



# BUCS National League, Premier League, Championship, Vase and Trophy

## Transport & Accommodation Policy

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### Transport

Transport for all BUCS National League, Premier League, Championship, Vase and Trophy knockouts will be funded by the Sports Union.\*

*\* Should a team forget to cancel transport they no longer need, the club will be liable for paying for that travel.*

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### Transport Policy

All transport is booked through the Sports Union Office, and the cheapest form of transport will be used for each booking. This will be one of: minibus, car, bus, train, plane or personal car (if an option).

All clubs must be aware of the SU Transport Policy which can be found [here](#).

If a team wants to travel by any other means and this is not the cheapest form of transport then the club/team will be responsible for covering the difference in costs.

Confirmation of this decision must be made by the club treasurer in writing to [ollie.cruickshank@ed.ac.uk](mailto:ollie.cruickshank@ed.ac.uk)

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### Car/minibus/Coach

Travel by personal car is allowed but must be approved by the SU Office prior to the departure to the fixture.

- This is only an option if it is deemed to be the cheapest form of transport.
- Clubs will only be able to claim the cost of fuel if personal cars are used, receipts must be sent to the Sports Coordinator within 7 days of the trip.

Coach and hire bookings:

- All Arnold Clark and Coach transport booking forms should be fully completed and sent to [esus.bookings@ed.ac.uk](mailto:esus.bookings@ed.ac.uk)
  - [Trip forms must be completed prior to any journey being carried out.](#)
  - All fuel claims must be made to the Sports Coordinator within 7 days of the trip.
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### Train

Train travel tickets will all be funded at Young Person Rail Card (16-25) rates with the exception of the coach, unless they have a rail card.

Train tickets will be purchased where possible 12 weeks prior to the fixture. Where students do not have **young person's rail cards** any difference in fare between a Young Person cost and an Adult will be charged to the club unless otherwise agreed and approved by the Sports Coordinator.

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All train tickets will be purchased by the SU Office unless otherwise arranged with the individual club.

- *Travel to and from the train station in Edinburgh will be at the expense of the individuals.*
  - *Any internal travel at the destination, from the station to the venue, must be organised by the team unless agreed with the SU Office in advance.*
  - *If your train is delayed please make sure tickets are kept and returned to the SU Office to allow for possible claims back from the provider.*
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### **Plane**

Plane tickets will all be booked by the SU Office.

- *The SU will inform teams when details are required by and any delay in getting details to the SU which result in price increases these costs will be passed on to the club.*
  - *Travel to and from the airport in Edinburgh will be at the expense of the individuals.*
  - *Any internal travel at the destination, from the airport to the venue, must be organised by the team unless agreed with the SU Office in advance.*
  - *If hold luggage is deemed a requirement this will be booked by the SU, if a team books additional baggage this will be at the club's expense.*
  - *Any additional costs (e.g. missed check-in) will be at the club's expense.*
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### **Accommodation Policy**

If any team wants to travel to a National League, Premier League, Championship, Vase or Trophy fixture the day before, the accommodation costs for the team and any additional charges for driver's accommodation and food will be the responsibility of the club/individuals.

The SU will be able to assist with booking the accommodation and the cost charged back to the club. Confirmation of this decision must be made by the club treasurer in writing to [ollie.cruickshank@ed.ac.uk](mailto:ollie.cruickshank@ed.ac.uk)

If overnight accommodation is deemed to be required by the SU for any Championship, Vase or Trophy fixtures this will be booked by the SU Office.

This decision will be made by the Sports Coordinator.

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### **Further Notes**

The Sports Union will cover the costs of the playing squad (as per BUCS team sheets) and up to one coach. If more tickets or rooms are required these can be purchased and the cost charged to the club.

Should a club provide wrong details when booking transport or accommodation, the club will be responsible for 100% of the costs of any changes.

The SU will inform teams when details are required by and any club who fails to confirm their transport requirements in time will be liable for any cost increases that may occur due to the late booking.

If a booking is cancelled and receives a late cancellation fee this will be passed on to the club for payment.

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If the trip costs are over £1500 then the club will be asked to contribute towards the cost of the trip.

Apart from the above the SU will only cover the cost of transport to BUCS Final events where teams are required to qualify to attend. One-off events (e.g. Rugby 7s, Beach Volleyball) and qualifying events (e.g. Cricket Indoor qualifiers, BUISC, Archery Indoors) will not be eligible for funding. If this is going to be a problem please speak with the SU Sports Coordinator.

Teams are expected to travel in UoE PlayerLayer kit and are expected to adhere to all SU Policies.

In the event of a breach of any Sports Union policy, the club in question will be liable for the full cost of the trip.

Any damages, caused by a club or an individual will be invoiced to the club.

For knockout matches – results must be submitted immediately after the match so transport for the following fixture can be booked. Failure to do so, and the club will be liable for any price increases.

Should teams concede a Walkover in any league or Knockout fixture, the club will be liable for the FULL cost of that seasons travel and accommodation along with any fines from BUCS.

Any teams who have an overnight trip – there will be a zero alcohol policy. Athlete's part of a team being funded to compete representing UoE should not be drinking on away trips. If the SU is informed of any alcohol being consumed the team will be invoiced for the FULL cost of the trip.

It is expected that all BUCS events are attended so please make sure you have budgeted fully for all possible events.

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