



Pacific Northwest Soccer Club Travel Policy 2021/22

Overnight travel to soccer tournaments or regular season games is an exciting, challenging and broadening experience for players, coaches and parents. There are two types of travel utilized at PacNW, family travel and team travel. **For the 2021-22 Soccer Season, all travel will be Family Travel until further notice.**

Family Travel: The players are required to be at a field at a specified time and the family makes all necessary arrangements for the player to be there.

The following travel policy and guidelines provide a foundation for planning and organizing safe and successful 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 Club 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, Regional or National 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.

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:

- **ECNL Teams:**
 - a. ECNL League Fee
 - b. Coach TSA precheck

- **RCL Team:**
 - a. RCL League Fee
 - b. State Cup Entry Fee
 - c. Coach Travel Costs
 - i. The club will cover the cost of reimbursing coaches for travel expenses for RCL league games and state cup travel. The club will cover up to \$300 maximum coach airfare for RCL and state cup travel to Spokane. Any lodging other than a hotel room requires board approval.
 - ii. The club will pay for Coach's hotel room when required for overnight travel to RCL or State Cup games.
 - iii. When RCL league games or state cup games require team travel over 100 miles from Starfire, the club will pay for the actual cost of meals up to \$20. When RCL league games or state cup travel requires overnight team travel, the club will pay for the actual cost of meals during travel with the team, up to the maximum: \$10.00 per breakfast, \$15.00 per lunch and \$25.00 per dinner.
 - iv. The club will pay mileage for RCL travel at the IRS rate of 56 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:

All tournament costs (tournament fee, coach expenses - hotel, food, and transportation costs) will be the responsibility of the team and divided equally among all players on the team. A player may opt out of a tournament by giving notice to the coach and manager at least 4 weeks prior to the first day of the tournament.

Players not attending tournaments/events will still be responsible for paying the team paid expenses.

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**
- **ECNL** – All league and tournament coach travel costs. All costs associated with any additional league participation, eg. non ECNL league fees and coach travel.
- **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 Mileage and fuel allowances for driving to tournaments and league games are outlined in section “d” of coach travel costs above.
- **Team Meals/Snacks/Water** 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.
- **Guest Players** – Guest players should be recruited ahead of time and should be expected to pay their share of tournament expenses.
- **Drivers** Rental car insurance must be added when renting when driving rental cars for 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 for coach- 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.).
- Transportation – Rental expenses should include estimate for gas.
- Food costs – Estimate \$/day for coach.

Hotel Arrangements:

Hotels must be booked following all tournament stay and play requirements. If the tournament does not have a stay and play policy, hotel arrangements will be made by each individual family.

For all stay and play tournaments, the travel coordinator should reserve the number of rooms needed per family per team and reserve all rooms based on their stay and play policy. All families traveling with a team must stay at the assigned hotel.

For ECNL and Surf Cup, the ECNL coordinator is required to request the number of rooms needed per family per team and reserve all rooms based on their stay and play policy. All families traveling with a team must stay at the ECNL/Surf Cup assigned hotel.

Hotel costs are for family travel and are the responsibility of each individual family.

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

**Teams must request director approval for deviations from policy.

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 responsibilities including the Player Code of Conduct document.
- Distribute estimated cost of coach travel 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 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 team manager. Outside of game times and team activities, the player is the responsibility of the family at all times.
- 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.
- Player get-togethers should take place with appropriate social distancing per local regulations
- Players will attend and be on time to all team functions unless previously excused by the coach or manager.
- Players will adhere to all curfew expectations as set by the coach.
- 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, Club Director, DOC, or Club Board of Directors.
- Laptops, phones, and other electronic devices with internet access should be turned off at curfew and remain off overnight.

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 regarding team activities,. Their responsibilities are:

- Create a detailed itinerary to coordinate travel plans, including but not limited to arrival time requirements, meeting times, team functions and clear communication on local Covid PPE guidelines and restrictions. Sample itineraries provided by the director(s) of coaching should be used as a template when creating the detailed itinerary.
- Distribute “performance diet” or other pre-tournament dietary expectations.
- Be fully aware of all game times and locations and communicate such information to players and families.
- Inform all players and families of pre-game meeting and practice times and locations.
- 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.
- The team travel coordinator may reserve a block of rooms at the best rate available, well in advance of the travel dates, for the player families and coach. Try to find hotels that include breakfast.
- 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.
- Assure the team has adequate first aid supplies.
- After arriving at the hotel, have someone do a test drive to the game location to get a good idea of travel time.
- Upon hotel or housing arrival, have HBO and Pay-per-View channels disabled.
- Coach, and players should keep a roster with cell phone numbers with them at all times.

