



AVALON DRAGON BOATING 2013 TRAVEL POLICY

OVERVIEW

Once a year, Avalon Dragon Boating members travel outside the province to participate in dragon boating festivals. This is a highlight of the season for many paddlers. It is also a significant annual expense for the team as whole. The main purpose of this policy is to provide guidance for Avalon Dragon Boating on all matters related to travel for dragon boating festivals and events.

The Avalon Dragons team has committed to being one team made up of as many crews as numbers permit. This means that the team includes both regular paddlers who attend as many practices as possible and occasional paddlers who attend some but not necessarily the majority of practices. The team recognizes that costs may sometimes limit the numbers of people who can travel. It has therefore established these policy guidelines to guide decisions on team travel.

GUIDING PRINCIPLES

This policy is based on the following fundamental principles:

1. Having fun while fostering health and wellness and promoting the goals of Avalon Dragon Boating
2. Showing support and respect for all team members and our coaches
3. Team members who uphold their commitments to the organization and to the team have equal opportunities to travel
4. Team members contribute to their individual travel costs unless personal circumstances make it prohibitive
5. Members of racing crews commit to train, attend practices and be safe
6. Occasional paddlers and/or those who cannot paddle for health or other valid reasons may travel if funding permits
7. Coaches have complete discretion in selecting race teams

POLICY STATEMENT

1. Travel to dragon boat festivals is a benefit of team membership which comes with being an active member of Avalon Dragon Boating. Travel expenses are cost shared to keep the amount affordable for all.
2. The team commits to raise funds for travel as a group through special events such as the annual “Paddle in Paradise” dragon boat festival.
3. Participants pay 50% of their travel costs. The Board of Directors ratifies the specific amount each year.
4. Should the team’s best fundraising efforts fall short of travel costs, members who are travelling shall pay the difference.
5. All team members who wish to travel to festivals shall meet the following criteria:
 - Paid membership by March 31st
 - Active committee/board member based on prior 12 month statistics or joining date if less than a year
 - Attendance at 50% of team meetings based on previous year statistics or joining date if less than a year
 - Participation in major events and fundraising activities

Members are responsible to ensure that they meet these criteria and may consult with the Chair or Team Captain to confirm their eligibility.

6. The Chair, in consultation with the Team Captain, has the discretion to grant exemptions to these criteria based on special circumstances.
7. Team members shall pay their share of travel costs to the Travel Committee before tickets are booked for them.
8. Payments are generally non-refundable. In exceptional circumstances or when there is no net cost to the organization, the Board may consider a refund.
9. Any team member who, due to extraordinary circumstances, is unable to contribute personally to the cost of travel may request an exemption. Such requests must be made in writing to the team Captain, the Assistant Captain or the Chair of Avalon Dragon Boating who together will decide on the request. All such requests will be treated confidentially.
10. Avalon Dragon Boating pays 100% of the travel costs for coaches in recognition of their considerable contribution of volunteer time to the team. They are also exempted from participating in fundraising efforts.
11. In normal circumstances, one coach travels to festivals with the team. Coaches decide among themselves who attends which festivals. In certain circumstances, the team may decide to invite more than one coach to travel with the team.

12. Team accommodation is based on double occupancy. Team members wishing single accommodation must pay the cost difference. Coaches get single accommodation at no extra cost.

13. If numbers warrant and funds permit, more than one crew may travel to a festival.

14. Any team members who wish to vary their travel itinerary must make their own arrangements. The association will reimburse members an amount not to exceed the average ticket cost arranged by the Travel Committee.

15. Travel funds are allocated first for coaches and paddlers. Remaining travel funds may be used for team members who are occasional paddlers or those who cannot paddle, but wish to attend as supporters.

16. In selecting the race crews, coaches will use the following criteria:

- Attendance at 75% of practices during the regular season as indicated by attendance sheets kept by the Team Captain.
- Commitment to attend 100% of practices during the festival lead-up period (to be set by the coaches).
- Satisfactory fitness levels as demonstrated by attendance at boot camps or, participation in an individual exercise program
- Overall paddling skill & endurance based on coach/es' observations.

17. If finances are insufficient to fund the racing crew/s and all other eligible team members who wish to travel, the team captain will use a random draw to choose the additional members to attend.