



Travel Policy and Procedures

Purpose

Joining a Marin FC team often includes significant travel requirements depending upon age and team level. This Travel Policy has three equally critical purposes:

- Enumerate specific requirements and restrictions for all traveling parties for legal, safety and fiscal certainty.
- Define procedures to promote player, team and club identity, performance and enjoyment.
- Guide team leaders and travel contributors in effective preparation and execution of travel events.

Definitions and Roles

For consistency across the club, the following roles and definitions exist:

Events: There are three types of events beyond individual game ('away game') travel:

- **Local Events** are those events requiring limited travel coordination such that players may arrange their own transport to and from and overnight accommodations are not necessary.
- **Regional Events** are those events that may or may not require organized overnight accommodations but would not require air travel.
- **National Events** are those events requiring both air travel and overnight accommodation.

Team Leaders: The team leaders provide critical travel organization and guidance for the team:

- The **Manager** is responsible for overall travel coordination including delegation of travel tasks
- The **Treasurer** is responsible for financial planning of travel events
- The **Coach** is responsible for the team during competition and training periods of travel

Travel Leaders: The travel leaders are responsible for planning and supervision.

- The **Travel Coordinator** is responsible for various travel tasks such as group airfare, van or car rentals, and hotel arrangements prior to travel.
- The **Chaperone(s)** are designated traveling adults responsible for the team during non-competition periods of travel (note: the coach may serve in need as a chaperone, but it's preferable not to)

Travelers:

- **Player** is any rostered or guest player for the traveling team.
- **Parent/Guardian *Internal*** is any adult staying with the team or using team transport.
- **Parent/Guardian *Parallel*** is any adult associated with the team at a travel event but on an independent itinerary. Any Parallel person must notify their team in advance of travel events or their plans.

League or Event Regulations

Depending upon the governing body or event host, there may be specific requirements with which teams must abide. It is the responsibility of the team's Travel Coordinator to determine, communicate and comply with such restrictions and/or mechanisms.

Most commonly teams will be required to use a centralized hotel reservation system designated by the league or event. Penalties can be imposed upon a team or club for disregarding or violating the event parameters.





Equally important, the team or travel leaders are responsible for all Internal or Parallel persons and their adherence to event rules and regulations such as spectator requirements.

In complying with league or event regulations, the team Travel Coordinator is expected to consult with club officials as appropriate, eg. Technical Director, DoCs, ECNL Director, DA Director, Volunteer Coordinator, or others. When required, cost-effective, or otherwise appropriate, and teams are traveling to the same event, coordination between teams is the responsibility of the teams' Travel Coordinators in conjunction with appropriate club officials.

Costs and Commitment

Travel costs will be projected 4-6 weeks prior to each travel event if possible. Payment for the projected amount will be due approximately 3-4 weeks prior to each event or as required by third parties (airlines, hotels, car rentals) if different. A summary of expenses will be recapped at the conclusion of each event by the team Treasurer and Travel Coordinator.

By joining a Marin FC team, players are committing to all travel events for the team and the costs associated with those events. Apart from exclusion for an event due to roster size restrictions (determined by the coach if it arises), there are three exceptions to the travel commitment:

- **Injury** : If a player is physically prohibited from participating, they may elect not to attend a travel event.
- **Unavoidable Significant Conflict** : In the event a significant and immovable conflict arises a player may elect not to attend a travel event. Examples of a significant, immovable conflict are a family wedding or funeral, unchangeable religious observance, or academic requirements such as a standardized test. Examples of conflicts that do **not** qualify are birthday celebrations, academic events which can be reasonably rescheduled, or other entity travel such as a school trip.
- **Sudden Illness** : Should a player be taken ill unexpectedly, they may elect to withdraw from a travel event.

The costs associated with travel are of three types:

- **Team Costs** include anything the team budget pays for collectively such as entry fees, coaching costs, a van rental, or block of hotel rooms.
- **Individual Costs** include those expenses attributed directly to each traveler such as airfare (even if booked as a group), meals not included with hotel and incidentals.
- **Guest Costs** are any portion of the team costs attributable to guest players as determined by the Travel Coordinator and team Treasurer.

Airfare costs are the responsibility of the Travel Coordinator and Treasurer to be sourced as group travel for the best combination of schedule and cost. Hotel costs are to be based upon four players sharing a room and two adults sharing a room. Transport costs are to be on van or other higher capacity vehicle rentals. Whenever possible, players, chaperones, coaches and Internal travelers are expected to fly, stay and transport as a team group. Should a player not attend a travel event for any reason other than the exceptions listed above, they are responsible for their share of team costs and any non-refundable costs attributable to them such as an unused airfare portion.

Travel cost assistance is available from the club in the form of travel grants for any traveling player who is a financial aid recipient. Players must apply for travel grants and if approved the club will route appropriate funding to the team treasurer on behalf of the player.

