



Pacific Northwest Soccer Club Travel Policy

Overnight travel to soccer tournaments or regular season games is an exciting, challenging and broadening experience for players, coaches and parents. The following travel policy and guidelines provide a foundation for planning and organizing safe and successful team travel.

Tournament selection:

Teams should aim to travel to competitions where the best state, regional or national teams are participating. Older teams are encouraged to participate in college showcase events to increase exposure to college coaches.

The Technical Director and Directors of Coaching, with input from the coach, are responsible for selecting the tournaments a team will attend each year (pending acceptance). An estimated travel budget for team expenses for each tournament will be available for inclusion with the pre-season team budget.

Goals and Objectives:

Coaches and parents must both recognize and agree with the goals and objectives of choosing to travel to a tournament. Mutual understanding of these goals and objectives and their communication to the players is critical for successful travel. These goals include:

- Experiencing a higher level of competition and/or different style of play.
- Building team chemistry and morale.
- Preparing for State Cup or Regional competition.
- Exposure to college coaches.
- Learning responsibility while away from home and family.

Additional goals as determined by the coach may be identified for specific trips, such as an educational or cultural experience combined with soccer.

Out of town travel:

- An itinerary will be submitted to team parents at least 5 days prior to departure for teams traveling out of state.
- When out of town tournaments require air travel, it is preferable that all players, coaches, manager and chaperones travel together as a team. However, if the cost of group air travel is prohibitive, the coach may allow players to travel outside of a group to take advantage of less expensive options. Regardless, players must always be accompanied by an adult.
- When traveling as a group, players will wear similar Club attire.
- All players, coaches, and chaperones must stay at the same hotel. Some tournaments require that all traveling teams stay at certain hotels. Be sure to check BEFORE reserving rooms.
- If vehicles are rented for team transportation, all players must travel to and from games in the team vehicles. A consistent van assignment for players is suggested, as approved by coach. No player can drive a team car or van.
- In the event of team travel in a foreign country, check with the State Department to understand any travel requirements (vaccinations, passports, visas, travel alerts, etc).
- Any international travel must be approved by board

Budget:

PacNW will prepare a club budget part of which will help defray the cost of specific team expenses. The club budget will not include estimated fees for additional tournaments or travel costs for players and parents. A

separate estimated travel budget will be prepared by the team manager and team treasurer for each tournament. All costs related to travel will be the responsibility of each team.

Club Paid Expenses:

The following expenses will be paid for by the Club:

- **Tournament Entry Fees** – Club selected tournaments as determined by the TD, DOC, and coach and included in fees outlined and collected directly by the club at the team TCB meeting.
- **State Cup Entry Fee**
- **Coach Travel Costs** –
 - a. Club will cover the cost of reimbursing coaches for travel expenses RCL league games and state cup travel. Any lodging other than a hotel room requires board approval.
 - b. Club will pay for Coach's hotel room when required for overnight travel to RCL or State Cup games.
 - c. Club will pay for the actual cost of meals, when required due to team travel, up to the maximum: \$7.00 per breakfast, \$10.00 per lunch and \$13.00 per dinner.
 - d. Club will pay mileage for RCL travel at a rate of 45 cents per mile for any travel over 50 miles from Starfire, with no miles cap. Tolls will be reimbursed separately.

Coach must complete reimbursement form, attach receipts, and submit to Club Treasurer for reimbursement.

Team Paid Expenses:

If a team chooses a tournament other than the Club chosen tournaments or does not choose a tournament within 75 miles of Starfire for their "team pick" tournament, all costs (tournament fee, coach/manager expenses, hotel, and transportation costs) will be the responsibility of the team and divided equally among all players on the team. **Players not attending out of state tournaments/events will still be responsible for paying all expenses other than airfare.** All money should be collected and in the player's team account prior to travel. Coach's expenses will only be covered by the team for actual tournament or required team travel days. Any deviations will require board approval.

The following expenses will be paid for by the team.

- **Tournament Entry Fees** – If above and beyond the club paid tournaments or not within 75 miles of Starfire as stated above.
- **FWRL** – All league fees and travel expenses.
- **Coach Airfare** – If team is traveling by airplane, the club will cover up to \$300 for the coach's airfare for up to one additional tournament. Request for funds needs to be made to the Club Treasurer by the Team Manager or Treasurer.
- **Coach Hotel Room** – One room for coach.
- **Coach with Multiple Teams** – If coach has more than one team in the tournament, teams will equally share the costs of coach travel expenses.
- **Vehicle Rentals & Gas** – Rental and gas costs for coach vehicle if team vehicles are not rented and players ride in parent vehicles. Mileage and fuel allowances for driving tournaments and league games are outlined in section "d" of coach travel costs above.
- **Team Meals/Snacks/Water** – If a coach eats with the team, the cost will be covered by the team otherwise the coach will be reimbursed for actual cost of meals based on submitted receipts up to the allowed daily per diem outlined in section "c" of coach travel costs. Alcohol expenses will not be paid.
- **Player Laundry Expenses**
- **Player Hotel Rooms** – See options below.
- **Chaperone Expenses** – Two required chaperones, typically the team manager and another parent, for ages U15 and up will have their expenses (one hotel room, food-team meals only, and ½ airfare, if required) paid by the team. A minimum of 2 chaperones are required for out of state travel. A third chaperone may be added if a third driver is needed. Expenses for this chaperone will be covered as above.
- **Guest Players** – Guest players may be asked to pay their share of tournament expenses.
- **Drivers** – Chaperones will act as rental car drivers. Rental car insurance must be added when driving rental cars for chaperones and coaches.

