



### 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.

#### 1.1 NSWRL Responsibilities

In the NSW Cup and Jersey Flegg competition/s matches covered by the following schedule, the NSWRL will pay for the following:

- a. 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.
- b. The cost of up to twelve (12) twin and one (1) single room for Players and Club Officials utilising NSWRL appointed accommodation providers.

*Note: Where games are inter-state, best endeavours will be made to have teams travel within the same day, therefore no accommodation is required*

- c. The cost of breakfast for up to twenty-five (25) people of NSWRL contracted supplier's rates.
- d. The cost of transfer between airport / venue / hotel by NSWRL approved transport providers.
- e. The cost of all airport departure and arrival taxes.
- f. In cases where the home team, with agreement of the NSWRL, moves the fixture to a regional or interstate venue not included in the attached schedule, the home team must pay all costs associated with their travel to the game. The NSWRL may consider assistance with costs for the away team.

In the Jersey Flegg competition for teams travelling to Fiji ONLY they will be covered by the below schedule, the NSWRL will pay for the following:

- a. The cost of up to twenty-six (26) economy class (including doctor and media person\*) air seats for Players and Club Officials utilising NSWRL appointed air travel providers.

\*All teams are to travel with a Club media/content officer to comply with the required coverage of the match

- b. The cost of up to thirteen (13) twin rooms and/or twelve (12) twin and two (2) single room for Players and Club Officials utilising NSWRL appointed accommodation providers.
- c. The cost of breakfast for up to twenty-six (26) people of NSWRL contracted supplier's rates.
- d. The cost of transfer between airport / venue / hotel by NSWRL approved transport providers.
- e. The cost of all airport departure and arrival taxes.

In Andrew Johns/ Laurie Daley/ Men's Country Championships/ Women's Country Championships and regional Lisa Fiaola Cup competition matches covered by the attached schedule, the NSWRL will pay for the following:

- a. The cost of up to twenty-five (25) economy class air seats for Players and Club Officials utilising NSWRL appointed air travel providers.
- b. The cost of up to twelve (12) twin rooms + one (1) single for Players, Club Officials and the Academy Manager for the number of nights determined by NSWRL, utilising NSWRL appointed accommodation providers.



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- c. The cost of breakfast for up to twenty-five (25) people at NSWRL contracted supplier's rates.
- d. The cost of transfers between airport / venue / hotel by NSWRL approved transport providers.
- e. The cost of all airport departure and arrival taxes.

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

- a. The cost of up to twenty-four (24) economy class air seats for Players and Club utilising NSWRL appointed air travel providers.
- b. The cost of up to twelve (12) twin rooms for Players and Club Officials for the number of nights determined by NSWRL, utilising NSWRL appointed accommodation providers.

*Note: Where games are inter-state, best endeavours will be made to have teams travel within the same day, therefore no accommodation is required*

- c. The cost of dinner/breakfast for up to twenty-four (24) people at NSWRL contracted supplier's rates should you be staying o/night

*Note: Where games are inter-state and teams travel up and back in the same day there are no provisions, Clubs to arrange their own*

- d. The cost of transfers between airport / venue / hotel by NSWRL approved transport providers.
- e. The cost of all airport departure and arrival taxes.

## 1.2 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: -

- a. All meals (except breakfast or where dinner is specified) for all Players and Club Officials.
- b. The cost of bus transfers other than those detailed in this document
- c. The costs of additional accommodation/ meals outside of the NSWRL determined travel party per competition
- d. The costs of their own travel (and the away team travel) if they choose to take a fixture outside of the regular and/ or recognised home venue. I.e. regional or out of state.
- e. Passports



For additional items requested by Clubs to be arranged via the NSWRL travel supplier as part of the bookings, a credit card must be provided to Travel Strategy (formally Journey Masters) before the additions can be booked.

Clubs are responsible for making sure they are aware of their players/officials passports and the subsequent travel/ VISA implications when travelling.

### 1.3 Air Travel

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

- a. The NSWRL will block off all air travel as per this policy prior to the start of the season.
- b. Upgrades from economy class seats will not be available unless the Club pays the difference.
- c. Alterations to scheduled flights bookings are subject to NSWRL approval, and such approval will only be granted if there is no additional cost to NSWRL.
- d. Traveling party names to be sent to NSWRL and Travel Strategy (formally JourneyMasters) by the requested date/ time in the appropriate template. Reasonable name 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\*. Clubs are responsible for ensuring traveling party names are correct once tickets are issued.
- e. Each person is booked with 1 x bag. Each airline has excess baggage as per appendix 1. If a Club requires additional baggage, they should request it prior via Journey Masters at a cost to the Club, otherwise requesting at the airport on day of travel will increase costs further.

