

# ROYAL CANADIAN LEGION GENERAL STEWART BRANCH NO. 4

## SPORTS TRAVEL POLICY AND GUIDELINES

### GUIDING PRINCIPLES

- 1) Sports participants who support our Branch in volunteering for raffles and other volunteer activities are eligible for whatever help we as a Branch are able to offer
- 2) Command level sports registration and mileage are paid by the District to help cover costs for participants to attend these events as per District 6 Sports Policy dated September 2010. These monies are repaid to the Branches after the proper form is filled out and sent to the District 6 Commander.
- 3) The members who participate in Legion sports are representatives of the General Stewart Br No. 4 and must represent the branch in a positive manner.
- 4) The safety of our members is primary concern. The comfort and enjoyment of the members may also be considered where it can be accommodate.
- 5) The Branch has the right to deny travel claims for appropriate causes.
- 6) The Sports Committee must ensure all documentation is in order and approve the expenses incurred according to this policy while working within an approved budget.

### TRAVEL POLICY

- 1) Where 5 or more players are travelling to an event, the branch van may be provided as transportation to and from the event provided the event is within District 6 and there is no outstanding need at the branch during the event. If the branch van is used, no mileage will be paid.
- 2) There will be no travel reimbursement within 100 km range (in one direction) of the branch for events at any level.
- 3) If the van is not available or the event has 4 players or less, the Branch will reimburse travel to sporting events outside 100 km radius of the Branch. Maximum allowance for mileage is 650 km x .30 = \$195.00 maximum. The reimbursement will be based on a rate of \$0.30 per km for one vehicle only.
- 4) Events at Districts and Command levels will be subject to a maximum allotment for travel. The maximum reimbursement for travel to an AB/NWT Command event will be \$500.00 per player and maximum reimbursement for Dominion Command events will be \$750.00 per player. Where the maximum does not cover all travel costs, the member will be responsible for the remainder.

## **ACCOMMODATION POLICY**

- 1) The Branch will not reimburse any accommodation within a 100 km radius of the branch.
- 2) Outside the 100 km radius, the branch will reimburse accommodations subject to the following guidelines.
  - a) Members will not be expected to drive following a daylong event (or longer) in which fatigue and alcohol consumption may compromise their safety.
  - b) Consideration will be given to the age and physical condition of our participants as well as the prevailing weather.
  - c) Reimbursement is for participants only. Spouses must pay their own way.
  - d) The Branch will reimburse participants for one night's accommodation per competition in the community of the event being held at a rate of \$100.00 per night. Where more than one player constitutes a team the rate of reimbursement will be \$100.00 per night per room \*(double occupancy). Receipts **must** be provided, no exception.
  - e) When extensive travel exists to a Command event, extra accommodation may be required. In this case the Sports Chairman will prior approve the extra expenses.

## **REGISTRATION**

1. Registration fees will be paid at all levels except Area level (no registration fees required at Area).
2. No reimbursement shall be paid for meals. At Command level, meals are included in the registration fees.
3. Cheques to be taken with the team to cover the registration fees and be made out in the name of the hosting branch.

\* When two participants of the opposite sex who are unrelated to each other wish to have their own room, \$100.00 per night per participant will be honored. Should two participants of the same sex wish to have their own room, the \$100.00 per night will be shared by each participant (ex: \$50.00 each per room per night).

**NOTE:** The intent of this policy and guidelines is to be fair to both participant and the General Stewart Branch No 4.

THIS SPORTS POLICY WAS PASSED AT AN EXECUTIVE MEETING ON SEPTEMBER 26, 2017.