

**ARTICLE 10.****TRAVEL****Section 1 International Travel**

- 1.1 CCAA member institutions who are arranging a trip outside of Canada's geographical boundaries and require CCAA and National Sport Governing Body sanction must adhere to the following procedures:
  - 1.1.1 Member institutions are obliged to adhere to the sanction procedures for international trips, which shall involve teams' being outside of Canada for a period of **seven (7)** days or more. The National Office shall assist traveling teams in receiving National Sport Governing Body sanctions.
  - 1.1.2 Member institutions should inform the CCAA National Office of their intent to travel internationally 30 days in advance of the proposed travel.
- 1.2 Application for CCAA sanction shall contain the following:
  - a letter of endorsement from the institution's senior administration
  - a letter of endorsement from the Conference
  - clearly stated educational objectives of the proposed trip
  - complete itinerary including game locations, opposing teams and dates, excursion tours and other events that would enhance tour objectives
  - transportation and accommodation arrangements
  - a proposed budget
  - travel agent or other professional agent used including contact person, address, phone number
  - letter of invitation or approval from host teams or appropriate sports federation
  - plan for tour evaluation
  - 1.2.1 National Office (CCAA) shall liaise with the representative NSO. for their approval and sanction
  - 1.2.2 National Office (CCAA) shall provide any assistance it can in ensuring the proposed trip is a success. Example: The Office may be able to provide pertinent information on the proposed destination (e.g., climate, political environment, customs, language, traditions, protocol, etc.).
  - 1.2.3 The sanction of the CCAA shall also require the participating member institution to file an evaluation report on the trip with the National Office within **30 days** of the institution's return.

**Section 2 Conduct of the Traveling Team**

- 2.1 It is the responsibility of the , member institution, coaching staff, players, administration, etc. to display a high level of conduct and sportsmanship.
- 2.2 The CCAA has a right to expect positive reports from all hosts regarding behaviour and conduct of teams at the conclusion of a tour.

### **Section 3 National Championship Travel Policy**

3.1 The premise that all participating teams have a responsibility to share in the cost of transporting teams to the National Championship is the basis for the CCAA Travel Equalization Program. In recognition that the transportation costs of these teams varies greatly, the Travel Equalization Program includes different types of participation.

#### 3.1.1 Hosts

3.1.1.1 All Hosts pay a Licensing Fee (except Badminton).

3.1.1.2 Non-major centre hosts (both semi-permanent and grid) pay a travel subsidy.

3.1.1.2.1 When teams drive from the arriving airport to the host site, non-major centre hosts pay for the ground transportation.

3.1.1.2.2 When teams fly to the non-major centre, the host will pay a travel subsidy to the CCAA. The amount of this subsidy is the lesser amount of the following:

3.1.1.2.2.1 the cost of bussing from the arriving airport to the host site; or

3.1.1.2.2.2 the cost of flying from the arriving airport to the host site.

3.1.1.3 All revenue from the above mentioned sources is applied to reduce the overall travel cost for all championships

#### 3.1.2 Participation Fee

All teams, except the host, shall pay a National Championship Participation Fee. The entire Participation Fee revenue will be applied to reduce the overall travel cost for all championships. Participation fees will be determined annually at the CCAA AGM. The Championship **Participation fee shall be \$2,500.**

#### 3.1.3 Travel Equalized Amount

The Travel Equalization Program will ensure that all participants travelling by air from outside the host conference pay the same Travel Equalized Amount per funded traveller to get to the CCAA National Championships. That is, the cost of air travel for these teams at all championships will be calculated and divided by the number of funded travellers. The resulting amount will be the Travel Equalized Amount.

3.1.3.1 The Travel Equalized Amount is based on the following number of travellers: 22 for soccer, 16 for basketball and volleyball and 10 for badminton.

3.1.3.2 The Travel Equalized Amount will be determined annually at the CCAA AGM. The Travel Equalized figure for **2011-12 is \$360** per traveler.

3.1.3.3 The second team from the Host Conference and neighbouring conference teams that drive shall pay the Participation Fee. Further, they shall be solely responsible for their transportation expenses to and from the National Championship and therefore these costs are not included in the Travel Equalized Amount calculations nor does this team pay the per traveler Travel Equalized Amount.

3.1.3.4 The standard financial practice of the CCAA is to rebate any difference in airfare fees back to the specific colleges involved. It is the right of the CCAA to bill back any extra costs for air travel back to the specific colleges involved.

3.1.4 Air and Ground Travel

3.1.4.1 Teams may be transported by ground from the arriving airport to the host city. Normally, approval for ground travel would be granted by the CCAA at the AGM.

3.1.4.2 Normally, no team will travel more than 5 hours by ground prior to or following air travel. In cases of extenuating circumstances as determined by the CCAA, e.g., Host Contract stipulations, overnight layovers, limited arrival and departure times, size of airport, etc., participating teams may be transported by ground to/from different airports for arrival and departure.

