



SNSC RACE TEAM TRAVEL POLICY

Objectives

The objective of the race team travel policy is to support event participation for SNSC athletes, coaches (paid and volunteer), and other race team volunteers (e.g., wax technicians and chaperones providing general athlete support).

Travel Expense Policy

*Paid Coach**

- All travel expenses (i.e., gas, vehicle and passenger ferry fares, accommodation, and food at the BC government per diem rate), will be distributed among athletes attending the race.
- The coach should use an SNSC owned vehicle or carpool to reduce travel costs whenever possible.

Volunteer coaches, wax technicians, and other non-paid helpers (hereafter, "Volunteers")

- SNSC is largely a volunteer run club and relies upon parents to fill a wide number of roles.
- Parent volunteers are responsible for their own travel and accommodation costs.

*Volunteers without a participating athlete**

- If a volunteer has been asked to attend an event in an official SNSC capacity (i.e., coach, wax tech), but does not have an athlete attending, they will be reimbursed for expenses as a paid coach (see above).

Athletes

- Travel and accommodation costs for athletes are the responsibility of each family.
- If families/athletes are carpooling and/or traveling together, families should agree upon cost sharing for carpooling and accommodation arrangements in advance of departure to the event.

*SNSC owned vehicle**

- When a SNSC owned vehicle is driven by a volunteer, the occupants will pay for their ferry passenger fares, and 80% of the total fuel costs and vehicle ferry fares.

- How the costs in the SNSC vehicle are distributed is determined by those traveling in the vehicle. This distribution should be determined in advance of departure to the event.
- The remaining 20% of fuel costs and vehicle ferry fares will be distributed equally among the other families with an athlete attending the event. This cost sharing is to offset overheight ferry costs and the higher fuel consumption of the SNSC vehicle compared to a typical passenger vehicle.

Safe Travel Policies

All personnel using an SNSC Vehicle must adhere to the *SNSC Vehicle Safety Plan*. Drivers of private vehicles who are transporting unrelated youth under the age of 18 to Club activities – as organized and coordinated by the Club or its coaches - must ensure that they follow the relevant policies outlined in the VSP, including those related to driver's abstract, criminal record check, and insurance. To be clear, this does not apply to parents making private arrangements with another family to carpool.

Waxing Fees*

- Fees for wax and wax room rental will be shared by all athletes. Typical rates range from \$10-\$20 per day. The fee will be determined by the Paid Coach or designated head waxer.
- This fee helps to recover a portion of the costs SNSC incurs from purchasing wax, supplies, and equipment.

***Fee Statement:** For shared expenses as identified above (*), costs will be billed to the athlete family accounts by the SNSC Treasurer.

Reimbursement of Expenses: Reimbursement for eligible expenses must be submitted using the Expense Claim form including receipts (as per expense policy).