



FC Northwest Travel Policy

Purpose

The purpose of this policy is to:

- Guide **ALL** FC Northwest (FCNW) team travel plans.
Note: it is the policy of FCNW that the FCNW Club Head Coach (CHC) approve all and any team travel and that the General Manager (GM) be involved with the travel planning or updated on a regular basis. There are specific expectations outlined below for either option.
- Ensure all requirements and expectations for team travel is being followed.
- Provide protection to the travelling team and its players as well as to the tournament host.

Team Travel - Banking

- All FCNW teams are required to hold bank accounts at the Cambrian Credit Union located at 2136 McPhillips Street. A letter from the FCNW Treasurer is required to open an account. Teams may obtain one by emailing treasurer@fcnorthwest.com.
- In the event that the team will be fundraising, please review the FCNW Fundraising Policy posted on the FCNW website (www.fcnorthwest.com).
- Each bank account requires two (2) team signatures to be on file at the bank.
Note: the FCNW Treasurer is a signatory on all FCNW bank accounts.
- Each cheque written on the team account requires the same two (2) team signatures in order to be valid.

Team Travel - Administration

- All teams must submit a team travel form to the Club Head Coach 60 days prior to the start date of the tournament. Team travel form is available at the FCNW office and on the website (www.fcnorthwest.com).
- The travel form will be passed on to the GM after CHC approval.
- A team budget is to be created:
 - Included in every budget will be a \$20 travel charge per player paid to FCNW. These monies will be put into a separate contingency account and is to be used to offset any unforeseen travel operating costs that the club would be responsible or expected to cover. If unused, this portion is not refunded to team once they return; rather it is accumulated on an on-going basis. In creating this account, the monies will be used solely by the GM for future

travelling teams to offset any costs related to unforeseen circumstances that the club would be responsible or expected to cover.

- Any changes made from the original budget may cause fluctuations in costs and charges for the team.
- Two checklists are included in this policy – Checklist A (see page 8 & 9) and Checklist B (see page 10 & 11)- please choose one that applies to your team.
 - If it is determined that the team will use checklist A, then an additional \$5 charge per player will be included in the team’s budget for administrative costs associated with preparing team travel.
- All teams are to submit a ‘post-tournament’ report upon return (see page 12).
- Please note the refund policy outlined below.
- All cheques submitted must be made payable to “FCNW” or “FC Northwest”.

Team Travel – Basic Guidelines

- U9-12 DL teams – travel may be team travel or family travel and coaching staff can choose mode of transport that works best - car, team bus (+/- parents) and/or plane. The coaching staff will confirm the type of travel and mode of travel for the team.
- U13-U18 Premier 1 and 2 teams – travel is team travel only and is by bus or plane unless otherwise arranged by the coaching staff. An exception to ‘team travel’ would be considered for USA Cup or Fargo/Grand Forks tournaments, please refer to the note above to make this request.
- Chaperones should be chosen for the following:
 - If a U9-U12 team decides to travel without players staying with parents then same gender chaperones are required. One chaperone is needed per hotel room.
 - U13-U15 requires one same gender chaperone per hotel room.
 - U16 – U18 – requires one gender chaperone or same gender coaching staff to stay within the vicinity of the player’s rooms (same floor). They are not required to stay in the hotel room.
- Coaches are responsible for choosing the chaperones and reviewing the FC Northwest Chaperone Code of Conduct policies with them as well as outline any other expectations and guidelines.
- Each chaperone must submit a signed copy of the Chaperone Code of Conduct to the FCNW office no later than 30 days prior to travel departure date.
- Each chaperone must submit a cleared Child Abuse Check and Criminal Record Check to the FCNW office no later than 30 days prior to travel departure date. Please see the GM for more details on how to obtain each of these items.
- Coaches are responsible for reviewing the FC Northwest Team Travel Policy with the parents, players and chaperones.
- Coaches are responsible for choosing the chaperones and reviewing the FC Northwest Chaperone Code of Conduct policies with them as well as outline any other expectations and guidelines.
- Each chaperone must submit a signed copy of the Chaperone Code of Conduct to the

FCNW office no later than 30 days prior to travel departure date.

- If multiple teams are travelling to the same tournament, then whenever possible, all FCNW teams will be required to stay in the same hotel or will be given limited hotel options by the GM for booking purposes.
- U13-U18 team's travel as a team only, so unless the guidelines as outlined under the "Team Travel – Coaching Staff" and/or "Team Travel – Parents" have been followed, interaction and activities with parents, family, etc. may be limited. All expectations outlined by the coach at the team travel meeting(s) are to be strictly adhered to and followed by everyone.

