



**FOOTBALL
SOUTH
AUSTRALIA**

REPRESENTATIVE TEAM TRAVEL AND PARTICIPATION GUIDE

Review: Biennially

Applies to:

- *Players*
- *Parents & Guardians*
- *Coaches*
- *Team Officials*
- *Volunteers*
- *Support Staff travelling with representative teams*

1. Policy

Football South Australia (FSA) is committed to providing safe, professionally managed and rewarding travel experiences for players, coaches, officials and volunteers participating in representative football programs.

Interstate and international travel provides participants with valuable opportunities to compete at higher levels, develop both personally and athletically, and represent South Australia with pride. Football South Australia recognises that these programs require careful planning, clear communication and shared responsibility between participants, parents, coaches and team officials.

This Representative Team Travel Policy & Participant Guide establishes the expectations, responsibilities and minimum requirements for participation in all Football South Australia representative travel programs. It outlines the standards of behaviour expected of all travelling participants and provides practical information to assist families before, during and after travel.

All representative travel programs remain official Football South Australia activities. Accordingly, participants are expected to conduct themselves in a manner that reflects the values, reputation and standards of Football South Australia at all times.

This document should be read in conjunction with the Football South Australia Code of Conduct, Safeguarding Children and Young People Policy and any tour-specific information provided prior to departure.

2. Purpose

The purpose of this Policy & Participant Guide is to:

- provide players, parents, guardians, coaches and team officials with clear information regarding representative travel programs;
- establish consistent expectations and responsibilities for all participants travelling with Football South Australia;
- promote the safety, wellbeing and safeguarding of all participants throughout travel;
- outline the financial, behavioural and operational requirements associated with representative team travel;
- provide guidance regarding travel arrangements, accommodation, supervision, communication and emergency procedures;
- support positive travel experiences that contribute to player development and team success; and
- ensure all representative travel is conducted in a safe, organised and professional manner.

3. Scope

This Policy applies to all Football South Australia representative programs involving interstate or international travel, including tournaments, competitions, tours, development programs and other approved representative activities.

It applies to:

- selected players;
- parents and guardians;
- coaches;
- assistant coaches;
- team managers;
- medical and support personnel;
- volunteers; and
- any other individual travelling as part of an official Football South Australia representative delegation.

This Policy applies from the time a participant accepts their place within a representative program until the conclusion of the program and return to the designated arrival point.

Where travel is undertaken internationally, additional requirements may apply in relation to passports, visas, travel insurance and destination-specific regulations.

4. Representative Program Principles

Football South Australia is committed to delivering representative programs that are safe, inclusive, professionally managed and development focused.

All representative travel programs will be guided by the following principles:

4.1 Player Development

Representative programs are designed to support the technical, tactical, physical and personal development of players through exposure to higher levels of competition and diverse football experiences.

4.2 Safety and Wellbeing

The health, safety and wellbeing of participants is the highest priority throughout all travel activities. Decisions relating to travel, accommodation, supervision and program delivery will always place participant welfare first.

4.3 Safeguarding

Football South Australia is committed to providing child-safe environments. All representative programs will operate in accordance with the organisation's safeguarding policies, including appropriate supervision, Working with Children Check requirements and Codes of Conduct.

4.4 Respect

Participants are expected to demonstrate respect towards teammates, coaches, officials, opponents, accommodation providers, airlines, tournament organisers and members of the public at all times.

4.5 Responsibility

Participation in a Football South Australia representative program is both a privilege and a responsibility. Participants are expected to take responsibility for their behaviour, personal belongings, punctuality and compliance with this Policy throughout the duration of the program.

4.6 Team First

Representative football requires commitment to the team environment. Participants are expected to place team objectives ahead of individual interests and contribute positively to the culture of the group.

5. Selection, Acceptance and Participation

5.1 Selection

Selection in a Football South Australia representative team is based on the selection criteria established for the relevant program. Selection does not guarantee future selection and is based on performance, attitude, commitment, suitability for the program and any other criteria determined by Football South Australia.

All selection decisions are final unless otherwise provided for within the relevant Football South Australia policy or appeals process.

5.2 Acceptance of Selection

Players offered a position within a representative team must formally accept or decline their selection by the date advised by Football South Australia.

Failure to respond by the specified date may result in the position being offered to another player.

