



## 2022-23 season

# Harbor Premier Travel Guidelines (FINAL Rev. 6/1/22)

Overnight travel to a soccer tournaments or regular season games is an exciting, challenging and broadening experience for players, coaches and parents. The following travel guidelines provide a foundation for planning and organizing safe and successful team travel. Players not attending tournament, league and State Cup games are still held liable for ALL team fees.

### **Tournament selection:**

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

The Technical Director, Director of Coaching, with input from the coach, is 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 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.

### **Budget:**

The Team budget will 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/player outside of what's included in registration fee.

### **Club Paid Expenses:**

The following expenses will be paid for by the Club: (Tournament Selection changed each season)

- State Cup Entry Fee
- Tye Cup entry fee
- Two additional tournament entry stipends (04-08 = \$750/each, 09-10 = \$650/each, 11-12 = \$550/each, 13-14 = \$450/each - follow reimbursement amount guidelines following registration)
- Club will cover the cost of Coaches travel expenses during RCL League and State Cup games (not summer tournamenta – this is a team expense)
- Selected and Approved College Showcase teams' tournament entries and Coaches travel expenses



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### **Club Expenses for League/State Cup games:**

The following expenses will be paid for by the Club:

- Coach Travel Costs –
  - a) Club will pay for 1 standard room/1 night only for the Coaching staff when staying overnight for League/State Cup games when applicable – please refer to Harbor Premier Travel Reimbursement Chart.
  - b) Club will pay for the actual cost of meals, when required due to team travel to League/State Cup games if it falls outside the 75-mile rule, up to the maximum: \$10.00 per breakfast, \$12.00 per lunch and \$16.00 per dinner (detailed receipts are required for reimbursement and must be attached to reimbursement form).  
**ALCOHOL IS NOT COVERED.**
  - c) Club will pay mileage at .59 cents per mile (current IRS rate) after the first 75 miles one way for League games that are located more than 75 miles, one way, from Harbor Soccer Club office. In some cases, a coach may choose to fly instead of drive - please refer to Harbor Premier Travel Reimbursement Chart for guidelines.

Starting point for all travel, Harbor Soccer Office 3212 50<sup>th</sup> St. Ct., Suite 100, Gig Harbor, WA, 98335

**\*\*Coach's room will be paid for by Coach at arrival or at time of departure and submit for reimbursement \*\***

**\*\*Coach's airfare, if needed, is to be paid for by Coach at time of booking and submit for reimbursement\*\***

Coach must complete reimbursement form, attach DETAILED receipts, and submit to TD for reimbursement for all food, hotel and mileage pay per sections "a-d".



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### Team Expenses for tournaments:

- Coach Travel Costs –
  - a) Team will pay for 1 standard room for the Coaching staff when staying overnight for tournament games when applicable – please refer to Harbor Premier Travel Reimbursement Chart. This would be split equally between teams if coach has multiple teams in same travel event.
  - b) Team will pay for the actual cost of meals, when required due to team travel to tournament games if it falls outside the 75-mile rule, up to the maximum: \$10.00 per breakfast, \$12.00 per lunch and \$16.00 per dinner (detailed receipts are required for reimbursement and must be attached to reimbursement form). **ALCOHOL IS NOT COVERED.** This would be split equally between teams if coach has multiple teams in same travel event.
  - c) Team will pay mileage at .59 cents per mile (current IRS rate) after the first 75 miles one way for tournament games that are located more than 75 miles, one way, from Harbor Soccer Club office. In some cases, a coach may choose to fly instead of drive - please refer to Harbor Premier Travel Reimbursement Chart for guidelines.
  - d) During local (Western WA) weekend tournaments when Coaches have multiple teams in the same tournament, the coach may choose to stay near fields to cut down on back and forth travel.. **This must get prior approval from TD.** This would be a team expense and split equally between teams.

All costs will be the responsibility of the total team roster and divided equally among all players, even Coach's child if on team. Players not participating in league game or tournament travel are still required to pay their portion regardless of attendance. This is to eliminate the picking and choosing of what they want to attend in order to cut individual costs, leaving the rest of the team with the burden. 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 TD approval.

