

# 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 ("AHFC" or the "Club") player/teams traveling within and outside the State of Texas which will (i) provide an affordable and safe means for AHFC 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 event, and (iii) achieve a greater presence and impact of AHFC teams/players at out of town events in order to attain regional and national prominence for the individual player, team, and the Club.

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

## A. TRAVEL MEDICAL AUTHORIZATION AND RELEASE

In addition to the South Texas Youth Soccer Association and the US Club Soccer Medical Release form, AHFC asks that all players that travel within or outside of the State of Texas, prior to each soccer season, to have their parents or legal guardian execute, notarize and deliver to the Team Manager, the AHFC Travel Medical Authorization and Release form promulgated by AHFC. This form allows players to be treated when the parent is not available.

## B. OUT OF TOWN EVENTS

The Program or Campus Director will approve and determine all events in which the AHFC players and teams will participate during each soccer season (either within or outside the Houston metropolitan area or the State of Texas). Certain out of town events will be determined and scheduled by the specific league in which the player/team participates. All out of town events will be coordinated through AHFC.

Each team will, at the beginning of each soccer season, be notified by its core Coach the out of town soccer events in which each team will be participating during the soccer season. All players and parents should recognize that each player is expected to participate in all soccer events scheduled for the player's specific team (particularly out of town events) and should notify the core Coach of any potential conflicts.

## C. EVENTS WITHIN THE STATE

### Travel

Unless otherwise determined by the Program or Campus Director travel to and from out of town events within the State of Texas shall be the responsibility of the player. Each team's core Coach shall at least one (1) week prior to the event send an Event Itinerary the sets for the team's schedule for the event, which will include, but not be limited to, designated arrival date; mandatory team meals, mandatory team meetings, current game schedule and any other event requirements. The Event Itinerary will specifically designate the arrival date for all the players to arrive at the team's designated hotel. It will be the responsibility of each player to check-in with the Team Manager on the designated arrival date prior to

The designated arrival time for all players to their designated hotel at all out of town events within the state of Texas is 10:00 p.m., unless otherwise changed by the Program or Campus Director. ALL PLAYERS MUST ARRIVE at their designated hotel prior to 10:00 p.m. on the designated arrival dated. Failure by a player to timely check-in with the Team Manager, may result in disciplinary action that will be imposed by the core Coach, which may include, but is not

limited to, sending any player home, not allowing the player to participate in the event, or limited or not playing time at any or all games of the event.

### **Hotels**

The Club has arrangements to provide and be responsible to coordinate and make all out of town hotel arrangements for all Club teams attending out of town events. The Club will provide an annual calendar that designates the various out-of-town events and the teams that will be participating in those events. All team/players will stay at hotels as arranged by for out of town events, THERE WILL BE NO EXCEPTIONS. The Club encourages, but does not require, players on U14 and above teams to room together at out of town events to reduce the cost for each player and to develop player and team bonding.

If team/player/parent make their own hotel arrangement without prior written approval from AHFC, that team or individual will be the subject of disciplinary action by the Club, which may include, but is not limited to, sending any player home, not allowing the player to participate in the event, or limited or not playing time at any or all games of the event.

## **D. EVENTS OUT OF STATE**

### **Travel**

All out of town travel by teams of the Club shall be coordinated and approved by the Club. An AHFC travel representative is responsible to coordinate and make all out of town hotel arrangements and will coordinate air and local transportation services for all Club teams attending out of town events (outside the State of Texas). The Club will provide an annual calendar that designates the various out-of-town events and the teams that will be participating in those events. The appropriate coaching director, in conjunction with the Team Manager, will determine and coordinate the exact departure and return times for the various out of town events. All costs for services established by AHFC shall be shared equally by each team traveling to the out of town event. All players will depart and return with their particular team on the dates and times determined by AHFC.

If team/player/parent do not arrange their travel with AHFC without prior written approval from the Program or Campus Director, that team or individual will be the subject of disciplinary action by the Club, which may include, but is not limited to, sending any player home, not allowing the player to participate in the event, or limited or not playing time at any or all games of the event.

### **Travel and Event Itinerary**

As soon as practical, but no later than 7 days prior to the event, the core Coach will provide to the team an initial travel Itinerary that will designate the departure and return dates for the out of town event. Within 2 days prior to the event, the core Coach will provide a Travel and Event Itinerary the sets for the Team's schedule for the event, which will include, but not be limited to, departure and return dates and times; mandatory team meals, mandatory team meetings, current game schedule with arrival times, and any other event requirements. Failure by players to attend scheduled mandatory events will result in disciplinary action as determined by the core Coach or the Coach for the event, which may include, but is not limited to sending any player home, not allowing the player to participate in the event, or limited or not playing time at any or all games of the event.

