

Renegades Travel Policy

Payment for Travel

The Board will determine the amount of support they will provide from clubs' funds for each tournament or trip. The remaining costs including the cost of coaches, referees and chaperones (as applicable), will be divided among the athletes taking the trip or playing in the tournament.

The Board requires payment for trips through deposits, and will normally provide options for their payment in the registration package. The schedule of deposits is intended to reflect the approximate requirement for timing and amount of cash required during the competition season. If it becomes apparent during the year that further deposits are required, members will be notified of the timing and amount due for the further deposit.

All parents or athletes must pay the full deposit amount, even if they have another mode of transportation to the tournament. (Any adjustments to the athlete's travel account will be made subsequent to the event). Full travel payments are still required because the travel costs cover a range of costs (not just transport), and the clubs pay for tickets and hotel rooms in advance in order to get the best price.

Costs incurred on behalf of the whole team are allocated to each member of the team. These include such costs as travel, accommodations, van rental, per diems (where applicable), and other relevant charges incurred by or on behalf of coaches, referees, and chaperones.

Approximate costs of each trip will be provided in advance, but are estimates only. These costs will provide guidance to members. These costs are likely to be different from the final actual costs due to such factors as available air fares, type of accommodation available, and number of people traveling to share certain common costs.

Once all of the expenses for each trip are in, the member will be given an accounting of those costs which will be charged to the members' accounts.

At the end of the competition year, members will be provided with an accounting of all the trips taken, plus payments made, and a final accounting given. The parent or athlete is then responsible for paying any amount they are short and the clubs are responsible for paying any refund owing.

If it becomes apparent during the year that more money will be required for travel, parents or athletes may be asked for an extra deposit immediately to ensure that the clubs have sufficient funds for their travel programs.

Alternative Travel

We will allow an athlete to travel to an event on their own air ticket, provided **ALL** of the following four conditions are met:

1. The parent or athlete must notify the head coach and team manager that they are planning to purchase their own ticket to an event as far in advance as possible, and in any event not later than 6 weeks before the travel;
2. The parent or athlete must make arrangements for the athlete to join the team at the destination. It is up to the head coach, in consultation with the coach of the relevant team, to determine when and where the athlete must be available. Where the athlete is under the age of 16, appropriate supervision must be part of the arrangement;
3. The parent or athlete must still pay the normal, regular travel deposits when due, according to the deposit schedule. Where a refund is owed, it will be provided at the end of the competition year, when the balance of the account is settled, and
4. A travel waiver for alternative travel must be filed with the club before the travel commences.

Tournament No Shows

Athletes are expected to attend all tournaments on the program relevant to their level of play.

Athletes will be charged for tournaments missed. The following exceptions apply:

- Approval from the respective coach and team manager has been received to miss the tournament at least one month prior to the event or,
- In the case of unexpected illness or injury, a doctor's note is provided to the club President.

Non-Payment

Where a member's account is not current with respect to registration fees at the time required, the athlete will not be allowed to practice, play or compete with the club until the fee is paid.

Where a member does not pay the travel deposits at the time required, the athlete may forfeit the opportunity to travel on subsequent trips, as the deposit money is used to book the trips. Travel costs (even if based on Boards' approved estimates) must be paid before the athlete is allowed to travel.

Refer to the Section "Boards' Procedures" in cases where an extension or exemption for fees and travel costs is required.

If a member provides for payment by cheque and the cheque is returned by the bank, the cost of the NSF cheque plus \$5 will be required from the member. The Boards reserve the right to ask for payment by other means, such as certified cheque if the problem persists.

Boards' Procedures and Collection

Each club has a bookkeeper to keep track of the payment of fees and travel. That person is responsible for alerting members when fees and travel are not current and for alerting coaches when an athlete may not practice or go on a trip.

There may be cases where an extension of payment terms or exemptions for payment is requested. The Boards may delegate a Board member, normally the President, to deal with applications that depart from the normal rules for fees and travel costs. It is normally expected that the applicant will have applied for and been granted support from Kidsport and Alberta Water Polo financial assistance.