Starting point for all travel, Harbor Soccer Office 3212 50<sup>th</sup> St. Ct., Suite 100, Gig Harbor, WA, 98335

**\*\*Coach's room will be paid for by Coach at arrival or at time of departure and submit for reimbursement\*\***

**\*\*Coach's airfare, if needed, is to be paid for by Coach at time of booking and submit for reimbursement\*\***

All costs should be incurred by the coach and then they must complete reimbursement form, attach DETAILED receipts, and submit to Team Manager/Treasurer for reimbursement for all food, hotel and mileage pay per sections "a-d".



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## Harbor Premier Travel Guidelines (FINAL Rev. 6/1/22)

### Team Expenses for Out of State travel ONLY:

- An itinerary will be submitted to team parents and players 7 days prior to departure for teams traveling out of state.
- When out of town tournaments require air travel, all players, coaches, manager and chaperones travel together as a team. However, if the cost of group air travel can be reduced (e.g. companion fare, airline miles) the coach may allow players to travel outside of a group to take advantage of less expensive options but is at Coaches discretion. Regardless, players must always be accompanied by an adult.
- When traveling as a group, players will wear similar Club attire.
- All players, chaperones and manager (if acting as chaperone) must stay at the same hotel/house. Some tournaments require that all traveling teams stay at certain hotels. Be sure to check BEFORE reserving rooms.
- Coaches are required to stay in same hotel except for the following reasons.
  - If they have 2 teams in same tournament or 2 tournaments close to each other but different hotels, they can choose to stay somewhere in the middle of the 2.
  - If the team rents a house, they are NOT allowed to stay with team in house.
- If vehicles are rented for team transportation, all Chaperones, Coach and 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.
  - EXCEPTION TO THIS RULE: If Coach has 2 teams in out of State tournament and each team is staying at different locations then vehicle is to be rented and split between teams to get to both games over course of tournament.
- If the tournament is in a foreign country, check with the State Department to understand any travel requirements (vaccinations, passports, visas, travel alerts, etc.).
- **Guest Players** – *Guest players may be asked by Coach to pay their share of tournament expenses* and should be approved by TD prior to play
- **Vehicle Rentals & Gas** – Rental and gas costs for coach vehicle, if required, are a team expense.. If team vehicles are rented, then the Coach should ride in team vehicle if possible. No mileage reimbursement is given if car is rented.
  - EXCEPTION TO THIS RULE: If Coach has 2 teams in out of State tournament and each team is staying at different locations then vehicle is to be rented and split between teams to get to both games over course of tournament.



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### Manager/Chaperone expenses when travelling, staying as a team and players in own rooms *regardless of in or out of State*

○ Ages U13 and up ONLY

- Each team should have at least one chaperone (non-coach) when travelling out of State (this is typically the team manager). Chaperone must be RMA cleared & will have their expenses (one hotel room, food-team meals only, and ½ airfare, if required) paid by the team.. *If Manager declines Chaperone duties their expenses are not paid for by team.*

### Hotel Arrangements:

The following hotel room guidelines for teams traveling overnight. All costs for the player’s rooms should be shared equally by all the players on the roster, as they are to be travelling as a team.

If need be, the younger years could be hard for both parents and player at the U13 age group. At these ages, they should try and put players in rooms across hall from parents or adjoining rooms with door shut to slowly get both comfortable with the transition and limit interaction with them during room time.

	<u>Girls</u>	<u>Boys</u>
Stays in parent’s room, but everything else as a team **	U12 & below	U12 & below
3-4 players in room – no chaperone in room, but across the hall	U13 (Optional)	U13 (Optional)
3-4 players in room – no chaperone in room, but across the hall	U14 & above	U14 & above

\*\* If a players’ parents will not be travelling with the team, the parent(s) will be responsible for making arrangements with another family for their player to travel/stay with them.

### Team Meeting prior to out of start travel:

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 tournament(s), transportation and lodging. During the meeting, the team should finalize tournament travel.

- Review the purpose and objectives for traveling to the proposed tournament(s).
- Discuss transportation and lodging arrangements.
- 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
- Fundraising ideas should be discussed if costs are prohibitive.
- Distribute trip logistics document (travel details, what to pack, preliminary itinerary, etc)

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