



## **POLICY TITLE: Players and Officials Travel, Accommodation, Meals and Expenses Policy (Including Co-Contributions)**

<b>RELATED POLICIES:</b>	Travel, Accommodation and Meals by “Eligible Persons” Policy
<b>RESPONSIBLE OFFICERS:</b>	Chief Executive Officer President Treasurer
<b>AUTHORITY:</b>	Chief Executive Officer
<b>APPLICABLE FORMS:</b>	Nil
<b>APPROVED:</b>	August 2023
<b>REVIEW DATE</b>	August 2026

This document sets out Bowls Tasmania's policy in respect to travel, accommodation, meals and expenses for players and officials whilst representing Tasmania. It also sets out Bowls Tasmania's policy in respect to player co-contributions.

## **Players and Officials**

"Players and officials" comprise:

1. State Open, Senior, Under 18 and Disability players attending national championships, Test matches or official training camps necessitating overnight stays.
2. State Coaches and Team Manager attending national championships, Test Matches or official training camps necessitating overnight stays.

## **Travel – Air and Ground**

### **Within Tasmania**

Players are expected to fund their own travel costs when attending training sessions, national championships, Test Matches, training sessions or training camps within Tasmania.

Officials attending training sessions, national championships, Test Matches, training sessions or training camps within Tasmania are covered by the separate Bowls Tasmania Travel, Accommodation and Meals by "Eligible Persons" Policy.

### **Interstate travel**

Players and designated officials attending national championships will have their air fares arranged and paid for by Bowls Australia. Air fares for non-designated officials will be paid for by Bowls Tasmania.

Bowls Australia may permit players and officials to arrange their own air travel to attend national championships. Prior approval in writing must be obtained through Bowls Tasmania to allow this to happen. Bowls Australia will reimburse players and designated officials for their airfares on the basis of the lesser of the cost of their actual flights or what Bowls Australia would have paid had they travelled to the national championships with their team. Receipts for such air travel must be sent to Bowls Tasmania who will seek reimbursement from Bowls Australia after the event. Players and officials who arrange their own air travel MUST arrive at the event no later than the arrival time of the team so that they are available for team meetings, training sessions, dinners and the like.

Unless a Coach or Team Manager or Parent / Guardian is present to travel with Under 18 players from a particular airport to and from the interstate venue, all players will be required to travel with the team to and from the one airport in Tasmania. No Under 18 players will be allowed to travel interstate by air unaccompanied under any circumstances.

All other interstate travel by players and officials, including for Test Matches, will be arranged and paid for by Bowls Tasmania.

Domestic air travel is to be:

- Authorised by Bowls Tasmania and remain within Board approved budgets.
- Economy class.
- Arranged based on quotes to be sought from Qantas, Jetstar and Virgin.
- Changeable and non-changeable fares will be sought.
- Where there are various options the best possible fare at the most convenient times will be booked.

Interstate ground travel will be arranged and paid for by Bowls Tasmania.

Rental vehicles should be used where economically feasible, based on the individual circumstances and when compared with the cost and availability of taxis. Rental vehicles should be authorised by the Bowls Tasmania CEO and booked prior to any travel. Collision damage waiver is to be taken at all times. Rental vehicles should be refuelled prior to being returned.

Players and officials who are unable or choose to travel separately from the team will be responsible for their own ground travel costs.

## **Accommodation**

### **Within Tasmania**

Players and officials residing within the region that is hosting the national championships, Test Matches or official training camps necessitating overnight stays will be expected to reside at home and no accommodation will be provided by Bowls Tasmania for them.

All remaining players and officials will be provided with shared accommodation - as a guide such accommodation will generally be in business standard (i.e., 3- or 4-star level) hotels or motels.

Wherever possible, accommodation will be arranged and paid for by Bowls Tasmania.

## **Interstate**

All players and officials will be provided with shared accommodation - as a guide such accommodation will generally be in business standard (i.e., 3- or 4-star level) hotels or motels.

Effective from 1 January 2024, separate accommodation must be provided for Under 18 boys, girls and officials. No officials will be permitted to share accommodation with players but should have accommodation in very close proximity to the players. Under 18 players will have a curfew of 10pm. Any players caught outside their room or in another room after curfew will be subject to strict penalties including being sent home immediately and/or being ineligible for selection in the future.

Wherever possible, accommodation will be arranged and paid for by Bowls Tasmania.

## **Single or Alternative Accommodation including for Medical and Other Conditions**

Players and officials with underlying medical conditions or other conditions including excessive snoring may wish to consider requesting their own non-shared accommodation.

Single or alternative accommodation may also be requested by players or officials for other reasons and will be arranged by Bowls Tasmania if possible, however, all additional costs for same must be reimbursed to Bowls Tasmania prior to the travel being undertaken.

Bowls Tasmania will arrange such non-shared, single or alternate accommodation in the same place of accommodation as the rest of the team is staying, if at all possible, otherwise in similar accommodation as close as possible to where the team is staying.

Any alternative places of accommodation must be arranged and paid for by the requesting players and officials. No reimbursement will be made by Bowls Tasmania for this alternate accommodation. Where an alternative place of accommodation has been arranged, players and officials MUST be available and attend all team meetings, training sessions, dinners and the like.

## **Meals**

Bowls Tasmania will try, wherever possible, to arrange accommodation for players and officials that includes a continental breakfast. Where such a continental breakfast can be obtained but is at an additional cost, this cost is to be met by players and officials.

Bowls Tasmania will, wherever possible, be responsible for arranging and paying for all lunches for players and officials on the official playing days at national championships and Test Matches.

All other meals will be at the responsibility and cost of players and officials.

