

Travel Policy for WWR International Technical Officials

This agreement relates to all travel arrangements for all WWR International Technical Officials (ITO) travelling to events licensed by WWR at Level 1-4 of the WWR License Regulations. Any costs laid out in this document are covered under the event contract and/or associated event entry fee payable to WWR or the Local Organising Committee (LOC).

- All ITO must be licensed on WWR MALS System to be able to participate at a licensed event.
- Where possible, flights will be confirmed no later than 8 weeks prior to the event.
- WWR will always endeavour to provide the most reasonable flight option for all ITO, whilst sourcing the most competitive fare.
- Flights will be booked that will allow ITO to pay for changes and upgrades at their own expense (i.e. seat selections). All flights for WWR ITO will be booked in Economy Class with one checked bag option as well as in flight meal options for all ITO with long haul travel as detailed below.
- WWR will endeavour to book the most direct route (maximum of 2 connections where possible) and make every effort to maintain a connection window between 1.5 and 3 hours.
- ITO who drives to an event will be reimbursed at a rate of \$0.40 USD per km providing it is cheaper than a flight or a train.
- If an ITO wishes to book a different, more expensive flight than the one offered, they may request the WWR appointed agents to do so with the ITO paying the difference between the originally suggested flight and the more expensive one.
- ITO may request a particular flight(s) or route and submit to WWR for approval. If approved, flight(s) may be booked by WWR, or by the ITO and expense claim sent to WWR for reimbursement.
- All confirmed flight details must be sent to WWR (office@worldwheelchair.rugby) for use by the relevant functions.
- All ITO must check if they require a visa to enter the host country. All expenses related to the visa process will must be paid by the LOC. It may require liaison with the LOC.
- All ITO must arrive at the event location a minimum of 1 day before their official duties commence.
- For travel more than 8 hours or travel outside the ITO continent of residence (long haul travel), all ITO must arrive at the event location a minimum of 2 days before their official duties commence.
- All ITO must depart the day after the final match.
- Any variation from the above, e.g. different arrival and/or departure days, must be approved in advance by the WWR Event Technical Delegate.
- In some circumstances WWR may allow the LOC to coordinate ITO travel. If WWR approves this request the LOC must adhere to all the above requirements in the same manner that WWR would be required.

TRANSPORTATION

- All airport, hotel transfers, and transport to and from the event venue will be arranged and paid by the LOC for all ITO.
- The LOC will liaise directly with WWR to obtain flight arrival and departure dates and times for all ITO.
- Travel from the ITO home to port of departure can be claimed through WWR (covered under the event contract/entry fee). Mileage will be reimbursed at a rate of \$0.40 USD per km to a maximum of \$100 USD. Other forms of transport can be claimed with an appropriate receipt.

PER DIEM

- Is provided to assist with incidental costs that may occur above and beyond what is provided by the LOC.
- The LOC must pay \$50 USD per diem per day to all ITO from their official arrival at the event until their official departure. The extra day afforded to ITO travelling Long Haul will also be subject to this per diem.
- Additional days of travel from variations to arrival and departure dates will not be subject to a per diem.
- The per diem will be paid by the LOC on the first or second day upon arrival at the event.
- The per diem payment shall be made in cash or other appropriate form.

ACCOMMODATION

- The event host will arrange accommodations and food for all ITO for the full duration of their stay. The LOC must pay these costs.
- All hotels must be of an acceptable standard and a minimum of three-star quality.
- ITO accommodation must be allocated according to the following criteria.
 - a) ITO (referees, game commissioners, evaluator and classifiers) to share accommodation with a maximum of two occupants per room and two beds per room.
 - b) The Head Official and Chief Classifier for the event will provide rooming assignments to the LOC when the ITO have been formally selected.
 - c) Head Official, Assistant Head Official, Chief Classifier, Technical Delegates and any other WWR appointed ITO to be provided with a single occupancy room.
- Where possible, ITO will be accommodated in a different hotel from the teams.

DEFINITIONS

International Technical Official (ITO)



An individual who is appointed by WWR normally comprising Technical Delegates, Chief Classifiers, Classifiers, Head Officials, Evaluators, Game Commissioners, Referees and other WWR Representatives.

POLICY IMPLEMENTATION AND REVIEW

This policy will be referenced in all bid and requirement documentation for WWR Level 1-4 licensed events to ensure that it is adhered to.

This policy will be reviewed at minimum every two years and updated as required.