



**Association cycliste canadienne
Canadian Cycling Association**

CANADIAN CYCLING ASSOCIATION

Excess Baggage Procedure



THE CANADIAN CYCLING ASSOCIATION EXCESS BAGGAGE PROCEDURE

Date of implementation: May 29th 2009

The following procedure has been developed to ensure consistency and equity with regard to reimbursement of excess baggage fees incurred while on an official CCA event, project or campaign.

It is to be known by all that when our cycling sport specific coordinators book flights for athletes going on any CCA project, they do so with the mindset to procure the best possible price through our travel agent or other broker and the best excess baggage conditions possible.

That said, given the high prices of travel and the industry regularly changing their excess baggage fees, an averaged flat rate for excess baggage has been established that, in theory, should offset most if not all excess baggage costs, should an athlete be asked to pay additionally for the transport of cycling equipment. However, while the CCA is agreeing to cover up to a mentioned amount, we encourage all athletes to consider negotiating, in a friendly and respectful manner with checking agents to attempt to have any possible excess baggage fees waived.

Conditions for excess baggage reimbursement by the CCA:

1. The CCA will only cover excess baggage costs for National team listed athletes selected on official CCA programmed events, projects or campaigns.
2. Athletes participating in a project on a self-funded or partially self-funded basis are responsible for all excess baggage fees incurred while travelling.
3. The Canadian Cycling Association will reimburse athletes* travelling by air to funded events, projects or campaigns up to a maximum of \$150 CAD for excess baggage fees.
 - a. Original receipts must be submitted to receive your reimbursement no later than 10 days after the completion of the event, project or campaign.
 - b. The maximum reimbursement of \$150 CAD/ athlete will not be exceeded regardless of fees incurred on one-way, roundtrip or multi-segment flights.

- c. For one-way air travel, the CCA will reimburse to the maximum amount of \$75 CAD, and aforementioned conditions will apply.
- d. The maximum reimbursement applies to air travel included between the immediately before the start of the programmed event, project or campaign and ends on the days immediately after the programmed event, project or campaign.

Note: Please be aware of the following restrictions common for most airlines:

Bicycles are usually accepted on a space available basis only and should be pre-registered at the time of booking. Each bicycle may count as a piece of baggage towards your total checked baggage count, and for a bicycle, there can be an additional charge on each-way travel on roundtrip and multi-segment flights. If your baggage – including bicycle – are over your permitted baggage count and weight limit, you may also be charged an applicable excess baggage fee accordingly.

The bicycle should be placed with handlebars fixed sideways and pedals removed in a rigid and/or hard shell container specifically designed for shipping.

If you have any questions please contact one of the CCA's cycling sport specific coordinators.

The CCA thanks in advance all athletes that contribute to keeping our program operation costs down by avoiding any excess baggage fees. All excess baggage fees are taken out of program budgets and ultimately hinder the degree of services the CCA can offer athletes when in competition.

** In the case of tandems in the para-cycling program both the stoker and the pilot are considered one "athlete" as both use the same bicycle.*

Jacques Landry
Canadian Cycling Association
Chief Technical Officer