



## **Policy Document**

### **Travel Policy**

#### **Policy Purpose and Scope**

To provide transparency on travel expectations for events attended by BTYC that require travel.

This policy applies to the coaches, staff, chaperones and gymnasts. This policy serves to cover all travel undertaken by BTYC officials and gymnasts. This does not include State/National Team travel governed by Gymnastics Victoria/Australia.

#### **Transporting Children**

- Children are to be transported only in circumstances that are directly related to the delivery of gymnastics programs, events or services – e.g. they should not be given casual lifts outside transport to and from gymnastic related activity.
- Children are to be transported only with prior written authorisation from the child's parent/guardian. Gaining approval involves providing information about the proposed journey, including:
  - (i) the form of transport proposed, such as private car, taxi, self-drive bus, bus with driver, train, plane or boat;
  - (ii) the reason for the journey;
  - (iii) the route to be followed, including any stops or side trips; and
  - (iv) details of anyone who will be present during the journey other than staff members who are Applicable Persons who are involved.

## Travel Policy A

### **Travel for gymnasts 12 years and under**

- BTYC will not manage any travel arrangements for gymnasts 12 years and under.
- Travel arrangements are the responsibility of the family. This includes airfares, accommodation, ground transport and transport to and from training and/or competition.
- Any gymnast under the age of 12 years (as at the time of travel) must travel and accommodate with an adult guardian.
- 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.

### **Travel for gymnasts 13-17 years**

- Gymnasts aged 13-17 years may choose to travel and accommodate as part of the BTYC delegation or separately with an adult guardian.

#### *If choosing to not travel with the BTYC delegation*

- BTYC will not manage any travel arrangements.
- Travel arrangements are the responsibility of the family. This includes airfares, accommodation, ground transport and transport to and from training and/or competition.
- Any gymnast aged between 13-17 (at the time of travel) must travel and accommodate with an adult guardian.

#### *If traveling with the BTYC delegation*

- Any gymnast aged between 13-17 (at the time of travel) may elect to travel with BTYC.
- BTYC will book flights, ground travel and accommodation on behalf of all persons traveling with the delegation.
  - Approximate costs will be circulated to families prior to them confirming their gymnasts travel with the delegation.
  - Final costs will be charged to family accounts.
- BTYC's 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.
- When there are athletes under the age of 18 on a trip a minimum of two Officials must be appointed to the team regardless of the number of athletes selected (i.e. one underage athlete = two officials).
  - Athlete guardians may be asked to accompany the coach and athlete attending the event as a team official
- Family members traveling to view the event are asked to not accommodate in the same location as the BTYC delegation
- BTYC is not responsible for arranging travel insurance

### **Travel for gymnasts 18 years and over**

- Gymnasts aged 18 years and over may choose to travel and accommodate as part of the BTYC delegation or separately.

#### *If choosing to not travel with the BTYC delegation*

- BTYC will not manage any travel arrangements.
- Travel arrangements are the responsibility of the individual. This includes airfares, accommodation, ground transport and transport to and from training and/or competition.
- All team members over 18 years of age retain an overriding responsibility for the welfare of all athletes they accompany during team travel activities. They must maintain a 'duty of care' towards the athletes and they must avoid unaccompanied and unobserved activities with persons less than 18 years of age wherever possible. For the avoidance of doubt this requirement does not apply to parents/legal guardians when in a room with their child.

#### *If traveling with the BTYC delegation*

- Any gymnast aged 18 years or older (at the time of travel) may elect to travel with BTYC.
- BTYC will book flights, ground travel and accommodation on behalf of all persons traveling with the delegation.
  - Approximate costs will be circulated to individuals prior to them confirming their gymnasts travel with the delegation.
  - Final costs will be charged to individuals' accounts.
- BTYC's official 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.
- Family members traveling to view the event are asked to not accommodate in the same location as the BTYC delegation.
- BTYC is not responsible for arranging travel insurance.
- All team members over 18 years of age retain an overriding responsibility for the welfare of all athletes they accompany during team travel activities. They must maintain a 'duty of care' towards the athletes and they must avoid unaccompanied and unobserved activities with persons less than 18 years of age wherever possible. For the avoidance of doubt this requirement does not apply to parents/legal guardians when in a room with their child.

### **Delegation Accommodation**

- BTYC will book accommodation for the coaches, chaperones and gymnasts travelling with the Club in line with BTYC's Child Safe policies.
- Children (under 18) gymnasts will share a bedroom with other team members, of the same gender, in an apartment/cabin/house.
- Athletes under the age of 18 must not share a room with other athletes over the age of 18 without parental consent.
- Each apartment/cabin/house will have at least one adult (either a chaperone or coach) who will have a separate bedroom.
- No BTYC official will enter a child's room on their own unless it is an emergency.
  - BTYC officials should remain at the door when talking to athletes in their rooms.

## **Coaches and Chaperones**

- The program Head Coach and/or Manager will select the coaches required to attend the event and travel with the team.
  - All selected coaches will be known to the traveling athletes and qualified to attend the event.
- The program Head Coach and/or Manager will select the chaperone/s required to attend the event and travel with the team.
  - Chaperones may be family members of traveling gymnasts or BTYC staff.
- The Club may invoice each gymnast traveling as a part of the delegation for travel expenses to cover the cost of coaches and chaperones.
- Current Working with Children Checks or equivalent for all BTYC officials who are travelling with minors must be submitted prior to departure date
- BTYC Officials 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.
- If the group is mixed gender there must be at least one male and one female official or chaperone

## **CATERING (when traveling with the delegation)**

Food requirements will be pre-determined prior to travel. There will be suitable food for athletes and their nutritional requirements should be communicated to the accommodation if meals have been arranged inhouse. There may be special requirements from athletes or officials, including vegetarian food, gluten or nut free foods, cultural preferences or food which complies with religious requirements.

## **Travel Policy B**

- BTYC will not manage any travel arrangements for gymnasts.
  - Athletes over the age of 18 may be invited to travel with BTYC officials
- Travel arrangements are the responsibility of the family. This includes airfares, accommodation, ground transport and transport to and from training and/or competition.
- BTYC will share meeting places, times and dates and it is the responsibility of the family to ensure their gymnast is there



## Travel Consent Form

I \_\_\_\_\_ (guardian name)

give permission for \_\_\_\_\_ (child's name)  
to

- ☐ travel in a private car with BTYC officials
- ☐ accommodate (in the same room) with athletes over the age of 18 years
- ☐ travel and accommodate with the BTYC delegation

for the purpose of \_\_\_\_\_ (event name).

\_\_\_\_\_  
signature

\_\_\_\_\_  
date

