

Travel Cost Policy

Purpose

To establish a clear and fair method for distributing travel costs among team members, ensuring transparency and equitable financial responsibility.

Scope

This policy applies to all team members, coaches, and staff involved in team travel for competitions, training camps, and other team-related events.

Policy Details

1. Cost Categories

- **Transportation:** Includes airfare, bus, train, or car rentals.
- **Accommodation:** Hotel rooms, lodges, or other lodging facilities.
- **Meals:** Team meals during travel (breakfast, lunch, dinner).
- **Miscellaneous:** Any other relevant travel expenses (e.g., parking, tolls, waxing).
- **Coach:** Included all transportation, accommodation, meals and miscellaneous costs for coaches.
- **Den parent/Wax tech:** \$100 per day. Number of days will be agreed during the team meeting in September.

2. Responsibility for Costs

- All shared travel costs are to be shared equally among all team members, unless otherwise specified.
- Coaches and staff costs may be covered by the team budget or distributed among team members, depending on the team's financial ability. Shared costs such as transportation are combined and divided by the number of athletes and coaches. The coaches portion is divided by the number of athletes. It will be agreed and outlined in that detailed travel budget and cost-sharing plan that is presented by the coaches at the September meeting.
- Once the deposit is paid, it is non-refundable. Exceptions are noted under section 5.
- Shared travel costs incurred by parents/participants on behalf of the team will be pre approved by the head coach. If costs are spent without approval, the cost will not be reimbursed.

3. Travel Arrangements

- **Group Booking:** Whenever possible, group bookings should be made to obtain discounts and simplify cost distribution.
- **Individual Arrangements:** If team members make their own travel arrangements, they are responsible for the costs.
- **Team Van:** Athletes that are not able to drive have first priority to travel in the van.
- **Travel timing:** The team will arrive the day before official training at a minimum.

4. **Payment Process**

- **Advance Payments:** Will be paid by Sovereign Lake whenever possible. In some cases such vehicle rental parents/guardians may be required to make advance payments. As per Section 2 costs must be pre approved by the head coach. Team members will be required to pay their portion of the advanced payments (5) days after notification of their portions (eg. flights and deposits).
- **Reconciliation of shared costs:** After travel, all actual costs will be tallied, and any differences will be settled among team members. Receipts must be submitted within five (5) days of travel ending. One week after travel all costs will be shared with the group with a deadline of three (3) days to review and give feedback. Once costs are finalized all payment must be made within seven (7) days of notification of the final costs.
- **Payment Methods:** Payments and reimbursements can be made via bank transfer using etransfer@sovereignlake.com and must include the athlete's name and what event/race the payment is for.
- **Failure to pay.** If shared costs are not paid the athlete will not be allowed to participate in races until payment has been made in full.

5. **Exceptions and Special Cases**

- **Injuries and Absences:** If a team member cannot travel due to injury or the opportunity to attend a national or international tour their financial obligations will be reviewed on a case-by-case basis and are at the discretion of the coach and General Manager.
- **Late Joiners:** New team members joining mid-season will be informed of their travel cost obligations and integrated into the cost-sharing system.

6. **Fundraising**

- The team may engage in fundraising activities to offset travel costs. Funds raised will be distributed according to the team's financial policies.

7. **Communication and Documentation**

- Clear communication of travel plans and cost-sharing expectations is essential.
- A detailed travel budget and cost-sharing plan should be provided to all team members in September.
- All expenses and reimbursements should be documented and accessible to team members for transparency.

8. **Dispute Resolution**

- Any disputes regarding travel costs will be resolved by a designated committee or team leader.
- Team members are encouraged to raise concerns promptly and seek resolution through the established channels.

Implementation and Review

- This policy will be reviewed annually and updated as necessary.
- The Coach and General Manager are responsible for ensuring compliance and addressing any issues that arise.

By establishing and adhering to this policy, the team can ensure fair and transparent handling of travel costs, promoting a positive and cooperative team environment.