



Eugene Metro FC Travel Policy¹

Overnight travel to soccer tournaments or regular season games is an exciting, challenging and broadening experience for players, coaches and parents. The following travel policy and guidelines provide a foundation for planning and organizing safe and successful team travel. All players, parents, coaches and chaperones are required to abide by this policy to the extent it is applicable to each.

Any teams wishing to supplement this policy with their own policies and guidelines shall circulate drafts of guidelines to all parents with players on the team and submit drafts of policies and guidelines to the Director of Coaching and Board of Directors for prior review and approval. Any such policies and guidelines must be consistent with the club travel policy.

Goals and Objectives of Team Travel

EMFC's goals for travel include:

- Experiencing a higher level of competition and/or different style of play.
- Building team chemistry and morale.
- Preparing for higher 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. Coaches and parents should understand and support these goals, and effectively communicate them to the players.

Tournament Selection

Teams should travel to appropriate competitions where they can find good competition. Older teams are encouraged to participate in college showcase events to increase exposure to college coaches. Girls Academy League teams in the club are required to travel to at least one or two travel tournaments. The Director of Coaching, with input from the coach, is responsible for selecting the tournaments a team will attend each year (pending acceptance).

Out of Town/Overnight Travel as a Team

The team coach and/or their designee will prepare a travel itinerary and submit that to team parents at least five days prior to departure for teams traveling out of state. When air travel is required, all players, coaches, managers and chaperones should travel together as a team. However, if the cost of group air travel is prohibitive, the coach may allow players to travel outside of the group with their family to take advantage of less expensive

¹ Most out of town league travel involves either a day trip or an overnight stay that players attend with their family or another teammate. Those "local" out of town trips are not subject to this policy. This policy is intended to apply to organized group travel of generally two or more nights. This policy can certainly be used as a guideline and as best practices for all team travel.



options. Players must always be accompanied by an adult during air travel. Additionally, when travelling out of town for overnight stays:

- When traveling as a group on an airplane, players will wear similar EMFC attire.
- All players, coaches, and chaperones must stay at the same lodging. Some tournaments require that all traveling teams stay at certain hotels. Be sure to check **BEFORE** reserving rooms.
- If vehicles are rented for team transportation, all players must travel to and from games in the team vehicles (not with parents). A consistent van assignment for players is suggested, as approved by coach.
- Only team chaperones, the team coach or an EMFC official may drive the team car or van. All drivers must have a current driver's license. Drivers must not exceed the speed limit, use handheld devices while driving, or engage in any other unsafe behavior. A driver violating these rules should be reported to the Director of Coaching. A severe violation may be reported to the appropriate authorities.
- If the tournament is in a foreign country, the Coach is required to check with the State Department to understand any travel requirements (vaccinations, passports, visas, travel alerts, etc).

Travel Costs

A. Club-Paid Expenses:

EMFC's annual budget will include an allocation of funds intended to help defray the cost of specific team travel expenses. Club-covered travel expenses will include:

- State Cup/Presidents Cup/Founders Cup Entry Fee
- **Specific Coach travel Costs, including:** travel expenses for OYSA League, GAL, league games, and state cup; lodging when required for overnight travel to OYSA, GA, or State Cup games; per diems equal to the amounts set with the annual budget by the Board of Directors.

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

B. Team Paid Expenses:

Players and their families are responsible for all other travel-related expenses, including tournament entry fees for additional tournaments. An estimated travel budget will be prepared by the team manager and team treasurer for each tournament and distributed to parents in advance of travel. Factors that will be considered in preparing the estimated budget will include:

- Travel distance and options considering the cost of driving versus flying. Are extra days before or after the tournament required to get the best total rates?
- Lodging selection – Comparing the costs of hotel rooms versus a rental home. 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 – Vehicle rental expenses should include estimate for gas.
- Food costs – Estimate \$30/day per player (as of 2023, adjust if necessary for inflation or location).
- Entertainment (movies, arcades, souvenirs) costs are the responsibility of each player. Players should bring enough money to cover their personal expenses.



Team Paid Expenses will be divided equally among all players on the team who attend the tournament. A non-refundable deposit toward team-paid expenses will be required by all players who have committed to attend the tournament. All money should be collected and in the player’s team account prior to travel. Any overages or shortages will be reconciled after travel is complete. 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 list gives examples of expenses that will be paid for by the team.

- **Tournament Entry Fees** – Only for additional tournaments not listed under Club-Paid Expenses.
- **National League** – All league fees and travel expenses.
- **Coach Airfare** – if needed
- **Coach Hotel Room** – One room for coach.
- **Coach With Multiple Teams** – If coach has more than one team in the tournament, 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. Mileage and fuel allowances for driving tournaments and league games are outlined in section “d.” 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. Alcohol expenses will not be paid.
- **Player Laundry Expenses**
- **Player Lodging**– See options below.
- **Guest Players** –Guest players may be asked to pay their share of tournament expenses.
- **Exceptions** - Any deviation from the travel policy must be approved by the DOC, in writing, prior to travel.

