

PEI Fencing Association Travel Policy

Date: June 14/26

1. Purpose

The purpose of this Travel Policy is to establish clear guidelines and expectations for all athletes, coaches, officials, volunteers, and staff traveling on behalf of the organization. This policy is intended to promote safety, professionalism, accountability, and responsible financial management during all sanctioned travel activities.

2. Scope

This policy applies to all individuals representing the organization during:

- Competitions
 - Training camps
 - Clinics and seminars
 - Meetings and conferences
 - Team-building activities
 - Any other organization-approved travel
-

3. Authorization for Travel

All travel must be approved in advance by the Executive Director, Head Coach, or designated organizational representative.

Travel authorization must include:

- Purpose of travel
- Destination
- Dates of travel
- Approved participants
- Estimated expenses
- Emergency contact information

No reimbursement will be provided for unauthorized travel expenses.

4. Code of Conduct During Travel

All travelers are expected to:

- Represent the organization professionally and respectfully
- Follow all organizational policies and codes of conduct
- Comply with local laws and venue regulations
- Treat teammates, officials, hotel staff, and the public respectfully
- Refrain from harassment, discrimination, bullying, or unsafe behavior

Misconduct during travel may result in disciplinary action, including removal from the trip at the individual's expense.

5. Supervision of Minors

For participants under 18 years of age:

- A designated adult supervisor or coach must be assigned
- Chaperones must maintain appropriate supervision ratios
- Room assignments should follow safe sport and safeguarding guidelines
- Athletes may not leave approved venues or accommodations without permission

Parents/guardians must provide written consent and emergency contact information prior to travel.

6. Transportation

Air Travel

- Economy-class airfare should be booked whenever practical
- Travelers are expected to use cost-effective flight options
- Changes to itineraries for personal reasons are the responsibility of the traveler

Ground Transportation

- Rental vehicles may only be operated by authorized drivers
- Seat belts must be worn at all times
- Distracted or impaired driving is strictly prohibited

Personal Vehicles

Use of personal vehicles may be reimbursed at the approved mileage rate if authorized in advance.

7. Accommodation

The organization may arrange shared accommodations to reduce costs.

Travelers are expected to:

- Respect hotel property and policies
- Maintain reasonable noise levels
- Avoid unauthorized guests in rooms
- Follow assigned rooming arrangements

Any damages or additional charges incurred by a traveler are their personal responsibility.

8. Meals and Expenses

Approved travel expenses may include:

- Transportation
- Accommodation
- Registration fees
- Meals within approved limits
- Required equipment transport

Travelers must submit original receipts for reimbursement unless otherwise stated.

The organization will not reimburse:

- Alcoholic beverages
- Entertainment expenses
- Personal purchases
- Fines or penalties
- Unauthorized upgrades

Expense claims should be submitted within 30 days of travel completion.

9. Health and Safety

All travelers should:

- Carry appropriate medical insurance information
- Inform supervisors of relevant medical conditions or allergies

- Follow emergency procedures and safety instructions
- Report injuries or incidents promptly

The organization reserves the right to remove participants from travel activities if safety concerns arise.

10. Communication

Travel participants are expected to maintain regular communication with coaches, managers, or team leaders during travel.

Emergency contact information must be available at all times.

11. Social Media and Public Representation

Participants must use social media responsibly during travel.

Posts that are offensive, discriminatory, harassing, or damaging to the organization's reputation may result in disciplinary action.

Official team information, travel details, or sensitive matters should not be shared publicly without authorization.

12. Travel Insurance

Where appropriate, the organization may require travelers to obtain travel insurance covering:

- Medical emergencies
 - Trip cancellation
 - Lost baggage
 - Emergency evacuation
-

13. Non-Compliance

Failure to comply with this policy may result in:

- Removal from travel activities
- Loss of reimbursement privileges
- Suspension from organizational programs

- Additional disciplinary action
-

14. Policy Review

This policy will be reviewed annually by the organization's Board of Directors or designated committee to ensure ongoing compliance with legal, financial, and safeguarding requirements.

15. Acknowledgement

All participants traveling on behalf of the organization may be required to sign an acknowledgement confirming that they have read, understood, and agreed to comply with this Travel Policy.

Approved by: _____

Date: _____