
CCPSA TRAVEL POLICY--

Notes:

- *‘Individuals ’ refers to all persons engaged in CCPSA activities, including but not limited to athletes, coaches, officials, volunteers, directors, officers, team managers, medical and paramedical personnel, administrators and employees (including contract personnel).*
- *“Days” shall mean total days, irrespective of weekends or holidays.*
- *“CCPSA Group” shall mean two(2) or more individuals*
- *“CCPSA Single” shall mean one (1) individual*
- *“Transportation” shall mean any mode of travel by ground, air or water.*
- *Sports equipment refers to competition chairs, commodes, ramp boxes, bicycle boxes, battery chargers, tool kits, etc.*

1. All CCPSA travel - group and individual - must be coordinated through the CCPSA’s Official Travel Agency and subject to pre-approval from CCPSA.

AIR TRAVEL

Reservations

2. CCPSA is responsible for return transportation from the individual’s departure destination to the final destination, not inclusive of alternate travel or pre-event travel, at the lowest possible fare, including seat selection, and by the most direct service, not to exceed median Canadian fare, taking into consideration the health and welfare of the individuals traveling.

Alternate Travel/International

3. If an individual elects to book additional segment travel in route to or from the final destination or arrive before the commencement of their official duties or stay in the final destination and travel to another location after the completion of their CCPSA duties, all costs, over and above the median Canadian fare are the responsibilities of the individual, and must be paid in advance of departure. Alternate travel segments should be booked no later than 90 days prior to departure. Any reservations and changes after this date are subject to space availability and any increase in fare as a result of changes or late reservations will be the responsibility of the individual.

Alternate Travel/Domestic

4. If an individual elects to book additional segment travel in route to or from the final destination or arrive before the commencement of their official duties or stay in the final destination and travel to another location after the completion of their CCPSA duties, all costs, over and above the median Canadian fare

are the responsibilities of the individual, and must be paid in advance of departure. Alternate travel segments should be booked no later than 30 days prior to departure. Any reservations and changes after this date are subject to space availability and any increase in fare as a result of changes or late reservations will be the responsibility of the individual.

Ticketing

5. Names of individuals and their individual routing needs must be submitted to CCPSA's Official Travel Agency no later than 30 days prior to departure. Other pertinent information needs to be included, such as special requests, date of birth, legal name on passport, telephone numbers and other contact information. Should this information not be received by the ticketing deadline, any additional costs for name or other changes shall be the responsibility of the individual.

Insurance

6. CCPSA will arrange for travel and accident insurance as well as third party liability insurance coverage in accordance with the Board-approved budget and policies of the CCPSA. Individuals are encouraged to consider purchasing additional insurance coverage to cover loss/damage of personal effects. Riders included on personal insurance policies will cover wheelchairs, equipment, etc. Any additional premiums required for alternate travel will be borne by the individual.

Payment

7. Any expenses incurred over and above the agreed rates shall be the responsibility of the individual. For payment of costs over and above CCPSA funded or pre-approved travel expenses, CCPSA or its Official Travel Agency requires **payment in advance**. Tickets and/or reservations will not be issued until payment has been received. Changes requested and not paid in advance will revert back to the pre-approved travel and cancellation or other change fees will be at the expense of the individual.

Travel Documentation

8. Individuals are responsible for arranging a valid passport and all required travel documentation. Expenditures resulting from obtaining or re-issuing such documents are the sole responsibility of the individuals. A photocopy of such documentation must be submitted to the Official Travel Agency.

Baggage

9. The Individual's total baggage must not exceed the maximum pieces of normal personal baggage and must conform to the weight and size limitations defined by carrier regulations. The official CCPSA travel agent will provide this particular information. When required, the responsible individual designated by CCPSA (eg Team Manager), may require all individuals travelling to submit to CCPSA's Official Travel Agency the weight and size dimensions (length, width & height) of all baggage. The official CCPSA travel agent, in conjunction with the individual designated by CCPSA, will establish appropriate time lines for receiving this information. All excess baggage costs will be the responsibility of the individual. Excluded from "baggage" would be any type of sports

equipment which will be subject to established excess baggage charges. Baggage waivers are not permitted.

10. CCPSA will not be responsible for excess baggage payments related to personal belongings in excess of size and weight restrictions or in excess of the number of pieces permitted by each team individuals unless **pre-approved** through CCPSA for event reasons.

11. CCPSA requires that all individuals submit the weight and size dimensions (length, width & height) of all sports equipment for approval (including Wheelchairs and Sport Specific Equipment) to the individual designated by CCPSA (eg. Team Manager) All approved items shall be forwarded and returned at CCPSA's expense. All non-approved items will be forwarded and returned at the individual's expense.

12. Where it is deemed that the method of transport is through excess baggage, CCPSA will be responsible for charges related to sports specific equipment only. The amount of excess baggage must be agreed upon **prior** to ticketing and authorized by the individual designated by CCPSA (eg. Team Manager). CCPSA will not be responsible for any excess baggage payments incurred or committed on its behalf without approval of CCPSA.

13. Individuals that are required to make pre-approved excess baggage payments at the time of check-in will be reimbursed following the event upon submission to CCPSA of the original receipts for expenses as per CCPSA reimbursement policy.

14. Individuals with baggage in excess of 32kg which must be sent as cargo will be responsible for all related costs with exceptions outlined in #11. In addition, CCPSA and/or the official travel agency are not responsible for any delayed, damaged or lost baggage.

VEHICLE TRANSPORTATION

15. CCPSA is responsible for authorized individuals' vehicle transportation, not inclusive of alternate or pre-event travel.

16. Individuals authorized by CCPSA to drive a privately owned, or CCPSA authorized vehicle, must drive it themselves. A CCPSA authorized vehicle is defined as a vehicle rented by the CCPSA or a vehicle loaned or donated to the CCPSA by a third party.

17. Individuals using their privately owned vehicle on CCPSA business will be reimbursed for mileage only, in accordance to the Volunteer Reimbursement Policy of CCPSA and subject to pre-approval from CCPSA.

18. Privately owned vehicles or other types of transportation used on CCPSA business shall have at least the minimum provincial/territorial state/country insurance coverage of public liability and property damage.

19. Individuals shall not be reimbursed for personal accident insurance coverage premiums on personal vehicles only rental vehicles.

CARGO

20. CCPSA is responsible for transporting competition equipment to and from the event. The CCPSA and its official travel agency will work together to determine the most cost efficient method of transport. Any cargo expenses incurred over and above the agreed rates shall be the responsibility of the individual.

21. CCPSA will not be responsible for any cargo payments incurred or committed on its behalf without prior approval of the CCPSA.