



Bowls Alberta



Alberta Team Travel & Accommodations Procedure and Guidelines for Teams and Individual Players

Purpose

The purpose of this document is to ensure that all Bowls Alberta (AB) members, that will represent Alberta at a Bowls Canada National Championship understand and abide by the procedures and guidelines for arranging transportation and accommodations required to attend the event. In the event a member is part of the AB Development team and will be attending an out of province sanctioned event, the same procedures and guidelines apply.

Policy Application

Booking Flights

Once a player earns the privilege to represent AB at a National event they must fill out the **Player Agreement Form** and include their full name as it appears on the identification they will use to board a plane, along with their birthdate, an email address the flight information can be sent to, as well as a contact phone number. This information needs to be at the office within one day of the completion of the provincial event.

BA will arrange, through a designated travel agent, all flights for team members/players leaving one day before official start of the event and departing one day following the closing ceremonies. The priority will be to have the team travel together to all national events. Note that if a team member/player has someone they wish to travel with them it is their responsibility to contact the travel agent and arrange that to ensure they can get on the same flight.

Once a player's ticket has been purchased the travel agent will email it to the player. The player is responsible to check the accuracy of the ticket and to contact the travel agent within 24 hours if any changes need to be made. If a player wishes to go down to the location of the national event before it begins or if they wish to stay after the conclusion of the event, they are responsible for contacting the travel agent and getting their ticket changed. If they do so within the 24-hour window there will not be a charge for the change. The player will be responsible for all charges if changes are made after the 24-hour window.

The full cost of the flight will be paid directly by BA. Players are responsible for all luggage and/or equipment transport costs along with their own transportation to the airport and home again. Exceptions may be made to booking flights when a team player books using his own reward points and only asks for reimbursement for the taxes paid.

Upon arrival at the airport where the national event is being played, or the nearest airport to the host of the national event, teams/players should use the shuttle service to the hotel. If no shuttle service is available, the host club will likely arrange transportation for the players. If no transportation is arranged, BA, through the team manager or through the office, will work out some options for the team/players and in most cases the cost of this transportation is covered by BA.

Personal Vehicle Transportation

In Province coverage: if a national event is being played in the province of Alberta, BA will support travel for the team members based upon distance and number of team members traveling together. See the *Member Compensation Policy* for details. The amount of support will be communicated to all teams/players in their 'winners' package'.

Out of Province coverage: BA will pay team members that travel by personal vehicle a set rate of \$.35/km based on the Google Map distance from home city to host city. Support is not to exceed the average cost of flight to the same location and support will only be given once per vehicle regardless of number of team members traveling together. Cost of hotel while traveling to and from the host city is not covered and any road toll costs and ferry transports are also not covered.

Accommodations

Accommodations for teams/players are based on two team members sharing a room and shall be booked and covered by BA.

If a team member/player wishes to have accommodation either by themselves or with anyone other than a teammate, they shall pay 50% of all accommodation costs. In this case, payment should be made directly to the hotel and is subject to availability. There is one exception; AB will pay the full cost of a room for a Junior member that shares the room with a parent or chaperone.

To simplify the task of sending Alberta members as teams/players to National events, AB will only pay accommodations that the office/Executive Director arranges for team members/players. A team member/player may wish to stay with a relative or friend in a host city but AB cannot provide compensation.