Acceptance of selection confirms that the player and their parent or guardian (where applicable):

- agree to participate in accordance with this Policy;
- understand the financial obligations associated with the program;
- agree to comply with Football South Australia policies and Codes of Conduct; and
- commit to attending all scheduled activities associated with the program unless otherwise approved.

5.3 Commitment to the Program

Representative programs require a significant commitment from players and families.

Participants are expected to:

- attend all scheduled training sessions, meetings and activities;
 - actively participate in team preparation;
 - communicate promptly regarding any issues affecting availability;
 - maintain appropriate standards of behaviour; and
 - support the values and objectives of Football South Australia.
- Repeated non-attendance or failure to meet program expectations may result in removal from the representative program.

5.4 Parent / Guardian Information

Where participants are under the age of 18 years, Football South Australia may conduct information sessions or distribute written information outlining:

- travel arrangements;
- accommodation details;
- payment schedules;
- behavioural expectations;
- safeguarding arrangements;
- emergency contacts;
- itinerary information; and
- any program-specific requirements.

Parents and guardians are encouraged to participate in these sessions to ensure they are familiar with the program requirements.

5.5 Program Changes

Football South Australia reserves the right to amend representative program details where necessary, including travel arrangements, accommodation, itineraries, staffing or competition schedules due to operational requirements or circumstances beyond its control.

Where practical, participants and parents will be advised of any significant changes as soon as reasonably possible.

6. Financial Responsibilities

Representative travel programs involve financial commitments from both Football South Australia and participating families. Football South Australia is committed to providing transparent information regarding program costs and payment requirements.

6.1 User-Pay Programs

Many Football South Australia representative programs operate on a user-pay basis. Participant contributions assist in funding program costs, which may include:

- airfares;
- accommodation;
- tournament entry fees;
- meals;
- ground transport;
- uniforms and apparel;
- staffing costs;
- training facilities;
- travel administration; and
- other approved program expenses.

The level of participant contribution will vary depending on the program and will be communicated prior to acceptance.

6.2 Payment Schedule

Participants are required to make payments in accordance with the payment schedule provided by Football South Australia.

Failure to meet payment deadlines may impact a participant's eligibility to travel unless alternative arrangements have been approved by Football South Australia.

6.3 Additional Personal Expenses

Unless specifically included within the program cost, participants are responsible for personal expenses including, but not limited to:

- spending money;
- personal shopping;
- snacks and beverages outside team provisions;
- laundry;
- entertainment;
- excess baggage charges;
- passport or visa costs (where advised); and
- any costs associated with personal travel variations.

6.4 Refunds

Where a participant withdraws from a representative program, Football South Australia will consider refund requests on a case-by-case basis.

Refunds are subject to:

- costs already incurred;
- non-refundable supplier charges;
- tournament requirements; and
- the ability to recover expenditure from third-party providers.

Football South Australia does not guarantee that full or partial refunds will be available.

7. Required Documentation

To ensure the safe and efficient administration of representative travel programs, all required documentation must be completed and submitted by the specified due dates.

Failure to provide the required documentation may result in a participant being unable to travel.

7.1 Required Documentation

Depending on the program, participants may be required to provide:

- Participant Acceptance Form;
- Parent or Guardian Consent Form;
- Medical Information Form;
- Emergency Contact Details;
- Media Consent;
- Passport details;
- Visa documentation (where applicable);
- Travel insurance information (where applicable); and
- Any additional documentation requested by Football South Australia.

7.2 Passports and Visas

Participants travelling internationally are responsible for ensuring they hold:

- a valid passport;

- any required visas;
- any destination-specific entry documentation; and
- any vaccination or health documentation required by the destination country.

Football South Australia will advise participants of known entry requirements; however, responsibility for ensuring personal travel documentation remains valid rests with the participant or parent/guardian.

7.3 Medical Information

Participants must disclose any medical conditions, allergies, medications or other health matters that may affect their participation or require support during travel.

Medical information will be managed in accordance with Football South Australia's privacy obligations and will only be shared with authorised personnel where necessary to support participant welfare.

8. Travel Arrangements

Football South Australia will provide participants with a travel itinerary prior to departure, which may include:

- flight details;
- accommodation information;
- transport arrangements;
- training schedules;
- match schedules;
- meal arrangements;
- emergency contact details; and
- any other relevant program information.

