



KSA Travel and Tours Policy

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From KSA Secretary General on
request**



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1. Overview

Whilst fulfilling their Mission, Reputation is crucial to Karate South Africa (KSA) because reputation affects KSA's ability to have credibility for their Membership and other organisations both locally and on the International Arena.

Reputation and perceptions are influenced by people's contact with and conduct within KSA, as well as by what the broader karate community say about KSA, and by what they see and hear about KSA through various Social Media, Print media, marketing materials and word of mouth, Therefore, it is important to positively influence the KSA reputation through various actions and to limit the risk of damage to that reputation through careful management of KSA's brand and ensure that the right message is reaching the market and that conduct of officials, holding positions within KSA is correct, through correct policies and procedures.

2. Purpose of the Policy

The purpose of this policy is to establish operating guidelines which will facilitate effective management of KSA Travel and Tournament Participation, particularly Group Travel and travel to International Tournaments which might occur locally, Regionally and Internationally and the arranging of All Local, Regional and International Tournaments, whilst providing a basis for guidelines for the KSA Board and other members interacting with KSA, when making future Travel and Tournament Logistical and financial decisions which will ensure transparency in the services provided to the KSA membership are maintained in an efficient and credible manner and that the KSA vision for Travel and Tours is achieved efficiently and effectively.

This document serves to clarify the means by which KSA selected teams will Travel to International Tournaments and how these should be arranged and the parameters that must be adhered to by all parties whilst arranging and participating in any KSA travel and tours locally and internationally and participating in such tours

In addition, policies relating to Travel and Tours provide a level of safety and security for KSA selected athletes, managers and coaches and the broader athlete Community, by ensuring that their financial affairs relating to Travel and Tours are in order and dealt with in a responsible and transparent manner, and whilst also protecting the investments that members make in KSA.

This Policy allows for matters relating to Travel and Tours to be conducted in a Transparent, open, legally compliant, financially secure and compliant and efficient and effective manner whilst limiting the risks of financial mismanagement of funds, relating to travel and tours and the manner in which athletes, chosen for a trip, will be required to participate and travel.



This policy will ensure that KSA's travel and tour funds are spent as efficiently as possible. To accomplish this, various procedures are prescribed in this Policy through which KSA will need to adhere to strictly and can make use of its buying power to secure preferred group rates and optimal arrangements from Credible Suppliers and will also include procedures prescribed in this policy through which Athletes should comply with.

Another important purpose for having this policy in place is to ensure institutional compliance with Legal and Financial regulations.

- This Policy should be read in conjunction with the Team Selection Policy
- This policy will provide a basis for future financial direction regarding group and individual Travel and Tours
- This policy will provide guidelines for Financial activities relating to Travel and Tours
- This policy will set a foundation for Financial Decisions relating to Travel and Tours
- This policy will address current practices, future practices and long term planning
- This policy will ensure that KSA's financial position regarding Travel and Tours will remain Sound and transparent.
- This policy will ensure that KSA has legally defending practices relating to all Travel and tours
- This policy will ensure prudent financial management, which can also minimize costs over the long-term for all that participate.
- This policy will provide the broader KSA Community with confidence, knowing that strong, consistent and sound financial policies are in place, guiding their interests.
- This policy will determine how and when athletes, who are chosen to represent KSA/ South Africa, will be permitted to travel to and from National and International events.
- This policy will also determine and prescribe the way approved Coaches will be permitted to travel and how the approved Coaches Travel is funded for all National and International Trips.
- This policy will also include consequences of non-compliance to this policy by athletes and coaches.

Under this Travel and Tours Policy, Costing will be established for each and every event in advance by seeking the assistance of the approved KSA Travel Partner, and funds will be managed accordingly, using "generally accepted" financial and accounting principles.

- Expenses incurred for the tour must have a business purpose and not be wasteful and extravagant.
- KSA Appointed Management, Executive and Coaches should at all costs, avoid wasted and unnecessary expenditure against the budget for travel for these tours.
- There must be an adequate accounting process put together by the KSA appointed partners and their Travel Partner for these travel expenses and must be reported on after each tour by the Travel Agent and KSA Exco member responsible for Travel.
- Any excess cash belonging to subscriptions paid for travel and tours by participants or athletes on the Tour must be noted and either returned to those participants



within a reasonable period or, with agreement by those participants, donated back to KSA for future use, or kept by the Travel partner for their next tour.

