



**Canada Games  
Council**  
*Inspiring Dreams and  
Building Champions*

**Conseil des Jeux  
du Canada**  
*Du rêve au  
champion*

## Canada Games Council Games Policy and Procedures

POLICY NUMBER: OG4

NAME: Provincial/Territorial Team Travel Policy

FUNCTIONAL UNIT: n/a

RELEVANT STANDARD: n/a

APPROVED BY: CGC Sport Committee

ORIGINAL APPROVED DATE: 2010.01.11, 2010.11.17

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### PREAMBLE

In accordance with the *1997 Clear Lake Resolution*, Appendix 2, section 5 additional Sport Canada funds are designated for the transportation costs of the provincial/territorial teams, mission staffs and officials, other than those of the host province/territory to the Canada Games.

In accordance with the *1997 Clear Lake Resolution*, Appendix 3, the Canada Games Council has full authority to make decisions about any aspect of the ordinary course of the Games (sic) including undertaking operational responsibilities related to the staging of the Games and consequently the Council arranges for the transportation of participants.

Participants, for the purposes of this particular policy, refer to athletes, coaches, managers, National Artist Program participants, team support personal as defined in the technical packages for specific sports. *Major Technical Officials and Medical Personnel are dealt with under separate guidelines.*

The Council selects a Travel Supplier through a Request for Proposal Process. Once the Supplier is identified, the Supplier is responsible to develop a travel budget and to secure appropriate travel arrangements for all participants. Specific travel arrangements may not necessarily be the preferred option for one particular team but the travel supplier will endeavour to secure preferred travel arrangements for the majority of PT Teams.

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### National Partners/ Partenaires nationaux



The Council is responsible to apply for funding to Sport Canada (by submitting an Application that includes the proposed travel budget and the CGC Travel Supplier Arrangements) and to respect the Terms and Conditions of the Sport Canada Contribution Agreement towards the costs of participants travel.

## POLICY STATEMENT

Based on the following principles:

1. Travel arrangements will take into consideration the designated “Training to Compete” stage of LTAD for the Canada Games but as most of the travel costs are paid with public funds, travel arrangements will be made in the most economical and efficient way for the reasonable needs of the participants.
2. Charter flights for teams will be scheduled with a goal of maximizing capacity for passengers and cargo as well as managing costs.
3. Every effort will be made to have the teams with the longest travel times arrive earliest in to the Host City for the Games (in both Week 1 and Week 2).
4. The Host Province/Territory must arrange and pay for their team travel costs.
5. Departure and return charter flights will be made to and from one designated city within each Province or Territory per Games, as per the chart below. For those P/Ts with a choice of departure city, the choice must be made prior to the release of the Travel RFP to the airlines.

British Columbia	Vancouver
Alberta	Edmonton or Calgary
Saskatchewan	Regina or Saskatoon
Manitoba	Winnipeg
Ontario	Toronto
Quebec	Montreal
New Brunswick	Moncton, Fredericton or St. John
Nova Scotia	Halifax
Prince Edward Island	Charlottetown
Newfoundland and Labrador	St. John’s
Yukon	Whitehorse
Northwest Territories	Yellowknife
Nunavut	Baker Lake, Rankin Inlet or Iqaluit

