

Context of Policy

A considerable number of people travel annually - nationally and internationally - on behalf of Badminton Australia. These include players in Australian Teams, coaches, team managers, board members, court officials, administrators and team supporters. In the context of contemporary travel and the risks associated with this, it is critical that adequate systems are in place for the preparation for travel. Due diligence in this context is fundamental to duty of care.

Policy Objectives

Objectives of the Travel Policy and associated procedures are:

- To provide a set of guidelines for those traveling on behalf of Badminton Australia;
- To ensure clear travel details are communicated to those traveling and for those support people, friends and family left behind;
- To minimize risks.

Conditions of Travel

All travel on behalf of Badminton Australia is conducted under the following conditions:

- Travel must be fully budgeted and approved;
- All air travel is economy class (cheapest available) on reputable airlines with convenience (connections, arrival times before tournaments etc) taken into account when making bookings;
- Unless prior arrangements/approval is made, all bookings are to be made through the Badminton Australia office;
- Individual awards and frequent flyer programs will not be taken into consideration when making travel and accommodation bookings;
- Badminton Australia's travel insurance will cover those traveling on BA business with the insurance hotline number, scope of cover and exemptions being communicated to those traveling before they depart;
- Any personal expenses incurred as part of the travel will not be covered unless prior approval is given;
- Australian Teams traveling will travel in groups accompanied by a Team Manager and/or Coach;
- All those on international travel must ensure these procedures are followed:

Travel Policy & Procedures



| International Travel Procedures | Responsibility |
|--|--|
| 1. Monitor the Department of Foreign Affairs and Trade (DFAT) travel advisories for the destination in the lead up to the overseas travel – www.smartraveller.gov.au | Players, Team Manager, National Coach, NED |
| 2. Monitor the DFAT travel advisories while away; | Team Manager/Coach, NED, Admin Staff |
| 3. Ensure the emergency contact details of those traveling is on file in the office; | National Coach / NED |
| 4. Ensure mobile numbers of those traveling are on file; | National Coach / NED |
| 5. Itineraries, accommodation contact details and emergency contact details must be kept up to date on the Travel File - electronic and hard copy; | National Coach / NED |
| 6. Advise BA Board of who is traveling, when and itineraries. | National Coach / NED |
| 7. Register travelers with DFAT or the local embassy if this is required; | NED / Admin Staff |
| 8. If necessary, conduct a risk assessment of travel overseas. | NED |

| International Travel – Team Briefings | Responsibility |
|--|--|
| <p>Brief those traveling before departure. Briefings must include the following:</p> <ul style="list-style-type: none"> ○ A handout with the flight, accommodation and land transport details; ○ Details of what Badminton Australia has agreed to fund on the trip; ○ Information from the DFAT travel advisories; ○ The contact details of the nearest Australian Embassy or consulate for the destinations where BA representatives are staying; ○ Contact details of tournament or event organizers; ○ A statement on the insurance policy covering the scope of cover for insurance travel including exclusions – offer a copy of the policy to those traveling). | <p>Team Manager, National Coach</p> <p>Team Manager, National Coach</p> <p>Team Manager, National Coach</p> <p>Team Manager , National Coach</p> <p>Team Manager , National Coach</p> <p>NED</p> |