

# Travel & Accommodation Policy

## 1. Preamble

1.1 The South Asian Football Federation (SAFF) is a Regional Association recognised by the Asian Football Confederation (AFC) headquartered in Dhaka, Bangladesh.

1.2 The SAFF arranges various events and competitions, including the SAFF Congress, SAFF Executive Committee Meeting, SAFF Championship, SAFF Women's Championship, SAFF Youth Level Championships, seminars, conferences and meetings, amongst others (hereinafter referred to as "**Events**").

1.3 The SAFF is a Regional Association and consists of Member Associations from across South Asia, as such, the Events are held at various locations around the South Asian region ("**Event Venue**") in collaboration with the Member Association of the particular country ("**Host Association**") consisting of delegates from all over the World.

1.4 The SAFF retains the role of managing the Events administratively and financially, and the Host Association supports all the logistics and administrations required at the Event Venue.

## 2. Objective

2.1 The delegates for the Events invited or appointed in accordance with the SAFF Statutes, SAFF Competition Regulations, circulars and letters for seminars, conferences and meetings or as deemed appropriate by SAFF may include but not be limited to:

- a. SAFF Secretariat;
- b. SAFF Executive Committee Members;
- c. SAFF Member Association representatives;

- d. SAFF Independent Committee Members;
- e. SAFF Standing Committee Members;
- f. SAFF Officials for competitions (Match Commissioners, Referees, Referee Assessors, etc.);
- g. FIFA and/or AFC officials;
- h. Players and Officials of Participating Teams;
- i. Local Organising Committee ; and
- j. Trainers, Panelists, and Speakers.

2.2 This Policy has been devised to ensure that the delegates attending or officiating our Events are well informed and clear about the processes related to travel and accommodation and adhere to our compliance standards at all times.

### **3. Travel**

3.1 All delegates shall be required to make their own air travel arrangements to/from the relevant city hosting the Event based on the invitation/appointment letter issued by SAFF. Subsequently, the SAFF Secretariat shall reimburse the airfares to the delegates upon completion of the Event following due process (as outlined in Clause 3.2 and 3.7), unless the travel has been arranged by the SAFF Secretariat.

3.2 All delegates shall be required to purchase economy class air tickets. However, if any delegate travels by business or any other airfare class, the SAFF Secretariat shall only be responsible to reimburse the economy class airfare to the delegate. This requirement shall not be applicable to the SAFF President.

3.3 All delegates shall be required to send their flight itinerary and/or invoice pertaining to their travel mentioned in Article 3.2 above at least seven (7) days before the date of the Event and for 'competitions' at least fourteen (14) days before the date of the Event ("Event Cut-off Date").

3.4 The SAFF Secretariat shall have the right to extend the Event Cut-Off Date by a maximum of three (3) days and for 'competitions' by a maximum of five (5) days. Any delegate who requires such an extension shall be required to send an official letter to the SAFF Secretariat explaining the circumstances, the SAFF Secretariat shall only grant such an extension in circumstances which are perceived as sufficient to grant such an extension.

3.5 All delegates shall be required to send/email the tentative travel itinerary along with the airfare for approval to the SAFF Secretariat before the Event Cut-off Date. In any event, the SAFF Secretariat retains the right to decline the itinerary and request to book any other itinerary that the SAFF Secretariat deems to be a reasonable flight route to the Event Venue. In circumstances where the declined itinerary is preferred by the delegate, the SAFF Secretariat shall only be liable to reimburse the prevailing economy class fare on the Event Cut-off Date of a reasonable flight route to the Event Venue.

3.6 In the event that the flights are missed and/or rebooked due to circumstances relating to the delegate, all additional charges (if any) to cancel, rebook and reissue the flights shall be borne by the delegate.

3.7 The delegates shall be required to settle any or all extra baggage fees and/or flight upgrades on their own, the SAFF Secretariat shall not be liable to reimburse such expenses. For the purpose of clarity, when no free baggage allowance is provided by the respective airline, the SAFF shall only be liable to reimburse a baggage allowance cost for twenty kilograms (20 KG).

#### **4. Accommodation and related logistics**

4.1 The SAFF Secretariat shall be responsible for ensuring that adequate accommodation and related facilities are arranged for the delegates of the Events. Accommodation shall not be arranged for the delegates who reside in the city or are being provided accommodation by the Host Association where the Event Venue is located unless such an arrangement is deemed reasonable by the SAFF Secretariat.

4.2 The delegates shall be responsible to stay only for the duration decided by the SAFF Secretariat. If any delegate wishes to extend their stay or arrive earlier, they shall be required to settle any additional charges for their overstay.

4.3 The SAFF Secretariat shall decide on the level of accommodation and related facilities.

Apart from the basic facilities arranged by the SAFF Secretariat, if the delegates desire to avail themselves of any other facilities, they shall be responsible to make and settle such arrangements on their own.

