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| Description: S:\7794-SSP\DIR_QA\SSWA\ADMINISTRATION\Logos\SSWA Logos\SSWA LOGO Transparent.gifSSWA Policy | **INTERSTATE TRAVEL** | Last Edited: Feb 2015 |

**Policy & Fare Structures**

* Compliance with Department policy demands that all students must travel under mandated duty of care provisions. This means
1. All touring members must travel as a group under the supervision of their appointed team officials; or
2. In the care of their parent or designated guardian who is a responsible adult; or
3. As an independent traveler who has been delivered to the point of departure; will be met by a responsible adult at point of destination and be escorted to the designated accommodation point at a designated time.
4. Any other exception may only be made through individual application to the SSWA Office.
* Any student who is traveling independently and in accordance with SSWA policy must provide full details, including those of the accompanying responsible adult or departure and arrival details in keeping with the policy above (b. or c.), prior to final permission being granted.
* This policy has been arrived at to allow parents the opportunity to access the cheapest fares available and still assure the safety of their child.
* Wherever possible if a student has access to frequent flyer points then aircraft arrival and departure details will be made available as soon as possible to enable individual parental access on a first in best dressed basis.
* Group travel is the preferred mode of transport, which allows necessary conditions to operate. ie where necessary change of flight, change of names, change of departure times and guaranteed seats which ensure appropriate arrival and departure times conducive to elite preparation and performance.
* School Sport cannot access specially discounted fares that are offered by airline companies under special conditions and on a limited basis from time to time. Group travel conditions will apply in all cases which in many cases does not apply to the “cheapest” flight
* School Sport WA liaises with its appointed travel agent to ensure that the best possible travel arrangements are effected.
* Requests for any variation to scheduled flights will be considered. They will be considered on application to SSWA on a case-by-case basis.
* Team members who choose to access airfares independent of the association will be fully responsible for their acquisition and the execution of the travel component and any other conditions that are detailed in relation to “meet and greet” conditions.
* Once a decision on flight option has been made it must be adhered to so it needs to be thought through carefully. It is not possible once a decision has been made to change it without incurring significant airline penalties.

**Travel Options**

**Option 1: SSWA organised flights**

This option is for team members who:

* Do not have a family member, who is an adult, traveling to the event; or
* Are unable to organise the required “meet and greet” component; or
* Are not able to access either discounted flights or use frequent flyer points on the aircraft in which the team officials are traveling.

School Sport WA will:

* Book the air tickets
* Supervise the travel component – point of departure to return
* Assume full duty of care responsibility for the tour duration
* Assume duty of care for team members in team accommodation including transport to and from the playing venue(s)
* Be responsible for all aspects of team health and welfare

**Option 2: Accompanying Parent**

* This option is for team members who have a parent traveling to the event and wishes to have their child accompany them on a flight that they organise themselves.
* The parent may also wish to have their child in accommodation with them.

The parent will:

* Notify SSWA of their travel option within one week of team selection
* Book and pay for their required return flights
* Deliver the team member to the accommodation venue and insure that they fully commit to the team program and schedule if they exercise the option to have their child in accommodation with them.

School Sport WA will:

* Assume duty of care responsibility for team members who join team accommodation as in option 1
* Assume duty of care for team member welfare for all aspects of the organised program.
* Be responsible for all aspects of team health and welfare while the team member is under the jurisdiction of team management and the prescribed program.

**Option 3: Fully Independent Travel**

This option is designed to allow parents to access cheaper flights at a time other than the prescribed team flight. The team member must be delivered to the airport and picked up at the other end by a responsible adult. They must join the team at a prescribed place and time and be fully committed to the event program as laid down by team management. They may be accommodated with the team or with their designated guardian.

The parent will:

* Notify SSWA of their travel option within one week of team selection
* Book and pay for their required return flights
* Insure that the team member complies with all team and program timelines.
* Deliver the team member to the accommodation venue or insure that they fully commit to the team program and schedule if they exercise the option to have their child in accommodation with an appointed guardian.
* Insure that the team member is escorted to the airport for departure and greet them when they disembark

School Sport WA will:

* Assume duty of care responsibility for team members who join team accommodation as in option 1
* Assume duty of care for team member welfare for all aspects of the organised program.
* Be responsible for all aspects of team health and welfare while the team member is under the jurisdiction of team management and the prescribed program.

**Note:** It is the SSWA preferred position to have the team travel as a group. This allows team management to assume full duty of care responsibilities. Travel options have been introduced to allow parents are welcome to the opportunity to access cheaper flights if they so desire.

**Airline Tickets**

In most cases tickets will be e-tickets (Electronic tickets). Boarding passes are to be collected for the whole team by the Tour Manager at the check-in counter on the day of departure.

* For domestic flights the tour manager must take sufficient personal identification (including a photo) to the airport. No paper tickets will be issued. The designated official will collect and distribute all team boarding passes.
* For international flights then it will be necessary for each student to present individual photo ID at point of check in and collect their boarding pass individually.