurance. BA will communicate with athletes travelling overseas regarding possibilities available. The cost of insurance is at the athlete's expense.
- b. It is the responsibility of the athlete and their parent (where the athlete is a minor) to ensure they are aware of the insurance coverage required and what is provided, should the athlete obtain insurance through BA.
- c. BA can provide information on requirements which should include coverage for rifle damage while travelling and training and competition activities.
- d. In the event that an athlete determines to make a claim, the athlete may be responsible for direct interaction with the insurer and the Insurance Company and to follow their requirements. Enquiries and where to make a claim will be advised as part of any BA provided travel insurance.

12. Travel Insurance

- a. Athletes and coaches may be required to purchase their own individual comprehensive travel insurance policy for all international travel and may be offered the opportunity to be part of a BA sourced Corporate Travel policy.

Policies must provide cover for training and entry into biathlon or cross-country skiing events.

- i. For the duration of overseas travel when participating in BA activities and sports programs, including break periods when the athlete or coach remains under/with a BA Sport Program.
 - ii. Athletes and coaches 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.
- b. Athletes and coaches must use their own personal travel insurance to make insurance claims for injuries that are covered within their own policy. BA has no responsibility should a sport-specific injury claim be unsuccessful.

13. Accommodation – Generally

- a. BA will source the most suitable accommodation. Room allocation will be the responsibility of the BA Authorised Officer in conjunction with coaches. BA sourced accommodation (BA accommodation) during training and competition is twin share by gender but may also be single, triple or quad share rooms as necessary.
- b. In some circumstances, twin beds may not be available and athletes may be required to share a bed with another athlete, BA acknowledges this is not preferred.
- c. 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, BA 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.
- d. Athletes, coaches and other support personnel will generally not be required to share bedrooms. However, where availability and / or style of accommodation may be restricted, athletes, coaches and other support personnel may be requested to share same-gender apartment or house style accommodation.
- e. Should an athlete have any concerns regarding the suitability of their accommodation, they must contact BA immediately.
- f. Furthermore, athletes who wish to make any change to their accommodation arrangements, must seek approval from BA, prior to changes being made.

14. Accommodation for persons under the age of 18

- a. BA is committed to the safety and well-being of all children and young people who participate in our sport or access our services. BA supports the rights of the child and will act at all times to ensure that a child-safe environment is maintained (please refer to BA Member Protection Policy and Child Safeguarding 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:
 - i. Shared accommodation between persons under the age of 18 and an adult(s) should be avoided.
 - ii. 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 (Authorised Officer / Coach) / BA Director / EO / Other) whom they can contact if they do not feel comfortable.
 - iii. 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."

15. Expectations and Rules

- a. In all BA accommodation:
 - i. No tobacco or illegal substances are permitted to be consumed under any circumstances.
 - ii. No alcohol is permitted to be consumed by athletes or Authorised Officer personnel under the age of 18 (or extended to 21 in countries or states where under applicable law), under any circumstances.
 - iii. Only athletes and BA personnel are permitted. Visitors are not permitted at any time except with the permission of the Authorised Officer or Coach.
 - iv. Overnight visitors are not permitted, unless prior written consent has been provided by BA.
 - v. No parties, functions or social gathering are permitted, without the prior written consent of BA.
 - vi. No mixed gender sharing of bedrooms.
 - vii. All persons must respect each other's privacy, personal belongings and space.

- viii. All persons must respect each other's training and competition schedules, school studying schedules and keeping noise to an appropriate level.
- ix. Where athletes are required to undertake shared cleaning duties, all parties are to contribute 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.
- x. Any hotel room charges, not pre-approved in writing by BA, are the responsibility of the occupants of that room and must be paid for by the responsible athlete or coach.
- xi. Should any of the abovementioned conditions be breached, disciplinary measures may be enforced.

