



General process for taking a team to an out-of-state event....

Updated 08/01/2025, 12/15/2026

Please follow these steps:

1. **Select the event.** In our USYS region, the 12 Westernmost states, we have lots of great events to choose from. Some events focus on girls and some focus on boys and some do both. Get with your Director Of Coaching to help choose the right event for your group.

*GA Regional Events will follow the same general cost guideline for 2025/26 seasonal year. GA Regional events are required travel and will be shared amongst rostered members of the team.

2. **Check your commitment level.** Please add the event to your PlayMetrics Calendar and ask parents to commit using the attendance function. You do NOT need every player on your roster to commit to attending. Out-of-state events are optional events for players and families and some families may choose not to go. You DO need a minimum to commit to the event. Decide what that minimum is and move forward once you hit that minimum. Typically major West Coast events have individual players that are looking to jump on teams and as a club, we have a partner club we can get guest players from. What is a good minimum for your team? 12-13 is a good minimum. Give your families a date to commit by and stick to it. For example, If I want to take a team to Phoenix in February, I will give the families on my team until October 1st to commit. As long as we hit our minimum, we will move forward.
3. **Pre-Register.** Once your team has hit your minimum, Coaches can request that the Bend FC registrar get ready to register your team. *To register your team, the Bend FC registrar will need you to provide a list of committed players.*
4. **Estimated Cost.** To take a team out of state, requiring a flight, is estimated at \$6,000 (\$5000 nonflight). Bend FC's club registrar will start the process of billing committed players their share of the estimated costs. These estimated costs will vary depending on how many committed players at the time you have requested to be registered.

* Required GA Regional Events will be billed evenly amongst all rostered players on the team

***4.5 COLLEGE STYLE TRAVEL-** In some instances, the club may approve “College Style” travel out of state. This travel involves players staying together (either in a house or multiple hotel rooms), rental vans for player transportation, and can even include group meals. This is called traveling “College Style.” If the club approves a team traveling this way (Must be approved by the DOC or Club GM), the team's estimated cost will start at \$10000. Coaches must get preapproval from their DOC and work with the club accountant on paying for accommodations. The club will not get involved in any scheduling of accommodations or booking rental vehicles or meal organization. Having parents involved in the planning process is important and the coach must have multiple adults or a team manager help chaperone.

5. **Register.** Once the Bend FC registrar has all the information needed, they will register the team for the event. **Players.** Now that your team is registered and committed to attending, player families will be billed on the initial estimate. If you need additional players, you can choose to add players from another Bend FC team, guest players from partner clubs, or reach out to the tournament and get a list of players wanting to play to fill out your roster. COACHES MUST TALK WITH THE CLUBS DIRECTOR OF COACHING before adding players to the roster.
6. **Coaches Travel.** The coach will discuss with the club registrar about booking their travel. EACH COACH IS RESPONSIBLE FOR BOOKING THEIR OWN TRAVEL. The club registrar will approve that travel can be purchased, but will not book the travel for the coach.
7. **Team Travel.** Coaches are encouraged to form a supportive team of parents to help with coordinating travel. Bend FC will not book TEAM travel.
8. **Event Happens**
9. **Post Event.** Once the event is over, the team has returned, and all total costs are accounted for and rectified, Bend FC's club registrar will reconcile the costs of the trip. If the costs were greater than the initial estimates, each family will be billed the final reconciled total.

*Starting August 1, 2025: Coaches who attend extra tournament events outside of their contracted program year will be paid \$150 per day of travel, not to exceed 4 days or \$600 for the extra time. This cost will be deducted from the team travel budget. This would not include GA Regional Events for high school age teams unless the team opts in for a second out of state event. In that case, the second event would be billed for time.

Additional Information:

1. Good communication is a must when traveling out of state

2. Some events require additional travel documentation. Know your event and what your event requires.
3. If you need assistance with planning or choosing an event, please contact your DOC
4. College Style Travel- This requires parents and players to adhere and sign an out of state travel behavior expectation document and club release of liability waiver.

General Expenses:

1. Event Registration
2. Coach a) Flight b) Hotel c) Rental Car d) Gas e) Luggage/Equipment f) Parking
3. Coach Meals \$40 Dinner \$20 Breakfast and Lunch
4. Event Individual Required Player, Coach, Manager Registration Insurance
5. Administrative Hours
6. As of 8/2025, Coaches are paid at a rate of \$150 a day and a max of \$600 for an out of area event.
7. Other as approved by GM or DOC.