

Purpose:

This policy is designed to inform, assist, protect and increase enjoyment of our players, families and teams while on overnight travel. Violations of this policy shall be subject to discipline by the respective coach, director of coaching, and possibly (related to serious offences), the board of directors. Any specific question related to this policy should be made in writing and include the Club President, Director of Soccer Operations, Director of Coaching and Player Development.

Principles

- We believe travel to away tournaments/play supports club and team bonding and fosters lasting memories; encourages players to understand and take on personal responsibility; and helps contribute to player development and advancement to higher levels of play.

- With regards to away tournaments we are concerned first and foremost with player safety.

- The SFEA office will book all travel elements such as airfare, hotels & car/van rentals unless otherwise notified in writing.
 - Players will travel together, stay together and eat meals.
 - All elements of a stated travel itinerary shall be considered mandatory.
 - Players and Parents shall be expected to follow their respective Code of Conduct at all times.
 - Coaches shall be expected to follow their Code of Conduct at all times.
 - Players shall be encouraged to wear their Elite Academy gear while traveling and specifically during planned events.

- There will be team manager(s) and chaperones assigned to every team who will understand their role, be guided by specific policies and guidelines, and who will assist the coach in ensuring the safety, performance and enjoyment of the traveling player.

SFE TEAM Travel Policy

The SFEA office team will plan the event and work with the coach to develop a written itinerary. The SFEA office team will also work with chaperones in monitoring nutrition, sleep, and behavior during the travel event.

- **The Club shall have stated standards regarding expenses and shall communicate to players and families—via the SFEA office—a budget that is clear and that attempts to find efficiencies in sharing travel costs (Stated in this document)**

- **Payments for travel due to the club must be made per instructions or a player shall be ineligible to participate.**

- **It is the responsibility of every player and their parent to make sure the player is properly prepared, informed, and in understanding of club policies and guidelines prior to travel for an away tournament**

For away tournaments:

- **All teams should fly together including the coach/chaperone**
- **Teams stay in the same hotel together**
- **Teams travel to & from the field in a team van together**
- **Chaperone/Coach travel with the team at all times**
- **Payment is due 10 days after the travel itinerary is published to the team. Late penalties will apply.**
- **All players must attend team tournaments**
- **Injured players will be asked to pay their share of the tournament expenses**
- **All players will be billed whether they attend tournaments are not.**
- **Guest players are required to pay for their fair share of airfare, flights, vans, tournament entry fee, etc...**

Team Travel Policy

Booking procedure:

- **The SFEA office applies to all tournaments for all SFEA teams**
 - **The SFEA office books & arranges all group/team travel**
 - **SFEA office will publish the travel itinerary to each team as soon as details are secured**
 - **A service fee will be added to the itinerary to cover expenses in arranging group/team travel**
- General Standards—Accommodations**

1. Players U14 and younger without family members may be placed up to four per room and shall require a chaperone of the same gender. Players may stay with family members staying at the same hotel.

2. Players U15 and above may be placed up to three per room. A chaperone shall not be assigned more than two rooms or 8 players to supervise. Room assignments shall be at the coach's and/or team manager's discretion. Players may not stay with family members staying at the same hotel. * Attending family members are required to book their own accommodations directly with the hotel.

3. All players present on away travel shall be subject to the Player Code of Conduct at all times. In addition, any vandalism shall be the responsibility for the individuals involved.

4. All players present on away travel shall be required to wear SF Elite Academy gear during all events, games, team meals, and/or travel to and from the hotel to and from matches.

Team Travel Policy

5. Under no circumstances shall there be, without at least two chaperones present, a male in a female's room or female in a male's room unless they are siblings and they are in the same room their parents/ guardians are staying in.

- 1. Under no circumstances will drugs, alcohol, or tobacco be allowed in any room.**
- 2. In general room curfew shall be 9pm for all players U14 and younger and 10pm**

for all players U15 and above. The coach may set earlier curfews at his/ her discretion. Lights out shall be at the discretion of the coach working in conjunction with the team manager and/or chaperones.

