

**PART 10 B: TEAMS STANDARD TRAVEL & ENTERTAINMENT POLICY**

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## **Part 10 B: STANDARD TRAVEL & ENTERTAINMENT (TEAM TRAVEL POLICY)**

### **10.33. WHAT ARE THE BASIC NEEDS OF AN INTERNATIONAL TRAVELLING CYCLIST FROM SOUTH AFRICA?**

- 10.33.1. Passport (no temporary passports are being excepted anymore)
- 10.33.2. Visa (as per regulations for each country)
- 10.33.3. Medical Insurance
- 10.33.4. Short Term Insurance (Baggage & Equipment)
- 10.33.5. Subsistence and Travel (as determined and approved by the director prior to departure)
- 10.33.6. Car Rental / Ground Transport / Shuttle services
- 10.33.7. Airline Ticket
- 10.33.8. Excess Baggage (20kgs + preferential 20kg excess for bicycles & equipment)

### **10.34. PASSPORTS:**

- 10.34.1. Riders travelling with the National Team can travel on dual passports but should also be in possession of a RSA passport while travelling.
- 10.34.2. It should however be clear and noted that riders can only travel to the Olympic, Commonwealth & African Games on South African National Passports and have to present a South African Passport at all World Championships.

### **10.35. VISAS:**

- 10.35.1. It will be the responsibility of the High Performance Manager / Discipline Director / General Manager and / or the Travelling Team Manager of each Discipline to ensure that each rider receives the information / requirements for visa applications. Prior to a team being announced – the responsible person has to be confirmed.
- 10.35.2. Each Discipline Director / General Manager will ensure that each rider will receive the necessary supporting letter from Cycling SA to add to the rest of the requirements to obtain the necessary visa.
- 10.35.3. It will be part of the Travelling Manager's duties to gather all documentation from each cyclist and to apply for the visas in the case of groups (5 or more).
- 10.35.4. Should riders be travelling individually to events, it will be the responsibility of the Rider to obtain the visa in person.
- 10.35.5. Payment of visas needs to be determined by the Discipline Director. Cycling SA will always pay for the visa applications to all World Championships and All SASCOC represented Multi Sport Games.

### **10.36. MEDICAL INSURANCE:**

- 10.36.1. All riders forming part of the National Pool or that may be up for selections into National Teams have to have an active Medical Aid with International Medical and Repatriation Coverage and a stipulated endorsement that sport injuries in and out of competition will be covered.
- 10.36.2. All Medical Policies will first be assessed to establish that it fulfils all requirements.
- 10.36.3. Riders not in possession of such medical insurance will have to obtain Travel Insurance with Sport Endorsement Coverage for in and out of competition, included with the Policy e.g. TIC / Europ Assist with Sport Endorsement.

10.36.4. The Travelling Manager has to be in possession of each rider & staff's medical insurance coverage (detail and copies) for the full period while abroad.

10.36.5. Costs for medical insurance will be for the account of the rider, with the exception of riders who do not hold medical insurance and travel insurance travelling to World Championships and for SASCOC represented Multi Sport Games.

**10.37. SHORT TERM INSURANCE:**

10.37.1. Each rider will be responsible for his / her own short term insurance on all baggage & own equipment. CyclingSA will not take any responsibility for the loss or damage to any items during the travel and participation as part of the national team. Should riders be using the equipment of his/her sponsored team or club, it will be the rider's responsibility to ensure that the team has been duly notified of this and that authorisation has been obtained and that such equipment is insured.

**10.38. SUBSISTENCE AND TRAVEL ALLOWANCE:**

	<b>International Travel (ZAR)</b>	<b>Local Travel &amp; Local Travel Camps (ZAR)</b>
Food	R250 – R300 p/p/p/d	R150 p/p/p/d
Accommodation	R300 – R650 p/p/p/d sharing	R350 – R500 p/p/p/d sharing

10.38.1. Only Mineral Water will be paid by Cycling SA during meals. No Bar tabs.

**10.39. GROUND TRANSPORT:**

10.39.1. Teams and individuals travelling have to ensure that clearance for any expenses related to ground travel, especially vehicle Rental has been cleared by the Discipline Director and forms part of the agreed upon budget.

10.39.2. Cycling SA however understand the responsibility of obtaining shuttles and transfers for all riders to base hotels & locations and Cycling SA will make the required reservations and arrangements for the rider(s) and or teams in all such cases should vehicles not be rented.

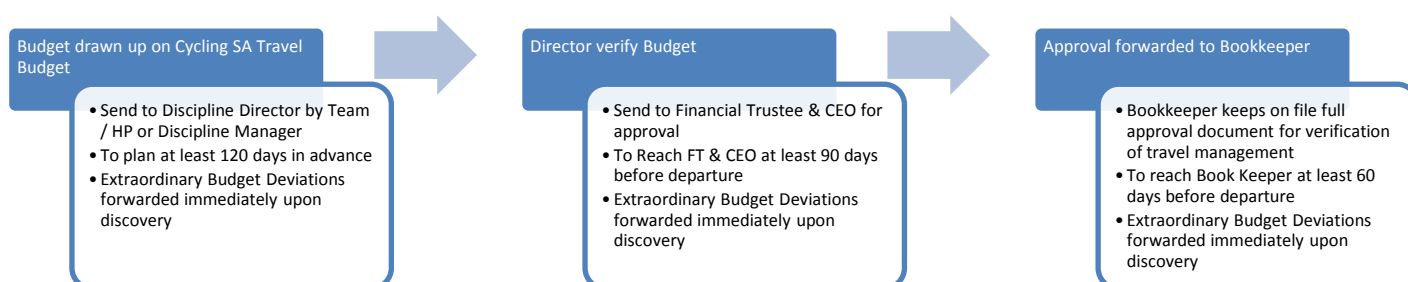
**10.40. AIRLINE TICKETS:**

10.40.1. Each Director / Team / High Performance /General Manager has to ensure that they obtain the lowest possible fares.

10.40.2. Cycling SA will advise the relevant disciplines of the use of preferred travel partners.

**10.41. BUDGETS:**

10.41.1. A budget requests for team travels have to be confirmed and approved as follows:



10.41.1.1. This budget is fixed and only extraordinary expense overruns will be tolerated

10.41.1.2. Extraordinary Expense deviations from Budgets have to be approved in the same format with the timeframes provided.

**10.42. PAYMENTS:**

10.42.1. Payment Requests with the necessary approval documents should be send to the Bookkeeper at least 7 days prior to the requested payment date

10.42.2. Reimbursements will only affect within 14 days after ALL the required reports and proof of expenses incurred has been received.