

Preparing for Travel

This checklist is a starting point to help with all of the things that you need to consider when planning travel...



Is your provider	Yes	No	Unsure
TAANZ Financially Bonded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IATA accredited?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A member of the School Travel Collective Inc?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WTTC (World Travel & Tourism Council) Safe Travel accredited?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Qualmark Accredited?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your provider	Yes	No	Unsure
Have proven Health and Safety Protocols?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Specialise in Group School Travel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Complete audits for all Accommodation, Transport & Attractions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arrange private transportation in every location to avoid public transport?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Send an experienced and police vetted Tour Manager to be with you 24/7?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide a local tour guide / translator in foreign countries?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do adequate research to ensure it is safe to travel to your chosen location?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide COVID and vaccine information for your destination?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide transparency around their inclusions in your quote?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Offer a flexible 'Book with Confidence' policy to cancel and rebook travel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have the right business and indemnity insurance to cover their liabilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Offer advice on how to choose group travel insurance with the right cover?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assist with fundraising and funding applications if required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Give back to your school community via sponsorship and partnerships?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Provider Notes

Ensure you compare apples with apples when choosing a provider...not all companies are created equal. AOG travel providers and travel agents may not have the group and youth specialist experience you require.

How did your provider fare in the 2020 post COVID cancellation period - do they have a lot of outstanding credits they will be trying to fund?

Think about the potential liability concerns around arranging a tour yourself as a school: when you are acting as a travel agent for a tour, it means you're carrying the responsibility & liability, rather than an external provider.

Group travel allows you to book now, pay later. If you work with the right group expert you don't need to provide names up front and can book hotels and flights with only a deposit, rather than full payment up front.

It is important to note that according to MoE best practice guidelines, should a School/Board choose to travel with a non-TAANZ Financially Bonded agent/company, parents must be advised of the additional risks associated with this decision and the school must obtain each parent's signed approval.

NB: IATA Accreditation/Bonding alone is not sufficient, as IATA only covers the Airlines for loss of funds, it will not cover the consumer.

All Educational Travel

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Have you given your provider	Yes	No	Unsure
A curriculum outcome plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Timeframes for when you want to leave and return?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location suggestions for your trip?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Your Free of Charge requirements (FOC) for duty of care?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approximate group numbers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approximate budget, so they know the end goal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information about previous travel; what you liked, what you want to do again?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you also	Yes	No	Unsure
Given yourself enough time to fundraise?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Included a service day / volunteer / environmental experience on tour?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thought about tour bags, uniforms, and tour booklets?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Considered whether any travelers will need visas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thought about rooming arrangements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has your provider	Yes	No	Unsure
Suggested alternative travel locations? Or offered a domestic solution?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Met the curriculum requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Committed to complete audits of each location and activity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confirmed it is safe to travel to your chosen location?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Given you adequate resources to promote the tour to board and parents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EOTC Considerations

Some providers will take you for a selfie at the Google building...some can take you inside to meet and greet - you need to know the difference. You also need to ensure that the activities on tour are age appropriate and meet your curriculum requirements.

If you don't know what you want...ask. An expert provider will know where you need to go to get the experience you're after. They will have all the right contacts to make a truly memorable AND educational tour.

Not all providers truly understand Duty of Care. For example, staying in hostels or billeting can be risky to students' health and wellbeing and expose them to unnecessary personal risk... your provider should know how to get you the prices you need with the security that you MUST have.

Tour booklets with full tour information and emergency details should always be provided to tour participants as part of every single tour.

When do we start planning?

"Yesterday" is the answer to that question! Generally international tour planning starts at least 18-24 months out, so don't be afraid to get the ball rolling early.

Sports Specific Travel

This checklist is a starting point to help with all of the things that you need to consider when planning travel...



Have you thought about	Yes	No	Unsure
Whether you 're travelling for pre-season preparation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you after a tournament to challenge your team?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you want an elite training camp?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is your chosen destination appropriate for the time of year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creating a combined sport trip to reduce costs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will you take supporters or parents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When are the school holidays at your location, will that affect exchanges?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you also	Yes	No	Unsure
Talked to the parents about your expectations on tour if they're travelling in a supporter's group?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asked the students how they want to fundraise?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thought about obtaining tickets for a professional game whilst on tour?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has your provider	Yes	No	Unsure
Ensured your fixtures are at the appropriate level to avoid injury?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arranged for onsite medical assistance at fixtures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organised social events and after match functions with other teams?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arranged elite trainers/coaches to expand your experiences?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arranged appropriate insurance cover for the venue being used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arranged travel insurance that covers all sporting activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Sports Thoughts

You want a tour designed by sportsmen and women...who understand what you want to achieve on tour.

It's fine to be competitive...but you also want to have fun. All work and no play makes for a boring time out there.

Have you considered not just multi-sport collaboration, but also cross curricular tours? For example, a Football/Hockey and Spanish tour to Argentina?

Have you reviewed your group Insurance policy to ensure it includes coverage for injury while playing "non-professional" sports including pre-existing conditions / injuries?

A trophy gathers dust...memories last forever! Tours carry lifelong memories and Moments That Matter!

What does Covid prepared really mean?

Pre-travel screening of participants - correct and helpful insurance advice - high standard hygiene requirements during tour - well trained staff - adequate PPE for tour participants - audits of accommodation/attractions hygiene measures - physical distancing requirements at accommodation to reduce risk - on tour health management and monitoring - rigorous processes and plans to help reduce Covid exposure on tour and management should exposure occur on tour.

Music, Choral & Arts Specific Travel

This checklist is a starting point to help with all of the things that you need to consider when planning travel...



Have you thought about	Yes	No	Unsure
Whether you're playing concerts to get exposure or experience (this will determine the venue type)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Whether you want a competitive festival experience with awards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If your chosen destination is appropriate for your style of music or performance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A combined ensemble / performing arts trip to reduce costs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will you travel with instruments, stands/props or need to hire a few whilst away?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Did you want to visit any legendary institutions or perform anywhere iconic?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you also	Yes	No	Unsure
Thought about putting on a concert in your community to fundraise?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thought about auditioning participants and the implications of that to the timeline and payment schedules?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thought about attending a professional concert or show whilst on tour?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has your provider	Yes	No	Unsure
Arranged appropriate exchanges with performing groups?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arranged workshops and masterclasses with world class clinicians?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Included transport and storage for your instruments?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arranged appropriate performance venues?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Musical Musings

Who do you want to do exchanges with? Community groups as well as schools? How well rounded do you want this experience to be?

Does your provider understand how to travel safely with instruments? This will have an impact on the transport requirements for the tour (storage space under coaches etc).

Do you need to name any particular high value instruments on your insurance policy?

The Sydney Opera House, Carnegie Hall or Broadway Arts Centre (New York); The Great Wall of China; Saint Peters Basilica, (Rome); Musikverein (Vienna); The Esplanade Concert Hall or Raffles Music College (Singapore); Preservation Hall In New Orleans - your imagination is the only limit.....

Really, what is financially bonding?

- Financial Bonding ensures your funds are protected and not being used for operational costs or another group's tour expenses.
- TAANZ financially bonded companies are independently audited twice yearly by the TAANZ bonding authority to ensure that all client funds are held in separated and bonded accounts.
- TAANZ Financially Bonded companies must also pay a minimum bond fee of \$100,000.00 to the bonding authority to meet the minimum bonding requirements.