3. Scope of policy

This policy addresses a number of Travel and Tour related activities of KSA namely:

- a. The Process for Deciding on participation at International events held Locally, Regionally and overseas International Events (Calendar prepared well in Advance) (Tell Athletes on the day they qualify)
- b. Process for Deciding who will participate/ be selected for the tours and are eligible for participation – **This should be read in conjunction with selection policy.**
- c. Process for determining which management, executive members and coaching staff will accompany the tour
- d. RFP – Request for Pricing from the approved KSA Travel Partner.
- e. Choosing a Supplier for Travel and Tours/ Suppliers selection for Travel and Tours.
- f. Process for Communicating of intended Travel and tours to all participants in advance
- g. Method of Applications from Individuals to attend the tour – documentation required
- h. Documentation for Travel and Tours (Application form, ID, Passport, acknowledgement of debt, acceptance of terms and conditions etc.)
- i. Type of Travel to be used - Air Travel / Ground Travel for Groups and Lodging for Groups
- j. Financial Processes for All Travel and Tours / Payment of Travel and Tours in accordance with financially acceptable practice
- k. Coaches and Athletes Sponsorship for All Travel and Tours (Who, When, How)
- l. Lead Times for Travel and Tours (minimum lead time when to communicate to Athletes)
- m. Kit purchases for Travel and Tours (Choice of Supplier/ Pricing/Type of Clothing – compulsory and non-compulsory)
- n. Kit Appearances for Travel and Tours (What does the kit look like) (Dev/Open/Protea)
- o. Internal and External communication (Media/ other stakeholders)
- p. Post Event Reporting (What needs to be included)
- q. Excess funds process
- r. Method of Travel, when and how
- s. Hotel standards
- t. Record Keeping of financial matters relating to travel and tours.
- u. Group Travel Policy

4. Application of the Policy

This policy applies to all Karate South Africa (KSA) appointed Board Members, Agents, Co-opted members, Coaches, athletes and any other person interacting with KSA and any funds or arrangements relating to International Group Travel and Tours.

Travel may be authorized only in accordance with this official travel and tours policy.

The travel Policy and Travel and Tours Regulations and limitations apply to all.



5. Participation in Tournaments

- a) All Tours of any nature, irrespective of the tour being local or international, will be funded by the athletes themselves, who are required to obtain their own funding, through their own means for such tours. Unless announced up front, and specific budget approved for the payment of tours, Karate South Africa will not be responsible for funding for any athletes' tours, unless specific budget has been made available in advance for such tours. The only deviation from this policy is if SASCOC fund any travel and tournaments.
- b) Athletes who are eligible, will obtain a sponsorship letter from KSA for their fundraising should they so require.
- c) Karate South Africa (KSA) selection committee, made up of the Technical Convener, Ranking officer, Vice President, Chief Coach, in advance, should conduct a Selection meeting with the appointed members of the executive committee who are responsible for the task of the selection of athletes that will participate in such tours as has been approved by the executive in order to take a decision as to which athletes will participate in the approved tours. (Preferably at the beginning of each year, soon after the 1st National tournament or where reasonably possible) to allow athletes time to raise the funding required for such tours
- d) When the board agree with the Tournaments that should be approved, A calendar of events should be drawn up and distributed to the Entire KSA Membership base, well in advance, together with the Rules as to how selection will take place for these tours (to be read in conjunction with selection policy)
- e) The Rules should indicate that when selection has taken place for the National Team, participation at these tournaments is for the **Athlete's own account** and only available to eligible athletes who have been selected and who have completed the correct acceptance documentation within the required timeframes.
- f) If an athlete is not able to fund their own participation in a tour, or not able to obtain sponsorship for participation, or does not provide payment as per the stipulated deadlines indicated for a specified tour, KSA should give very clear indications on the tour paperwork, as to what the process will be that follows. E.g. either funds are forthcoming or the withdrawal of an athlete and what the process will take place for the replacement of that athletes from a B-list.
- g) Only athletes selected by KSA according to their approved selection criteria, are eligible for participation in a Tournament or alternatively, when circumstances permit, athletes who are invited by KSA to apply to participate based on decisions made by the selection committee.
- h) Athletes that are selected to participate should be advised in writing at least 90 days in advance, that they have been selected to participate and what the terms and conditions are.
- i) Only athletes who accept the terms and conditions will be permitted to participate in the International Travel and Tours.
- j) Athletes must be required to complete a document committing to the tour and to the financial implications as well as terms and conditions of the tour.



