

Transport and Accommodation Policy for Clubs and Societies

1. Transport to BUCS League Fixtures (Away Games)

1.1. The Students' Union will book coach 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 coach bookings between teams and/or suggest alternative transport arrangements, including but not limited to car or train.

1.2 The Students' Union will subsidise 25% of costs for competition travel, the remaining cost will be met by the club 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 coach booked by the Union then they must inform the BUCS Sport Administrator no later than seven days before their scheduled departure time.

1.3.1 If the club or team fail to notify the BUCS Sports Administrator before this deadline, they will be liable for the cost of the transport charged at 100% to the club account.

1.4 If the club or team are unable to field a team and have transport booked by the Union then they must inform the BUCS Sport Administrator no later than seven days before their scheduled departure time.

1.4.1 If the club or team fail to notify the BUCS Sports Administrator before this deadline, they will be liable for the cost of the transport charged at 100% to the club account.

1.5 In circumstances where the club has elected to travel to a BUCS away fixture by car or by train, then the Union will reimburse 25% of the travel costs as outlined below:

1.5.1 For train travel, 25% of the cost of travel will be reimbursed on production of a receipt or appropriate train ticket to the BUCS Sport Administrator.

1.5.2 For car travel, the cost of travel is calculated at 45p per mile. The Union will reimburse 25% of the total mileage cost for the journey.

1.5.3 If the cost of travelling by train or car in this instance exceeds the projected cost of coach travel to the same fixture then the Students' Union will only reimburse travel costs up to 25% of the quoted coach cost.

1.5.4 The remaining 75% will be reimbursed by the club account if the committee have agreed to this prior either in the club budget or with the BUCS Sport Administrator.

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 Individuals, One-off Championships, Trials and Non-BUCS Competitions

3.1 Transport to BUCS Individual and one-off Championships, Trials or Non-BUCS Competitions will not be automatically booked by the Students' Union.

3.2 If clubs, societies or teams require transport BUCS Individual and one-off Championships, Trials or Non-BUCS Competitions then they must notify the BUCS Sport Administrator at least 14 days before their scheduled departure.

3.4 For travel to these events, the Students' Union will subsidise 25% of costs for competition travel, the remaining cost will be met by the club 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 and one-off Championships, Trials or Non-BUCS Competitions by car or by train, then the Union will reimburse an agreed travel cost as outlined below:

3.5.1 For train travel, 25% of the cost of travel will be reimbursed on production of a receipt or appropriate train ticket to the BUCS Sport Administrator.

3.5.2 For car travel, the cost of travel is calculated at 45p per mile. The Union will reimburse 25% of the 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 coach travel to the same event then the Students' Union will only reimburse travel costs up to 25% of the quoted coach cost.

3.5.4 The remaining 75% will be reimbursed by the club account if the committee have agreed to this prior either in the club budget or with the BUCS Sport Administrator.

4. Transport to Non-Competition Events

4.1 If a club or society requires a bus to transport them to a non-competition event, including but not limited to events, friendly fixtures, and training sessions, then they must notify the BUCS Sport Administrator at least 14 days before their scheduled departure.

4.2 The Union will not fund transport to any non-competition events, 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 BUCS Sport Administrator.

4.4 Once the above is satisfied the Students' Union will transfer the necessary funds from the club/society account to the coach company or pay for travel.

5. Accommodation

For some fixtures or events, it may be necessary for clubs or societies and 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 source their own accommodation. Once planned, the club, society or individuals must inform the Union of their plans and **the Union will then book it accordingly, on your behalf.** You will be informed once this has been processed. **You must not book accommodation yourselves.**

5.3 To prevent unnecessary financial burden on an individual club/society member, the Students' Union will pay for this accommodation direct from the club/society account using the Union's Credit Card. **No individual is permitted to pay for accommodation on behalf of other students.**

5.4 If clubs/societies need to book accommodation they must notify the BUCS Sports Administrator, Student Activities Manager, Student Engagement Administrator, or the Director of Finance & Commercial 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 or have agreed a payment plan/procedure with

the BUCS Sports Administrator, Student Activities Manager, Student Engagement Administrator, or the Director of Finance & Commercial.

5.6 The Union will not specify the level of accommodation required; however, the organiser must ensure the accommodation is of a safe and secure standard, has good reviews on the website, is preferably part of a chain, has a clear refund and cancellation policies and is agreeable to all of those staying.

6. Accommodation for Bus Drivers

6.1 For some trips it may be necessary for the driver of the 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.