

## STAY TO PLAY POLICY

All team lodging for Prep Network events is facilitated through our housing partner, Team Travel Source (TTS). Each event will fall into one of two categories:

**Tier 1:** These events are “Stay-to-Play”, which means that in order to participate in the event, it is mandatory that all teams traveling 75 miles or more to the tournament venue, must book their hotel rooms through Team Travel Source. Any reservations, without approved documentation, booked through a third party provider (i.e. hotels.com, Expedia, Hotwire, etc.), booked directly with the property, or through any other method other than through Team Travel Source will NOT fulfill the lodging requirement in the contract and those teams WILL NOT be placed in the tournament.

**Tier 2:** Hotel options will be provided through TTS Live, which is an online portal offering the best available rates in the host market. It is recommended to book your hotel rooms through this link, but it is not required in order to participate in the event.

View the Stay to Play tiers by event:

- [Prep Hoops](#)
- [Prep Girls Hoops](#)
- [Prep Hoops Next](#)
- [Prep Dig](#)

Individual and group reservations can be made through TTS or on the [website](#).

### Important Information:

Who is Team Travel Source (TTS)?

- TTS is a sports housing company that manages reservations at our Partnered Hotels.

Who Determines Stay to Play?

- Prep Hoops/Prep Girls Hoops/Prep Dig/Prep Hoops Next determines the guidelines and procedures for the Stay to Play Policy. TTS, then, implements the Policy.

Why does Prep Hoops/Prep Girls Hoops/Prep Dig/Prep Hoops Next use Stay to Play?

- Stay to Play Policy is the single most effective tool we have to encourage hotels to work with us to provide discounted rates for teams and to encourage hotels near our facilities to offer preferred rates and additional rooms..

Is there a minimum number of rooms we have to book?

- While we acknowledge that every program travels differently, and thus, has unique hotel needs, the expectation is the programs book all hotel reservations through TTS.

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### Frequently Asked Questions:

What if we do not plan on using hotels for an event?

- If your program's main practice facility is located within 75 miles of the event's main facility or you plan on staying with family or a friend that lives within 75 miles, you are not required to book a hotel. However, you must complete an [Exemption Request Form](#) and verify through a maps application the distance.

Why isn't the hotel I want on the approved list?

- We consider proposals from any hotel that wants to be on our Approved List. However, no one can force a hotel to offer a room block for our event; it is a business decision by the hotel.
- Sometimes hotels have other business booked on the tournament dates, so they do not have any rooms or enough rooms available to give us a block. Some hotels offer rooms at rates we think are too high. (We've never had a hotel want to charge less than what we think is reasonable – it's always the other way around.) Some hotels are just not suitable for youth sports teams or prefer not to do business with sports teams.
- If there is a hotel you'd like to use, please contact [sports@teamtravelsource.com](mailto:sports@teamtravelsource.com), and TTS will attempt to get that hotel onboard for the tournament.

Can I use my loyalty reward points to book a hotel room through TTS?

- Loyalty Reward Points: For individuals wanting to apply their loyalty reward number to collect points, please make a note in the "special requests for hotel" box during booking or let the agent know if you book over the phone.
- If you have enough points to redeem them for an entirely *FREE* stay, you are allowed to do so. Please book the room through the hotel directly and upload a copy of your reservation showing that points were used to book your entire stay to the [Exemption Request Form](#). Please make sure to list the athletes name on your email so they are an approved exemption.
- Please note that just 'receiving points' for staying at a hotel does not qualify for an exemption. You must be redeeming for an entirely *FREE* stay.

What if I qualify for a Military/Government Discount?

- If you are able to get a lower rate with a military or government discount, this will be accepted. Please book the room through the hotel directly and upload a copy of your reservation showing that a military/government discount was used to book your entire stay and complete the [Exemption Request Form](#). Please note, the hotel will require the military or government ID to be presented upon check-in, please have this information when you arrive.

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### Cancellations and Fees:

What is Team Travel Source's Cancel Convenience?

- Team Travel Source's Cancel Convenience is a mandatory, non-refundable \$6.00 fee. The \$6.00 fee is automatically charged per reservation at the time of booking. 99% of reservations equipped with **TTS Cancel Convenience are eligible for free cancellation up until 72 hours prior to arrival**. In waiving these cancellation fees, TTS hopes to provide extra comfort and flexibility to guests planning their event season travel!
- Please note that Housing Protection is a separate, optional coverage that is offered in addition to TTS Cancel Convenience.

How much will I be charged at the time of booking?

- You will be charged \$9.99 at the time of booking. This includes both the Cancel Convenience fee, plus a standard reservation fee.

What is the difference between the \$6.00 Cancel Convenience fee and the \$3.99 Reservation fee?

- Both the Cancel Convenience and the Reservation fee are one-time, non-refundable fees, but each fee serves a different purpose.
- The reservation fee is a one-time, non-refundable \$3.99 service charge that is applied to 100% of Team Travel Source reservations. This charge will appear on your credit card to cover the administrative processing of your reservation.

### Questions?

- If you have any reservation changes/questions you will contact TTS directly at [sports@teamtravelsource.com](mailto:sports@teamtravelsource.com) or call them at 502-354-9103 and press **Option 3 for Team Relations**.