- k) In cases where athletes are invited to participate in a tournament, due to the withdrawal of another athlete, very clear guidelines should be given at the time of the invitation, and KSA should ensure that all invited members are informed correctly.
- l) Athletes should also be informed at the time of the A list invitation, that they are on the B list, in order for them to prepare in advance, in the event that they might be called upon to participate at the last minute.
- m) Coaches and Managers should be selected well in advance and informed of their Selection and informed which events they will be eligible to attend and what financial arrangements are in place for their participation.

6. Supplier Selection Process

- a) A SUITABLE travel supplier needs to be obtained by KSA, selected through a Selection type process.
- b) At least 3 suppliers for travel should be assessed at the time of selection.
- c) To obtain such a suitable supplier, KSA should interview several events and travel suppliers and request such suppliers to submit a proposal to KSA for Fully Comprehensive Travel Services which include fully inclusive services, which also include Local and International Travel, Visa Services, Forex Services, Air and Ground travel services and Admin services to manage such group travel.
- d) Once such submissions have been received, the shortlisted suppliers should make themselves available to do a presentation to the board relating to their services.
- e) The supplier chosen should be able to supply a fully comprehensive travel service.
- f) The supplier that is chosen for their services for a Tour should be informed in writing of the requirements.
- g) Failure by the supplier to provide efficient and effective services for any tournament or found to be not economical any longer, should result in the services of that supplier being terminated immediately.
- h) Services should be procured for at least 3 years, after which time, a new application needs to be considered, or services terminated.
- i) KSA should, as soon as possible, when they know details of the Tournament, where it will be and the dates, provide these details to the Travel Partner in order for the partner to begin with the tour arrangements together with their supplier that has been chosen according to the correct procedure, set out in this policy – ultimately in order to obtain the best possible pricing for the tour.
- j) Advance preparation ensures that preferential rates are obtained, which benefits the Athletes in the long run.
- k) The Supplier that is selected must be in a position to handle any size Travel and Group Travel ranging from 1 person to 150 or more delegates at any one time.

7. Tournament planning Procedure

Travel to International, Local, Regional tournaments are a prestigious, exciting, challenging and broadening experience for all Athletes who have been selected or invited by KSA to be part of a team as well as for coaches and for parents.



- a) The travel policy and guidelines provide a foundation for planning and organizing the tours whilst also setting guidelines for financially compliant tours, and successful team travel to Local and International Tournaments for KSA Athletes
- b) All Karate International Tournaments, Local, Regional must be planned well in advance by the KSA Board, or co-opted individual, its committees and suppliers to ensure competitive pricing and avoid wasted costs.
- c) Tournaments that are planned by the KSA Board, must be placed on a calendar, which should be sent out to all Provincial and Regional Structures, placed on the KSA Website and Social Media Sites and participants that are selected must be informed well in advance and must be provided with all the details pertaining to the Tour in order to give all athletes, that are eligible to participate, the opportunity to raise sufficient funds, in time, to travel to the event together with the team.
- d) Advance planning avoids any athlete being disadvantaged due to lack of funding.
- e) Financial and Logistical details for all Tournaments, must be well documented for each tournament and travel on a comprehensive document that is provided by KSA on a KSA Letterhead, to all participants, well in advance, with the necessary details, including financial implications and payment plans and KSA Banking information, as well as reference details for payments
- f) Details around the travel logistics and itinerary must be well documented and conducted in a manner to minimize risk to participants and the organisation.
- g) If any travel or tours occur without prior approval by the KSA Board, the organiser of the travel or tournament will be subject to the disciplinary measures by KSA.
- h) All invitations to KSA from any Federation for any Tournament, locally or internationally must be approved by the KSA Executive Board first before any arrangements can be made.
- i) Approval for these events must be contained in the minutes of the board meeting where these events were approved
- j) Once the board has approved participation at a tournament, the board member appointed on the KSA Board or co-opted individual who has been given the responsible for Travel and tours, should either obtain at least 3 quotes from 3 different suppliers for fully comprehensive services and costing for the tour, or approach the approved supplier that has been appointed by KSA, to conduct the necessary logistics.
- k) The appointed supplier must then quote KSA - Once quotes have been approved by the KSA Board the supplier should be appointed or given the go ahead for the tour,
- l) Once the supplier has been appointed a comprehensive letter including an acceptance letter and pricing should be drawn up stating all the details of the trip, and distributed to all eligible Athletes.
- m) Those quotes must be prepared in such a way that an athlete is able to see the full extent of the costs for the trips, and the timeframe in which they are required to pay the costs for the trip and where they should pay the funds for the trip.

