

# **TRANSPORT & ACCOMMODATION POLICY for clubs and societies**

## **1. Transport to BUCS Fixtures (Away Games)**

- 1.1. The Students' Union will book bus transport to all scheduled away BUCS league, cup or end of season championship fixtures.
  - 1.1.1. The Students' Union will endeavour to ensure transport costs are minimised wherever possible. Where reasonable the Students' Union will share bus bookings between teams and/or suggest alternative transport arrangements, including but not limited to car or train.
- 1.2 The Students' Union will pay an agreed cost of the bus booking year on year, the remaining cost will be met by the club or clubs utilising the vehicle and will be paid directly from their club account.
- 1.3 If a club/team do not wish to travel to a scheduled away BUCS league, cup or end of season championship fixture using a bus booked by the Union then they must inform the Sports/Societies Co-ordinator no later than seven days before their scheduled departure time.
  - 1.3.1 If the club or team fail to notify the Sports/Societies Co-ordinator before this deadline, they will still be liable for the cost of the transport as outlined above.
- 1.4 In circumstances where the club has elected to travel to a BUCS away fixture by car or by train, then the Union will refund half of the travel costs as outlined below;
  - 1.4.1 For train travel, half of the cost of travel will be refunded on production of a receipt or appropriate train ticket to the Finance Manager.
  - 1.4.2 For car travel, the cost of travel is calculated at 26p per mile. The Union will pay half of the total mileage cost for the journey.
  - 1.4.3 If the cost of travelling by train or car in this instance exceeds the projected cost of bus travel to the same fixture then the Students' Union will only refund travel costs up to half of the quoted bus cost.

## **2. Transport to BUCS Fixtures (Home Games)**

- 2.1 The Students' Union will not contribute to the cost of transport to home league, cup or end of season championship fixtures.

## **3. Transport to BUCS Individual and one-off Championships and Trials**

- 3.1 Transport to BUCS individual and one-off Championships and Trials will not be automatically booked by the Students' Union.
- 3.2 If clubs, societies or teams require transport to BUCS Individual and one-off Championships and Trials then they must notify the Sports/Societies Co-ordinator at least seven days before their scheduled departure.
- 3.4 For travel to these events, the Students' Union will pay an agreed total cost of the bus booking year on year, the remaining cost will be met by the club using the vehicle and will be paid directly from their club account.

3.5 If the club, society or team has elected to travel to the BUCS individual or one-off Championship or Trial by car or by train, then the Union will refund an agreed travel cost as outlined below;

3.5.1 For train travel, an agreed cost of travel will be refunded on production of a receipt or appropriate train ticket to the Finance Manager.

3.5.2 For car travel, the cost of travel is calculated at 26p per mile. The Union will an agreed total mileage cost for the journey.

3.5.3 If the cost of travelling by train or car in this instance exceeds the projected cost of bus travel to the same event then the Students' Union will only refund travel costs up to the agreed level of a quoted bus cost.

#### **4. Transport to non-BUCS events or competitions**

4.1 If a club or society requires a bus to transport them to a non-BUCS event or competition then they must notify the Sports/Societies Co-ordinator at least seven days before their scheduled departure.

4.2 The Union will not fund transport to non-BUCS events or competitions, so the entire cost must be met by the club or society and/or its members.

4.3 For the Students' Union to book transport the club/society must have sufficient funds in their account at least 24 hours before their scheduled departure, or have agreed a payment plan/procedure with the Sports/Societies Co-ordinator.

4.4 Once the above is satisfied the Students' Union will transfer the necessary funds from the club/society account to the bus company.

#### **5. Accommodation**

For some fixtures or events it may be necessary for clubs or societies or their members to stay overnight.

5.1 The Students' Union will not contribute any funds towards the cost of overnight accommodation.

5.2 It is the responsibility of the club, society or individual to make their own arrangements for this accommodation and book it accordingly, informing the Students' Union of their plans.

5.3 To prevent unnecessary financial burden on an individual club member, if requested, the Students' Union can pay for this accommodation direct from the club/society account using the Union's Credit Card.

5.4 If clubs/societies want to use this method of payment then they must notify the Sports/ Societies Co-ordinator or the Finance Manager at least seven days before their planned stay.

5.5 Clubs/societies must ensure that they have sufficient funds within their account at the time of booking to utilise this service.

#### **6. Accommodation for Bus Drivers**

6.1 For some trips it may be necessary for the driver of the bus or coach booked by the Students' Union to stay overnight alongside the club, society or team, the form this will take will be directed by the Bus Company. In this instance the club, society or team must ensure their accommodation booking includes a room for the driver or drivers and that it is paid for as per point 5 of this policy.

6.2 Accommodation for bus drivers will be treated as a transport cost and as such will be paid as per the transport payment arrangement outlined in points 1, 3 and 4 of this policy.