Participants are expected to familiarise themselves with the itinerary and comply with all scheduled meeting times and activities.

8.1 Travel Itinerary

Football South Australia will provide participants with a travel itinerary prior to departure, which may include:

- flight details;
- accommodation information;
- transport arrangements;
- training schedules;
- match schedules;
- meal arrangements;
- emergency contact details; and
- any other relevant program information.

Participants are expected to familiarise themselves with the itinerary and comply with all scheduled meeting times and activities.

8.2 Air Travel

Unless otherwise advised, Football South Australia will arrange all flights associated with the representative program.

Participants are expected to:

- arrive at the nominated meeting point at the advised time;
- comply with airline requirements;
- travel with the team unless alternative arrangements have been approved in writing by Football South Australia; and
- conduct themselves appropriately whilst travelling.

Any personal travel variations requested by participants or parents may be approved at the discretion of Football South Australia. Any additional costs associated with approved variations will be the responsibility of the participant.

8.3 Baggage

Participants are responsible for ensuring their luggage complies with airline weight and size restrictions.

Football South Australia will advise any baggage allowances included within the program.

- Unless otherwise approved:
- excess baggage charges;
- overweight luggage;
- oversized personal items; and
- additional personal baggage

remain the responsibility of the participant.

8.4 Ground Transport

Football South Australia will arrange transport required for official team activities throughout the program.

This may include:

- airport transfers;
- accommodation transfers;
- training venues;
- competition venues; and
- official program activities.

Participants must not leave the group or make alternative transport arrangements without the approval of the Team Manager or Head Coach.

Travel associated with personal activities outside the official itinerary will generally be at the participant's own expense and must be approved where applicable.

9. Accommodation

Football South Australia will select accommodation that provides a safe, suitable and practical environment for participants while balancing operational requirements and value for money.

Accommodation arrangements are determined by Football South Australia and are not subject to participant preference.

9.1 Room Allocations

Room allocations are determined by Football South Australia and may take into consideration:

- age;
- gender;
- team requirements;
- safeguarding considerations;
- supervision requirements; and
- operational needs.

Participants must remain in their allocated rooms unless otherwise authorised by the Team Manager.

9.2 Behaviour Within Accommodation

Participants are expected to:

- respect accommodation providers and other guests;
- keep rooms clean and tidy;
- comply with any curfews established by team officials;
- avoid excessive noise or disruptive behaviour;
- immediately report any damage or maintenance issues; and
- comply with all directions provided by team officials.

Any damage caused intentionally or through negligence may be charged to the participant or their parent/guardian.

9.3 Visitors

Participants are not permitted to invite visitors into team accommodation without the prior approval of the Team Manager.

Where parents or family members are travelling independently, visits should be coordinated through team officials to ensure safeguarding and operational requirements are maintained.

9.4 Personal Property

Participants are responsible for the security of their personal belongings.

Football South Australia accepts no responsibility for loss or damage to personal items unless required by law.

Participants are encouraged to avoid bringing valuables unless necessary.

10. Meals and Nutrition

Football South Australia recognises the importance of appropriate nutrition in supporting player health, wellbeing and performance throughout representative programs.

Meal arrangements will be communicated prior to departure and will vary depending on the nature of the program.

10.1 Meals Provided

Where included within the program, Football South Australia will provide meals appropriate to the itinerary and competition schedule.

Participants should advise Football South Australia of any dietary requirements or food allergies prior to travel.

Whilst every effort will be made to accommodate dietary requirements, Football South Australia cannot guarantee the availability of specialised food options at all venues or destinations.

10.2 Recovery Nutrition

Where appropriate, recovery food and hydration will be provided following training sessions and matches in accordance with the program budget.

10.3 Personal Purchases

Participants are responsible for the cost of:

- snacks outside the official meal program;
- soft drinks and personal beverages;
- confectionery;
- café purchases; and
- any other discretionary food purchases.

10.4 Alcohol

Participants under the age of 18 years must not consume alcohol at any time during a Football South Australia representative program.

Adult participants may only consume alcohol where lawful, outside official team activities and in accordance with the directions of team officials.

Alcohol consumption must not adversely affect a participant's behaviour, safety, performance, responsibilities or the reputation of Football South Australia. Team officials may prohibit alcohol consumption where it is inconsistent with the objectives or requirements of the representative program.

