

The EADA Secretary will issue an invitation (by post) to the selected couple(s). Included in the invitation is the EADA Travel Representatives contact details. A copy of the invitation will also be sent to the Travel Representative. Please note that the EADA Secretary requires a response in writing within seven days.

The first time that a couple represents England abroad they are sent an English Team badge and offered an EADA Jacket with their name and "England" printed on the back. The initial invitation letter will also include contact details for the Council member who organises this.

The Travel Representative will wait to be contacted by the invitees to research and approve travel arrangements. Upon contact, the Travel Representative will send, by email or post (as appropriate), a copy of the Competitors Information form that will need to be completed and returned to the Travel Representative.

The Travel Representative will then use various means to search for an economy class return ticket from the nearest location to the dancers' home to the destination of the competition. This can include road/rail/ferry and flights. The travel cost, determined by the Travel Representative, will be the maximum that EADA will contribute towards the cost of the travel. Any deviation from this procedure will need to be agreed with the EADA President and the Finance Director.

The Travel Representative will then email or post to the couple(s) a completed Costs Response Form and blank Travel Claim form, with screen shots of the appropriate travel arrangements including times, costs and, any other relevant information. The Organiser of the World or European Championship usually meets the cost of the hotel rooms.

It is the responsibility of the couple(s) to book the travel using a credit card, to ensure that adequate travel insurance is in place (especially for costumes, etc) and/or to obtain an E111 card to cover medical emergencies. The couple(s) will then be required to e-mail or post to the Travel Rep confirmation of their travel arrangements, including the costs. The Travel Representative will inform the Webmaster, Treasurer and Publicity Officer of who was travelling to which championships. It is requested that a report on the competition is prepared and sent, with any photographs, to the EADA Publicity Officer at publicity@eada.org.uk.

Juniors – the process is that the mother of the oldest girl will act as chaperone for both parties for whom EADA will pay the fare.

Please remember to keep relevant receipts and send a completed EADA Travel Claim Form to EADA's Treasurer at the address indicated on the Travel Claim Form. Please do not send the receipts to the Travel Representative.

What expenses EADA will cover:

Each couple will be responsible for paying all expenses for the trip that will not be covered by the host organisation. On returning to the UK the following can be claimed from EADA:

- a. Costs of travel for the competing persons as indicated by the Travel Representative. This will include a baggage allowance for 1 set of baggage that is usually chargeable by low cost airlines.
- b. Reasonable travel costs incurred whilst overseas that are not covered by the host organisation. The level of remuneration will be at the discretion of EADA dependant on the circumstances of each claim.
- c. Travel and accommodation expenses for the Chaperone.

What expenses EADA will not cover:

EADA will not cover the following costs:

- d. Travel in the UK from the couple's home to the point of departure and from the point of return.
- e. Baggage in excess of 1 set of baggage per person.
- f. Any overnight accommodation in the UK prior to travelling overseas unless agreed with the Travel Representative.
- g. Any overnight accommodation in the country of competition prior to returning to the UK unless agreed with the Travel Representative
- h. Cost of travel insurance. This needs to be borne by the couples.

Also please note if representing England overseas:

If, after "accepting" the Invitation a couple then decide not to attend they will be subject to Disciplinary Action. If their excuse is accident or injury, they must produce a doctor's certificate to confirm this.

If an event is subsequently postponed, the selection will be considered null and void and, when the invitation is received for the revised date, a fresh selection will be made based on the current rankings

Travel rep: travel@eada.org.uk
Secretary: secretary@eada.org.uk
Treasurer: treasurer@eada.org.uk

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