



▶▶ Travel Policy

PURPOSE

The purpose of the establishment of Travel Policy is to enact a uniform system of travel protocols for all Albion Hurricanes FC West ("AHFC West") player/teams which will (i) provide an affordable and safe means for AHFC West teams/players to attend out of town events, (ii) promote AHFC team and individual player development by encouraging individual players to prepare for, travel to and play at out of town events as a team unit, and (iii) achieve a greater presence and impact of AHFC West teams/players at out of town events in order to attain regional and national prominence for the individual player, team, and club.

It is essential that all players and parents recognize and understand that travel to out of town tournaments and soccer events is for the purpose of playing soccer. The out of town events are not vacations but are designed to be working soccer events.

TRAVEL PROVISIONS

TRAVEL ARRANGEMENTS

All out of town travel by teams of the Club shall be coordinated and approved by the Club. The Club has contracted with Got 'ya covered, LLC ("GYC") to provide and be responsible to coordinate and make all out of town travel arrangements (including transport, hotel and local transportation services) for all Club teams attending out of town events. The Club will provide GYC with an annual calendar that designates the various out-of-town events and the teams that will be participating in those events. The Team Managers in conjunction with the appropriate member of the Club's coaching staff will help GYC coordinate the exact departure and return times for the various out of town events. All costs for services established by GYC shall be shared equally by each team traveling to the out of town event.

AIRLINE TRANSPORTATION

1. All teams/players will travel as determined and approved by the Club. When more than one team from the Club is traveling to the same destination, all teams and players will travel as a unit on the same departure and returning flights, provided, however, space availability may require separate flights as determined by GYC. No player or team will travel separately to an out of town event unless a player's extenuating circumstances are brought to the Club's attention and separate travel is approved, in writing, by the Technical Director.

2. GYC shall establish the appropriate airline reservations, taking into account departure and return times, costs and group rates. All airline travel shall be coach class lowest logical fare. Once the reservations have been established each player will be responsible for the payment of the particular airfare for the itinerary prepared by GYC. GYC will assist any player in the use of airline miles or other travel awards, provided, however, all players utilizing travel awards must travel on the same departing and returning flights as scheduled for the team.

3. When teams utilize airline transportation to travel to out of town events the players shall wear matching Club apparel. The appropriate Club apparel shall be seasonal. During warm weather, khaki shorts and the Club designated traveling shirt; for cold weather, the Club designated warm-ups.

HOTEL ACCOMMODATIONS

1. All team/players will stay at hotels as arranged by GYC and designated by the Club for out of town events. For teams that are U-11 through U-13 the players shall have the option of staying with their parents. For all teams that are U-14 and above all players from each team must room together. There will be a minimum of two (2) players per room and a maximum of four (4) players per room. Different room assignments will be made and rotated on each trip to develop player and team bonding. The Team Manager will be responsible for coordinating the payment of any deposits and costs for hotels to each out of town event for their team.

2. The Team Manager will assign all unescorted players from a team to a room for each out of town event. At the discretion of the Team Manager, all unescorted players may stay with other unescorted players with or without an adult chaperone in the room depending on the age, level of responsibility of the players, and the circumstances of each trip. If needed, male players should only have male adult chaperones in the room and female players should only have female adult chaperones in the room for all out of town events.

LOCAL TRANSPORTATION

GYC shall reserve local transportation for each team at each out of town event. The Team Manager will be responsible for coordinating the payment of any deposits and costs for local transportation at each out of town event for their team. It is the intention of the Club that teams should be traveling from the hotel to the fields and back as a team.

FOOD AND EXPENSES

Each player is responsible for bringing money to pay for all meals while on the road and responsible for managing his or her meal money while on the road. Each player is responsible for bringing a sufficient amount of money to cover his or her food costs for the duration of the trip. Any additional money brought by the player is the player's responsibility to keep and manage.

TOURNAMENT FEES

Each player on a roster must pay their share of the tournament registration fee for each out of town tournament. This is required of all players rostered on the team, including those players that do not choose to attend the tournament. The likewise in town tournaments require all rostered players to pay their portion of the team's registrations fee, even if the player is not playing in the tournament.