10.5 Smoking and Vaping

Smoking and vaping are not permitted during official Football South Australia representative activities or were prohibited by law or venue requirements.

Participants under 18 years of age must not smoke or vape at any time during a representative program.

Any breach of this requirement may result in disciplinary action, including removal from the program.

10.6 Illegal Drugs

The possession, use, supply or distribution of illegal drugs is strictly prohibited during any Football South Australia representative program.

Any breach may result in immediate disciplinary action, including removal from the program and referral to relevant authorities where appropriate.

11. Behaviour Expectations

Participation in a Football South Australia representative program is a privilege and carries with it the responsibility to uphold the values and reputation of Football South Australia.

Participants are expected to conduct themselves in a respectful, responsible and professional manner at all times while travelling, training, competing and participating in any official team activity.

The standards outlined in this section apply throughout the duration of the representative program and are to be read in conjunction with the Football South Australia Code of Conduct and any program-specific expectations communicated by team officials.

11.1 Representing Football South Australia

Participants are ambassadors for Football South Australia and South Australian football. Participants are expected to exercise sound judgement both during official activities and during any personal time while travelling, recognising that they continue to represent Football South Australia throughout the duration of the program.

At all times participants are expected to:

- demonstrate good sportsmanship;
- respect teammates, coaches, officials, opponents, volunteers and spectators;
- comply with all lawful directions provided by Football South Australia staff and team officials;
- act honestly and with integrity;
- protect the reputation of Football South Australia; and
- conduct themselves in a manner that reflects positively on the organisation both on and off the field.

11.2 Respect and Inclusion

Football South Australia is committed to providing a safe, welcoming and inclusive environment for all participants.

Participants must:

- treat all people with dignity and respect;
- value diversity and inclusion;
- refrain from behaviour that is discriminatory, abusive or intimidating;
- contribute positively to team culture; and
- support fellow participants throughout the program.

Bullying, harassment, discrimination, hazing or any form of inappropriate behaviour will not be tolerated.

11.3 Compliance with Team Rules

Participants are expected to comply with all reasonable directions provided by Football South Australia staff, coaches and team officials.

This includes compliance with:

- team schedules;
- meeting times;

- training requirements;
- curfews;
- room allocations;
- dress requirements;
- transport arrangements; and
- other program requirements communicated during the tour.

Repeated failure to comply with team expectations may result in disciplinary action.

11.4 Uniform and Presentation

Official Football South Australia apparel must be worn as directed throughout the representative program.

Participants are expected to present themselves in a neat and professional manner when:

- travelling;
- attending official functions;
- arriving at and departing from venues;
- attending team meetings; and
- participating in media or promotional activities.

11.5 Social Media and Digital Communication

Participants should use social media responsibly throughout the representative program.

Participants must not:

- publish material that may bring Football South Australia or the team into disrepute;
- post offensive, discriminatory or inappropriate content;
- disclose confidential team information without authorisation;
- post photographs or videos of teammates without their consent where inappropriate; or
- engage in online behaviour that could negatively impact another participant or Football South Australia.

Participants are encouraged to consider that all online activity reflects on both themselves and Football South Australia.

11.6 Personal Conduct

Participants are expected to behave responsibly throughout the representative program.

Participants must not:

- leave the team group without permission;
- consume alcohol contrary to this Guide, team directions or applicable laws.;
- smoke, vape or possess illegal drugs;
- engage in behaviour that places themselves or others at risk;
- damage property; or
- participate in activities that may compromise the safety, wellbeing or reputation of the team.

11.7 Relationships with Parents and Spectators

Football South Australia recognises that parents and family members may choose to travel independently to support participants.

Where parents or family members are present:

- participants remain under the supervision of Football South Australia during official team activities;
- any arrangements for participants to leave the team environment must receive prior approval from the Team Manager; and
- parents are expected to respect the authority of team officials during the program.

11.8 Consequences of Breaches

Failure to comply with this Policy, the Football South Australia Code of Conduct or any reasonable direction of team officials may result in disciplinary action.

Depending on the nature and seriousness of the breach, Football South Australia may take one or more of the following actions:

- provide a verbal or written warning;
- restrict participation in team activities;
- require the participant to meet with team officials;
- notify the participant's parent or guardian (where applicable);
- remove the participant from the representative program;
- arrange for the participant to return home at the participant's or parent/guardian's expense; and/or
- take any other action considered appropriate under Football South Australia's policies.

