



AUSTRALIAN WEIGHTLIFTING FEDERATION LIMITED

POLICY 6

AWF TEAM TRAVEL

This Policy is made by the Australian Weightlifting Federation Limited (AWF) Board under Clause 20 of the AWF Constitution. It is binding on AWF and all members of AWF.

Approved by the AWF Board on 12th June 2014



1. AWF TEAM TRAVEL POLICY

This Policy is made by Australian Weightlifting Federation Limited (AWF) pursuant to clause 20.1 of the Australian Weightlifting Federation Limited Constitution.

2. INTRODUCTION

In the context of contemporary travel and the risks associated with this, it is critical the Australian Weightlifting Federation Limited (AWF) has systems and processes in place given a considerable number of people travel on behalf of the Federation on an annual basis. These include athletes, coaches, managers, technical officials, administrators, staff, AWF Board, and state committee members.

3. POLICY OBJECTIVES

Objectives of the travel policy and related procedures are:

- To provide parameters for those traveling on behalf of the Australian Weightlifting Federation Ltd.
- To minimize risks.

4. CONDITIONS OF TRAVEL

All travel on behalf of the Australian Weightlifting Federation Ltd is conducted under the following conditions:

- Travel must be fully costed and approved.
- All air travel is economy class (lowest available fares) on reputable airlines.
- Unless prior arrangements are made, all bookings are to be coordinated, managed and booked through the Australian Weightlifting Federation.
- Individual awards and frequent flyer programs will not be taken into consideration when making travel or accommodation bookings.
- Any personal expenses incurred as part of the travel will not be covered unless prior approval is given.

5. INTERNATIONAL TRAVEL

In accordance with IWF regulations, the AWF will provide appropriate insurance for overseas traveling Australian teams, team officials and authorised support personnel ("The Delegation").



6. TRAVEL POLICY AND PROCEDURES

| INTERNATIONAL TRAVEL PROCEDURES | RESPONSIBILITY |
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| In preparation for overseas travel, monitor the Department of Foreign Affairs and Trade (DFAT) travel advisory website: www.smarttraveller.gov.au | Athletes, Appointed Team Officials, other members of The Delegation, HPPM, CEO |
| Before overseas travel, register with DFAT: www.smarttraveller.gov.au | Athletes, Appointed Team Officials, other members of The Delegation |
| While abroad, monitor DFAT website | HPPM, CEO, Head of Delegation |
| Maintain current emergency contact details of those athletes and officials overseas | HPPM, CEO |
| Maintain itineraries, accommodation details of those athletes and officials overseas | HPPM, CEO |
| If necessary, register team details with local embassy | HPPM, CEO |
| If necessary, conduct a risk assessment of travel overseas | HPPM, CEO |
| Athletes need to notify ASADA when travelling overseas and submit whereabouts accordingly | Athletes |