3.1.5 Travel Guidelines

3.1.5.1 Transportation costs from participating teams to the departing airport will not be included in the Travel Equalized Amount. This cost shall be the responsibility of the participating team unless the CCAA Finance Committee confirms that some or all of these costs have arisen as the result of an “unreasonable inconvenience” on the participating team. Participating teams who believe that their travel arrangements will create an “unreasonable inconvenience” must request a review by the CCAA Finance Committee within two working days of qualification/selection for the CCAA event.

3.1.5.1.1 The CCAA Finance Committee will determine “unreasonable inconvenience” on a case by case basis. Examples include but are not limited to the following: significant distance to departing airport; overnight accommodation requirements to meet departure times, etc.

3.1.5.2 The round trip cost of air travel from the departing airport to arriving airport is included in the Travel Equalized Amount.

3.1.5.2.1 Participating Teams from Neighbouring Conferences: Teams who have historically driven to the host conference for exhibition and/or National Championship play will continue to do so (e.g., BC-Alberta, Ontario-Quebec).

3.1.5.3 Transportation costs from arriving airport to host city shall be included in the Travel Equalized Amount when the host city is more than 100 km from arriving airport. Participating teams shall be responsible for arrangements and cost when travel is less than 100 km to host city.

3.1.5.4 Local travel at National Championships shall be the responsibility of participating teams unless the host has voluntarily made special travel arrangements for participating teams.

3.1.6 Upon selection of a National Travel Agent, the National Office shall block reserve the conferences requested sport specific number of seats, the departing and arriving airport and the arriving and departure day determined at the previous CCAA AGM. The conference/ participating team will be responsible the costs associated for any unused seats, specifically the deposit per seat (currently \$50) along with the travel agent service fee per seat (currently

\$25.00). Costs associated with changes to conferences confirmation of arrival and departures times or to departure and return airports will be born the by the respective traveling team.

- 3.1.7 The CCAA shall be **financially responsible** for subsidizing the air transportation costs of a maximum number of participating athletes, coach and assistant coach.

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|------------------------|------------------------|
| 1. Soccer - 22 x 2     | 3. Volleyball - 16 x 2 |
| 2. Basketball - 16 x 2 | 4. Badminton – 10      |

- 3.1.8 Prior to National Championship Travel, the National Office must receive from each MC, \$2500 Championship Participating Fee for each conference team participating in National Championships except the host, in addition the travel equalized amount for those teams flying. Plus full airfare for any additional tickets requested.

**\$2500 + (\$360 x 16) for volleyball and basketball**

**\$2500 + (\$360 x 22) for soccer**

**\$2500 + (\$360 x 10) for badminton**

If payment is not received on time, the offending MC shall be **fined \$1,000**. All teams who fly to National Championships are included in the travel equalization program and shall pay the same amount per ticket (up to the respective maximum contingent).

- 3.1.9 The Conference Representative from each conference is responsible for verifying with the travel agent the number of confirmed reservations and to ensure that any changes in itinerary, which may occur prior to departure, are relayed.

#### **Section 4 Travel Subsidy for Open Championship participants**

##### 4.1 Guiding Principles:

- 4.1.1 Institutions must be full or affiliate members of the CCAA to participate in Open Championships.
- 4.1.2 A portion of any Open Championship Title sponsorship over \$5000 will be directed to the Open Championship Travel Subsidy Pool.
- 4.1.3 Teams in the championship host association will pay for their own travel and will not be eligible for the subsidy.
- 4.1.4 Teams outside the host conference either driving or flying are eligible for the travel subsidy.
- 4.1.5 The sport specific eligibility is as follows:
- 4.1.5.1 X-Country Running– Top individual 7 men and top 7 women and 2 coaches from each conference outside host conference would be subsidized.
- 4.1.5.2 Golf – Top individual 5 men and top 3 women and 2 coaches from each conference outside host conference would be subsidized.
- 4.1.6 CCAA will provide a \$200 subsidy per eligible participant (to a minimum)

**Section 5 Travel of All-Canadians, Players and Coaches of the Year Recipients**

- 5.1 All-Canadians, Players of the Year and Coach of the Year Award recipients and Nominees who are not on teams that qualify for Nationals, may be included in the Travel Equalization Program.
  - 5.1.1 It is the responsibility of the award recipient institution to notify the National Office of commitment to travel and be included within the Travel Equalization Pool within three (3) working days of notification of receipt of the award.
  - 5.1.2 All-Canadians and Coach of the Year recipients and nominees must travel on the respective MC flight to the National Championships or a comparably priced flight to be included in travel equalization. Any additional unreasonable travel costs due to travel revisions i.e. departing for Nationals later or leaving Nationals sooner will be borne by the institution and added to the travel equalization amount.

**Section 6 National Carrier and Travel Agency Selection**

- 6.1 The CCAA shall normally tender all travel contracts.
- 6.2 All proposals shall be reviewed by the Executive at least **two (2) months** prior to the AGM.
- 6.3 The Executive Director shall negotiate with the travel agency and national carrier, which the Executive indicates as most appropriate to meet the CCAA needs.
- 6.4 The Executive shall present the selected agency and carrier to the Board of Directors at the Annual General Meeting for approval.
- 6.5 After the selection of a national travel agency and national carrier, further negotiations, shall be the responsibility of the Executive Director.