### 1.4 Hotel Accommodation

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

- a. Clubs must book hotel accommodation through NSWRL.
- b. Upgrades in accommodation will not be allowed.
- c. Clubs must notify NSWRL of any special meal requirements at least fourteen (14) days prior to departure.
- d. Alterations to hotel bookings are subject to NSWRL approval, and such approval will only be granted if there is no additional cost to NSWRL.
- e. If the home club relocates a match to another venue, the visiting club will be entitled to first choice of available hotel accommodation.
- f. Rooming list must be provided to the hotel and Travel Strategy by the required time frame (7 days prior to travel)

### 1.5 Bus Travel

The following rules apply in respect of Bus travel for Players and Club Officials:

- a. Clubs must book bus travel through NSWRL (unless NSWRL approval granted prior to season commencing).
- b. Alterations to Bus bookings are subject to NSWRL approval, and such approval will only be granted if there is no additional cost to NSWRL.



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- c. The NSWRL does NOT cover the cost of a bus to the airport for clubs that are traveling interstate/over seas
- d. Bus travel is appointed for the Knock-On Effect NSW Cup, Jersey Flegg and Harvey Norman Women's Premiership where a team travels in line with the distances noted in the 'Travel Allowances' table
- e. Bus details/ requirements must be provided to the NSWRL via the requested form at least seven (7) business days prior to travelling:

### 1.6 Variations to this Policy

- a. Only the NSWRL GM Football/ Head of Competitions (or nominee) can approve amendments to the Travel and Accommodation Policy.
- b. Clubs will need to pay directly for any additional costs outside the NSWRL Travel and Accommodation Policy. These must be done via Travel Strategy and payment made at the time of the booking request.
- c. If because of scheduling, the Club has to remain interstate/over-seas for an additional night, the NSWRL will cover the cost of the additional night's dinner (club will cover the cost of the first night's dinner)
- d. 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.
- e. Savings made on budget by not utilising the full travel entitlement cannot be offset against any other travel or accommodation or carried forward for future use.
- f. Clubs planning to take a fixture away from their regular and/ or recognised home venue. I.e. regional or out of state. Are required to seek permission and can only do so with approval from the NSWRL General Manager of football

### 1.7 On Call Assistance

- a. If a Club needs assistance on the weekend regarding a cancelled flight they are to call the following number: **Travel Strategy (formally Journey Masters) (02) 9360 4000**
- b. For any other weekend travel issue call the Major Competitions on-call number

### 1.8 Travel Allowances

The below table outlines the travel allowances for each competition – please note the Andrew Johns/ Laurie Daley/ Men's + Women's Country Championships and regional Lisa Fiola Cup are dealt with separately.



## NSWRL TRAVEL POLICY

### NSW Cup + Jersey Flegg - Travel Allowances

Club	AWAY Travel	Transport	Accommodation	Meals (B'fast)	
Canterbury Bulldogs	Newcastle Knights	Bus	NIL	NIL	
	Canberra Raiders	Bus	NIL	NIL	
	Melbourne Storm	Air/Bus	NIL	NIL	
	New Zealand	Air/Bus	1 night	B'fast	
	Kaiviti Silktails (Fiji)	Bus	1* nights	B'fast + Dinner	
St George Illawarra Dragons	Newcastle Knights	Bus	NIL	NIL	
	Canberra Raiders	Bus	NIL	NIL	
	Melbourne Storm	Air/Bus	NIL	NIL	
	New Zealand	Air/Bus	1 night	B'fast	
	Kaiviti Silktails (Fiji)	Bus	1* nights	B'fast + Dinner	
Manly/ Blacktown	Newcastle Knights	Bus	NIL	NIL	
	Canberra Raiders	Bus	NIL	NIL	
	Melbourne Storm	Air/ Bus	NIL	NIL	
	New Zealand	Air/Bus	1 night	B'fast	
	Kaiviti Silktails (Fiji)	Bus	1* nights	B'fast + Dinner	
Canberra	All	Bus	NIL	NIL	
	Melbourne Storm	Air/Bus	NIL	NIL	
	New Zealand	Air/Bus	1 night	B'fast	
	Kaiviti Silktails (Fiji)	Air/Bus	1* nights	B'fast + Dinner	
	Newcastle Knights	All	Bus	NIL	NIL
Newcastle Knights	Melbourne Storm	Air/Bus	NIL	NIL	
	New Zealand	Air/Bus	1 night	B'fast	
	Kaiviti Silktails (Fiji)	Air/Bus	1* nights	B'fast + Dinner	
	Newtown/ Cronulla	Newcastle Knights	Bus	NIL	NIL
	Melbourne Storm	Air/Bus	NIL	NIL	
Newtown/ Cronulla	Canberra Raiders	Bus	NIL	NIL	
	New Zealand	Air/Bus	1 night	B'fast	



