

# **TRAVEL ARRANGEMENT POLICY AND PROCEEDURE**

September 23, 2006

## **PURPOSE:**

To outline the role of Saskatchewan Athletics in serving the travel needs of the membership.

## **PREAMBLE:**

Historically, SA has been involved in coordinating, booking, paying for and invoicing clubs and individuals for travel costs related to a variety of athlete related travel. As the costs of travel have increased over the years, the level of accounts receivables has increased and this impacts on the cash flow of the Association. These services to the membership take a considerable amount of administrative time over the course of a year.

The 2006 Board of Directors in reviewing the activities of the Association in the travel area have concluded that with the increased availability of the membership to computers and the significant increase in the use of personal credit cards for making payments that the Association should reduce significantly its role as a travel coordinator and a banker. The Association should refocus its role in the following travel areas:

1. Setting up a block of hotel rooms for major track events. Establishing costs and deadlines for members to book direct with the hotel by a specified date and arranging their own payment terms.
2. Coordinating travel at the site of major meets where a saving can be obtained for members and/or clubs including any administrative costs incurred by SA.
3. Booking all travel and accommodation arrangements for activities involving provincial teams where SA is responsible for all costs.

## **POLICY GUIDELINES**

1. SA will make all travel and accommodation arrangements for Provincial Teams (example Midget team, Juvenile team, etc). Any fee charged to participants will be identified in advance and collected in advance of the trip.
2. SA will recommend suitable Travel Agencies for members and member clubs for booking travel trips. SA will also attempt to remain knowledgeable about group bookings that could provide a financial benefit after administrative costs to the membership for specific events.
3. SA will not make travel arrangements or hotel arrangements for parents/guardians or non-members of the Association.

4. SA will set up hotel arrangements for all National meets if there are a group of member athletes attending and a financial and convenience benefit is available. Payment arrangements will be made by each member with the hotel when they confirm their reservation with the hotel by the predetermined deadline.
5. SA will not be involved in booking travel to National Meets (Seniors, Juniors, Cross Country). SA may from time to time recommend the travel alternatives. If in unusual circumstances approved by the Executive Director, SA does make travel arrangements for a member Club, the Club will be invoiced immediately and payment will be expected within 7 days.
6. From time to time there is an economic and convenience benefit of having intercity travel at a National meet coordinated by SA. In these cases the cost will be invoiced to the member clubs involved immediately following the event. Unattached members will pay by cash at the meet.
7. SA will only arrange travel for unattached members or an individual member of a club in unusual situations that must be approved by the Executive Director in advance. In these cases the individual must pay immediately with Cash or valid Credit Card.
8. All fees for athlete entries will be invoiced to the Club within 10 days of submitting the entries. Payment is due within 10 days of date of invoice. Unattached members or members not submitting through their Club must pay at time of submitting their entries.
9. Athletes eligible for funding from SA for a particular event will receive it after the event is complete. An Athlete may receive the funding in advance of the event if they submit proof that they have booked their travel and hotel. If after they have received their funding they do not attend the event their Club will be invoiced for the amount of the funding.