



## Travel Policy

### Trilogy Gymnastics

#### 1. Purpose

The purpose of this policy is to ensure the safe, responsible, and well-managed travel of gymnasts, coaches, staff, and volunteers when attending competitions, camps, training sessions, or other club-related events.

#### 2. Scope

This policy applies to:

All gymnasts (recreational and competitive)

Coaches, staff, and volunteers

Club-organised travel to and from events

Overnight stays, camps, and excursions

#### 3. General Principles

The club is committed to:

Ensuring the safety and wellbeing of gymnasts at all times

Meeting duty of care and child safety obligations

Providing appropriate supervision during travel

Clearly defining responsibilities of the club and families

#### 4. Travel Arrangements

##### 4.1 Club-Organised Travel

Where the club organises transport:

Travel arrangements will be communicated in advance

Vehicles must be roadworthy and insured

Drivers must hold a valid licence and be authorised by the club

Appropriate adult-to-athlete supervision ratios will be maintained

#### 4.2 Parent/Guardian Transport

Where parents/guardians arrange transport:

Parents are responsible for the safety of their child to and from the event

The club is not responsible for privately arranged transport

Travel plans must align with event schedules and supervision requirements

#### 5. Supervision and Duty of Care

Coaches or appointed supervisors are responsible for athlete supervision during club-organised travel

Gymnasts must remain under supervision unless released to a parent/guardian

Clear check-in and check-out procedures will be followed

#### 6. Overnight Travel and Accommodation

Accommodation arrangements will prioritise safety, comfort, and appropriateness

Rooming allocations will consider age, gender, and child safety guidelines

Coaches and staff will not share rooms with athletes (unless their own child)

Curfews and behaviour expectations will be communicated and enforced

#### 7. Behaviour Expectations

All participants must:

Follow the club's Code of Conduct

Behave respectfully and responsibly

Comply with instructions from coaches and supervisors

Breaches may result in disciplinary action or early return at the family's expense.

#### 8. Medical and Emergency Management

Emergency contact and medical information must be provided prior to travel

Required medications must be supplied and clearly labelled

First aid and emergency procedures will be in place

Emergency services will be contacted where required

#### 9. Costs

Travel-related costs may include transport, accommodation, meals, and supervision

Costs will be communicated in advance

Travel costs are non-refundable unless otherwise stated

#### 10. Photography, Social Media, and Privacy

Photography and social media use must comply with child safety and privacy policies

Consent requirements must be followed

#### 11. Insurance

Participants must be appropriately registered and insured

Families are responsible for personal travel insurance unless otherwise advised

#### 12. Policy Review

This policy will be reviewed:

Annually

After any significant travel-related incident

When legislation or child safety requirements change