



EBFC Travel Policy

1. Purpose

The purpose of this travel policy is to ensure the safety, well-being, and organization of all participants during travel related to Emerald Boxing and Fitness Club activities. This policy aims to establish guidelines and procedures to ensure safety, manage costs, and streamline travel processes, as well as minimize risks and promote a positive experience for all involved.

2. Scope

This policy applies to all boxers, coaches, officials, volunteers, and any other individuals travelling on behalf of the Emerald Boxing and Fitness Club for competitions, training camps, or other sanctioned events.

3. Eligibility

Travel may be authorized for:

- Athletes competing in sanctioned events, including Juniors.
- Coaches accompanying athletes to competitions.
- Committee Members and Coaches attending conferences or workshops relevant to club activities.

4. Travel Arrangements

Booking: All travel arrangements (flights, accommodations, ground transportation) will be coordinated by designated club personnel or approved travel agents.

Accommodations: Participants will stay in accommodations approved by the club, emphasizing safety, proximity to event venues, and appropriateness for junior athletes.

5. Travel Expenses

Funded expenses include airfare, accommodation, ground transportation. No meal allowance will be covered.

Club credit cards or prepaid cards may be issued for expenses, subject to approval.

Procedure for using club card to pay for fuel in private vehicle when travelling to/from EBFC activities:

1. Refill fuel tank to FULL prior to departure – *at own expense* – retain receipt.
2. Travel to activity and return.
3. Refill fuel tank to FULL upon arrival – *using club card* – retain receipt.
4. Submit BOTH receipts for record-keeping.

(Should the distance of the trip require a refuel prior to the return trip do so, using the club card and retain the receipt.)

6. Code of Conduct

Behaviour: Junior boxers are expected to uphold the highest standards of behaviour and sportsmanship at all times.

Alcohol/Drugs: Consumption of alcohol or use of illegal substances is strictly prohibited for Junior boxers.

7. Safety and Supervision

Supervision: Coaches will provide appropriate supervision during all aspects of travel, ensuring Junior boxers are accounted for and safe.

Emergency Procedures: Detailed emergency contact information will be provided to all participants. Coaches will be trained in emergency response procedures.

8. Health and Well-being

Medical Considerations: All participants must disclose any medical conditions or allergies. Coaches will carry necessary medical information and supplies.

Nutrition: Healthy eating habits will be encouraged, with an emphasis on proper hydration and balanced meals.

9. Responsibilities

Athletes and staff are responsible for adhering to the travel policy.

Coaches and supervisors must ensure the well-being of Junior athletes at all times.

Any incidents or issues must be promptly reported to the club management.

10. Insurance

Additional insurance may be provided by the club for specific events.

11. Compliance

Compliance with Laws: All participants must comply with local, national, and international laws during travel.

Club Rules: Failure to comply with club rules or this travel policy may result in disciplinary action, including exclusion from future club activities.

Any deviations or exceptions must be approved in advance.

12. Review and Updates

This policy will be reviewed annually to ensure relevance and effectiveness, with the first review being undertaken after six (6) months.

Updates may be made as necessary with input from club management and stakeholders.

13. Acknowledgment

All participants (junior boxers, coaches, officials, volunteers) and their parents/guardians must acknowledge receipt and understanding of this travel policy. Acknowledgement and Consent covering any and all day trips relating to club activities will be updated annually and completed via Jotform. Details of individual day trips will be available prior to travel and specific consent gained in person (coach to parent/guardian). No Junior boxer will be transported anywhere without parental knowledge and consent. Documentation of trip participants will be kept. Additional Travel Consent Forms must be completed and signed via Jotform signed prior to any club-related overnight travel.

Documentation to be kept for each participant:

- Signed Travel Acknowledgement and Consent Form
- Signed Travel Consent Form for trips involving overnight stays
- Copy of Medicare card

14. Approval

This travel policy was approved at the General Meeting of EBFC on 20th August 2024.

Date for review 20th February 2025 - no changes

24th February 2026 – addition of documentation checklist and updated online Travel Consent Form which includes Medicare card photo upload.