8. In working with the hotel, the SFEA office shall request two double (Queen if possible) beds per room. Rollaway beds may be requested if available and there is ample space in a room to accommodate them.

9. All players are expected to have money for their own meals, snacks, and entertainment needs. Any charges incurred at the hotel not at team events shall be the responsibility of the individual making the charge.

10. The SFEA office shall arrange, when possible, for a continental breakfast or other breakfast service to the extent the hotel provides it. Whether this service is included in the hotel fee shall be made clear to players and families BEFORE arriving at the hotel. 11. If the hotel has a fitness room, swimming pool and/or hot tub, the coach shall indicate what times (if any) these facilities may be used by players.

12. All teams shall have a daily meeting and unless otherwise approved by the coach a team dinner. Team dinners, unless specifically stated by the club, shall be the financial responsibility of the player.

13. All players are stay in the same hotel. Exceptions can be discussed

General Standards—Travel

1. All travel expenses, unless otherwise stated by the club, shall be the financial responsibility of the player and/or his family.

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Team Travel Policy

2. All teams may consider air travel when the distance exceeds six (6) hours driving time.

3. If flying, the team shall meet at the airport two hours before domestic flights and three hours before international flights.

4. Unless specifically stated by the club, any vehicle rental shall be the financial responsibility of the parent and/or chaperone.

5. When traveling to away destination tournaments (i.e. where airfare is required) players are required to meet in the hotel lobby no later than 7pm the night before a game.

Specific Other Standards

For Players

1. All players are responsible for all fees accrued before, during, and after travel for the team they are traveling with. If a player is a “guest” with the team, they shall be considered a “player” with respect to this entire policy, and subject to the same expectations, rules, and financial commitment. This commitment includes, but is not limited to, coaching reimbursement, tournament fees, hotels fees, transportation fees, restaurant food and miscellaneous fees.

2. Players not attending the tournament/event or staying elsewhere shall not be expected to contribute to hotel fees unless there is a stated expectation of the entire team staying together when the event is first announced to the team.

For Attending Parents

1. Parents attending overnight travel tournaments/events shall be subject to the Parent Code of Conduct at all team games, events, and/or functions.

2. Parents are also reminded that they are ambassadors of the club and role models to the team. As such their behavior at the hotel is expected to reflect that responsibility.

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Team Travel Policy

For Coaches & Club Personnel

1. Coach('s) travel is paid for by the team. This shall include flights, trains & rental cars (with club approval). Coach('s) hotel accommodations are also paid by the team.

- 1. A coach will be reimbursed \$100 for incidentals including food per day.**
- 2. A head coach shall have his or her own room unless there is a coach of the same**

gender staying at the hotel, in which case there shall be two coaches per room.

4. A team choosing to attend a fourth or fifth tournament will pay the coach \$500 per diem for the duration of the tournament plus any airfare,

car rental or hotel.

1. Coaches shall abide by the Coaches' Code of Conduct at all times.
2. Head coaches shall communicate with the team manager and/or chaperone if he

or she is leaving the hotel at any point. Coaches shall be available via phone/text at all times during a travel event, and in the event a coach has notified the team manager and/or chaperone that he or she is away, both parties shall understand the communication situations as well as possible return times should the coach be needed. 7. A head coach shall be responsible for creating and managing a written itinerary— to be shared with all players—for the entire travel event. It should cover all activities, travel days, matches, team meetings and other club events, as well as provide a stated curfew and lights out for each night at the hotel.

8. Two additional tournaments/year (maximum total cost of \$2,400, including \$200/tournament reimbursement for coach travel).

For Chaperones/Team Managers

1. The Team Manager, as well as his or her other parent chaperones, shall organize all travel arrangements for the individual team unless travels is explicitly being planned by the club office.
2. There shall be a minimum one chaperone per 8 players, which shall apply to those players NOT staying in a room with one or more of their parents or guardians.

3. All players should be made aware of how to reach their chaperone for assistance while on the team trip.

Chaperones are to ensure that “bed checks” are done at the designated curfew time, seeing that all players are in their assigned room. These checks should be coordinated with the coach. A walk-thru outside the room is also advised 30 minutes after curfew.