Where a participant is removed from a representative program due to misconduct, Football South Australia will not be responsible for any financial loss incurred by the participant or their family.

12. Communication with Parents and Guardians

Football South Australia recognises the important role parents and guardians play in supporting representative programs and is committed to maintaining open, timely and appropriate communication throughout the duration of the program.

While participants are engaged in official Football South Australia activities, they remain under the supervision and direction of appointed team officials. Parents and guardians are expected to respect the authority and decision-making of team officials in relation to the day-to-day management of the team.

12.1 Communication Prior to Departure

Prior to departure, Football South Australia will provide participants and parents with information including:

- travel itineraries;
- accommodation details;
- program schedules;
- emergency contact information;
- payment information;
- meeting requirements; and

- any program-specific instructions.

12.2 Communication During the Program

Football South Australia will nominate a primary contact person for each representative program, usually the Team Manager.

Parents and guardians are encouraged to direct enquiries through the nominated contact rather than individual coaches or players where practical.

Football South Australia will provide updates throughout the program where appropriate, recognising that coaches and team officials are focused on participant welfare and team operations.

12.3 Independent Time and Leave

Participants remain under the supervision of Football South Australia during official program activities.

Participants may only leave the team environment with the prior approval of the Team Manager and, where under 18 years of age, with the knowledge and agreement of their parent or guardian where appropriate.

12.4 Emergencies

In the event of a medical emergency, serious incident or significant program disruption, Football South Australia will contact the participant's nominated emergency contact as soon as reasonably practicable.

13. Health, Medical and Participant Welfare

Football South Australia is committed to protecting the health, safety and wellbeing of all participants throughout representative travel programs.

13.1 Medical Information

Participants must disclose any relevant medical conditions, allergies, injuries or medications prior to travel.

13.2 Medication

Participants remain responsible for bringing sufficient medication for the duration of the program.

Where medication requires supervision or assistance, this should be discussed with the Team Manager before departure.

13.3 Injury and Illness

Any injury or illness must be reported immediately to a coach or team official.

Football South Australia may arrange appropriate medical treatment where necessary and will communicate with parents or guardians where appropriate.

13.4 Participant Welfare

Football South Australia recognises that travel can present physical and emotional challenges. Team officials will take reasonable steps to support participant wellbeing throughout the program.

14. Child Safety and Safeguarding

Football South Australia is committed to providing a safe, inclusive and supportive environment for all participants involved in representative programs. The safety, welfare and wellbeing of children and young people is the highest priority and will always take precedence over operational or performance considerations.

All representative travel programs will be conducted in accordance with Football South Australia's Safeguarding Children and Young People Policy, Child Safe Environment Policy, Football Australia safeguarding requirements and all relevant legislation.

All participants, parents, coaches, officials and volunteers share responsibility for maintaining a safe environment and are expected to contribute positively to the wellbeing of all members of the travelling group.

14.1 Supervision

Football South Australia will ensure that appropriate supervision arrangements are in place throughout the representative program.

Supervision arrangements will consider:

- the age and maturity of participants;
- the size of the travelling group;
- the nature of the activity;
- accommodation arrangements;
- transport requirements; and
- any participant-specific welfare considerations.

Participants must remain under the supervision of Football South Australia officials during all scheduled team activities unless alternative arrangements have been approved by the Team Manager.

14.2 Working with Children Checks

All coaches, team officials, managers, medical staff, volunteers and any other adults travelling in an official capacity with participants under the age of 18 years must hold a current Working with Children Check (WWCC) where required by legislation and Football South Australia policy.

43.3 Appropriate Behaviour

All adults travelling with representative teams are expected to maintain professional boundaries and act in accordance with Football South Australia's Code of Conduct and safeguarding policies.

Inappropriate behaviour, including grooming, bullying, harassment, discrimination or any conduct that compromises participant safety or wellbeing, will not be tolerated.

14.4 Accommodation and Privacy

Accommodation arrangements will be planned to ensure participant safety, privacy and appropriate supervision.

Football South Australia will:

- allocate rooms appropriate to the age and gender of participants;

- ensure adults and participants are accommodated in accordance with safeguarding requirements;
- implement supervision arrangements suitable to the accommodation environment; and
- respect participants' privacy while maintaining appropriate duty of care.