Team Travel – Coaching Staff

In addition to the items contained within this policy, and the FC Northwest Coaches Code of Conduct and Dress Code policy, FCNW will also request that coaching staff adhere to the following:

- Any deviation from this policy must be pre-arranged with the FCNW Office and approved by the Board of Directors. Please submit the request to deviate along with all pertinent details in writing to GM@fcnorthwest.com no less than 30 days prior to the team's departure. You must receive written consent from the GM in order for the request to be valid. The coaching staff alone cannot determine or approve deviations.
- To lessen the burden on coaching staff travelling to tournaments, FCNW defines and enforces the travel and per-diem guidelines below. This portion of the policy has been developed to help make it possible for coaches to travel to a tournament with the team at a nominal cost as well as it serves to protect the financial investment of participating families.
 1. **Food per-diem:** (Up to) three (3) coaching staff are entitled to \$30.00 per day, including travel days, for food related costs. This would be paid directly to the coaching staff in the form of cheque or cash, prior to, or on the day of departure. In the instance of planned team meals, which is paid for by the team, the \$30 per-diem for that day should be decreased accordingly. Also, if the hotel provides a complimentary breakfast, the per diem amount for food will be reduced to \$25.
 2. **Hotel Costs:** The team is responsible for providing two rooms per evening *if* the coaching staff is of different genders. If the coaching staff is of the same gender they will share a room whenever possible, but an additional room may be required. If coaching staff are travelling with their families and choose to stay in their own room the team will not be responsible for contributing any monies towards the hotel costs for this coach.
 3. **Transportation:** Travel by land – team officials are expected to travel together. Reasonable gas money to be allotted based on estimated total cost towards gas. Individuals

should not profit from their gas allowance.

Travel by bus – up to three (3) team officials should receive one complimentary seat each.

Travel by airplane – up to three (3) team officials should receive one complimentary seat each.

- Coaching staff has the option to decline entitled per-diem costs, hotel accommodations or complimentary seats. This should be communicated when submitting team travel form.

Team Travel - Parents:

In addition to the items contained within this policy, and the FC Northwest Parent & Spectator Code of Conduct, FCNW will also request that parents adhere to the following:

- A. Any deviation from the team's travel plans and/or this policy must be pre-arranged with the team's head coach and approved by the Board of Directors. Please submit the request to deviate along with all pertinent details in writing to GM@fcnorthwest.com no less than 30 days prior to the team's departure. You must receive written consent from the GM in order for the request to be valid. As well, all team deposits and financial commitments by the player must be up-to-date for the request to be considered. The coaching staff alone cannot determine or approve deviations.
- B. For tournaments where parents are not permitted to stay at the same hotel as the team then it is the expectation that any personal time with the player (dinner, shopping, church, etc.) would fall under point 'A' noted above so that process would be followed.
- C. For tournaments where parents are permitted to stay at the same hotel as the team, but are not staying in the same room, any personal time with the player must be discussed and arranged in advance with the team's head coach and chaperone (if applicable). Also, if the player has an assigned chaperone, then that person must be present, and consent to, a parent being in the hotel room. For team travel where chaperones are not assigned, then parents are not allowed in the player's hotel room at any time.
- D. For tournaments where parents are permitted to stay at the same hotel as the team, and are staying with a player in the same room, then guidelines and expectations will be outlined and discussed in a team meeting prior to departure.
- E. Coaching staff may also outline any additional travel expectations of parents at a team meeting prior to departure.

Team Travel - Player Guidelines:

In addition to the FC Northwest Player Code of Conduct and Dress Code Policy, FCNW will also request that players adhere to the following:

1. Tournament dress code:
 - a. Games – team apparel with FCNW logo will be worn at all games.
 - b. Practices – team apparel with FCNW logo will be worn at all games.
 - c. Travel to and from hotel – team apparel with FCNW logo will be worn for all travel to and from the hotel for games and practices.
 - d. Team Events – team apparel with FCNW logo will be worn for all team outings and shared mealtimes.
 - e. Shoes or sport sandals must be worn at all times.
 - f. No inappropriate messages or pictures on clothing.
2. Food/Drink:

FCNW supports a “healthy” choice approach to all food and beverage options while participating in a tournament. Coaching staff will outline specific requests at a pre-departure parent and player tournament meeting (if required).
3. Hotel room:

All rooms are expected to be neat and organized with garbage thrown away in a timely manner. Room checks may occur with chaperones or coaching staff.
4. Personal items:
 1. iPods, cell phones, tablets, etc. are the sole responsibility of the player and no one else. These items are brought at your own risk. Coaching staff and/or chaperones cannot accept responsibility for any of these items at any time.
 2. Cash is also the sole responsibility of the player and no one else unless otherwise arranged by the team/coaching staff/chaperone.
5. Time management:

Coaching staff will outline expectations as to when players are to be ready and waiting for team outings, meetings, practices, games, etc. In addition, players are not to leave the room/hotel alone and groups of players are not to leave the room/hotel without authorization by a coach.
6. Team discipline:
 - a. Any player arriving late for any scheduled team event (meeting, practice, game, etc.) will result in disciplinary action once determined by the coaching staff after consultation with the applicable parties (player, chaperone, coach, etc.)