Example



- a) All payments for the trip should be paid directly into the Supplier / Travel Agent bank Account, which is in accordance with acceptable international financial procedures and a regular update be given by the Treasurer as to how much money and from whom, has been received by either KSA or the appointed Travel Agent.
- b) there can be no deviation from this clause
- c) At a Cut-off point – an athlete that has not complied with the rules or deadlines, should be informed in writing that they will be removed from the tour and an athlete from the B list be given an opportunity to participate.
- d) Documentation to Athletes should also include expectations and deadlines and a clause indicating the consequences of non-compliance with requirements and deadlines
- e) Documentation to athletes should include a full breakdown of the budget with all disclosures fully.
- f) Under no circumstances may any funds, for any tour, irrespective of the size of the tour, be deposited into any other 3rd party bank account other than the approved supplier bank account.
- g) No funds for any tour may be accepted by a KSA Member or KSA Manager/ tour leader into any tour leader bank account.
- h) Internationally accepted accounting and financial practices indicate that all funds need to be managed by the organisation and that has been appointed by KSA. KSA is responsible for ensuring that the Agent manages matters efficiently and in accordance with legal and financial practices.
- i) Irrespective of the size of the delegation – this policy and procedure for any KSA related travel and tour must be followed strictly.
- j) Irrespective of the numbers of people on the trip – the appointed travel agent needs to deal with the trip in its entirety including all matters relating to the trip.
- k) Sponsorship of members on the trip and payment for coach's travel on the trip must be approved well in advance, and minuted, before commencement of the arrangements and this must be placed on the KSA minutes at the KSA Executive meetings where this is discussed, including the amounts that are being sponsored.
- l) Any violations of this policy, may result in individual being disciplined / suspended or expelled from the organisation or criminal charges being laid against the said individual, depending on the nature of the allegation.**
- m) Failure to file for advance trip authorization may result in the non- approval of such a trip.
- a) Athletes must be provided with an official letter from KSA, at the time of selection, indicating their selection for the tour, which letter will afford them the opportunity of looking for sponsorship for the tour and for their team clothing, unless the team clothing is sponsored
- b) Participants that are selected may arrange fund raising events in order to raise funds for their costs, but will be required to obtain permission from KSA for those fundraising events, in writing, before they may continue with their own fundraising.



- c) If an athlete obtains their own sponsorship, such sponsorship fees should be paid directly into the KSA Approved Travel Partner bank account in time to meet the deadlines. No deviation from this rule will apply.