Participants must not enter another participant's room or the room of a coach, official or staff member without approval from the Team Manager.

14.5 Transport

Participants must travel using transport arranged or approved by Football South Australia during official program activities.

Participants must not travel independently or with third parties unless prior approval has been obtained from the Team Manager and, where applicable, the participant's parent or guardian.

14.6 Reporting Concerns

Any concern relating to the safety or wellbeing of a participant must be reported immediately to the Team Manager, Head Coach or another Football South Australia official.

Football South Australia will respond to all safeguarding concerns in accordance with its Safeguarding Children and Young People Policy and relevant reporting obligations.

15. Communication During Travel

Football South Australia recognises the importance of maintaining clear and timely communication with participants and parents throughout representative travel programs.

Prior to departure, participants and parents will be provided with relevant program information, including travel itineraries, accommodation details, emergency contact information and any program-specific requirements.

During the representative program, official communication will generally be provided through the Team Manager or another nominated Football South Australia representative. Parents and participants are encouraged to direct any enquiries through the nominated contact to ensure information remains accurate and consistent.

Parents travelling independently are asked to respect the official program and the authority of team officials. During scheduled training sessions, matches, meetings and other official activities, participants remain under the supervision and direction of Football South Australia.

15.1 Contact During the Program

Football South Australia understands that parents and guardians may wish to maintain regular contact with participants during travel.

Participants are encouraged to communicate with their families during appropriate times, ensuring that such communication does not interfere with team meetings, training sessions, matches or other official program activities.

15.2 Changes to the Program

Whilst every effort will be made to deliver the program as planned, itineraries and activities may change due to circumstances beyond Football South Australia's control. Participants and parents will be advised of any significant changes as soon as reasonably practicable.

16. Emergencies and Critical Incidents

Football South Australia maintains emergency procedures for all representative travel programs.

In the event of an emergency, participant safety will be the immediate priority.

Where appropriate, Football South Australia will:

- provide immediate assistance to affected participants;
- notify emergency services where required;
- contact parents or guardians as soon as reasonably practicable;
- liaise with relevant authorities;
- provide updates regarding the situation; and
- implement Football South Australia's emergency management procedures.

Participants are expected to follow all directions provided by team officials during any emergency situation.

17. Photography, Media and Social Media

Football South Australia may capture photographs, video footage and other media throughout representative programs for promotional, marketing and historical purposes.

Any use of participant images will be managed in accordance with Football South Australia's Media Consent processes.

Participants are expected to use social media responsibly throughout the representative program and must not publish content that:

- breaches participant privacy;
- brings Football South Australia into disrepute;
- discloses confidential team information; or
- is offensive, discriminatory or inconsistent with Football South Australia's values.

18. Complaints and Feedback

Football South Australia encourages participants and parents to raise concerns promptly so they can be addressed appropriately.

Where possible, concerns should first be discussed with the Team Manager or Head Coach.

Where a matter cannot be resolved, participants or parents may lodge a complaint in accordance with the Football South Australia Complaints Management Policy.

Safeguarding concerns should be reported immediately and will be managed in accordance with Football South Australia's Safeguarding Children and Young People Policy.

19. Withdrawal from the Program

Where a participant withdraws from a representative program after accepting selection, Football South Australia should be notified as soon as reasonably practicable.

Depending on the timing of the withdrawal and the circumstances, Football South Australia may:

- appoint a replacement participant;
- recover costs already incurred;
- consider any refund request in accordance with Section 6; and
- amend travel arrangements where required.

Withdrawal due to injury, illness or exceptional circumstances will be considered on a case-by-case basis.

20. Participant Declaration and Required Documentation

Participation in a Football South Australia representative program is subject to the completion of all required documentation.

Prior to travel, participants and, where applicable, their parent or guardian, must complete the Football South Australia Representative Team JotForm Declaration.

The JotForm forms part of the participant registration process and includes acknowledgement of, and agreement to comply with, relevant Football South Australia policies and program requirements, including but not limited to:

- Representative Team Travel Policy & Participant Guide;
- Code of Conduct;
- Safeguarding Children and Young People Policy;
- Photography and Media Consent;
- Medical Information;
- Emergency Contact Details;
- Travel Information;
- Participant Declaration; and
- any additional documentation specific to the representative program.

Failure to complete the required documentation by the specified due date may result in a participant being unable to travel.