



Policy Name TRAVEL POLICY		Policy Category TECHNICAL
Date of Approval JULY 18. 2023	Activation Date JULY 30, 2023	Replacing Previous Version N/A
Approved by BOARD OF DIRECTORS		Review Cycle EVERY TWO YEARS

1. PURPOSE

International training and competition are a central part of Field Hockey Canada operations. To fulfil the corporation's remit of delivering national teams to the international stage, we are required to book international flights and travel.

Where possible, FHC secures group flights at the earliest opportunity, noting this is usually also the most cost effective approach.

This policy outlines FHC position and procedures in relation to international travel and to ensure all national programs can operate in a sustainable manner.

2. PRINCIPLES

This Travel Policy establishes standards related to international travel and tours. The standards outlined will be implemented by FHC staff and supported by FHC travel partners.

Team travel is defined as overnight travel that is planned and supervised by FHC and under FHC jurisdiction.

3. APPLICATION

The policy applies to FHC Member Associations, Registered Participants inclusive of national team athletes and all field hockey coaches who may travel under FHC's jurisdiction. The standards as presented in this policy will be implemented by FHC staff.

4. DESIGNATED TRAVEL PARTNER

FHC has a recognized travel partner which all travel must be booked through.

FHC's designated program lead will secure group flights at the earliest opportunity arranged via the travel partner.



5. IDENTIFIED TRAVEL HUBS

FHC organizes flights through main travel hubs which will usually be designated in advance. The exception to this is in senior national team programs where it may be that an athlete is approved by the HPD and Head Coach to be in an overseas Daily Training Environment (DTE). In such cases, individual routes may apply.

All FHC tours and associated responsibilities will begin and end in identified hub locations. All FHC group bookings will be organized through identified hubs unless otherwise agreed by the appropriate program lead at FHC (HPD, NG Director, Pathway Manager or designate). Any (other) designated hub will be articulated to the group in advance.

Any applicable tour costs will be associated with departures from these main hubs.

Any pre-approved extension to a flight itinerary will have additional associated costs applied. These will be out with the tour budget and the responsibility of the athlete, unless otherwise agreed in advance with FHC staff lead. The athlete must sign the Travel Release Form (Appendix A) and provide it to the Team Manager no later than 24 hours prior to the noted trip.

5. INDIVIDUAL CHANGE REQUESTS TO THE TRAVEL ITINERARY

Any individual changes to a route may only be made under the following conditions:

- A request is submitted to the appropriate program lead (HPD, NextGen Director or Pathway Manager) within 48 hours of team selection.
- This request is considered by the program lead. If approved, the person requesting the change will be directed to the appropriate contact at FHC travel partner. The change will then be made directly with the travel partner.
- The person requesting a change or deviation from the group flights will be responsible for payment of all change fees and costs associated with the alternate route. All payments should be settled in advance of the tour / travel.

This process applies to all FHC travel, including that arranged in partnership with Canadian Olympic Committee (COC) for Pan American Games and / or Olympic Games, and Canada Commonwealth Games.

6. TRAVEL INSURANCE

FHC secures travel medical insurance for all teams travelling under FHC jurisdiction. The cost of this insurance is included within the tour budget.

It is recommended that all athletes at all levels have their own excess insurance coverage for equipment.

7. TRAVEL STANDARDS



All FHC teams will travel in FHC approved apparel as specified by the team tour manager.

During all tours and tournaments, FHC other policies remain in full effect.

Appendix A: TRAVEL RELEASE FORM

NAME: _____

ATHLETE ☐ STAFF ☐ TRAINER ☐ OTHER _____

I am a member of the Men's / Women's (circle one) _____ team/group at Field Hockey Canada.

I will **not** be traveling with the team/group **To / From** (circle one or both) the competition/event at _____ (location) on _____ (date(s)).

I assume full responsibility in personalizing alternative travel arrangements. Field Hockey Canada has offered to provide me transportation to and from the competition/event, but I refuse this offer and agree to accept all risks and costs of personal injury which may result from my decision to use alternative travel arrangements.

I understand that Field Hockey Canada, its officers, employees, representatives, agents, volunteers, independent contractors, and successors are not responsible for any injury or accident that may occur and holds harmless any and all liability for any injury or damage to any person or property, howsoever caused, resulting from participation by me in securing my own transportation.

Furthermore, I assume responsibility for all my actions and activities before I join or once I leave the company of the team/group.

Signature

Date

Coach/Group Leader Signature

Date

****Please file this form with the Team Manager or FHC designate no later than 24 hours prior to departure of noted trip.**