8. Team Clothing

- a) All Clothing that is required by athletes or coaches for the trip must be coordinated by the Technical convenor and supplier appointed by KSA for this purpose.
- b) KSA Needs to obtain a reputable supplier that provides quality clothing, at a reasonable cost, in advance, in order to comply with financial procedures and as approved by SASCO.
- c) The Same process for obtaining a supplier for Team Clothing, needs to be followed.
- d) The payment of funds for the team clothing needs to be paid directly to the Supplier bank Account.
- e) No payment for clothing may be paid directly to KSA or to any other individual person for any team clothing for any athlete.
- f) Irrespective of whether an athlete is obtaining sponsors or not, all financial obligations must be met on the same date and time as is laid down in the documentation for all athletes unless specific circumstances are motivated by way of letter to KSA and those circumstances are accepted by way of letter from KSA. No exceptions will be made.
- g) If an athlete / Coach is going to be sponsored by KSA, this information must be revealed in writing and recorded on the minutes as well as with the documentation and records for the tournament

9. Air Travel and Accommodation

- a. **Reservation Booking Procedures:** It is required that reservations for all KSA International trips requiring air travel be made through the appointed travel partner only. NO team members may, under any circumstances be permitted to deviate from reservation procedures or arrange their own travel arrangements unless there are circumstances known to the KSA Selection Committee and approval for a deviation from the arrangement is provided.
- b. **Class of Service:** All individuals traveling as part of a KSA appointed team, irrespective of their rank, will travel in economy class or the class of travel approved by KSA and the KSA Exco, unless travellers are using a free upgrade of their own airline miles is used, or unless they are prepared to pay the fee for a higher class of travel or unless otherwise agreed upon by the KSA executive, in advance.
- c. At no time may athletes bear the cost for any upgraded travel for any official travelling on the trip.



- d. **Team Travel:** All Athletes chosen as part of the team will be required to **travel together as a group** and **stay together as a group in the SAME Hotel**, or where there are larger groups, alternative hotels as approved by the TC and Travel Agent, which hotel will be chosen by KSA in accordance with the requirements of the organiser, location to the tournament and standards of the hotels.
- e. Under exceptional circumstances, representation may be made to KSA to in writing in respect to arrival and departure of an athlete, or deviation from the team travel plan, for KSA to consider all the aspects of the representation before making a final decision on deviation of this ruling. All decisions made by KSA are final and no further correspondence or representations will be entered into after a final decision is made.
- f. **Lowest Available Airfare:** All airline tickets must be booked in advance to obtain the lowest available airfare obtainable by the KSA Travel supplier, to ensure lower rates are received on the most reputable airline. Airlines that are considered a risk will not be considered for any travel.
- g. No Athlete or coach is permitted to obtain their own means of travel under any circumstances. Under exceptional circumstances, representation must be made to KSA in Writing. KSA will then consider all the aspects of the representation before making a final decision. All decisions are final and no representation after that will be entered into
- h. **Team Management:** Team Management must be selected in advance and announced in advance, with the team and clarity provided as to how many team managers will be selected and how funding for team management will work.
- i. **Head of Delegation:** The head of delegation travels at the pleasure and expense of KSA and not the athletes. Class of travel should be determined in advance by Exco and approval provided by all exco members for the costs.
- j. Athletes and Supporters may not specify a preferred air carrier or hotel, even if a significantly lower cost fare is Available.
- k. All athletes and Coaches and KSA Management will be required to stay together at the same hotel for International Travel and Tours. In the case that the organisers of the event specify a hotel, KSA Athletes will stay at the hotel made available by the organiser and all athletes will be required to stay



together at the appointed hotel as a group. If the organisers do not specify a hotel, KSA will work with the appointed Travel partner to obtain a suitable hotel of no less than a 3* rating dependent on the country they will be visiting. All KSA Athletes and Coaches and Management will be required to stay in the same hotel.

- I. Hotel Accommodation: KSA Athletes will not be permitted to stay in any accommodation, in any country, that is less than a 3* rating nor will they be permitted to stay in any accommodation that poses a health and / or Safety Risk to the Team or Coaches or Management. The approved standard of accommodation is 4*, however in certain circumstances, a 3* accommodation rating will be acceptable. In all cases, where an international organiser has provided a hotel as a means of accommodation, it is preferred that the National team be housed with other teams in the accommodation provided by an organiser at the rate quoted by the organiser

All Athletes chosen by KSA for the National team are required to travel together as a team and may not deviate from this arrangement under any circumstances – this must be strictly adhered to.