TRAVEL EXPENSES AND COSTS

Each team/player will pay a proportionate share of the travel expense and costs for the staff coach(es) attending any out of town event. In the event that multiple teams and staff coaches attend an out of town event, all coaches costs and expense will be pro-rated among the participating teams, in an effort to reduce all costs for each player. For all out of town events, the Club will initially reimburse the staff coaches' estimated travel expenses; provided, however, the each team shall reimburse the Club for all such estimated travel costs prior to the out-of-town event. After each out of town event, the Staff Coach(es) shall submit to the Club and each Team Manager an actual expense report, and either the Club will reimburse each team in the event the Staff Coach(es) actual travel expenses are less than the previously paid estimated travel expenses, or each team shall pay to the Club the difference between the actual travel expenses and previously paid estimated travel costs. All such reimbursements must occur within ten (10) days after an expense report is submitted to the Club and each Team Manager.

MEDICATIONS

All prescription medications for unescorted players are to be tendered to the Team Manager with a clear set of written instructions for use by the player. If the player and parents prefer, the player may manage the medication subject to the agreement and approval of the Team Manager.

TRAVEL MEDICAL AUTHORIZATION AND RELEASE

No AHFC West player will be allowed to attend an out of town event unless the parents/legal guardian sign, notarize and deliver to the Club Administrator the Travel Medical Authorization and Release form promulgated by the Club prior to departure for any event.

TEAM MANAGER DUTIES

The Team Manager's agrees to abide by the Policies established by the Club and shall have the following duties and responsibilities during out of town events:

1. The Team Manager, or the person designated by the Team Manager (hereinafter collectively referred to as the Team Manager) is primarily responsible to ensure that all players unescorted by parents while attending out of town events are properly chaperoned in order to have a safe and enjoyable time. Additionally, the Team Manager in conjunction with GYC shall be responsible to coordinate all team travel.
2. The Team Manager is primarily responsible (or may delegate to a team administrator/parent by agreement) for all tournament paperwork. This paperwork must be kept by the Team Manager at all times while attending the tournament and includes: Team Roster, Player Information Sheets and Contact Numbers. Medical Releases should be kept by the Team Manager for all team members ALL DAY in the event of an emergency.
3. The Team Manager, at his/her discretion, may keep and handle all travel documents for unescorted players including tickets, reservation documents, Waiver of Liability Forms, and, if applicable, a limited power of attorneys.
4. The Team Manager will post a daily schedule of all team activities on the Team Manager's room door which will include game/practice schedules, meeting times and any other information the Team Manager deems appropriate. The Team Manager will communicate information from the staff coach to the parents on any issue while at an out of town event.
5. The Team Manager will meet daily with the staff coach regarding team activities, games, meetings, practices, etc.
6. The Team Manager is responsible and will supervise all players unescorted by a parent while not on the field at out of town events.
7. The Team Manager should coordinate daily cleaning of uniforms and gear and encourage players to participate in the team's laundry if schedule permits.
8. The Team Manager may assign any number of other adults on any given out of town event to assist the Team Manager for the event as the Team Manager may deem necessary
9. The Team Manager and adult chaperones will not consume alcohol while attending out of town events. The Team Manager and adult chaperones will not smoke around the players, in the rooms, or on the fields.
10. The Team Manager will coordinate all meals for players unescorted by a parent. As set forth hereinabove, each player is responsible for bringing money to pay for all meals while on the road and responsible for managing his or her meal money

while on the road. The Team Manager may suggest that each player bring a minimum amount per day while on the road for meals.

11. The Team Manager, as set forth hereinabove, may elect to hold and dispense any prescription medications to unescorted players as needed or elect to allow a player to manage his or her medication while on the road depending on the parents wishes, the age and level of responsibility of the player, and the type of medication.

12. The Team Manager will be in charge of making room assignments for all players at each out of town event, in accordance with the general rules set forth hereinabove.

13. If needed "study hall" periods will be scheduled by the Team Manager to address any academic work needed to be done by a player traveling without a parent while out of town. Parents of players are responsible to advise the Team Manager of what is required. Attendance by the player to study hall periods if established is mandatory.

14. The Team Manager will make sure that all players are aware of and abide by the "Player Rules of Conduct" whether the player is escorted or not to out of town events.