6. For teams travelling by bus or train to the Games, alternate departure or drop-off points within the home province are possible, as long as the cost of the alternate departure or drop-off points doesn't increase the cost of travel from the designated city.
7. The Travel Supplier will arrange ground transportation in the event that:
  - a. A plane departing from a Fixed Based Operation (FBO) location that does not permit for PT team assembly at the departure point, and a nearby "rallying" point is required for a short bus ride to the FBO Terminal.
  - b. Planes arriving at an FBO destination that is beyond walking distance from the destination city's main airport terminal and for those with connecting flights, who will require a short bus ride for passengers and baggage.
8. P/T Individuals and teams from who wish to travel outside of the official arranged travel schedule must arrange and pay for their own travel, with no opportunity for reimbursement (i.e., teams travelling in early to the Games, staying late, or departing from / returning to a location other than those listed in the chart above). Some specific examples would include:
  - a. A specific team leaves for Host City in advance of Games to acclimatize – they must pay their own travel and all other related costs (either P/T Government or P/TSO).
  - b. A team from Saskatchewan leaves from Montreal (instead of Regina) for the Host City on the expected travel day – the team will pay for the travel as well as all other related costs from Regina to Montreal. Travel from Montreal to Host City would be covered by the Council as it falls within the official travel schedule.
  - c. A BC team leaves from Host City to Montreal (instead of Vancouver) on planned charter flight. The team travels to Vancouver 3 days later – Travel from Host City to Montreal will be paid by the Council as it falls within the official travel schedule. The team pays the travel costs and all other related costs between Montreal and Vancouver.
9. PT's are responsible for their participant travel costs until the moment that they depart from their designated departure city (exemption noted for FBO in 7a). They resume responsibility from the moment the participants return to the designated arrival city.
10. Host Society is responsible for the participants from the moment they arrive in the Host City and until their specific transportation departs the Host City.
11. In the event that the CGC Travel Supplier has planned a stop for duration of over four (4) hours or that the aircraft must stop in a case of force majeure (mechanical problem, storm, Act of God), the CGC Travel Supplier will arrange to cover reasonable inherent costs in accordance with the Travel Arrangements and the Budget submitted to Sport Canada.

12. The seats on the aircraft, busses and trains belong to the Canada Games Council, and not to the individual PT teams.
13. The Council will pay for up to six (6) return flights per PT mission staff travel to and from the Host City on the planned charter flights. P/T's will be charged for any additional P/T mission staff on charter flights. Seats on charter aircraft will not be available for sale to the general public (except for Yukon, NWT and Nunavut).
14. All deviations and modifications to travel arrangements within the official travel schedule must be approved by the Council in exceptional circumstances and be completed with the official CGC Travel Supplier.

## STANDARDS

### COUNCIL'S ROLE IN IMPLEMENTATION OF POLICY

### PROCEDURES

Canada Games Council submits to Sport Canada preliminary information pertaining to travel costs.	18 months out
CGC Travel Supplier circulates RFP to airlines for bid	15 months out
Canada Games Council request funding to Sport Canada by submitting the General Application Form, the proposed budget and travel arrangements.	Varies according to Winter of Summer Games
PT teams confirm long list of maximum number of participants from their jurisdiction (athletes, coaches, managers, artists, mission staff), sorted by sport	14 months out
CGC Travel Supplier evaluates RFP submissions from airlines, and signs contracts	13 months out
CGC confirms equipment list per sport with the NSO and advises the P/T Teams	13 months out
CGC delivers personal equipment list, as approved by NSOs, to Chefs de Mission	M1
Draft travel schedule from CGC Travel Supplier to PT's	M1
PTs have opportunity to comment on personal equipment list	11 months out
Personal equipment lists made final, circulated to PT Teams	10 months out

PT teams assign a "Travel Coordinator" who will be the main contact between the PT team, CGC and the Travel Supplier	8 months out
Alternate travel requests submitted by PT Teams to MKI Travel. Requests must be within the official travel schedule. Requests may include confirmation of the number of mission staff to be included on charter flights and the specific accessibility requirements of any participants with a disability. Change requests temporarily "frozen" at 100 days out from the start of the Games in order to finalize the number of aircraft and detailed transportation schedule.	Beginning as soon as possible and ending 100 days out.
PT Teams receive baggage tags from CGC/Host Society in accordance with equipment list, and personal items allowance	M2
Travel Supplier provides final travel schedules to all PTs. CGC provides baggage tags (develop by Host Society) based on numbers and equipment lists.	90 days out and/or M2
Change requests accepted again ("unfrozen") based on a first-ask, first-served, space permitting basis. (i.e. no new aircraft will be brought on-line) within the official travel schedule.	85 days out
Travel Supplier acts as Games-time coordinator for all travel arrangements.	Games-time
<b>Additional eligible claims / expenses received in Travel Supplier's office.</b>	<b>14 days post-Games.</b>
Filed claims are processed and applicable expenses reimbursed	<b>60 days post-Games</b>
Canada Games Council submits activity and financial reports in accordance with the Contribution Agreement to cover Travel Costs with Sport Canada	No later than 90 days after the end of the Games.