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	Kaiviti Silktales (Fiji)	Air/Bus	1* nights	B'fast + Dinner
North Sydney	Newcastle Knights	Bus	NIL	NIL
	Canberra Raiders	Bus	NIL	NIL
	Melbourne Storm	Air/Bus	NIL	NIL
	New Zealand	Air/Bus	1 night	B'fast
	Kaiviti Silktales (Fiji)	Air/Bus	1* nights	B'fast + Dinner
Sydney Roosters	Newcastle Knights	Bus	NIL	NIL
	Canberra Raiders	Bus	NIL	NIL
	Melbourne Storm	Air/Bus	NIL	NIL
	New Zealand	Air/Bus	1 night	B'fast
	Kaiviti Silktales (Fiji)	Air/Bus	1* nights	B'fast + Dinner
Penrith Panthers	Newcastle Knights	Bus	NIL	NIL
	Canberra Raiders	Bus	NIL	NIL
	Melbourne Storm	Air/Bus	NIL	NIL
	New Zealand	Air/Bus	1 night	B'fast
	Kaiviti Silktales (Fiji)	Air/Bus	1* nights	B'fast + Dinner
South Sydney	Newcastle Knights	Bus	NIL	NIL
	Canberra Raiders	Bus	NIL	NIL
	Melbourne Storm	Air/Bus	NIL	NIL
	New Zealand	Air/Bus	1 night	B'fast
	Kaiviti Silktales (Fiji)	Air/Bus	1* nights	B'fast + Dinner
Melbourne Storm	ALL	Air/Bus	NIL	NIL
	New Zealand	Air/Bus	1 night	B'fast
	Kaiviti Silktales (Fiji)	Air/Bus	1* nights	B'fast + Dinner
Parramatta	Newcastle Knights	Bus	NIL	NIL
	Canberra Raiders	Bus	NIL	NIL
	Melbourne Storm	Air/Bus	NIL	NIL
	New Zealand	Air/Bus	1 night	B'fast
	Kaiviti Silktales (Fiji)	Air/Bus	1* nights	B'fast + Dinner



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West Magpies/ WestsTigers	Newcastle Knights	Bus	NIL	NIL
	Canberra Raiders	Bus	NIL	NIL
	Melbourne Storm	Air/Bus	NIL	NIL
	New Zealand	Air/Bus	1 night	B'fast
	Kaiviti Silktails (Fiji)	Bus	1* nights	B'fast + Dinner
New Zealand	ALL	Air/Bus	1 night	B'fast
	Kaiviti Silktails (Fiji)	Air/Bus	1* nights	B'fast + Dinner
Kaiviti Silktails (Fiji)	ALL	Bus	1* nights	B'fast + Dinner

*\*May be 2 nights depending on flight availability*

### Harvey Norman Women's Premiership – Travel Allowances

Host Club	Visiting Club	Transport	Accommodation	Meals (B'fast)
Canterbury Bulldogs	Newcastle Knights	Bus	NIL	NIL
	Central Coast Roosters	Bus	NIL	NIL
Illawarra Steelers	Newcastle Knights	Bus	NIL	NIL
	Central Coast Roosters	Bus	NIL	NIL
Cronulla Sharks	Newcastle Knights	Bus	Nil	NIL
	Central Coast Roosters	Bus	NIL	NIL
Wests Tigers	Newcastle Knights	Bus	NIL	NIL
	Central Coast Roosters	Bus	NIL	NIL
Wentworthville Magpies	Newcastle Knights	Bus	NIL	NIL
	Central Coast Roosters	Bus	NIL	NIL
Mounties	Newcastle Knights	Bus	NIL	NIL
	Central Coast Roosters	Bus	NIL	NIL
St George Dragons	Newcastle Knights	Bus	NIL	NIL
	Central Coast Roosters	Bus	NIL	NIL
South Sydney Rabbitohs	Newcastle Knights	Bus	NIL	NIL
	Central Coast Roosters	Bus	NIL	NIL



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Newcastle Knights	All Sydney based Clubs	Bus	NIL	NIL
	Illawarra Steelers	Bus	NIL	NIL
Central Coast Roosters	All Sydney based Clubs	Bus	NIL	NIL
	Illawarra Steelers	Bus	NIL	NIL
Illawarra Steelers	Central Coast Roosters	Bus	NIL	NIL
	Newcastle Knights	Bus	NIL	NIL
Manly Sea Eagles	Central Coast Roosters	Bus	NIL	NIL
	Newcastle Knights	Bus	NIL	NIL

### SG Ball Cup - Travel Allowances

Host Club	Visiting Club	Transport	Accommodation	Meals (B'fast)
New Zealand	ALL	Bus	1* nights	B'fast
ALL	New Zealand	Bus	1* nights	B'fast

*\*May be 2 nights depending on flight availability*





Appendix 1

**Flight Name Time Frame and Baggage Allowance Matrix**

Airline	Travelling Party Names Required by	Name Changes	Baggage Allowances
QANTAS	Minimum 10 days prior to travel date	Free up to 48hrs – domestic  \$100 name change fee international (once ticketed)	1 x checked bag per person  100kgs excess
Air New Zealand	45-60 days' notice	Free up to 5 days prior  Within 5 days \$50/ name change	1 x checked bag per person  6 x extra bags – need to be assigned 1 pp to travelling party
Fiji Air	30 days' notice	Within 10 days FJD \$50.00 per name change once ticketed	1 x checked bag per person  6 x extra pieces at 23kgs
Jet Star	Minimum 10 days prior to travel date	Free up to 48 hours prior - domestic	1 x checked bag per person

*\*Additional excess baggage will be at the Clubs costs*