



# Kitsap Alliance FC

## POLICIES & PROCEDURES

### Travel Policy – Effective 2022-2023 Season forward.

#### **A. Purpose**

The information contained in this document is a guide for all teams to follow when traveling for league games, as well as regional and out-of-state tournaments. League games, regional, and out-of-state play provides the opportunity to compete against other high-level teams, experience new competition, and player exposure to college coaches, especially U15 through U19. These can be invaluable experiences where players bond together and share experiences through team unity and camaraderie.

Players and parents need to understand that when traveling, the purpose is to play soccer. Social events may be made available, but not at the expense of the overall goal which is to show well on the field. Players need to stay mentally focused throughout the entirety of competition, and not have their attention being drawn towards outside influences. Traveling to play soccer is a privilege and a responsibility that needs to be taken seriously.

#### **B. Policy Statement**

The intent of this policy is to present guidelines for the conduct of the Kitsap Alliance FC Travel Program. This policy is intended to supplement all existing rules of the game established by RCL, NSYSA, Washington Youth Soccer, and US Youth Soccer. Where there is a current or future conflict between the rules, laws, or guidelines of these organizations and this policy, the rules, laws, and/or guidelines of Washington Youth Soccer and US Youth Soccer will govern.

This policy is established to ensure player safety, security and well-being while traveling as part of a Kitsap Alliance FC (KAFC) team and to foster team preparedness where extensive travel is required.

## **C. Implementing Procedures**

### **1. General**

- A. Team travel can be extremely expensive if not managed properly. Travel expenses can be controlled by implementing any or all these practices:
  - a. Research and book lodging early by reserving blocks of rooms for your team.
  - b. Look for group discounts when arranging air travel.
  - c. Look for hotels that are close in proximity to fields/event.
  - d. Book hotels that provide a full breakfast as part of the room charge.
  - e. Keep team dining out to a minimum. (Special events only)
  - f. Coordinate and provide "family" style meals served at the hotel by team volunteers/chaperones. Many restaurants provide large group dishes that can be served family style.

### **2. League Games**

- A. On occasion there may be instances where safety and team preparedness mandate team lodging while attending "local" or "regional" matches in RCL, state, regional, national and tournament play. Team Lodging is required for coaches when:
  - a. In State: When a match has a 9:00 am or earlier kickoff and requires two (2) hours or more drive time as determined from Kitsap Alliance FC home fields. (Silverdale, WA); or
  - b. Out of State: When a match location is outside of Washington State
- B. If a regular league game is 75 miles or further away (measured from KAFC home address (PO Box 828, Silverdale, WA 98383) to home field address of opposing team), then coach shall receive travel expenses.
- C. When travel thresholds are exceeded, the team will be responsible for all travel costs for the coach. These costs include gas money (\$.25 per mile), hotel arrangements (not to exceed \$200 per night), and a per diem for meals not to exceed \$45 per day. The per diem for meals is based on game time and travel time. For example, at a 9:00 am game in Bellingham, the coach shall receive meal allowance for dinner the night before, and breakfast and lunch on game day. The coach will not receive a dinner allowance on game day as game time and travel time would only be approximately 5-6 hours. Hotels exceeding the \$200 limit must get approval from the KAFC Executive Board. Each family will be responsible for paying their portion of the travel costs of the coach.

### 3. Tournaments

- A. Any tournament a team decides to participate in must be approved by the DOC first before the application is sent in. It is rare that a team will not receive approval to participate in a tournament.
- B. Approved tournament teams must be placed in environments where they have the best opportunity to succeed. The team will not be forced to participate in a tournament that is beyond their present level of play. If there is still any doubt or concern about a tournament to play in, you must contact the DOC for assistance.
- C. Team Lodging for a coach is required when:
  - c. In State: When a tournament match has a 9:00 am or earlier kickoff and requires two (2) hours or more drive time as determined from Kitsap Alliance FC home fields. (Silverdale, WA); or
  - d. Out of State: When a tournament location is outside of Washington State
- D. If the tournament is located 75 miles or further away (measured from KAFC home address (PO Box 828, Silverdale, WA 98383), then coach shall receive travel expenses.
- E. When tournament travel thresholds are exceeded, the team will be responsible for all travel costs for the coach. These costs include gas money (\$.25 per mile), hotel arrangements (not to exceed \$200 per night), and a per diem for meals not to exceed \$45 per day. The per diem for meals is based on game time and travel time. For example, at a 9:00 am game in Bellingham, the coach shall receive meal allowance for dinner the night before, and breakfast and lunch on game day. The coach will not receive a dinner allowance on game day as game time and travel time would only be approximately 5-6 hours. Hotels exceeding the \$200 limit must get approval from the KAFC Executive Board. Each family will be responsible for paying their portion of the travel costs of the coach.
- F. Each roster player pays the same amount for tournament fees. If a player cannot attend a tournament, the player is still responsible for paying his/her equal portion of tournament fee and coach's travel expenses (if applicable). All families will share in the tournament fee expense equally.
- G. If a tournament is chosen that requires staying at a hotel, most of the time it is mandatory to choose a hotel from a list provided by the tournament organizers ('Stay and Play') or the team will not be approved to participate in the tournament. For tournaments where teams are not required to stay at assigned hotels, it is preferred that players try to stay at the same venue, but this is not a requirement.