- **Exceptions** - Any deviation from the travel policy must be approved by the board, in writing, prior to travel.

The manager and/or treasurer will do a cost estimate for all additional team costs and prepare a summary of expected expenses (per player) that will be distributed to parents. Factors to consider are:

- Travel distance and options - Cost of driving vs. flying. Do you need to add extra days on each end of the tournament to get the best rates?
- Hotel selection – Consider distance to playing fields and restaurants as well as any fees for parking and other amenities (refrigerators, pool, continental breakfast, etc.).
- Rooming arrangements.
- Transportation – Rental expenses should include estimate for gas.
- Food costs – Estimate \$30/day per player.
- Entertainment (movies, arcades, souvenirs) costs are the responsibility of each player. Players should bring enough money to cover their personal expenses.

Hotel Arrangements:

PacNW requires the following hotel room guidelines for teams traveling overnight (all costs for rooms should be shared equally by those players staying in that room):

	<u>Girls</u>	<u>Boys</u>
Stays in parent room*	U12 & below	U12 & below
3-4 players in room – 1 same gender chaperone in room	U13-14	U13-14
4-5 players in room – no chaperone in room	U15 & above	U15 & above

*Players whose families will not be attending should make arrangements to stay with a teammate’s family.

Team Meeting:

A team meeting should be held to disseminate information to the team parents and players about travel plans. The coach and/or team manager should prepare for the meeting by having information on the recommended tournaments and transportation and lodging options. During the meeting the team should finalize tournament travel decisions.

- Review the purpose and objectives for traveling to the proposed tournaments.
- Discuss transportation and lodging options.
- Review player and chaperone responsibilities including the Player Code of Conduct document. Make it clear the players can be sent home, at the parent’s expense, if club or team rules are broken.
- Distribute estimated cost sheets and payment schedule to parents so they can make decisions. Fundraising ideas should be discussed if costs are prohibitive.
- Distribute “what to pack” and/or equipment list for players.

Player Responsibilities:

- Participation in an out-of-town soccer tournament is an opportunity for players to gain valuable playing experience and for teams to compete against different styles of soccer. However, players must be aware, at all times, that their behavior is a reflection of PacNW and as such must conduct themselves in the most appropriate manner at all times. In addition, players are to follow all of the coach’s and chaperone’s expectations related to playing soccer, team activities, and free time.
- Players will adhere to check-in, game and activity times and places established by the coach and chaperones. A buddy system is required at all times. Players will remain in groups of no less than three whenever leaving the hotel, field, or away from the rest of the team. No one goes **anywhere** alone.
- Soccer balls are not to be kicked in rooms or halls. Do not run or yell in the halls. Do not “joy ride” in elevators or roam the hotel halls.
- Team “sleepovers” will not be permitted, regardless of whether or not the team has been eliminated from the tournament. Player get-togethers should take place in meeting rooms, lobbies, lobby restaurants or other spaces large enough for the whole team.
- If something breaks, tell a manager or chaperone.

- Players will receive prior approval from the coach, manager, or chaperone for all excursions away from the team. Information will be clear about which players will be together, where they will be going, where and when they will be returning.
- Players will attend and be on time to all team functions unless previously excused by the coach, manager, or chaperone.
- Players will adhere to all curfew expectations.
- ONLY players, chaperones and family members from the same team will be allowed in a player's hotel room.
- No consumption or possession of alcohol, tobacco, or illegal substances, including marijuana, is allowed. No vaping is allowed.
- Players who participate in inappropriate or illegal behavior are subject to disciplinary action by the coach, Technical Director, DOC, or Club Board of Directors. Players sent home will be at parents' expense.
- Coaches may choose to collect player cell phones each night before curfew. If phones are not collected, players agree to keep them turned off overnight.
- Laptops and other electronic devices with internet access should be turned off at curfew and remain off overnight.
- No charges (including telephone or pay-per-view movies) to a team room are allowed unless there is prior approval by the coach or team manager. Cell phones or pre-paid calling cards are recommended to facilitate calls home.