16. Property Damage

- a. Athletes must respect the actual physical venue including, but not limited to, all furniture and fittings:
 - i. Athletes must use best efforts to ensure the venue is not damaged in any way.
 - ii. Upon check-in, all athletes should inspect their accommodation, furniture and fittings for any existing damage and immediately report any damage to the Authorised Officer and/or Coach. If upon initial inspection there is damage, the athlete or Authorised Officer / Coach should take photographic evidence.
 - iii. Any property damaged must be reported to the Authorised Officer / Coach immediately. The Team Manager / Coach must advise accommodation management and BA via email immediately, in writing. All damage costs will be payable by the responsible athlete.
 - iv. Property / fixture and fittings in BA accommodation are not to be removed under any circumstances. All replacement costs will be payable by the responsible athlete.
 - v. 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.
 - vi. Under no circumstances will athletes be allowed to tune, sharpen or wax equipment inside accommodation living areas.

17. Search and Seizure

- a. Athletes are reminded that authorised representatives of BA may, at any time and without prior notice, enter any BA accommodation and conduct a search. The search may result in the removal of any items believed to be in breach of BA Anti-Doping Policy or Improper Use of Drugs & Medicine Policy or any applicable Anti-Doping Policy of another organisation or any applicable law. BA Anti-Doping Policy/ Improper Use of Drugs & Medicine Policy is available at <https://www.revolutionise.com.au/ausbiathlon/home/>

18. 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.

19. BA Owned or Sponsored Vehicles

- a. BA access to vehicles in Australia and overseas may be owned or provided via various sponsors. Athletes are not permitted to drive BA-owned or sponsored vehicles (BA vehicles) without the prior written consent of BA in writing.
- b. Should permission be granted, proper vehicle care and treatment is required at all times, from collection to return. The athlete/driver must ensure that:
 - i. Upon vehicle collection, the vehicle must be inspected for any damage and immediately report any damage to BA by email.
- c. When using BA 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).
- d. When using BA vehicles, drivers and passengers must take extreme care to ensure BA and/or sponsor brand(s) are not damaged.
- e. All accidents in or damage must be reported immediately to BA and followed up in writing. It is the responsibility of the assigned driver to inform BA in writing, should another person drive their assigned vehicle.
- f. All drivers must have a blood alcohol level of ZERO.
- g. Upon BA vehicle return, the assigned driver must and if applicable:
 - 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.

20. Non-BA Owned or Sponsored Vehicles – Rental Vehicles

- a. Generally, vehicle rentals are arranged by BA. 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:
 - i. Written approval is received from BA to hire a vehicle.
 - ii. Adequate insurance cover is included.
 - iii. 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.
 - iv. Upon vehicle collection, the vehicle must be inspected for any damage and immediately report any damage to BA and vehicle rental company.
 - v. 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).
 - vi. All accidents in or damage must be reported immediately to BA and followed up in writing.
 - vii. It is the responsibility of the assigned driver to inform BA in writing, should another person drive their assigned vehicle.
 - viii. All drivers must have a blood alcohol level of ZERO.

21. Personal Vehicles

- a. Athletes will mostly be required to use personal vehicles to travel to domestic BA activities and other competition events. It is recommended that:
 - i. All vehicles must be registered and roadworthy and if being used in snow conditions have appropriate tyres and other safety protection.
 - ii. BA has no responsibility for the use of personal vehicles.

22. Transportation of persons under 18 years of age

- a. BA is committed to the safety and well-being of all children and young people who participate in our sport or access our services. BA supports the rights of the child and will act at all times to ensure that a child-safe environment is maintained (please refer to BA Member Protection Policy and Child Safeguarding 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 BA sport activities or competitions.
 - i. 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)."
 - ii. The driver must notify (via text if practical) BA and parent / guardian of the athlete at the time and reasons for transporting the underage passenger(s), on a case-by-case scenario.
 - iii. All drivers must have a blood alcohol level of ZERO.

23. Travelling with rifles

- a. Travelling with rifles and associated equipment is complex with different compliance, legislation, safety, licensing and legal requirements depending on airline, location, region, state and country where training and competition takes place.
- b. BA advises all firearms owners, athletes (18+) coaches and Authorised Officers to understand and comply with all legislative and legal requirements whilst operating firearms. BA is not responsible for firearms lost, damaged or seized. BA is not responsible for licenses required to operate firearms whilst training and competing.