

EDINBURGH UNIVERSITY SPORTS UNION BUCS LEAGUE & KNOCKOUT FUNDING POLICY

Transport

Transport for all eligible competitions (BUCS National League, Premier League, Championship, Vase and cross-border Trophy knockouts) will be funded by Edinburgh University Sports Union (EUSU). The funding of all other transport will be the responsibility of each club.

All transport for eligible competitions is booked through the Sports Union (SU) Office, and the most cost-effective transport will be used for each booking taking into consideration; potential absence from studies, timings, logistics and location. The mode of transport will be one of: train, coach, minibus, plane or personal car (if a suitable option).

Where fixtures require travel on the day preceding the fixture, every effort should be made between the club and EUSU to minimise the time students are required to be absent from studies.

All clubs must be aware of and abide by the EUSU Transport Policy which can be found on the EUSU Clubs Teams Channel.

If a team wants to travel by any other means, then they will be responsible for covering any cost differences. Confirmation of this decision must be made by the club treasurer in writing to eusu.bookings@ed.ac.uk.

Transport via 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 EUSU Sports Coordinator – Competitions within 7 days of the trip.

Coach and Hire Bookings

All Arnold Clark and Coach transport booking forms must be fully completed and sent to eusu.bookings@ed.ac.uk.

Further information about this process can be found in the EUSU 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.

Transport via 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 EUSU.

Train tickets will be purchased 2 weeks prior to the fixture (where possible). 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 the EUSU Sports Coordinator – Competitions.

Travel to and from the train station in Edinburgh will be at the expense of the individuals.

Internal travel at the destination; from station to 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 train delay repay claims from the provider.

Transport via Plane

Plane tickets will all be booked by the SU Office.

EUSU will inform teams when details are required and any delay in getting details to the SU which result in price increases, the cost 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 EUSU.

If a team books additional baggage this will be at the team/club's expense.

Any additional costs (e.g. missed check-in) will be at the team/club's expense.

Name change costs will be reviewed on a case-by-case basis and may be charged back to the club.

Accommodation Policy

If overnight accommodation is deemed to be required by EUSU for any fixtures within eligible competitions (BUCS National League, Premier League, Championship, Vase and cross-border Trophy knockouts), 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 EUSU, the accommodation costs for the team and any additional charges for driver's accommodation and food will be the responsibility of the club and/or individuals.

Any decisions on required accommodation will be made by the EUSU Sports Coordinator – Competitions.

EUSU 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.

Accompanying Notes

EUSU will cover the costs of the playing squad (as per BUCS regulations) and up to one coach. If more tickets or rooms are requested, these can be purchased and the cost charged to the club.

Should a club provide incorrect 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.

Teams must adhere to all EUSU Policies for the entirety of the trip. In the event of a breach of any EUSU 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.

For any teams that travel for fixtures and/or events, there will be a zero-alcohol policy. Athletes whom are part of a team being funded to compete, representing the University of Edinburgh, should not be drinking on away trips. EUSU is informed of any alcohol being consumed the club/team will be subject to disciplinary action as per the EUSU Code of Conduct.