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### Affiliations

World Squash Federation  
Australian Commonwealth Games Association  
Oceania Squash Federation  
Confederation of Australian Sport  
Australian Olympic Committee

# TRAVEL INSURANCE POLICY



## VERSION CONTROL

Version 1.0	December 2018
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### Principal Partner



### Official Ball



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## 1. Purpose

To ensure that all Squash Australia (SQA) athletes follow safe and consistent process for travelling to and from selected training and competition events as defined in their Individual Performance Plans. (IPP).

## 2. Background

SQA athletes train and compete interstate and overseas on many occasions. The travel of a SQA athlete can be potentially as part of a National Team and may at many times be organised through SQA.

## 3. Standards

- a. All SQA athletes when on an SQA supported team tour must follow the direction of SQA staff or SQA nominated tour officials at all times
- b. Athletes will be covered by SQA travel insurance policy only when on a SQA selected, organised and managed Team Events (e.g. World and Women's Teams, World Doubles Championships, World Junior team Championships)
- c. All athletes travel must be approved by the SA High Performance Management Team prior to the booking else the expense is not covered by Squash Australia or Squash Australia travel insurance.
- d. Travel for SQA supported events must be booked through the High-Performance Management Team unless other arrangements have been agreed with the High-Performance Management Team prior to the booking
- e. Changes to travel arrangements must be approved by the SA High Performance Management Team
- f. Accommodation for travel organised by SQA as part of the IPP will be organised through the High-Performance Management Team
- g. Airline travel will be purchased using the best fare of the day method but with reference to the preferred time of travel, as requested by the coach, and the most direct route.
- h. Accommodation will be arranged as close to the competition/training venue as possible and to meet the reasonable request of the coach.
- i. For travel by minors (Under 16 years old at the time of travel) a parent or guardian must provide SQA a signed parental consent form for travel prior to the commencement of the tour.
- j. The maximum adult to minor ration for interstate travel is 1 adult to 15 minors. The maximum adult to minor ratio for international travel is 1 adult to 10 minors. Any variation to these numbers requires approval from the relevant Performance Manager
- k. All players are required to submit a passport copy and a medication form 30 days prior to travel.

## 4. Process

- a. The training and/or competition is identified through the IPP

- b. If the event has been identified on the current budget the National Coach will engage with the High-Performance Management Team who will handle all travel arrangements including flights, accommodation, hire cars, and any other travel arrangements as required.
- c. If the SQA athlete is a minor, then parental approval is required, and a parent consent form must be signed and checked by the National Coach
- d. If the event is not identified in the budget the National Coach will seek approval from the Chief Executive Officer prior to approving the travel
- e. The High-Performance Team will liaise with the National Coach on final cost of the travel. The National Coach will ensure that the final cost is within the budget and will insure all necessary invoice requests (for travel balances to be paid by athletes) are provided to the finance department. These amounts are to be determined based on the criteria outlined in the Player Selection Criteria.
- f. The National Coach will be the incurring officer for expenses and invoice requests related to athlete travel.

**Please note all individual personal events are not covered by SQA travel insurance and all players, especially the players funded directly by SQA are expected to take out their own personal travel insurance. A discounted option for this has been provided here on this link - <http://www.squash.org.au/w/high-performance/travel-insurance>.**