

Maccabi Australia Travel Policy

POLICY OBJECTIVE

Athletes selected to represent their Maccabi Club, State or Maccabi Australia may travel for both training and competition. The objective of the Maccabi Australia Inc (MAI) Travel Policy is to provide a framework for athletes and personnel for all travel activities (domestic and international) including but not limited to;

- Air Travel
- Insurance
- Accommodation
- Motor Vehicle Use
- Other Ground Transport (public transport, taxis, etc.)

APPLICATION

All Maccabi Club, State or Maccabi Australia travelling athletes and personnel (members of management and staff) are bound by this Policy.

POLICY STATEMENT

Travelling athletes are bound at all times by the MAI Policies, including but not limited to the; Member Protection Policy, Codes of Conduct, Anti-Doping Policy, Media Policy, as updated or replaced from time to time. The Maccabi Policies are available at the MAI website at www.maccabi.com.au.

GENERAL GUIDELINES

Travel Arrangements

MAI will coordinate all travel arrangements, including air travel and ground transport for all travelling athletes and teams:

- a) Where team/group travel is arranged, the cost of travel will be incorporated into the cost of the associated team, tour, or event;
- b) Where team/group travel is arranged, team members are expected to travel with the team to and from the associated event or activity;
- c) Athletes, teams and personnel are not authorised to make any travel arrangements on behalf of Maccabi, without the prior written consent of the MAI Executive Director, the relevant Head of Delegation of the team or nominated delegate.

Team Member Travelling Separate to the Team

Should a team member wish or need to make their own travel arrangements (eg. day, time, frequent flyer booking, higher class booking) independent to the Maccabi group / team arrangements, the following applies:

- a) The team member must provide a written request in the form required to the MAI Executive Director, the relevant Head of Delegation of the team or nominated delegate, as applicable for the associated event or activity.
- b) Upon approval of the Team Member's own travel arrangements, the Team Member agrees to:
 - i. Arrange air travel through the MAI official travel provider, Goldman Group. Team Members should contact Goldman Travel (Sydney and Brisbane) and Travelcall (Melbourne, Adelaide and Perth);
 - ii. Provide flight details in the form required to the MAI Executive Director, the relevant Head of Delegation of the team or nominated delegate, as applicable;
 - iii. Be responsible for the coordination of their own ground transport upon arrival at their destination; and
 - iv. Be responsible for the coordination of their own excess luggage requirements, if relevant.

- c) The only team members exempt from using the Goldman Group are those who:
 - are living overseas at the time of the event or activity;
 - are travelling overseas (eg. Pre-booked Israel program, gap year) at the time of the event or activity;
 - book travel using frequent flyer points
- d) The team member will be advised of any credit against their team costs and of any administration fee payable for deviating from the team / group booking.

Athlete Family and Significant Others

Whilst MAI encourages the inclusion of family members, including partners, spouses, children and parents where possible and appropriate:

- a) MAI will not be responsible for organising any such travel.
- b) Where an official Supporters package or similar is developed, MAI will take responsibility for those elements included in that package.
- c) Family members are encouraged to use MAI's Travel Partner Goldman Travel.
- d) MAI is bound by and will enforce any event / tour rules associated with the accommodation and transportation of supporters and significant others.
- e) The MAI Duty of Care extends to athletes, management and staff only and not to additional family members.

Air and Ground Travel

Where possible, lowest price fares will be sourced with the aim of maximising discounts available:

- a) Flights may be booked utilising special arrangement and may not, in some circumstances accumulate frequent flyer points.
- b) Airline frequent flyer membership points and status credits earned when travelling on Maccabi purchased tickets, may be retained for personal use, as a personal benefit to the person travelling.
- c) Athletes must pay the difference in price prior to travel should they wish to travel in a higher fare basis or class of travel.
- d) Management, unless due to medical reasons and without written permission from Team Executive are not permitted to travel in a higher fare basis or class of travel when travelling with their team. Should consent be provided, the manager must pay the difference in price prior to travel.