1. Penalties will be imposed for any athlete wanting to deviate from this process and this requirement.
2. Exceptions may be made under certain circumstances such as when athletes are returning from the trip, where 10% of the athletes will be permitted to change their trip to stay behind in the country they are visiting, to do sightseeing at the destination

10. Room Type: Unless otherwise specified, a standard non-smoking room is automatically reserved on a sharing basis

- a) Where a Tournament Director requires that delegates stay at the appointed Tournament Hotel, bookings will be made at that facility
- b) If accommodation is not stipulated by the Tournament Director, Suitable accommodation, close to the Event Arena will be obtained.
- c) All team members are required to stay together, in the same hotel, there will be no deviation from this.
- d) Room allocation will be on a sharing basis
- e) A draft itinerary will be submitted to the team at the time of announcing the team and a final Itinerary will be submitted to Athletes and parents at least 5-10 days prior to departure for teams travelling to tournaments



- f) When tournaments require any time of Group travel, it is preferable that all players, coaches, manager and chaperones travel together as a team. However, if the cost of group air travel is prohibitive, KSA may allow players to arrange to travel outside of a group fares, but on the same date and same flights to take advantage of less expensive options.
- g) All athletes must be accompanied by a coach duly appointed by KSA for this purpose as well as a team manager
- h) When traveling as a group, team members will wear official team clothing.
- i) If vehicles are rented or provided by the tournament organiser for team transportation, all athletes must travel to and from games in the team vehicles provided.
- j) If the tournament is in a foreign country, KSA will, via the appointed travel agent, provide the necessary information to participants to allow them to understand any travel requirements (vaccinations, passports, visas, travel alerts, etc.).

3. Spectators

- a. Spectators who wish to undertake the trip are at liberty to make their own arrangements for Accommodation and Travel and entry into the tournament venue
- b. Only approved team members, coaches, advisors and chaperones are required travel to the said tournament as part of the team.
- c. Spectators will be permitted to travel with the team at the same rate that the team will be quoted should they wish to be part of the arrangements, but will always be given the option to make their own arrangements if they wish to do so, or follow the same details and procedures for the trip as per the athlete's guidelines

4. Coaches

- a) Once the arrangements for the trip have been finalised, the KSA Board will appoint appropriate coaches for the team and a management team, to accompany the athletes on the trip where required.
- b) Cost for the Coaches and Management will be covered by fees paid by participants unless otherwise arranged by the KSA board. These fees will be costed in, upfront, into the fees paid by athletes and will be funded in equal share at economy rate for Air Travel and accommodated in the same hotel as the athletes
- c) Coaches are to be provided with a list of their duties as a coach for each tournament.

5. Team Meeting:

- a) A team meeting must be held to disseminate information to the Athletes and parents and participants about travel plans where possible alternatively by regular email communication from the Travel Partner or KSA.



- b) In the event that distance makes it impossible to have a face to face meeting – the Travel manager and Travel Partner must ensure that all participants are kept up to date via email or telephonically
- c) The Travel manager should prepare for the meeting by having information on the recommended tournaments and transportation and hotel options and be able to handle any questions that arise
 - Review the purpose and objectives for traveling to the proposed tournaments.
 - Discuss transportation and hotel and logistical options.
 - Distribute estimated cost sheets and payment schedule to parents so they can make decisions
- d) Fundraising ideas should be discussed if costs are prohibitive.

6. Coach Tournament Responsibilities:

The prime responsibilities of a coach encompass all activities related to karate including the athlete's safety. In addition, they are required to work closely with the manager and/or chaperones regarding team activities, supervision and behaviour, as well as the Travel Manager/ Logistics Co coordinator

Coach responsibilities on tour are:

- a. Understand the itinerary in order to coordinate athletes and training times, meeting times, team functions, meals etc.
- b. Departure for Tournament times, free time, etc.
- c. Distribute "performance diet" or other pre-tournament dietary expectations. / Rest times
- d. Be fully aware of all event times and locations and communicate such information to athletes.
- e. Inform all athletes of pre-event meeting and practice times and locations.
- f. Be available at all times to assist athletes
- g. Inform manager/chaperone of their whereabouts at all times.
- h. Plan departure times and meeting places for all events with Travel co coordinator
- i. Set expectations and activity limits to ensure that athletes are rested and mentally prepared for tournament competition.
- j. No consumption or possession of illegal substances, including marijuana, is allowed. Coach may not consume alcohol or be under the influence of alcohol or use tobacco while in the presence of athletes on tour.