### **Airline Transportation**

1. All teams/players will travel as determined and approved by the Club. An AHFC travel representative will provide the date and time all players must arrive to the destination by. AHFC travel representatives will present flight options to the team managers to forward to the players to make the necessary arrangements. No player or team will travel

separately to an out of town event unless a player's extenuating circumstances are brought to the core Coach's attention and separate travel is approved, in writing, by the Program or Campus Director.

2. AHFC travel representatives shall present the appropriate airline options, taking into account departure and return times and each player shall be responsible for reserving the particular airfare from the options prepared by the AHFC travel representative.

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, AHFC Staff Coach determined shorts/pants, and the Club designated traveling shirt; for cold weather, the Club designated warm-ups. The players shall check-in with the Team Manager at the airport at least one (1) hour prior to the scheduled departure time.

### **Hotel Accommodations**

1. All team/players will stay at hotels as arranged by the AHFC travel representative and designated by the Club for out of town events. Out of state, all U14 and above teams players from each team must room together to reduce the cost for each player. Room Assignments shall be provided by the team's core Coach with the Event and Travel Itinerary. 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. Notwithstanding the forgoing, for those teams that travel to contiguous states during league play, the U14 and above team are not required to room together, but shall have the option to stay with their parents or legal guardians at the designated team hotel.

### **Local Transportation**

The AHFC travel representative shall reserve local transportation for each team at each out of town event. The Team Manager will be responsible for (i) coordinating parent drivers for the local transportation, unless the local transportation includes drivers, and (ii) 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. The Travel and Event Itinerary will set forth certain mandatory team meals.

## **E. TOURNAMENT FEES**

Each player on a roster must pay their share of the tournament registration fee for each out of town tournament as well as the staff expenses. This is required of all players rostered on the team, including those players that do not choose to attend the tournament (but will not include players that are not attending at the direction of the Club). 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.

Guest players are not obligated to pay for the tournament registration fee, but are to pay for staff expenses if applicable.

## **F. 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.

## **G. 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 is primarily responsible (or may designate a team parent to undertake or share the responsibility) to fulfill all the duties identified herein (collectively referred to as the Team Manager). The Team Manager is responsible for or all tournament paperwork. This paperwork must be kept by the Team Manager at all times while attending the tournament and includes: GotSoccer 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.
2. 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.
3. 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 the core Coach shall be responsible to coordinate all team travel
4. At the out of town event, the Team Manager will post the Travel and Event Schedule of all team activities which will include game/practice schedules, team meetings, team meals, 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, 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.
11. 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.
12. 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.

## H. PLAYERS RULES OF CONDUCT

All players that travel with the Club whether in state or out of state, 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 professional staff reserve the right discipline a player, if that player is behaving inappropriately and detrimental to the safety and welfare of the other players, the team and the Club, which shall include but is not limited to, sending any player home, not allowing the player to participate in the event, or limited or not playing time at any or all games of the event. All players will abide by and act in accordance with the following rules:

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 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.
12. Any valuables brought on out of town trips are the sole responsibility of the player.
13. 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.
14. Any expenses charged to a player's room where the charge is credited to AHFC, AHFC will in turn pass the cost onto the player, and in the case where specific players cannot be found, the cost will be placed upon the team to reimburse AHFC.

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.

## **J. EVENT/TOURNAMENT RESPONSIBILITIES**

The following are general rules and responsibilities of each player (and each player shall abide by and act in accordance therewith) at any out of town event.:

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 out of town event is for the purposes of competing in the event 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 at least 1 hour before game time or earlier if instructed by the coaching staff.
5. Each Player is responsible for being aware of the Travel and Event Itinerary. Be aware that Staff Coaches may call for additional practices or team meetings between games during the day. Attendance is mandatory. You are responsible for attending all meetings and any changes in the Travel and Event Itinerary.
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). Likewise, certain leagues and events require the players socks to match the team jersey (blue socks for blue jersey).
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 and Event Itinerary shall set forth mandatory team meals, if applicable.

The Travel Policy have been approved and adopted by the Board of Directors for Albion Hurricanes FC, effective as of July 1, 2013, and shall be in effect until otherwise revised, modified, amended or deleted by an affirmative vote of a majority of the Board of Directors.