



## 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. There are two types of travel utilized at PacNW, family travel and team travel.

**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.

**Team Travel:** The player travels with the team including adult chaperones. The team makes the travel arrangements and handles the expenses for the trip

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 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.
- 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 director may allow players to travel outside of a group to take advantage of less expensive options. Regardless, players must always be supervised by an adult. ECNL air travel is booked each team's team manager or travel coordinator and requires that all ECNL players travel with the team without exception.
- All ECNL players, chaperones and coaches are required to have TSA Precheck.
- 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. All ECNL hotel reservations are booked by the PacNW ECNL travel coordinator. ECNL requires club to stay in one hotel and hotel selection is by lottery.
- 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 the PacNW board and WYS

### **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 CD, 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. 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 \$400 maximum coach airfare for RCL and state cup travel to Spokane in lieu of mileage and hotel. 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 RCL team travel, up to the maximum: \$15.00 per breakfast, \$20.00 per lunch and \$30.00 per dinner.
  - d. Club will pay mileage for RCL and State Cup travel at the standard IRS rate per mile for any travel over 50 miles from Starfire, with no miles cap. Tolls will be reimbursed separately.
  - e. Club will pay for TSA precheck for ECNL coaches as required.

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

### **Team Paid Expenses:**

If a team chooses a tournament/event in addition to the Club chosen tournaments, or (if applicable), does not choose a tournament within 50 miles of Starfire for their "team pick" tournament, all costs (tournament fee, coach/manager expenses, hotel, food, and transportation costs) will be the responsibility of the team and divided equally among all players on the team. **Players not attending tournaments/events are still responsible for paying all expenses other than player airfare and meals.** 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 50 miles of Starfire as stated above.
- **ECNL Teams**– All event 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 event, 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. If team vehicles are rented, rental and gas costs for coaches traveling with 2 or more teams (costs to be split by the teams). For coaches traveling with 1 team, car rental and gas costs if there is no space in the team vehicle for the coach. If team vehicles are rented and there is no space in the team vehicle for the coach, rental and gas costs for a 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** – 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 U14 and up will have a portion of their expenses (one shared 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. All chaperones must be RMA cleared 30 days prior to the trip. It is strongly recommended that at least one chaperone be the same gender as the players travelling.
- **Guest Players** – Guest players may be asked to pay a full share or some portion of the expenses incurred.
- **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 recommends 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>
Family Travel*	U13 & below	U13 & below
Team or Family Travel (Up to Coach/Director)	U14	U14
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 and pay the hosting family directly (not through the team account).

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

Family travel is for Teams U13 and younger while U14 is a transitional year and the director and coaches will decide on the best travel method for each event.

It is expected that teams will follow stay and play requirements for hotels when appropriate to comply with the event’s rules. For all stay and play events, the travel coordinator should reserve the number of rooms needed per family, per team and reserve all rooms. For ECNL travel, 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 assigned hotel.

It is common for each individual family to be responsible for the hotel cost and the club will only hold the room for your family. Each family will be required to check in and pay for their reservation.

### **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 and project potential costs the team will incur.

- 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.
- Review requirements for parent travel to pick up a sick child: Any issues resulting in a player that is unable to travel home with the team, including Covid testing or any other reason, will require a parent to;
  - make arrangements for a responsible adult to pick up their child.Any costs related to isolation or quarantine will be at the parent's expense until such a time that the parent can reasonably make arrangements to take over the care of their child..
- 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.

### **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 and SafeSport 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.
- No Player meetings in hotel rooms. All meetings should take place in a public location.

### **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, Club 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. Phones and laptops, if necessary, should only be used by the user who brought the device and should be limited usage.
- Cell Phone usage should be limited during the event. These events are for team building and no one should be isolated to be on their phone during the event. Any excessive cell phone/laptop usage will be reported to coach, directors, and parents.
- 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:**

- 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, significant allergies, 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** – The team may require 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.

### **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 and incidentals turned off.
- 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.

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