

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

Transport & Accommodation Policy 23-24

Transport

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

Transport Policy

All transport is booked through the Sports Union Office, and the most cost effective transport will be used for each booking taking into consideration, timings, logistics and location. 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 then they will be responsible for covering any difference in costs. Confirmation of this decision must be made by the club treasurer in writing to esusu.bookings@ed.ac.uk

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 be able to claim the cost of fuel if personal cars are used (at the rate of 25p per mile), receipts must be sent to the Polly (polly.pearse@ed.ac.uk) 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 esusu.bookings@ed.ac.uk. Further information about this process can be found in the Transport Policy.
 - Arnold Clark vehicles must be returned with a full tank and then fuel claims can be made as above. If not returned with a full tank the refueling charges will be invoiced to the club.
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Train

Train tickets will all be funded at the relevant Rail Card (16-25/26-30) rates to the maximum of a full squad. One coach may also be funded by the SU.

Train tickets will be purchased where possible 6 weeks prior to the fixture. Where students do not have rail cards any difference in fare between a rail card cost and standard ticket will be charged to the club unless otherwise agreed and approved by Polly.

- *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 or accommodation, must be organised and funded 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.*
 - *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.*
 - *Name change costs will be reviewed on a case by case basis and may be charged back to the club.*
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Accommodation Policy

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

If any team wants to travel to a fixture the day before but is not deemed to be required by the SU, 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 eusu.bookings@ed.ac.uk.

Any decisions on required accommodation will be made by the Sports Coordinator - Competitions (polly.pearse@ed.ac.uk).

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.

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

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

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, Archery Indoors) will not be eligible for funding. If this is going to be a problem please speak with the Sports Coordinator - Competitions.

Teams are expected to adhere to all SU Policies for the entirety of the trip.

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.

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.
