Jersey Pétanque Association

Adult Team Travel Policy

Approved by: Elected officers of the JPA
Effective from: 2 March 2026
Review date: 2 March 2028

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1. Purpose

This Travel Policy establishes clear procedures and expectations for all travel undertaken by members of **Jersey Pétanque Association** in connection with competitions, tournaments, training camps, and official Association events.

The objectives of this policy are to:

- Ensure the safety and welfare of all members
- Maintain professional standards of conduct
- Protect the Association's financial integrity
- Minimise legal and reputational risk

This policy applies to all players, coaches, managers, medical staff, officials, and authorized Association representatives.

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2. Travel Authorization

2.1 All team travel must be approved in advance by the Association Committee.

2.2 International travel must be approved by the Association Committee.

2.3 No individual may represent the Association at an away event without prior authorization.

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3. Travel Arrangements

3.1 Booking Responsibility

All travel and accommodation arrangements must be coordinated by the designated Team Manager (or appointed travel coordinator), unless otherwise approved by the committee.

3.2 Transport

Approved modes of transport may include:

- Chartered bus/coach/boat
- Commercial ferry
- Commercial airline
- Train
- Association vehicles
- Approved private vehicles

If using private vehicles:

- The driver must hold a valid license.
- The vehicle must be roadworthy and insured.
- The Association accepts no liability for damage unless otherwise agreed in writing.

3.3 International Travel Requirements

For international trips, all participants must:

- Hold a valid passport (minimum 6 months validity recommended)
- Obtain required visas (if applicable)
- Comply with entry requirements
- Have appropriate travel insurance

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4. Accommodation Standards

4.1 Accommodation will be arranged to meet reasonable standards of safety and comfort within budget constraints.

4.2 Room allocations will be determined by the Team Manager or Coach.

4.3 The following are not permitted:

- Unauthorized room changes
- Non-team guests staying overnight without approval
- Damage to property

Any damage to accommodation property will be the financial responsibility of the individual(s) involved.

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5. Code of Conduct During Travel

All members always represent the Association while traveling.

5.1 General Conduct

Members must:

- Act respectfully toward teammates, staff, opponents, officials, and the public
- Respect hotel and venue property
- Follow local laws and regulations
- Comply with team schedules and instructions

5.2 Alcohol & Substance Use

- Moderate alcohol consumption may be permitted unless otherwise restricted by the Coach or Manager.
- Alcohol is strictly prohibited before matches or official team duties.
- Illegal drugs are strictly prohibited at all times.
- Any member deemed unfit to participate due to substance use may face disciplinary action.

5.3 Curfew

Where required, a curfew may be set by the Coach or Manager. All members must comply.

5.4 Social Media

Members must:

- Avoid posting content that could damage the Association's reputation
- Refrain from posting confidential team information
- Show respect toward teammates, opponents, and officials online

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6. Financial Policy

6.1 Covered Expenses

The Association may cover:

- Team transport
- Shared accommodation
- Entry fees
- Official team meals (if specified)

Details for each trip will be confirmed in advance.

6.2 Personal Expenses

Members are responsible for:

- Personal meals (unless included)
- Room service
- Mini-bar charges
- Personal transport not arranged by the Association
- Fines resulting from misconduct

6.3 Reimbursement

Reimbursement of pre-approved expenses requires:

- Submission of receipts
- Completion of an expense claim form
- Approval by the Treasurer or Committee

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7. Medical & Emergency Procedures

7.1 Members must disclose any relevant medical conditions to the Team Manager prior to travel (confidentially).

7.2 Individuals are responsible for:

- Bringing required medications
- Ensuring they are fit to travel

7.3 In the event of an emergency:

- The Team Manager will coordinate response
- Emergency services will be contacted where necessary
- The Association Committee will be informed

7.4 All participants must have appropriate health or travel insurance where required.

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8. Risk Management

Before significant travel, the Team Manager should:

- Assess transport and accommodation risks
- Confirm insurance coverage
- Provide itinerary and emergency contact details to participants

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9. Disciplinary Action

Breaches of this policy may result in:

- Verbal or written warning
- Removal from team selection
- Suspension
- Requirement to cover financial losses
- Disciplinary hearing before the Committee

Serious misconduct may result in immediate removal from the trip at the individual's expense.

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10. Insurance & Liability

The Association will maintain appropriate insurance coverage in line with its governing body requirements (if applicable)

Participants acknowledge that:

- Sport carries inherent risks.
- The Association is not responsible for personal property loss unless caused by negligence.

11. Acknowledgment

All members must sign below to confirm they have read and agree to comply with this Travel Policy.

Name: _____
Signature: _____
Date: _____