



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 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 arrange that to ensure they can get on the same flight.

Once a player's ticket has been purchased it will be emailed to the player. The player is responsible to check the accuracy of the ticket and to contact the office 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 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 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 team manager or BA will arrange transportation. Some options for the players will be arranged and in most cases the cost of this transportation is covered by BA. Arrangements for transportation to and from the hotel to the host club will also be arranged through the team manager or through the office and again in some cases through the efforts of the players. Costs for this transportation will be covered unless players wish to arrange their own.

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 \$.40/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. The office or the team manager will book the hotel that is chosen by BA through the event management program Bowls Canada is using this year. All Alberta players will stay at the same hotel.

One room will be booked for each pairs team and two rooms for each fours team attending the Canadian Championships. If a team member/player wishes to have accommodation either by themselves or with anyone other than a teammate, they shall arrange this with their teammates as to covering the costs. Payment for 'extra rooms' 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 youth under 16 that shares the room with a parent or chaperone.

For the Canadian Singles Championships, both outdoor and indoor, Bowls Alberta may work with another province for sharing a room with a player from another province. If one qualifying player requests a room on their own, they will pay for half the room and the other two players will share the second room booked by Bowls AB. All attempts will be made to ensure accommodation costs to Bowls AB will be for no more than two rooms over the course of the competition.

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.

* Accommodation scenarios: a pairs team qualifies, and one room is booked for them; but both players wish to have their own room. Then one room will be paid for by Bowls AB and the players can work out splitting the cost of the additional room. Likewise, two rooms are booked and paid for directly by Bowls AB for a Fours team, but one member of the foursome wishes to have a room on their own. Then the four team members will need to work out the payment for the additional room; this could be sharing the costs of that additional room by all four members or possibly just by the other member that gets a room on their own along with the member that requested the room alone.