



Documentation: Group Travel Party Policy

Overview

The travel policy should be created with possible worst-case scenarios in mind and an emergency action plan (EAP) established that covers all scenarios. The travel policy will vary greatly based on the type of travel you are undertaking. This might be provided for you if traveling with the assistance of a formal tour company, for example. If traveling with a national team, the national governing body might create this policy. The policy should be reviewed, discussed and agreed on by all relevant decision-makers and shared with everyone in the travel party prior to departure.

Considerations to include in the document:

- Chain of command
 - o Who is in charge?
 - o Who activates EAP? (Primary and secondary person)
 - o Who has copies of insurance documents and emergency contact information?
 - Printed or electronic
 - If electronic, how are they accessed in an emergency or if there is no Wi-Fi or data access available?
- Website restrictions per country should be known (i.e., no Google in China)
- What documentation is required for travel, accommodations, tours, events, emergencies, events, etc.?
- Emergency translators and specifically translated documents
 - o Medication documentation
 - o Illnesses, diseases, allergies, etc.
- Understand time zones in case of emergency (local versus U.S. time)
- Who is responsible for payment?
 - o Organizational business account holder
 - o Primary and secondary person with access to payment methods
 - What are the payment methods for group needs (team credit card, local currency, etc.)?
- Safety considerations:
 - o Athlete buddy system: Policy for anyone affiliated to never travel or go anywhere alone.
 - o What to have on you (or not) when leaving the group (passport, money, etc.)?
 - o A plan for if someone gets separated from the group.

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- Local etiquette: public transportation, local customs, tipping or not, driving and pedestrian habits, etc.
- Medical emergencies policy
- Considerations for unusual circumstances, such as local arrests or incidences with law enforcement
- Document with customs and courtesies for each country.
- Trip agenda:
 - Complete itinerary with dates, flight numbers and local and home-based departure and arrival times, addresses and contact info for accommodations, meals, any group gatherings and locations (team meetings, organized tours, etc.).
 - Include in-country contact persons, translator contacts, embassy and other important contact
 - Maps of all areas traveling to and any essential facilities maps/information, such as access codes.

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