Luggage Allowance

Athletes and personnel are expected to adhere to the luggage allowance outlined in the ticket rules. Further:

- a) MAI will use its best endeavours to arrange excess luggage capacity on all team flights.
- b) Athletes electing not to travel with the team on team organised flights will be responsible for organising and paying for their own excess luggage.
- c) Any enquiries regarding luggage allowance must be made in writing to the General Manager or nominated delegate prior to travel.

INSURANCE

International Travel and Competition Insurance

MAI will arrange for group travel insurance for all teams and groups travelling internationally:

- a) When competing at a Maccabi event, the registration fee of that event will typically include sporting injuries insurance for the duration of the event, which will cover the cost of medical treatment/s for the duration of the event or until the athlete leaves the country in which the event takes place

- b) Should there be no Games Insurance, Maccabi will facilitate a more comprehensive travel insurance policy, following discussions regarding the requirements of the Team Manager or Head of Delegation. The cost of this insurance will be incorporated into the fee payable by team members.
- c) Should a team member wish to extend their travel, the team member may extend the team/group policy. Any policy extension must be arranged and payment received a minimum of four (4) weeks prior to team departure.
- d) Processes for seeking assistance while abroad and making a claim will be advised on a tour-by-tour basis, dependent upon the policy, coverage and the destination.

Local Travel and Training Insurance

Athletes traveling for the purposes of a national Maccabi event, sports training camp and / or trials / selections acknowledge:

- a) that the MAI national insurance policy does not cover sporting injury insurance, except for those members of those Maccabi Clubs that have opted-in to the national policy.
- b) it is the responsibility of all other athletes to confirm applicable State Sporting Association insurance policy.
- c) Should an athlete not have insurance with their local Sporting Association and wish to opt-in to the Maccabi Australia national policy, they may do so by informing the MAI Executive Director no later than four (4) weeks prior to the commencement of the event, and making the required payment.
- d) who wish to be covered for non- sport injury related health concerns and / or their own personal baggage, effects and travel delays for local travel are responsible for taking out their own personal travel insurance, this includes personal travel insurance for Junior Carnival.

ACCOMMODATION

Generally

Event / competition accommodation may be the responsibility of an event organising committee independent of MAI, (eg The Maccabiah Organising Committee), and as such the selection of accommodation is outside of the control of MAI. In such instances, MAI will use its best endeavours to secure the most suitable accommodation, within the rules and parameters of the event organising committee.

Where MAI, is responsible for sourcing and providing accommodation, it will source the most suitable accommodation.

Standard accommodation (Maccabi accommodation) during training and competition is by same gender.

Room allocation will be the responsibility of a team manager or coach.

Athletes and personnel will not be required to share bedrooms. On occasion, availability and / or style of accommodation may be restricted and as such, athletes and personnel may be requested to share same-gender apartment or house style accommodation.

Athletes who wish to make any change to their accommodation arrangements, must seek approval from their team manager prior to changes being made.

Accommodation for Persons under the Age of 18

Maccabi is committed to the safety and well-being of all children and young people who participate in our organisation or access our services. Maccabi supports the rights of the child and will act at all times to ensure that a child-safe environment is maintained (please refer to the [Maccabi Member Protection Policy](#) for comprehensive information). In addition to the guidelines outlined in this Policy, the following instructions apply when coordinating accommodation for persons under the age of 18:

- a) Shared accommodation between persons under the age of 18 and an adult(s) should be avoided.

- b) If it is not practicably possible to avoid shared accommodation between a person under the age of 18 and an adult(s), then the underage person must be provided with the contact details of an available trusted adult (team manager /coach) whom they can contact if they do not feel comfortable.
- c) Written parental consent must be obtained prior to athlete check-in.

Billeting of Athletes

In some instances, MAI may deem the option of billeting the most appropriate for that event. For these events, a Billeting Officer will be appointed and a process for requests and assignment will be formalised. Underlying all decisions around billeting is the safety and well-being of the athletes and team members.

