



CANADIAN FREESTYLE SKI ASSOCIATION
ASSOCIATION CANADIENNE DE SKI ACROBATIQUE

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Standard Operating Protocols 2009-2010

Program Area: Judges, Technical Delegates

Category: Air Travel Expense

Detail:

The following policy for Air Travel expense applies to Judges and Technical Delegates working at the Canadian Freestyle Championships, Freestyle FIS NorAms and other competition the CFSA is responsible for air transportation charges for Judges and Technical Delegates:

1. All air travel must be booked through the CFSA's Central Travel Agent.
2. The Central Travel Agent will book flights:
 - a. Based on lowest fare available on the required travel days regardless of the time of day or with CFSA Air Canada Aeroplan points
 - b. Taking into consideration transportation time from the airport to the competition venue for arrival and departure when booking the reservation.
 - c. According to the official arrival and departure dates
 - i. Official Arrival Date is 1 day before the first day of Competition.
 - ii. Official Departure Date is the day immediately following the last day of Competition, unless otherwise approved by the Head Judge (for Judges).
 - iii. Head Judges' official arrival day is 2 days before 1st official competition day.
 - iv. Technical Delegates' official arrival is 1 or 2 days before the start of official training.
3. Payment of Airfares:
 - a. **For NorAms and Canadian Freestyle Championships (Senior)**
 - i. All air travel booked by the CFSA Travel Agent for FIS NorAms and the Canadian Freestyle Championships will be charged to the CFSA's Master Account.
 - b. **Canadian Series, Canadian Junior National Championships & Canadian Half Pipe or Slopestyle Championships**
 - i. All air travel booked by the CFSA Travel Agent for Canadian Series, Canadian Junior National Freestyle Championships and Canadian Half Pipe or Slopestyle Championships will be charged to the **individual Judge's or Technical Delegate's credit card**.
 - ii. Judges and Technical Delegates are required to provide a credit card on file with the CFSA Travel Agent for processing payment of airfares.
 - iii. Judges and Technical Delegates will submit air travel expense reports to the Organizing Committee for reimbursement.
 - iv. The Organizing Committee is responsible for payment of the Judges and Technical Delegates expenses prior to Judges and Technical Delegates departure from the Event.
4. Judges or Technical Delegates may request arrival and departure dates either before the official arrival day or after the official departure day, but the individual Judge or Technical Delegate is responsible for payment, via credit card, at the time of booking for the difference in cost between the lowest fare quoted based on Item 1(b)(iii) and the fare for the dates requested. The fare difference will be determined at the time of booking the reservation.



5. Judges or Technical Delegates may request departure at a different time of day or a different air carrier on the required travel day, but if the cost of this flight is more than the lowest fare quoted, the Judge or Technical Delegate is responsible for payment, via credit card, for the fare difference at the time of booking the reservation.
6. Changes may be made to the original reservation, but the Judge or Technical Delegate will be responsible for payment of any additional charges to change the reservation. Payment, via credit card, is required at the time the reservation is changed.
7. If a Judge is required to arrive earlier than the Official Arrival Date for a "training day", the CFSA Technical Director must receive written notification from the Head Judge. The appropriate governing body (E.g. FIS NorAm Committee or CFSA) must approve judging "Training days".
8. The CFSA will not be responsible for extra baggage costs.
9. The CFSA will accept receipted expenses for 1 piece of luggage if the airfare charges for baggage.
10. The CFSA will not provide reimbursement for any other air travel expense that is not covered by this policy.
11. In case a Judge or Technical Delegate chooses to travel by car, they will need to receive approval from the CFSA Technical Director. A mileage cost of .35¢/km will be issued. However, the cost of travel by car may not exceed the equivalent cost of a flight.

Any further inquiries, please contact Katherina Kubenk – CFSA Technical Director
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