



Northwest Territories **SOCCER ASSOCIATION**

NWT Soccer Association Travel & Accommodations Policy

Board Members:

- All Board members who require travel to and/or from and/or accommodations at an NWTSA sanctioned event or function in which their presence is required to fulfill their obligations to the Association, must inform the Treasurer and the President at least four (4) weeks prior to travel;
- All travel booked will be booked by the Treasurer and use our sponsors when possible. The flight or accommodation discount may only be applied to the Board member and their immediate family;
- Any costs associated with travel or accommodations incurred by the Association due to negligence by the Board member or their family will be the responsibility of that Board Member;
- All Board Members are eligible to have costs associated with travel and/or accommodations covered or reimbursed to attend the Annual General Meeting of the Association.

Teams Travelling Within and Outside of the Northwest Territories:

- All teams requesting travel must submit a Team Travel Request to the REGISTRAR at least three (3) weeks prior to travel to allow sufficient time to verify membership of each potential participant;
- Any teams wishing to travel internationally and attend a sanctioned event must submit a Team Travel Request at least six (6) weeks prior to the event to allow time for an NWTSA representative to contact the CSA to obtain a letter of permission.

Referees/Coaches/Clinicians:

- All referees, coaches, or clinicians requested to travel by the NWT Soccer Association to travel to a NWT Soccer Association sanctioned event are eligible to be reimbursed for travel and accommodations if they meet the following criteria:
 - The sanctioned event has been organized at least four (4) weeks prior to travel to allow the Executive Committee time to consider the request;

c/o Sport North Federation P.O. Box 11089 Yellowknife, NT X1A 3X7
Tel: (867) 669-TEAM / Toll Free: (800) 661-0797 / Facsimile: (867) 669-8327
Website: www.nwtkicks.ca





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- All travel and accommodations booked will use our sponsors when possible, otherwise will utilize the most reasonable options available;
- The purpose of the travel is for the benefit of the Association and not solely the individual who is travelling.

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