PLAYERS RULES OF CONDUCT

All players that travel with the Club either escorted by parent or unescorted must behave and act in a manner that is respectful and courteous to the Team Managers, Coaches, staff and others during travel on out of town events. **The Team Manager and professional staff reserve the right to send any player home if that player is behaving inappropriately and detrimental to the safety and welfare of the other players, the team and the Club.**

1. Good behavior at hotels, restaurants, playing venues, any extracurricular events, and during travel by all players and teams is mandatory.

2. Players shall not run and yell in the halls or hotel. Players shall not kick or otherwise play with soccer balls in the hotel or hotel rooms. Players shall not play games in hotel elevators. Joy riding elevators and roaming the hotel halls is prohibited

3. Players shall not utilize hotel exercise or fitness equipment without the permission of the Team Manager

4. Players should immediately report any damaged items in the rooms to the Team Manager.

5. Players shall not wear their soccer cleats or soccer shoes in the hotel.

6. Players shall observe all team curfews at all out town events. Players shall be in bed at 10 p.m. and lights shall be out no later than 10:30 p.m. Sleep is essential for optimal mental and physical performance at games. Any exceptions to this rule will be determined by the Team Manager and/or the training staff.

7. No player shall leave the premises unless approved by the Team Manager or other supervising adult or parent. All players must keep the Team Manager, or adult chaperone informed of their whereabouts at all times.

8. The player is responsible to know the daily schedule including game times, meeting times, meal times etc. A daily schedule will be posted on the Team Manager room door at the beginning of the day.

9. No "room charges" are allowed to be made by the player for movies, long distance calls or meals without the express permission of the Team Manager or an adult chaperone

10. No male players are allowed in female player rooms and vice versa unless the Team Manager or an adult chaperone is in the room and permits.

11. No player is permitted to consume alcohol, drugs or tobacco products at any time.
12. No player will have possession of or be under the influence of any drug, narcotic, or controlled substance that has not been legally prescribed to that player.
13. Any valuables brought on out of town trips are the sole responsibility of the player.
14. All players who are not accompanied with a parent to an out of town event agree to submit to the direction and supervision of the Team Manager or an adult chaperone assigned by the Team Manager.
15. All players and their parents must acknowledge that they have read and shall fully comply with the Club's Travel Policy, by executing and delivering to the Club Administrator the Travel Policy Acknowledgement Form promulgated by the Club.

EVENT/TOURNAMENT

1. Each player should begin to mentally prepare and focus on games the evening before play and be "game ready" by the morning of the game. The trip is primarily being made to compete in games and not for leisure. The player should keep this in mind for all out of town events. The "trip" is secondary to the games and not vice versa.
2. Eat a light but nutritious breakfast at least 2 hours before the first game of the day. Avoid dairy products. Eating lunch in between games with at least 2 hours before the next game (if possible) is essential to maintaining energy levels for multiple game events.
3. Before leaving the hotel, prepare water jugs and gear bags. Have the appropriate uniform, including both (blue and white) jerseys
4. Arrive to each game 45 minutes before game time or earlier if instructed by the Team Manager or professional staff.
5. Be aware that Staff Coaches may call for practice or team meetings between games during the day. Attendance is mandatory. You are responsible for attending all meetings.
6. Cold weather garments should be worn as needed using layering technique. FIFA rules require all sliding shorts have to be the same color as the outer shorts. AHFC players preferring sliding shorts therefore *must* wear blue sliding shorts. Upper undershirt gear must likewise be the same color as the team jersey (white or blue depending)
7. Players are responsible for conducting their own pre game warm ups prior to arrival of the training staff. Adequate warm up and stretching is essential to optimal injury free performance.
8. All players and teams are encouraged to attend other AHFC games on tournament days to offer support and also to visually create a larger presence of AHFC at all out of town events.
9. The team should try and eat at least one meal together each day at out of town events. The team should try and conduct most of its extracurricular activities together as team when not attending games or practice in order to promote team bonding and safety.

The Travel Policy have been approved and adopted by the Board of Directors for Albion Hurricanes FC West, effective as of January 1, 2009 and shall be in effect until otherwise revised, modified, amended or deleted by an affirmative vote of a majority of the Board of Directors.