* 1. Travel Policy

This policy sets out the responsibilities of NSWRL and Clubs in respect to travel for Players and Club Officials for away matches and club responsibilities to the NSWRL Travel & Accommodation Sponsors.

* 1. NSWRL Responsibilities

In NSWRL ISP competition matches covered by the attached schedule, the NSWRL will pay for the following:

1. The cost of up to twenty-five (25) economy class (including doctor) air seats for Players and Club Officials utilising NSWRL appointed air travel providers.
2. The cost of up to twelve (12) twin and one (1) single room for Players and Club Officials utilising NSWRL appointed air travel providers.
3. The cost of breakfast for up to twenty-five (25) people of NSWRL contracted supplier’s rates.
4. The cost of transfer between airport / venue / hotel by NSWRL approved transport providers.
5. The cost of all airport departure and arrival taxes.

In Jersey Flegg/ SG Ball Competition matches covered by the attached schedule, the NSWRL will pay for the following:

1. The cost of up to twenty-four (24) economy class air seats for Players and Club Officials utilising NSWRL appointed air travel providers.
2. The cost of up to twelve (12) twin rooms and one (1) single room for Players and Club Officials for the number of nights determined by NSWRL, utilising NSWRL appointed accommodation providers.
3. The cost of breakfast for up to twenty-four people at NSWRL contracted supplier’s rates.
4. The cost of transfers between airport / venue / hotel by NSWRL approved transport providers.
5. The cost of all airport departure and arrival taxes.
	1. Club Responsibilities

In the event NSWRL enters into a sponsorship or other commercial arrangement with an airline or accommodation provide, Clubs will be required to utilise the services of the official NSWRL airline or accommodation provider.

If the NSWRL does not have a sponsorship arrangement in place, Clubs may seek NSWRL approval to use other travel and accommodation providers. Approval will be solely at the discretion of NSWRL and may be revoked at any time. If such approval is granted, Clubs will be required to meet any cost variation between the provider of their choice and what would normally be provided by NSWRL.

In all cases Clubs will meet any other costs incurred in respect of participating in NSWRL Competition matches, including, but not limited to: -

1. All meals (except breakfast,) for all Players and Club Officials.
2. The cost of bus transfers other than those detailed in 1.2 D
3. The costs of additional accommodation/ meals outside of the nominated 25 for ISP and 24 Flegg/ Ball
	1. Air Travel

The following rules apply to air travel by Players and Club Officials in connection with participating in NSWRL Competition matches: -

1. The NSWRL will block off all air travel as per this policy prior to the start of the season.
2. Upgrades from economy class seats will not be available unless the Club pays the difference.
3. Clubs must notify the NSWRL at the time of Application of any special meal requirements at least two (2) days prior to departure.
4. Alterations to scheduled flights bookings are subject to NSWRL approval, and such approval will only by granted if there is no additional cost to NSWRL.
5. Traveling party names to be sent to NSWRL by 5pm on the Tuesday before weekend travel (changes can be made up until 48 hours prior to departure, changes made after this time will incur a fee which will be passed on to Clubs)
	1. Hotel Accommodation

The following rules apply in respect of hotel accommodation for Players and Club Officials: -

1. Clubs must book hotel accommodation through NSWRL.
2. Upgrades in accommodation will not be allowed.
3. Clubs must notify NSWRL of any special meal requirements at least seven (7) days prior to departure.
4. Alterations to hotel bookings are subject to NSWRL approval, and such approval will only be granted if there is no additional cost to NSWRL.
5. If the home club relocates a match to another venue, the visiting club will be entitled to first choice of available hotel accommodation.
	1. Variations to this Policy
6. Only the NSWRL GM Football/ Head of Competitions (or nominee) can approve amendments to the Travel and Accommodation Policy.
7. Clubs will be invoiced directly for any additional costs incurred by approved variations to the Tavel and Accommodation Policy.
8. If because of scheduling, a club prefers to remain in a city following a match rather than returning to their base, such approval will only be granted if there is an overall cost saving to the NSWRL. In this case, the NSWRL contribution will still be limited to accommodation and breakfast. All other costs (e.g. lunch, dinner, incidentals) will be the responsibility of the club concerned.
9. Savings mode on budget by not utilising the full travel entitlement cannot be offset against any other travel or accommodation, or carried forward for future use.

ISP + Jersey Flegg - Travel Allowances

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Host Club** | **Visiting Club** | **Transport** | **Accommodation** | **Meals (B’fast)** |
| Canterbury Bulldogs | Wyong | Bus | NIL | NIL |
|  | Newcastle Knights | Bus | NIL | NIL |
|  | NZ Warriors | Air / Bus | 1 night | 1 meals |
| Illawarra Cutters | Wyong | Bus | Nil | NIL |
|  | Manly/ Blacktown | Bus | Nil | NIL |
|  | Penrith Panthers | Bus | NIL | NIL |
|  | Newcastle Knights | Bus | NIL | NIL |
|  | Wentworthville/ Parramatta | Bus | NIL | NIL |
|  | NZ Warriors | Air / Bus | 2 nights | 2 meals |
| Manly/ Blacktown | Wyong | Bus | NIL | NIL |
|  | Illawarra Cutters | Bus | NIL | NIL |
|  | Newcastle Knights | Bus | NIL | NIL |
|  | NZ Warriors | Air / Bus | 1 night | 1 meals |
| Mounties | Wyong | Bus | NIL | NIL |
|  | Newcastle Knights | Bus | NIL | NIL |
|  | NZ Warriors | Air / Bus | 1 night | 1 meals |
| Newcastle Knights | All except Wyong | Bus | NIL | NIL |
|  | NZ Warriros | Air / Bus | 2 nights | 2 meals |
| Newtown/ Cronulla | Wyong | Bus | NIL | NIL |
|  | Newcastle Knights | Bus | NIL | NIL |
|  | NZ Warriors | Air / Bus | NIL | 1 meals |
| North Sydney | Wyong | Bus | NIL | NIL |
|  | Newcastle Knights | Bus | NIL | NIL |
|  | NZ Warriors | Air / Bus | 1 night | 1 meals |
| Penrith Panthers | Wyong | Bus | NIL | NIL |
|  | Illawarra Cutters  | Bus | NIL | NIL |
|  | Newcastle Knights | Bus | NIL | NIL |
|  | NZ Warriors | Air / Bus | 1 night | 1 meals |
| Wentworthville/ Parramatta | Wyong | Bus | NIL | NIL |
|  | Illawarra Cutters | Bus | NIL | NIL |
|  | Newcastle Knights | Bus  | NIL | NIL |
|  | NZ Warriors | Air / Bus | 1 night | 1 meals |
| West Magpies/ WestsTigers | Wyong | Bus | NIL | NIL |
|  | Newcastle Knights | Bus | NIL | NIL |
|  | NZ Warriors | Air / Bus | 1 night | 1 meals |
| Wyong | All exceptNewcastle Knights | Bus | NIL | NIL |
|  | NZ Warriors | Air / Bus | 2 nights | 2 meals |
| NZ Warriors | All | Air / Bus | 1 night | 1 meals |