Chaperones Responsibilities:

- Trip chaperones assume a major responsibility for player organization, safety, and supervision. By agreeing to accompany a team to an out-of-town tournament they should be fully aware of their duties.
- EACH adult must submit to a background check and obtain RMA clearance through WYS prior to travel.
- Ensure players travel in groups of no less than three.
- Ensure the location of players under their supervision and time of return.
- Enforce all curfew expectations set by the coach.
- Ensure players attend all organized team functions including departures, arrivals, games and practices.
- Enforce all expectations and policies for players set by the coach and the club.
- Post a copy of the team itinerary inside each room and update with any changes.
- Be fully available, at all times, to assist players.
- Hold all copies of emergency and medical forms for players under their supervision.
- Be aware of all medical needs and prescription medications of players under his/her direct supervision.
- No consumption or possession of alcohol or illegal substances, including marijuana, is allowed. Chaperones may not use tobacco while in the presence of players and must always follow the PacNW Parent Code of Conduct.
- Chaperones are responsible for or assigning responsibility for:
 - a. **Laundry** – Getting uniforms and warm-ups washed and dried between games. Make sure un-numbered uniform pieces are marked with the player's name or initials. Tip: Zippered laundry bags, such as for delicates, permanently marked with names or player numbers work well to keep each player's unmarked clothing items together during laundering.
 - b. **Team meals** – Looking into local restaurants for cost and capacity and making reservations if necessary. The team should eat together. Chaperones should also find the nearest grocery store and coordinate trips for snacks, etc.
 - c. **Drivers** – Rent and drive team vehicle, if necessary. Players are NOT allowed to drive at anytime.
 - d. **Medical Kit** – A fully stocked medical kit should be with the team at every game and available at all times.
 - e. **Water** – Some hotels will provide access to a kitchen or other area for ice and water to fill water bottles or bottled water may be purchased. Encourage the players to hydrate before and after the games.
 - f. **Curfew** – Coordinate with coach to see that all players comply with curfew expectations.
 - g. **Injuries** – Take care of sick or injured players at the hotel or fields.
 - h. **Behavior** – All chaperones will demonstrate expected behavior at all times and will ensure that the players do the same.

Coach Responsibilities:

The prime responsibilities of a coach encompass all activities related to soccer including player safety. In addition, they are required to work closely with the manager and/or chaperones regarding team activities, supervision and player behavior. Their responsibilities are:

- Create a detailed itinerary to coordinate travel plans, meeting times, team functions, meals, group departure for game times, free time, etc.
- Distribute “performance diet” or other pre-tournament dietary expectations.
- Decide which parents will be acting as chaperones, if applicable. In addition to the coach, the minimum is two chaperones per team (typically team manager or acting manager and another parent). All chaperones must have Washington Youth Soccer Risk Management clearance.
- Decide player room assignments, where applicable.
- Be fully aware of all game times and locations and communicate such information to players and chaperones.
- Inform all players and chaperones of pre-game meeting and practice times and locations.
- Be available at all times to assist players and chaperones.
- Inform manager/chaperone of their whereabouts at all times.
- Plan departure times and meeting places for all games.
- Set expectations and activity limits (for example, swimming in hotel pool) to ensure that players are rested and mentally prepared for tournament competition. The “Lights Out” time is determined by the coach.
- No consumption or possession of illegal substances, including marijuana, is allowed. Coach may not consume alcohol or be under the influence of alcohol or use tobacco while in the presence of players and must always follow the PacNW Coach’s Code of Conduct.

General Travel Tips:

- Prior to travel, obtain, copy, and distribute to parents and players all available tournament information.
- If the team is to be traveling together by air, the team travel coordinator should reserve a block of seats at the best rate available for the team, coach, manager, chaperones and any parents who will be traveling with the team.
- When flying, set a departure meeting time and place for all players, coach and parents to gather before check-in. Find out in advance what type of photo ID will be needed for check-in. Player cards may be sufficient.
- Have the manager or a chaperone hold all tickets for group check-in and also boarding passes, if applicable. Do not allow players to keep their own tickets.
- Allow adequate time for security clearance, etc.
- Confirm in advance carry-on baggage limitations. Players should put uniforms and all other game related equipment in carry-on soccer bag.
- Find out about other big events in the same area as the travel destination. This might affect cost and lodging availability.
- The team travel coordinator should reserve a block of rooms at the best rate available, well in advance of the travel dates, for the players, coach, manager, chaperones and any parents who want to stay at the hotel. Try to find hotels that include breakfast.
- Parent room confirmations may require personal credit card numbers to be called in to the hotel in advance. Team (player, coach and chaperone) rooms can be reserved using the team debit card.
- When players travel without their parents, the coach should assign roommates.
- Players and parents should check and double check that players packed soccer uniforms and all game related equipment, (i.e. tape, shoes, shin guards, etc.)
- Players should also pack for diverse potential weather conditions (e.g. gloves, hats, extra socks, etc.).
- Team manager and coach will plan eating schedules around game times.
- For telephone calls, players should have a prepaid telephone card or cell phone.
- Players should not carry large amounts of cash.
- Assure the team has adequate first aid supplies.
- Player’s name should be on all items of value, including clothes, cameras, etc. Have all bags marked for easy identification.

- After arriving at the hotel, have someone do a test drive to the game location to get a good idea of travel time.
- Call ahead to restaurants to make arrangements for team meals.
- Upon hotel or housing arrival, have HBO and Pay-per-View channels disabled.
- Have three keys made per room. One copy for chaperone/coach and two for players.
- Coach, chaperones, and players should keep a roster with cell phone numbers with them at all times.