



Travel Policy

This policy applies to athletes, coaches, committee, volunteers, spectators and any other personnel involved in club-related travel. This travel policy is designed to ensure the safety, well-being, and professionalism of all Cleveland Air Magic (CAM) members during travel for sporting events and related activities. Adherence to these guidelines will help create a positive and efficient travel experience for everyone involved and ensure the club's reputation is maintained.

Travel Arrangements

Cleveland Air Magic has a dedicated Travel Agent that they recommend for making all travel arrangements.

All Athletes travelling overseas must have comprehensive travel insurance.

All athletes under the age of 18 years must be accompanied by a parent or legal guardian.

No minor athletes are permitted to travel unaccompanied.

Transportation

Cleveland Air Magic will ensure all members are aware of recommended travel dates and arrangements along with final training date so correct arrangements can be made.

Club members are not required to travel together as a team unless prior notice has been given for a specific event.

Accommodation

The club will recommend a preferred accommodation venue.

When travelling to a worlds competition as part of Team Australia it is club policy that all athletes stay at the designated Team Australia Hotel for the duration of the competition.

When travelling as a club athletes may be required on occasion to share a room

Any special accommodation requests or changes must be communicated to the travel coordinator well in advance of the trip.

Travel Expenses

Athletes are responsible for all travel expenses.

No Cleveland Air Magic athlete is permitted to travel overseas and represent the club, state or country if they have outstanding club fees. All fees must be paid before departure.

Reference	CAM-MP-TP-1	Version	1.0
Created by	President – K Huston	Approved By	Committee
Approval Date	20 th January 2025	Reviewed	26/01/2026



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Expense Reimbursement

All travel-related expenses pre-approved by the club's Travel coordinator/Treasurer or President must be documented with receipts and include all necessary supporting documentation and submitted for reimbursement within 14 days of returning from the trip.

The club reserves the right to deny reimbursement for any undocumented or unauthorized expenses.

General Behaviour

Club members, athletes and accompanying spectators and volunteers are expected to always conduct themselves in a professional and respectful manner adhering to the Cleveland Air Magic Code of Conduct and all other club policies and local laws.

Club members and athletes and accompanying spectators and volunteers must also abide by Skipping Australia and IJRU Code of Conduct.

Any behaviour that reflects poorly on the club or violates local laws and regulations will not be tolerated.

Members must adhere to the itinerary and schedules provided by the Club and Coaches. Athletes must be prompt to all scheduled training sessions, meeting, events and competitions.

Alcohol and Substance Use

The consumption of alcohol is strictly prohibited for minors and should be limited for adults, always in compliance with local laws.

The use of illegal substances is strictly forbidden and will result in immediate disciplinary action.

Smoking/Vaping is strictly prohibited by athletes during competitions and when representing the club and/or wearing club uniform.

Athletes must meet all WADA obligations.

Emergency Procedures - Contact Information

All members must provide 2 x Emergency contact information to the club's travel co-ordinator prior to departure.

Members should always have access to the club's emergency contact number during travel.

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Medical Emergencies

In the event of a medical emergency, members should seek immediate assistance and inform the club's travel coordinator as soon as possible.

Non-Compliance and Disciplinary Actions

Any violations of this Travel Policy will be subject to disciplinary action, which may include warnings, suspension, or expulsion from the club.

The severity of the disciplinary action will be determined by the club's management committee based on the nature of the violation.

The club reserves the right to take further measures if non-compliance continues.

Feedback and Concerns

Cleveland Air Magic values feedback from parents and guardians. Any concerns or suggestions regarding the formal Travel Policy should be directed to president@clevelandairmagic.org.

Review and Amendments

This Travel Policy will be reviewed annually by the club's Committee to ensure it remains fair, transparent, and effective. Any amendments to the policy will be communicated to members in writing and will take effect from the date specified.

Acknowledgment

By becoming a member or participating in activities with Cleveland Air Magic, individuals acknowledge and agree to adhere to this Travel Policy.

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