- b. Any player missing any scheduled team event (meeting, practice, game, etc.) will result in disciplinary action once determined by the coaching staff after consultation with the applicable parties (player, chaperone, coach, etc.)
- c. Any player found to have broken any team rules will result in disciplinary action once determined by the coaching staff after consultation with the applicable parties (player, chaperone, coach, etc.)
- d. Coaching staff will discuss and/or determine disciplinary options in a pre-departure meeting with parents and players.
- e. If, as a disciplinary measure, the coaching staff determines that a player is to be dismissed from the tournament, then the parent will be contacted with the travel details and all expenses will be at **an additional cost** to the parent.

Team Travel - Conflict Resolution Process

Should a concern arise from a team travel situation it is suggested that the following process be followed to remedy the issue:

- Discuss with the team head coach upon return to Winnipeg
- Discuss with the Club Head Coach upon return to Winnipeg
- Discuss with the FCNW GM by emailing GM@fcnorthwest.com
- Discuss with the FCNW Discipline Director by emailing discipline@fcnorthwest.com

Please note that all issues arising during the tournament will be noted on the post-tournament report that is filed by all travelling teams upon their return.

Team Travel - Refunds

- In the event that a player can no longer attend the tournament, every effort will be made by the Head Coach to find a replacement player for the team, realizing that factors such as position and ability of a potential replacement player may mean that no replacement is ultimately selected.
- If the team has been advised more than 30 days prior to departure that a selected player will not be traveling, and a suitable replacement player has been found, a full refund of the original player's travel fee will be refunded so long as there are no penalty fees related to changing the roster (e.g., airline name change fees). In the event there are fees related to changing the roster then those costs will not be refunded to the player.
- If the team is advised less than 30 days prior to departure, or in the event that no suitable replacement player is found, then no refund will be issued unless the team itself receives a refund for the direct costs attributed to the player cancelling their travel (e.g., the airline refunds some of the purchase price of the airline ticket or that ticket is purchased by another traveller).
- Shared player costs, like hotel rooms and rental transportation, will not be refunded

in order to keep the original travel fee consistent on a per player basis for the rest of the team.

- All refunds are considered on the basis that a replacement player is found and is fully paid.

Checklist - Option A - page 8 & 9

Checklist - Option B - page 10 & 11

Post-tournament Report - page 12



FC Northwest Team Travel Checklist - A

Based on the team travel being organized by the General Manager

60 - 90 days prior to travel:

- Submit team travel request form to the FCNW office. Note: the Team Manager or team contact listed will be the contact person for the FCNW Office. Registration forms and any other applicable forms will be sent to this person to distribute to the team and they are responsible for collection of ALL completed paperwork and fees by the deadlines.
- Create and review budget template with FCNW Office.
- Coaches to meet with parents and discuss/create budget and timelines for payments.
- Coaches to review Chaperone Code of Conduct with parents and initiate choosing chaperones as CPIC's are required (valid for 3 years).
- Bus and hotel contracts should be initiated, confirmed and completed.
- All players complete applicable tournament registration & travel forms and payments are collected and submitted to the office by the indicated deadline. **DO NOT SUBMIT INCOMPLETE ITEMS - IT IS THE TEAMS RESPONSIBILITY TO ENSURE ALL INFO, FORMS AND PAYMENT ARE COMPLETED & DONE.**
- Chaperone fee and copy of CPIC submitted.
- Team(s) are registered for the tournament (if not done prior).
- Parent requests for hotel rooms are finalized.

45 days prior to travel:

- Team coaching staff will finalize rooming list with chaperones assigned. List given to FCNW Office to submit to hotel.
- If applicable, online travel rosters initiated by FCNW Office and then monitored and completed by coach (pending on tournament).
- If applicable, online player waivers completed (pending on tournament)
- Travel roster completed.
- Travel roster, travel papers and CPIC copies submitted to WYSA and MSA.