There may be cases where collection action is required to collect a member's account. In such cases the costs of collection, including agency fees, legal and court costs, etc. are also the responsibility of the member and become immediately due and collectable. Additionally, upon commencement of the action, interest will be accrued on the account from the date of original unpaid invoice, at 2% per month.

Member Withdrawal

Athletes are expected to commit to the program for the entire competition season. However, if an athlete withdraws voluntarily or involuntarily during the competition season, the following procedures will apply.

When an athlete withdraws from their club during the competition season, they will normally not be allowed back into the club until the following competition season.

In order to initiate withdrawal from the club, the member must provide written notice (by hand delivered note or email) to the Head Coach or President. Verbal communication would also be appreciated. The member's account will be calculated to determine the amount due from or due to the member, and this amount will be due when the final account (athlete's statement) has been presented to the member. Normally this final account will be presented to the member within a month after the withdrawal.

The amount owing will be calculated as the sum of the following:

- Registration fees payable, prorated by days, according to the formula in the following paragraph,
- Travel fees payable, as explained below,
- Any other charges incurred on the member's account (bingo charges, NSF charges, etc.)
- Less the total payments and other credits received on the member's account.

Registration fees owing for the season will be determined at time of withdrawal. There are many reasons for an individual to withdraw from the club, such as health, difficulty with coaching styles, other time commitments, financial reasons, or the athlete is asked to leave the club. However the formula for calculating the portion of fees owing will be applied consistently under all circumstances, as follows:

- No fees are refundable after April 1 of current season.
- Fees payable for the season will be prorated based on number of elapsed days in total, plus 30 days, that the athlete is involved in the program.

- For the purpose of this calculation, the program year is deemed to be from October 1 to and to April 30 inclusive (deemed as 212 days).
 - The “first day” is deemed to be October 1, unless the member joined after October 1, of the season, in which case the deemed start date will be the actual first day that the athlete swam with the club in that season. The denominator “212” below will be adjusted accordingly.
 - The “last day” that the athlete is involved with the club is the latter of the day that the notice is received by Club, in a manner described above, and the last day that the athlete swam with the club. When the club asks an athlete to leave the club, the “last day” is the last day that the athlete swam with the club.
- The payable portion therefore is (number of days from first day to last day PLUS 30) divided by 212. This portion is multiplied by total registration fees for the member, for that competition season in order to calculate the total prorated payable for registration. GST is applicable.

Travel fees due include all travel costs normally included in travel and tournaments as explained in the section entitled “Payment for Travel” and “Shows”. This includes:

- all travel costs incurred to date for actual past travel and tournaments,
- plus the out of pocket costs of the club for tickets purchased for the athlete’s travel over the one month following the last day (as defined above) that the athlete is with the club. The club will make its best efforts to obtain refunds for the tickets or have an alternate player attend in order to eliminate or reduce those costs, but any residual cost is the responsibility of the member withdrawing from the club.

Bingo commitments end on the 8th day after the last day with the club (“Last Day” is defined above). In the first 7 days after withdrawal, the member is still responsible for working any bingos previously assigned to them, and any no-shows at a bingo will be charged to the members account.

Travel Documentation

- 1) Airline travel within Canada now requires a passport for all travelers over 12 years of age.
- 2) If your athlete does not have a valid passport, apply now in case of delays.
 - a) Filing the passport application on-line reduces wait times at the passport office and gets the passport back faster.
 - b) International rules require travelers to have a valid passport before they fly ANYWHERE, including the United States, and before they return to Canada.
 - c) Some trips require that the passport expiry date be a minimum of six months after the date of the trip.
- 3) All underage travelers must have a notarized authorization before they will be allowed to travel.
 - a) Within Canada; athletes under 16 require an authorization signed by at least one parents.
 - b) Outside of Canada; athletes under 18 require an authorization signed by both parents.
 - c) In the past, individuals within the club have graciously provided the parents with an opportunity to have the authorizations notarized free of charge.
 - d) If you miss the opportunities to get your authorization notarized, you will need to have that done elsewhere at your own cost!
- 4) Send cash with your traveler, as well as a bank card, as there can be problems accessing an ATM in a timely fashion