



## BCF National Teams Policy

### ABOUT NATIONAL TEAMS

A **National Team** is a group of Players, Coaches and Administrators selected to form a team to represent The Bahamas in a regional or International Chess Tournament.

**Team Members:** A team usually includes the following members:

Official Players: Players who qualify via personal right, performance in a qualifying tournament, or selection by a committee. Some regional and international championship tournaments offer full or partial financial benefits to Official Players. This usually includes Accommodation and meals.

Coach: A person who is appointed to coach the team and registered with the Tournament Organizers as the coach of the team. Championship Tournaments usually offer the same financial benefits offered to Official Players to a coach. Depending on the size of the team the Federation may appoint a second coach, at its expense. For large teams or cases where the Delegate may be fully engaged in meetings, this coach may be assigned as the Team Manager.

Delegate: Regional and International Championship Tournaments usually invite a Delegate to travel with the team to represent the Federation/Country in an official capacity. Congress/meetings are usually held at these events. The Federation's President is expected to be the Delegate. If the President cannot attend the Federation may appoint an Executive Member to act as the Delegate. The same financial benefits offered to Official Players are extended to the Delegate. The Delegate may also be assigned the responsibility of managing the team.

Additional Players: An Additional Player is a player registered to participate in a Tournament but not as an Official Player or member of the National Team. Many regional and International Championship Tournaments allow additional players. Additional players may travel with a National Team but are fully responsible for all the expenses associated with their participation in an international Tournament. An Additional Player may not have their status changed to an 'Official Player' at a Tournament, for any reason.

**Travel and Accommodation:** The BCF is responsible for coordinating group travel arrangements for national teams. Players and accompanying persons are required to use

official hotels booked by the BCF through the tournament organizers. If not possible for the entire team to travel together, the BCF will split the coaches across the contingents and arrive before the start of the tournament and technical meetings. Responsibility for the BCF's portion of logistical support rests with the BCF's Team Delegate/Manager, General Secretary, and Treasurer.

**Letters:** The BCF's General Secretary will provide a letter to each team member and coach confirming their selection to the team and required absence from school/college/university or workplace for the event.

This may not be used for siblings who are not playing for the Official Bahamas Team as the BCF does not support their absence from school or university during term or semester time.

Junior Athletes are required to provide a permission letter from a Parent, and from the school or university authorities for any events that occur during school terms or university semesters.

**Insurance:** All national team members representing The Bahamas are required to have adequate passenger and accident insurance for the entire duration of the events.

Team members without existing medical and travel insurance shall take out and provide proof of adequate general liability insurance at their own expense with a recognized and financially sound insurance company that covers the risks associated with travel and personal injury.

Accompanying persons are advised to purchase travel and accident insurance.

## **NATIONAL TEAMS FUNDING**

The BCF is committed to covering the full basic expenses for official members of National Chess Teams selected to represent the Bahamas at international chess championship tournaments.

As a Non-Profit organization BCF ability to fund National Teams is dependent on Government Grants, Corporate Sponsors, Donations, and Fundraising. With adequate funding available when needed, BCF will provide full coverage of the following approved expenses:

- Airfare – from The Bahamas to the Country hosting the competition and back to the Bahamas
- Visa Application Fees
- Tournament Registration
- Accommodation
- Meals

- Uniform

With inadequate funding when needed, to meet payment deadlines or to travel, BCF may require Team Members to help cover the costs, partially or in full.

The BCF will assist team members with pursuing donations, grants and individual sponsorship.

Any Team Member that cover the approved expenses of competing will be reimbursed in full, in accordance with BCF's Reimbursement Policy.

## **REIMBURSEMENT POLICY**

The BCF will reimburse players for approved expenses incurred while participating in approved International Chess Tournaments up to a published maximum amount per player.

### Published Maximum Amount

The BCF will publish the maximum reimbursable amount for each player prior to the event. This amount will be determined based on factors such as the host country's location, estimated travel and accommodation costs, and the BCF's budget.

### Non-Reimbursable Expenses

Expenses not covered by this policy include, but are not limited to:

- Personal spending (souvenirs, entertainment, etc.)
- Excess baggage fees
- Travel insurance (Mandatory)
- Upgrade in travel class or seating.

### Reimbursement Time Frame

Subject to the availability of funds, Team Members will be reimbursed within one of three time frames:

1. Within one (1) week before the Team travels.
2. Within one (1) week after Tournament is completed.
3. Within 2 weeks after funds are marked for Tournament reimbursement are cleared on BCF's Account.

## **Additional Information**

- Players are responsible for managing their finances during International Events

- The BCF reserves the right to request additional documentation to verify the expenses included in any request for reimbursement.
- This policy is subject to change at the BCF's discretion.

**Note:** *For any answers regarding this policy or the reimbursement process, please contact the BCF at [BahamasChessOfficial@gmail.com](mailto:BahamasChessOfficial@gmail.com).*