



## Representative Travel Policy - POLICY ADOPTED 01/05/2023

**Purpose:** The purpose of this policy is to ensure the safety and well-being of our representative players while traveling for matches and events. This policy also aims to provide clear guidelines for the travel arrangements and expenses for our representative players.

**Scope:** This policy applies to all representative players of our organization who are required to travel for matches and events.

**Guidelines:**

### 1) Travel arrangements:

- a) Bowls ACT will arrange accommodation for all ACT representative sides and will reserve optional rooms for Australian Championship qualifying teams.
- b) In conjunction with Bowls Australia, all flights will be arranged for representative squad members, qualified players, and staff competing at Bowls Australia national events.
- c) The flights and accommodation will have fixed dates. If changes or alternative arrangements are required, they will need to be arranged by the individual and will be at the player's expense.
- d) In selecting flights and accommodation, the board, management, and committees may consider factors including, but not limited to, travel time and distance, costs, catering arrangements, proximity to playing venues, and overall suitability.

### 2) Travel expenses:

- a) Bowls ACT will arrange for travel, transfers and accommodation for representative players and staff competing at Bowls Australia national events. Bowls ACT may require a representative player contribution to be paid as a condition of selection.
- b) Other travel expenses, including but not limited to, meals and incidentals, will be the responsibility of the individual and will be at their own expense.

### 3) Insurance:

- a) Bowls ACT will provide travel insurance for all representative players, qualified players, and staff competing at Bowls Australia national events.
- b) If the individual requires additional insurance coverage, it will be their responsibility to arrange and pay for this.

### 4) Code of conduct:

- a) All representative players are expected to comply with the organization's code of conduct while traveling for matches and events.
- b) Any breaches of the code of conduct may result in disciplinary action, which may include suspension from future representative matches and events.



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