4.4 The Host Association shall assist the SAFF Secretariat in arranging the accommodation and required logistics for the Events, including but not limited to:

**a. Accommodation;**

The Host Association shall ensure that the accommodation, rooms and function spaces are made available to the SAFF Secretariat based on the requirements.

- Master Account and Authorised Signatory
  - The SAFF Secretariat and/or Host Association shall undertake all expenses and costs as per the SAFF and/or Host Association's contracted terms with the hotel(s);
  - The SAFF Secretariat and Host Association shall update the rooming list with detailed billing instructions in a timely manner and share with the hotels concerned; and
  - The SAFF Secretariat shall appoint a designated person(s) to manage the SAFF accounts and authorise any transactions or additional requests on behalf of the SAFF.

- Laundry

The following laundry entitlements shall be provided for the delegates during their stay:

- Four (4) pieces of laundry including one (1) dry cleaning; and
- For 'competitions' it shall be regulated by the Competition Regulations but it shall not exceed five (5) pieces of laundry including one (1) dry cleaning.

- Additional Requirements

The SAFF shall advise the Host Association of any additional matters required including any the staging of any official and private functions.

**b. Meals;**

- All meals shall be served in the specified hotel outlet and that the hotel shall be responsible to (in consultation with the SAFF) ensure a well-balanced and healthy menu.
- There must be contingency plans put in place to cater for delegates who are not able to meet the scheduled mealtimes due to operational issues.

**c. Conference and other related facilities and/or equipment (Meeting Space, Offices & A/V + Telecommunications Equipment);**

- An appropriate meeting space and all related telecommunications equipment shall be insured (as specified by SAFF Secretariat).
- SAFF Secretariat shall have a fully functional office space with 24-hour accessibility at the respective hotels for the duration of the Event.

**d. Security on the Meeting Floor and Security access within the hotel; and**

- The hotels shall cooperate with the SAFF Secretariat and the Host Associations with regards to the designation and deployment of internal/external security personnel and arrangements.

**e. Local transportation.**

- The organisation of domestic transportation in the host country on a 24-hour basis for all the delegates during the duration of the Event, including transportation to and from airport, accommodation and Event Venues.

4.5 The Host Association shall be required to obtain and produce at least three (3) hotel proposals for accommodation and related facilities for all Events. The SAFF Secretariat shall retain absolute discretion to choose from the proposals and the settlements (if any) shall be made directly to the hotels and/or Host Association.

4.6 The Host Association shall be required to provide appropriate contracts and/or invoices in arranging all other logistics mentioned in Article 4.4 above. The SAFF Secretariat retains the right to scrutinise while making the settlements for such logistics.

## **5. VISA**

5.1 The delegates shall be required to provide their passport copy and/or other required documents to the Host Association at the earliest for VISA assistance. The Host Association shall be required to provide the VISA requirements to the SAFF Secretariat and delegates or arrange VISA on arrival for all at least fourteen (14) days prior to the Events and for 'competitions' at least thirty (30) days prior.

5.2 The Host Association shall assist in all VISA-related matters, including issuing relevant invitation letters or assistance letters to support the VISA application of the delegates. In any event, such VISA-related matters should be dispensed by the Host Association immediately upon receiving the request and without any delay.

5.3 The delegates shall be responsible for obtaining their VISA (if required). They shall always monitor VISA requirements and related matters and inform the SAFF Secretariat if the VISA assistance is required to start earlier or should be expedited.

5.4 If the delegate is unable to obtain a VISA and/or does not attend the Event due to their own fault, SAFF will not be liable to reimburse any airfares incurred by the delegate in relation to

the Event.

## **6. Observers**

6.1 The SAFF President and/or the SAFF Secretariat may invite representatives from the Asian Football Confederation (AFC), the Federation Internationale de Football Association (FIFA) and/or any other stakeholders to attend and observe the Event. Such individuals shall be required to settle their own accounts while the SAFF

Secretariat shall be responsible to arrange all their accommodation and logistics at the Event Venue.

## **7. Supplementary Provisions**

7.1 Any other expenses which are not covered by this Policy and/or any other regulations, circulars and notices of SAFF shall not be reimbursable.

7.2 Notwithstanding anything contained anywhere in this Policy, the SAFF Secretariat reserves the right to deviate from the provisions of this Policy.

7.3 This Policy shall work in conjunction with the SAFF Statutes, SAFF Competition Regulations, and any other regulations, circulars and notices of SAFF.

7.4 Any disputes arising out of this Travel and Accommodation Policy shall be dealt with in accordance with the SAFF Disciplinary and Ethics Code.

7.5 The SAFF Executive Committee ratified this Travel and Accommodation Policy in Dhaka on 14 February 2023.

For the SAFF Executive Committee

**Kazi Md. Salahuddin**  
**President**

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**General Secretary**



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