Lodging Arrangements

A. Hotels

EMFC recommends the following hotel room guidelines for teams traveling overnight:

	<u>Girls</u>	<u>Boys</u>
Stays in parent room*	U13 & below	U13 & below
3-4 players plus 1-2 same gender chaperone(s) in room	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. Any family making arrangements such as this accepts all responsibility for such arrangements.

B. Rental Homes

U14 and Up: If a rental home is being reserved through Airbnb, VRBO, or similar service, it must be large enough for each player to have a bed or to share a bed comfortably with another player. Coaches and chaperones of the same gender must also stay at the home and must have their own rooms. Coaches and



chaperones not of the same gender as the team should stay in separate lodgings near the team rental home. Chaperones for girls' teams should be female and stay in the rental home. Exceptions to this may be made by the Director of Coaching if neither the coach nor the chaperones are of the same gender as the team and unable to stay in the rental home. Parents who are not chaperones and families should not stay in the same rental home. If a team would like to rent more than one home for a trip, or if parents/families want to stay with players in rental homes, that discussion should be had with the team families in advance and the decision must be discussed with and approved by the Director of Coaching.

U13 and Below: Teams may rent one or more homes for team families, and parents/guardians must stay in the same home as their player. Players traveling without a parent or guardian should be make arrangements to stay with another player's family.

Team Travel 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 preparing and distributing an agenda that discusses the recommended tournaments and transportation and lodging options. During the meeting the team should finalize and document tournament travel decisions.

- 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.
- 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.
- Review Chaperone Agreement with potential trip chaperones.

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 EMFC and as such they must conduct themselves in the most appropriate manner at all times. In addition, players are to follow all of the coach's and chaperones' expectations related to playing soccer, team activities, and free time. All players participating in out of town travel agree to the following:

- Players will follow all check-in, game and activity times and places established by the coach and chaperones.
- All players not accompanied by a parent **MUST** have a cell phone. Other players are recommended to have a cell phone. The chaperones must be given all current cell phone numbers for players or their accompanying parent.
- A buddy system is required at all times. Players will remain in groups of no less than three whenever leaving the hotel or rental house, field, or away from the rest of the team. **No one goes anywhere alone.**
- Soccer balls are not to be kicked indoors.



- Players will sleep in their assigned rooms, 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. All players will be invited to all group activities. Groups of players should not gather in hotel rooms.
- 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 be where they are required to be at curfew.
- ONLY players, chaperones and family members from the same team will be allowed in a player's hotel room or in a team rental home.
- There will be no consumption or possession of alcohol, tobacco, or illegal substances, including marijuana.
- Players who participate in inappropriate or illegal behavior are subject to disciplinary action by the coach or Club Board of Directors.
- Players agree to turn off any phones or other devices as instructed by the chaperones.
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.
- Players who observe inappropriate behavior or violations of travel policies by players, coaches and/or chaperones are to contact their coach, chaperone, parent or another EMFC official, whichever they prefer, to report the information and receive support.

Duties of the Chaperones

The trip chaperones have primary responsibility for the player organization, safety, and supervision off the field. By agreeing to accompany a team to an out-of-town tournament, chaperones must be fully aware of their duties. All chaperones must review and sign the Chaperone Agreement for each trip they chaperone. Each chaperone must submit to a background check and obtain OYSA clearance prior to travel. Chaperones must be at least 25 years old.

The following is a non-exhaustive list of chaperone responsibilities:

- 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 and prescription medications of players under his/her direct supervision.



- No consumption or possession of illegal substances or marijuana is allowed. Chaperones 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 EMFC Parent Code of Conduct.
- Chaperones are also responsible for or assigning responsibility for:
 - a. **Laundry** – Getting uniforms and warm-ups washed and dried between games. Make sure unnumbered 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. See section above on driver responsibilities. Players are NOT allowed to drive at any time.
 - 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.

Coach Responsibilities

The coach has primary responsibility for all activities related to soccer, including player safety. In addition, they are required to work closely with the manager and chaperones regarding team activities, supervision and player behavior. The coach’s responsibilities prior to and during out of town travel include:

- Create a detailed itinerary to coordinate travel plans, meeting times, team functions, meals, group departure for game times, free time, etc.
- Distribute hydration and competition body fueling guidance.
- 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 OYSA 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 chaperones with player needs.
- 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 and enforced by the chaperones.



- No consumption or possession of illegal substances or 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 EMFC Coach's Code of Conduct.

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 or rental house at the best rate available, well in advance of the travel dates, for the players, coach, manager, chaperones. Try to find hotels that include breakfast.
- Parents are responsible for booking their own lodging. Parents (other than chaperones) of players U14 and up will not be allowed to stay in a team rental house without prior approval from the Director of Coaching.
- When players U14 and under 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.
- 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 or rental house, 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.
- If staying in a hotel, have three keys made per room. One copy for chaperone/coach (if of the same gender as players) and two for players.
- Coach, chaperones, and players should keep a roster with cell phone numbers with them at all times.