30 days prior to travel

- Hotel rooms, as per hotel contract, are released.
- Chaperone Code of Conduct forms due.
- Team meals are confirmed with hotel catering (pending on tournament or restaurants). Note, if teams choose to deviate from the meal plan then the FCNW Office **MUST** be notified in advance.
- If traveling to the US by bus, all border crossing documentation (passport spreadsheet and letter) will be faxed in for players, coaches and chaperones.
- Approved travel papers and rosters are submitted to the tournament.

7 – 14 days prior to travel:

- Coach/team manager/team travel rep will pick up a duotang with player registration forms, approved travel papers, travel roster and chaperone signed code of conduct forms. If teams have requested and budgeted for FCNW banners and pins then these will be available for pick up at this time.
- Will provide an absentee letter for parents to submit to the school.
- Game schedule will be sent once received from tournament headquarters.
- Master bus and game spreadsheet will be provided (if available ahead of time) or at time of departure.
- Submit team contingency fee cheque to the FCNW office.
- Submit administrative fee cheque to the FCNW office.

14 – 30 days AFTER travelling:

- Post-tournament report and final budget copy must be submitted to the FCNW Office.



FC Northwest Team Travel Checklist - B

Based on the team travel being organized by the team and/or team manager

Timelines listed are recommendations and items may not be applicable to every team – **with the exception of items highlighted in red** – these are mandatory. It is still expected that the GM will be updated on a regular or ongoing basis.

60 - 90 days prior to travel:

- Submit team travel request form to the FCNW office.** Note: the Team Manager or team contact listed will be the contact person for the FCNW Office. Registration forms and any other applicable forms will be sent to this person to distribute to the team and they are responsible for collection of ALL completed paperwork and fees by the deadlines.
- Create and review budget template with FCNW Office.**
- Coaches to meet with parents and discuss/create budget and timelines for payments.
- Coaches to review Chaperone Code of Conduct with parents and initiate choosing chaperones as CPIC's are required (valid for 3 years).
- Transportation and hotel plans should be initiated, confirmed and completed.
- All players complete applicable tournament registration & travel forms and payments are collected and submitted by the indicated deadline.
- Chaperone fee and copy of CPIC collected.
- Team is registered with the tournament (if not done prior).

45 days prior to travel:

- Team coaching staff will finalize rooming list with chaperones assigned (if applicable).
- Online travel rosters completed by coach (pending on tournament).
- If applicable, online player waivers completed (pending on tournament).
- Travel roster, travel papers and CPIC copies submitted to WYSA and MSA.

30 days prior to travel

- Chaperone Code of Conduct forms due.
- Team meals are confirmed with hotel catering (pending on tournament or restaurants).
- If traveling to the US by bus, all border crossing documentation (passport spreadsheet and letter) should be faxed in for players, coaches and chaperones.
- Approved travel papers and rosters are submitted to the tournament.

7 – 14 days prior to travel:

- Coach/team manager/team travel rep should create a duotang with player registration forms, approved travel papers, travel roster and chaperone signed code of conduct forms. If teams

have requested and budgeted for FCNW banners and pins then these will be available for pick up at this time.

- Provide an absentee letter for parents to submit to the school.
- Confirm game schedule with team/parents.
- Submit team contingency fee cheque to the FCNW office.

14 – 30 days AFTER travelling:

- Post-tournament report and final budget copy to be submitted to the FCNW Office



FC Northwest Post-Tournament Report

Please answer the following questions in an effort to evaluate the team’s recent tournament travel. The comments should reflect the overall experience of the team. This can be completed by one person or can be a group effort and combined into one email (consulting with chaperone's, all coaching staff, etc.) before being submitted:

Tournament Name: _____

Tournament Location: _____

Team Name, gender & age group: _____

1). In respect to the administrative and managerial responsibilities, preparation for this tournament was:

2). The team’s mode of transportation was: _____. We would recommend this mode be used again - explain. If no, why not: _____

3). The team stayed at: _____

It included: laundry – breakfast – BBQ – other _____

We would recommend this hotel again - explain. If not, why:

4). On a scale of 1 to 5 (1 being poor and 5 being excellent) rate:

-The tournament fields _____

-The tournament schedules _____

-The tournament staff _____

-The tournament location _____

-The tournament level of competition _____

In regard to the above, provide any specific details that would be helpful to know:

5). Please note any incidents, concerns or issues experienced by the team (with another player, coach, parent or chaperone):

*Responses will be kept on file and used for reference by FCNW staff and other coach’s when future travel to this tournament is being considered. As well, any incidents reported on this form will be noted and followed up on accordingly.