



EXTERNAL TRAVEL POLICY

Purpose

To develop a fair, equitable, and financially feasible standard for determining the responsibilities of all participants and stakeholders in regard to transporting athletes and coaches to and from the Manitoba Games Host Community. *Note, this policy does not apply to travel requirements within the Host Community during the Games week (e.g. transportation to/from competition venue).

Requirements

1. Sport Manitoba is responsible for contracting, paying, and organizing travel to and from the Host Community at each Manitoba Games with the following exceptions:
 - 1.1. Participants from the Host Community region (North, East, South, or West) whose home address or pick-up/drop-off hub location resides within approximately 150km (Summer Games) and 100km (Winter Games) of the Host Community are responsible arranging and providing their own transportation to and from the Host Community. Final determination on which participants will be responsible for their own transportation will be decided once the Host Community has been selected.
2. Participants are responsible for arranging and providing their own transportation to/from a pick-up/drop-off hub location where they will stage alongside other participants. Location of the hub will be determined through consultation with the travel services provider, the regional Chefs de Mission, and Sport Manitoba.
3. Participants who wish to travel outside of the official travel schedule are responsible for arranging and providing their own transportation to and from the Host Community. Any alternate travel requests must be submitted to and approved by the regional Chef de Mission or Sport Manitoba.
4. Participants who confirm they are taking Games travel, but then arrange their own transportation to and/or from the Host Community after the official travel schedule has been released, may be charged a cancellation fee of up to \$50.
5. Deviations from the official travel schedule (e.g. athlete travelling to a different region than the region they are representing at Games) will be considered on a case-by-case



basis. Requests must be made to Sport Manitoba no later than three months prior to the commencement of the Games.

6. Regardless of the distance, when travelling to the Host Community, food and beverages will not be provided and are the responsibility of the individual participants. When returning from the Host Community, the Host Society's Food Services team will provide box meals for each participant. *Note, once the participants arrive at the Host Community, they will have the opportunity to access Games Food Services.