## **Expenses**

No other expenses will be reimbursed to players or officials without prior approval in writing from Bowls Tasmania.

## **Travelling and Staying Together**

In previous years, when Bowls Australia arranged air travel to national events, all players and officials left from and returned to the same airport in Tasmania and were required to stay together as a team. Travel is now permitted from more than one airport and players are sometimes required to travel earlier or stay later to compete in other Australian Championships as part of The Nationals.

Notwithstanding the above, wherever possible, all players (including Under 18's) and officials who are representing Tasmania are expected to travel together as a team and should stay together as a team.

On the rare occasion that players or officials are staying at separate accommodation to the team, such players and officials **MUST** be available and attend all team meetings, training sessions, dinners and the like.

## **Player Co-Contributions**

The current co-contributions that are required to be paid discriminate against some of our State players. Some players make contributions of differing amounts, others pay nothing, whilst other players pay everything apart from airfares which are paid for by Bowls Australia for those players competing in national championships.

The cost of sending teams to play in national championships and Test Matches is constantly increasing and Bowls Tasmania has reached a point where it cannot continue to fund these teams as it currently does. A survey of other sporting bodies in Tasmania has revealed that most of these sports in Tasmania require their players to fully fund all costs associated with playing in national championships.

Bowls Tasmania believes that everyone should be equal and will do what it can to access sponsorship and sporting grants to assist with meeting these costs. It will also prepare draft letters that State players can send to their clubs and local councils requesting financial assistance towards these costs.

Bowls Tasmania will not introduce this change without giving players reasonable notice of same. Accordingly, player contributions in 2023 will be the same as was charged in 2022. However, within three years all State players will be paying the same co-contributions and there will be no discrimination between our State teams – except for our Under 18 players who will only pay 50% of the co-contribution required to be paid by all other players.

Co-contribution rates will be as follows:

Senior Players:

The Seniors rate be deemed to be “the standard rate” until all co-contributions are the same.

Open Players:

- In 2024 Open players pay 1/3rd of the standard rate raised to the nearest \$50.
- In 2025 Open players pay 2/3rd of the standard rate raised to the nearest \$50.
- In 2026 Open players pay 100% of the standard rate.

Under 18 Players:

- In 2024, 2025 and 2026 Junior players pay 50% of the Open Players contribution, raised to the nearest \$50.
- If the Tasmanian Government Junior Travel Assistance Program (or similar) is in existence – which details that applicants ineligible for assistance includes individuals whose expenses are fully covered by their sport or whose expenses are less than \$250 – then the minimum Junior co-contribution be \$250.

### Disability Players:

For Disability players, the reverse of the policy for Open Players will apply, namely:

- In 2024 disability players pay all their expenses less 1/3rd of the standard co-contribution rate which will be paid by BTAS into the Disability Bowls Tasmania bank account.
- In 2025 disability players pay all their expenses less 2/3rd of the standard co-contribution rate which will be paid by BTAS into the Disability Bowls Tasmania bank account.
- In 2026 all expenses normally paid by BTAS for national competitions will be paid by BTAS – and not by the disability players – and disability players be required to pay 100% of the standard rate.

Players who have not paid their co-contribution by a pre-advised date determined by Bowls Tasmania will not be allowed to travel with the team and play for Tasmania.

No co-contributions will be required from State Coaches or Team Managers.

### **Parents / Guardians Travelling with Under 18 Players**

The attendance of parents / guardians of Under 18 players with each player competing in State events is strongly recommended. However, players are expected to travel together as a team and should stay together as a team.

### **Travel Arrangements for Partners, Families and Others**

Bowls Tasmania will not be responsible for, nor will it make, any travel arrangements for partners, families or any other persons who want to attend an event to support a player or official.

### **Claims**

Players and officials seeking reimbursement must complete an expense claim form, a copy of which is attached as Appendix One, and provide evidence of payment of accommodation and meals.

## **Exception to Policy**

This Policy does not apply to bowling arm players who currently pay all their own costs associated with representing Tasmania at national bowling arm competitions. The whole aim of the introduction of bowling arms was integration, enabling bowling arm players to compete on an equal basis with non-bowling arm players. Bowling arm players are eligible for selection in our normal State teams and, as such, Bowls Tasmania will not be contributing towards their costs to participate in non-inclusive national competitions.

## **Sport Integrity Australia Child Safe Practices Do's and Don'ts**

The *Sport Integrity Australia Child Safe Practices Do's and Don'ts* have been developed to provide practical and tangible actions that can and should be followed by anyone involved with children participating in sport. The document can be found on the Bowls Tasmania website – About Us – Policies and Constitution.





## PLAYER AND OFFICIAL EXPENSES CLAIM FORM

FROM:

ADDRESS:

POSITION WITH BOWLS TAS:

ABN:  REGISTERED FOR GST: YES/NO

DATE:	Description: Travel Accommodation Catering Other	Number of kilometres travelled	\$ @.50c/km	Purpose: i.e., State team costs; training expenses, Coaches panel, Umpires panel, Team Manager expenses etc.
	<b>TOTAL</b>			
	GST Included in claim			

**Our preferred method of payment is by DIRECT DEPOSIT. Please complete all details below to allow Bowls Tasmania to electronically transfer funds your account.**

If you have previously received funds from Bowls Tasmania by this method, we already have your details, so please simply state 'provided' in the 1<sup>st</sup> box (below).

<b>Bank</b>	
<b>Account Name</b>	
<b>BSB Number</b>	
<b>Account Number</b>	

*I confirm that the above information is correct and that I was attending the game or event in an official role representing Bowls Tasmania.*

**Signature**

**Date**