

Australian Weightlifting Federation Inc Travel Policy

Context

In the context of contemporary travel and the risks associated with this, it is critical the Australian Weightlifting Federation (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, board and committee members.

Policy Objectives

Objectives of the travel policy and related procedures are:

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

Conditions of Travel

All travel on behalf of the Australian Weightlifting Federation 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.

International Travel

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

Travel Policy and Procedures

International Travel Procedures	Responsibility
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