Travel coordinator responsibilities are:

- a. Manage all aspects of the travel on behalf of KSA
- b. Create a detailed itinerary to coordinate travel plans, meeting times, team functions, meals, and group and ensure coaches are familiar with the details



- c. Arrange Departure times for tournaments, free time, etc. as per the itinerary
- d. Prepare athlete and Coaches room assignments, where applicable.
- e. Be fully aware of all event times or changes and locations and communicate such information to athletes coaches and chaperones.
- f. Inform all coaches, athletes and chaperones of pre-event meeting and practice times and locations.
- g. Be available at all times to assist all delegates of the group

General Travel Tips:

- a. Prior to travel, travel manager to arrange with the travel agent or to distribute to parents and players all available tournament information and costs.
- b. Coaches must have all indemnity and Athlete information in a file to travel with upon departure.
- c. If the team is to be traveling together by air, the team travel coordinator should reserve a block of seats at the best rate available for the team, coach, manager, chaperones and any parents who will be traveling with the team.
- d. When flying, set a departure meeting time and place for all athletes, coach and parents to gather before the time at a designated meeting place.
- e. Have the manager or a chaperone hold all tickets for group check-in and also boarding passes, if Applicable, particularly in the case of children travelling alone.
- f. Do not allow younger athletes to keep their own tickets and passports
- g. Allow adequate time for security clearance, etc.
- h. Confirm in advance, carry-on baggage limitations/ luggage limitations and communicate this to athletes. Athletes should put all tournament related equipment in carry-on bag in case of lost luggage on arrival at the destination.
- i. Team manager and coach will plan eating schedules around tournament times.
- j. For telephone calls, team managers should have a local prepaid telephone card or cell phone.
- k. Athletes should not carry large amounts of cash.
- l. Ensure that the team has adequate first aid supplies.
- m. Athlete's name should be on all items of value, including clothes, cameras, etc. Have all bags marked for easy identification.
- n. After arriving at the hotel, have someone do a test drive to the tournament location to get a good idea of travel time and logistics.



Summary of Procedure

1. INVITATION OR DECISION TO PARTICIPATE IN A TOURNAMENT, LOCALLY, REGIONALLY OR INTERNATIONALLY – PRESENTED TO KSA (Tournament Manager)
 2. QUOTES OBTAINED FROM APPROVED SUPPLIERS (Travel / Insurance/ Visa/ Hotel/ Ground Transport / Team clothing and etc)
 3. PROPOSAL TO THE KSA BOARD WITH ALL DOCUMENTS AND PRICING
 4. BOARD DECISION TO APPROVE PARTICIPATION
 5. BOARD APPROVES COSTS OF THE TOUR AND APPROVAL TO TRAVEL AGENT
 6. TEAM SELECTION TAKES PLACE
 7. TEAM PROVIDED WITH DETAILS OF THE TOURNAMENT AND COSTS THROUGH TRAVEL AGENT
 8. TEAM MEMBERS MAKE PAYMENTS ON TIME DIRECTLY TO THE TRAVEL AGENT
 12. SASCOC INFORMED FOR COLOURS – minimum 60 – 90 days in advance
 13. REPORT DRAWN UP AFTER THE EVENT WITH RESULTS
 14. DE BRIEF TO THE BOARD (AGENDA ITEM FOR REPORT BACK AT THE NEXT KSA MEETING)
- i. The KSA Executive in its entirety and as a collective, is the only body who holds the authority to override any term of the Travel and Tours Policy should this be in the best interest of KSA to do so.

Signed by KSA Executive members on this **8th** day of **OCTOBER** 2017 as approved and minuted at the Consultative Congress on this day.

President: Kyoshi Sonny Pillay

Vice President: Albert Marais

Secretary General: Gillian Elson



FINAL