Expectations and Rules

In all Maccabi accommodation:

- a) No tobacco or illegal substances are permitted to be consumed under any circumstances.
- b) No alcohol is permitted to be consumed by athletes or personnel under the age of 18 (or extended to 21 in countries or states where under applicable law), under any circumstances.
- c) Only athletes and Maccabi personnel are permitted. Visitors are not permitted at any time except with the permission of the Team Manager / Coach.
- d) Overnight visitors are not permitted.
- e) No parties, functions or social gathering are permitted.
- f) No mixed gender sharing of bedrooms and no sharing of beds.
- g) All persons must respect each other's privacy, personal belongings and space.
- h) All persons must respect each other's training / competition schedules, keeping noise to an appropriate level.
- i) Quiet time must be in effect from 10:00pm – 7:00am.
- j) Athletes are required to undertake shared cleaning duties with all parties to contributing to ensure that the property is clean and hygienic at all times. The accommodation / property is deemed clean and hygienic once all residents are 100% satisfied.
- k) Any hotel room charges, above the cost of accommodation, are the responsibility of the occupants of that room and must be paid for by the responsible athlete / team member.
- l) Should any of the abovementioned conditions be breached, disciplinary measures may be enforced.

Property Damage

Athletes and personnel must respect the actual physical venue including, but not limited to, all furniture and fittings:

- a) Athletes and personnel must use best efforts to ensure the venue is not damaged in any way.
- b) Upon check-in, all athletes and personnel should inspect their accommodation, furniture and fittings for any existing damage and immediately report any damage to the team manager / coach.
- c) Any property damaged must be reported to the team manager immediately. The team manager must advise accommodation management and the Maccabi office, immediately, in writing. All damage costs will be payable by the responsible athlete, manager or staff.
- d) Property / fixture and fittings in Maccabi accommodation are not to be removed under any circumstances. All replacement costs will be payable by the responsible athlete.

MOTOR VEHICLE USE

- a) All drivers are responsible for ensuring they hold a current driver's license recognised in the country of vehicle usage (may require an International Driver's Licence).
- b) All vehicles must be used in accordance with the road rules as applicable in the state or country of use.
- c) All passengers (including the driver) must wear a seatbelt at all times. The number of passengers must never exceed the number of seatbelts in the vehicle.
- d) All traffic infringement fines are the sole responsibility of and must be paid by the driver assigned to the vehicle at the time the infringement was recorded. Any demerit points will be allocated to the responsible driver.

RENTAL VEHICLES

Generally, vehicle rentals are arranged by the Maccabi office or Team Management or Team Executive. It must be ensured by that Team or Maccabi that:

- a) Adequate insurance cover is purchased.
- b) An "additional driver" must be added to the booking if there is any possibility that more than one driver may drive the rented vehicle, even if only for a brief period.
- c) Upon vehicle collection, the vehicle must be inspected for any damage and immediately report any damage to the OWIA office and vehicle rental company.
- d) All accidents in or damage must be reported immediately to Maccabi and followed up in writing.
- e) It is the responsibility of the assigned driver to inform the Maccabi office, in writing, should another person drive their assigned vehicle.
- f) All drivers must have a blood alcohol level of ZERO.

Should an athlete or any other member of a Team elect to rent their own vehicle, they are personally responsible for all costs associated with that vehicle.

Transporting Persons under the Age of 18

Maccabi is committed to the safety and well-being of all children and young people who participate in our sport or access our services. Maccabi supports the rights of the child and will act at all times to ensure that a child-safe environment is maintained (please refer to the [Maccabi Member Protection Policy](#) for comprehensive information). In addition to the guidelines outlined in this Policy, these instructions apply when transporting passengers under the age of 18 for Maccabi sport or business activities:

- a) Written parental consent must be obtained prior to travel. Parents/guardians of athletes under the age of 18 will be required to complete a "Maccabi Transport Approval Form".
- b) The driver must notify (via text if practical) the Team Manager and parent / guardian of the athlete at the time and reasons for transporting the underage passenger(s), on a case-by-case scenario.
- c) All drivers must have a blood alcohol level of ZERO.

DOCUMENT HISTORY

Version	Adopted by Maccabi	Content reviewed / purpose
One	3/08/16	
Two	14/10/16	Expanded clause: "Team Member Travelling Separate to the Team"