



**Australian  
Taekwondo**

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**National  
Policy**

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**International  
Travel**

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# Policy Statement

## Intent

The purpose of this policy is to provide guidelines for situations where coaches, athletes, officials and employees (**Representatives**) of Australian Taekwondo Limited (**AT**) are chosen to represent the organisation at events, competitions and other forums hosted overseas.

## Objectives

In approving international travel, AT shall ensure that due consideration has been given to the health and safety of Representatives undertaking such travel.

## Scope

All Australian Taekwondo Representatives.

## Policy Principles

### Travel Warnings

1. All international travel must be endorsed by the Chief Executive Officer (**CEO**).
2. Where a warning has been issued by the Commonwealth Government or the World Health Organisation in relation to a proposed destination, travel to a destination with a Level 4 Travel Warning is prohibited. The following link can be used to check any travel warnings that may be in place: <http://smartraveller.gov.au>
3. The CEO may, following consultation with the Board of AT (**Board**), grant an exception to the general prohibition at Cause 2 for specific Representatives and/or events. In doing so, the CEO has a general discretion, but will be guided by factors that include, but not limited to:
  - a. the level of travel warning issued by the Commonwealth Government (subject to Clause 4 below);
  - b. the location of the event in the country in respect of which a travel warning has been issued and the proximity of the event to any identifiable risks to personal health, safety and security;
  - c. the status, significance and importance of the event in which the Representatives will attend and/or participate;
  - d. the age of the Representatives whose attendance and/or participation is proposed (i.e. a cadet or junior team comprised of underage Representatives);
  - e. the evacuation options available to the Representatives should the need arise to change plans or leave the travel destination earlier than planned;
  - f. consideration of the views of others, who have reviewed available information and reached a considered assessment, including
    1. the views of the Board;
    2. the individual and collective views of the Representatives themselves or in the case of any underage Representatives, the individual and collective views of their parents or legal guardians;
    3. the cost and availability of any vaccinations in respect of infectious diseases and/or other medical conditions to which the Representatives may be exposed; and

4. the availability, adequacy and cost of any travel insurance available in respect of the proposed travel arrangements.
4. Notwithstanding the scope of Clause 3, AT will not approve travel to a destination for which the Commonwealth Government has issued a "Level 4 - Do not travel" warning (or equivalent).
5. Clause 4 does not apply where the Representatives visit a destination to which a "Level 4 - Do not travel" warning applies for transit purposes only, provided that the CEO is reasonably satisfied that:
  - a. there is no reasonable alternative travel route available; and
  - b. the travel route proposed does not pose an unnecessary risk to the Representatives' health and safety.
6. AT will not require any Representative to travel to an international destination for which the Commonwealth Government has issued a "Level 4 - Do not travel" warning. Any such travel will be a personal decision of the relevant Representative, or, if they are under 18 years of age, their parent or guardian, and exercised at the Representative's own risk.
7. No Representative will be prejudiced in their participation or involvement in any future AT events in circumstances where they elect not travel to a destination in respect of which a warning has been issued by the Commonwealth Government.

#### Health and Safety

8. AT will take all reasonable steps to ensure the health and safety of Representatives for all travel endorsed by the CEO in accordance with this policy.
9. Representatives must exercise caution when travelling to and visiting an international destination. Representatives will abide by all rules and directives issued by AT and those issued by the relevant event organisers (where directed to do so by AT).
10. While requirements will vary depending on a range of factors including the destination, accommodation arrangements and the number and age of the Representatives present, i.e. junior or adult athletes, at a high level, Representatives will:
  - c. demonstrate care for and respect of themselves, each other and AT;
  - d. keep other Representatives informed of their whereabouts and anticipated return time, and promptly communicate with others if they experience any unexpected delays;
  - e. travel together outside of hours and only leave accommodation where authorised by AT to do so; and
  - f. limit or refrain from the consumption of any alcohol and/or non-prescribed drugs.
11. From time to time, AT may consult with a Representative in relation to their physical and mental fitness. If AT has reasonable grounds to do so, a Representative may be directed to undergo a medical examination to ascertain fitness to undertake international travel. If the Representative declines to attend a medical examination, AT may not authorise the travel at its sole discretion.
12. Any personal information disclosed to AT in accordance with Clause 11 will be used for the purpose of determining the Representative's capacity to undertake international travel as outlined by that clause. All information will be handled in accordance with AT's privacy policy, as amended or replaced from time to time, and any applicable privacy legislation.

13. Nothing in Clause 11 is intended to detract from AT's ability to issue a reasonable and lawful direction to an employee to attend a medical examination.
14. All Representatives have an obligation to advise AT if they have travelled to a destination with a health warning or subsequently become aware they have been exposed to an infectious disease.

#### Travel Insurance

15. Prior to departure, AT will consult with the Representative/s to confirm their travel insurance arrangements. At its discretion, AT may cover full or part of a Representative's expenses in relation to travel insurance or otherwise arrange travel insurance on behalf of any one or more Representatives.
16. AT may require a Representative to arrange, at his or her own cost and expense, acceptable travel insurance. AT may also require the Representative to produce a certificate or other documentation to establish, to the reasonable satisfaction of AT, that the Representative has adequate travel insurance arrangements in place in respect of their international travel.

## Accountabilities

Implementation:	Chief Executive Officer
Compliance:	Chief Executive Officer
Monitoring and Evaluation:	Board
Development and Review:	Chief Executive Officer
Interpretation and Advice:	Chief Executive Officer

## Accountabilities

1. All **Australian Taekwondo Staff** and **Members of Australian Taekwondo Teams** are responsible for knowing this policy.
2. The **Board** is responsible for the approval and maintenance of this policy.
3. The **Chief Executive Officer** is responsible for implementation and ensuring adherence to this policy, and for educating users in the content of supporting policies.

## How Will The Effectiveness Of This Policy Be Measured?

1. All international travel is endorsed by the CEO consistent with this policy.
2. All transit through destinations with a "Level 4 - Do not travel" warning is considered by the Board.
3. No travel is endorsed by AT to destinations with a "Level 4 - Do not travel" warning.