Chaperones

As a not-for-profit and volunteer reliant entity, Marin FC teams should expect parent volunteers to act as chaperones inclusive of various associated costs such as their own airfare and hotel accommodations, which it is foreseen would be overlapping costs anyway for parents attending travel events. For any National Event, Regional Event including





overnight team accommodations, or travel outside of California including overnight team accommodations, teams will use chaperoned travel. A minimum of two chaperones will be present during these events.

Prior to each travel event, the team's coach, manager, and treasurer will designate the two chaperones from the team's pool of possible chaperones.

To be in the team's pool of possible chaperones, persons must:

- Complete a club background check
- Obtain a SafeSport certification
- Possess a Marin FC staff card
- Possess a valid drivers' license
- Possess valid auto insurance

During travel chaperones are required to:

- Drive a large suv or van type vehicle.
- Remain onsite with players at all times; chaperones must be available to assist with player needs at any time during the travel event.
- Refrain entirely from smoking, use of illicit drugs, consumption of alcohol, or becoming impaired at any time.
- Never occupy a private space with a player (unless their own child) at any time (applies to all adult travelers).
- Support the coach in any disciplinary issues or actions, eg. monitoring/enforcing room assignments and curfews, confiscating prohibited materials, parental notification(s), transport/travel arrangements for expelled player(s).

Player Expectations

Travel with Marin FC requires each player to behave in a professional manner. The player code of conduct applies at all times.

Inappropriate, offensive, or disrespectful behavior will NOT be tolerated, whether on a plane, bus, field, bench, residence, excursions, or other location. While traveling, players are representing their team, club, family, and themselves. Inappropriate behavior will result in loss of privileges for a proportional duration as determined by the coach(es) including suspension from play. Additionally, if the offense is severe enough, players may be sent home at the expense of the players' family.

Player room assignments will be determined by the Coach.

Any damage to/or loss of property will be the financial responsibility of the player/player's family. If damage or loss cannot be attributed to an individual player, the players rooming together or otherwise associated at the time/location of the loss shall equally share the responsibility. Repercussions (if any) for property damage or loss will be determined by coaches.

Curfew will be set by the Coach, and honored by all players and supported by all parents, guardians, and chaperones.

Each team's leaders will develop their own Electronic Device Policy that reflects the maturity of their age group. This will include appropriate usage times and curfew expectations. At no time are external speakers allowed. All devices shall be stowed, unused, and unchecked from 45 minutes before kickoff times until 15 minutes after final whistles, or at any times declared by team or travel leaders.





All itinerary items associated with team travel are mandatory, up to and including: meals, trainings, warm-ups, matches, watching other club teams play, team bonding activities, etc. Players are expected to be punctual; unexcused tardiness or absences will result in appropriate consequences as determined by the Coach(es).

Travel Apparel

All players will travel in designated travel apparel when traveling to and from events. Players are required to travel with their travel apparel and game gear (cleats, shinguards, uniform kits) separate from any travel baggage and as carry-on. Commonly this is accomplished by using the player's backpack for travel apparel and gear. The purpose of this is to ensure that in the event of lost luggage, players will have all the irreplaceable items they need to participate in competition.

There are no requirements for parent/guardian or chaperone apparel, however it is encouraged that they wear spirit wear from the club line of branded apparel available on soccer.com.

For players, the required travel apparel consists of three parts as enumerated:

Pants

- Standard : Nike Academy20 Pant KPZ in Navy Blue or Black
- Acceptable alternatives:
 - Black Jeans or Slacks (full length, no holes nor markings)
 - Black "Yoga" leggings (full length, no patterns, holes, nor see-thru segments)

Shirt

- Standard : Nike Legend Training/Warmup Jersey in Red
- Acceptable alternatives:
 - Game jersey, blue or white
 - Marin FC branded polo or other top
 - Coordinated team travel top (if created for fundraising or other purposes)

Jacket

- Standard : Nike Academy19 Rain Jacket in Blue with Club Crest and Player Initials or Name
- Acceptable alternatives:
 - MFC Hoodie

All standard items are available on the Marin FC 'store' at soccer.com. Nike updates its apparel line frequently, so the intent of the standards listed above is to align with the most currently available version of each item.

Travel apparel is to be worn at all times during travel except when determined by the travel leaders to be unnecessary. All times includes during flight, transit, team meals and team excursions.

Resources

Airfare (most common):

United Airlines - <https://www.united.com/ual/en/us/grouptravel/bidrequest/submit>

American Airlines - <https://www.aa.com/contact/forms?topic=GMT#/>

Delta Airlines - <https://www.delta.com/contactus/groupTravel>

Jetblue Airways - <https://www.jetblue.com/traveling-together/group-travel/>

Southwest Airlines - <https://www.southwest.com/html/air/business-groups/group-travel.html>

Van Rentals:

Legends Car and Van Rentals - <https://legendscarrentals.com>

Costco