#### **4. Travel by Air Vs. Car**

- A. We understand the need to ease families into the tournament travel experience, and by no means will anyone be forced into something they are not comfortable with. When flying to a tournament, all players on the team will travel together and stay together in the same hotel unless previous arrangements have been made with the head coach and DOC or Executive Director. Accommodations (airfare and hotel) need to be made as early as possible to take advantage of the best possible fares (please keep in mind the timetable for submitting the tournament request and completed chaperone policy forms).

#### **5. Additional Expenses**

- A. Expenses such as additional meals, water or Gatorade, smart snacks for the players, and emergency medical supplies are considered reasonable. Admission to theme parks is not reasonable unless previous arrangements have been made with the head coach and DOC or Executive Director. Specific questions regarding what will and will not be reimbursed can be directed toward the DOC or Executive Director.

#### **6. Fundraising for Travel**

- A. Team travel can be very expensive depending on the level of play and distance required to travel, so early team fundraising and the use of individual sponsorships for upcoming tournaments can help significantly; reducing initial tournament fees and the associated costs charged to a player's account. Prior to fundraising you must have approval from the club fundraising coordinator. All players are required to participate in fundraising efforts. Players who do not or can not participate, will need to buy-out their fundraising share. To calculate a player's buy-out fundraising share, take the total amount raised through the fundraising event, and then divide that by the number of fundraiser participants. (example: There are 15 rostered players. 10 of the rostered players participate in a fundraiser earning \$1000.00. Each participating player earned an average of \$100.00. This is the amount that each non-fundraising-participating player is due to be paid).

#### **7. High School Ages**

In addition to Section 3 above, the following additional policies apply to high school aged players.

- A. A breakdown of anticipated costs to each family for the upcoming travel tournament will be provided in a timely fashion so that proper funds can be collected. These costs include airfare, hotel arrangements, coach's travel expenses, and providing an adequate amount of spending money for meals and social events.
  - B. A team itinerary will be established by the head coach prior to departure to the tournament. This will include information and a schedule (as closely as possible) for the game schedule, wake-up and curfew times, meals, social events, and study sessions (if a trip is taken during the school year). All players will adhere strictly to the itinerary for the duration of the trip. Remember, traveling is an experience, and you must remain open and flexible to changes. Please keep in mind the goal of the travel tournament – you are going to play soccer – this is NOT a vacation.
  - C. If there are players traveling with no adult supervision, then there must be parent chaperones (of same gender of players) for traveling tournaments where an overnight stay is required. The team will cover the travel costs of chaperones traveling with the team unless the chaperones wish to pay for themselves. Coaches and players are not permitted to share a hotel room. Chaperone duties include:
    - a. Must obtain RMA and background check (contact the Executive Director)
    - b. Provide constant supervision, direction, and care of all team players.
    - c. May be required to drive a team vehicle.
    - d. Assist in team meal/snack coordination, preparation and/or delivery.
    - e. Provide regular room checks
    - f. Ensure team players represent Kitsap Alliance FC with the highest level of conduct during all aspects of travel.
  - D. The use of alcohol and/or the use and/or possession of any illegal substance are prohibited by any supervisory member during team travel.
  - E. Team travel expenses including airfare, van rental, gasoline charges, lodging, and meals are shared expenses between each player rostered and shall be charged equally to each team member's account.
    - a. Additional team travel shared expenses may include:
      - Coach's travel expenses (airfare, hotel, meal per diem)
    - b. Chaperones airfare/bus fare\*
    - c. Chaperones Hotel Room\* – not to exceed \$200 per night.
- \* Chaperones may wish to pay for themselves
- F. Additional individual team member expenses or room charges incurred while on travel that require manager or chaperone to cover the expense shall be billed as a separate non-shared charge to that individual's account upon return from travel.

**8. Player Responsibilities**

- A. Players will always conduct themselves in a responsible manner – you are representing your Club, Team, State, and Family. Be respectful of yourself and others around you. All players must adhere to the team rules established by the head coach and closely follow the Player Code of Conduct. Violations of any team rules when traveling will result in consequences for players involved.
  
- B. Players are responsible for wearing KAFC attire/gear when traveling out of state for tournaments. Players must be in Kitsap Alliance apparel while flying or attending any events outside of tournament play.

**9. Policy Violations**

Any violation of this Policy will be considered a serious offense and the Kitsap Alliance FC Disciplinary committee will take the appropriate actions.

Player Name (Please print)

Team

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Player Signature

Date

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Parents Signature

Date

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