



Travel Policy Updated as of 1/1/2025

The following info pertains to Ole' FC teams approved by the Executive Director.

All players and parents should be aware of the travel expectations of the team they are joining/playing for. Travel budgets should be established that are fair and reasonable but that also consider unforeseen circumstances. All monies should be collected prior to the event, and "back charging" afterward by parents or coaches should be avoided at all costs.

Coaches responsible for more than one team is encouraged to take teams together to out of town tournaments. The cost associated with one coach may be divided with other teams.

It is recommended that a Parents/Players Meeting be held at some time before the trip to discuss all the details involved so parents are fully aware of the expectations that will be required and to review all expectations of players (and parents) while traveling. Teams within the program traveling to the same tournament should strive to work together wherever possible to get the best group discounts and promote cooperation and cohesiveness within the program. It is recommended that, as a minimum, the following be taken into consideration for each tournament that the team has selected and is planning to travel to:

- Airfare
- Lodging
- Ground Transportation
- Meals
- Miscellaneous Expenses
- Coaching Subsidy
- Tournament Fee
- Forms (Medical Release Form, Special Power of Attorney, Rules and Guidelines of the Trip, Parental/Player Agreement, Packing List)

Airfare

1. Things to consider
 - A. Price
 - B. Payment Options
 - C. Deviations
 - D. Other teams travel plans
2. Travel Agency
3. Discount Tickets
4. On your own



Lodging

1. Things to consider
 - A. Does tournament have a “stay to play” policy?
 - B. Cost
 - C. Taxes
 - D. Payment Options
 - E. Location
 - i. Other Ole’ teams plan?
 - ii. Proximity to fields
 - iii. Traffic
 - iv. Safety
 - v. Eating places/discount stores (Costco, Walmart, etc.)
 - vi. Entertainment (shopping mall, Movie Theater, arcade, etc.)
 - F. Rooming list
2. Hotel/Motel – must choose from tournament hotels if a “stay to play” tournament
3. Boarding (College, Hostel)
4. Home Stay
5. Research (Internet or Personal Recommendation(s))

Ground Transportation

Find volunteers that are capable and comfortable driving vans. Coaches should not be relied upon to drive team vans. Coaches may ride along in the vans with a parent driver. This way, they can be dropped off with the team prior to game time and should not be relied upon to worry about things such as parking a van and carrying coolers. Teams are advised to discuss with their coach (es) and come to an agreement as to how ground transportation will be handled/taken care of for the coach (es). Teams are not required to rent individual vehicles for the convenience of the coach (es), however, there may be extenuating circumstances where the coach (es) will be better served by having their own vehicle. It is highly recommended that travelling teams’ budget for full coverage van insurance unless the designated driver(s) use a credit card that provides the recommended insurance coverage and provided the designated driver(s) is willing to use it.

Meals

1. Cook or not to cook (if team cooks, need volunteers that will cook what the players like to eat but also what the coaches feel is nutritionally appropriate)
 - A. Cooking for team
 - i. cost
 - ii. time and effort
 - iii. shopping
 - iv. clean-up



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- B. Dining out
 - i. Cost (within team established per diem)
 - ii. Look for buffet and affordable dining
 - iii. Call restaurant(s) and coordinate
 2. Communicate w/ coaches re: their wishes
 - A. Eating schedule
 - B. What kind of food
 3. Things to remember/keep in mind:
 - A. Team will eat as a group
 - B. Parents and siblings are invited to dine with team

Miscellaneous Expenses Water: Assign or get volunteer(s) to coordinate purchase and distribution of water for players and coaches Supplies (for bottled water) – Water Jug for each player; Large collapsible cooler; Ice; Bottled water (2 cases of 16 oz bottled water iced in collapsible cooler per game or 4 gals of water with 6 – 8 oz disposable paper cups) – Carry 2 cases of bottled water reserve in van.

Laundry: Assign or get volunteer(s) to, coordinate w/ other parents, collection, laundering & distribution of uniforms and other clothes for players and coaches.

1. Locate laundry facility:
 - A. Hotel
 - B. Commercial Laundromat
2. Laundry supplies:
 - A. rolls of quarters
 - B. laundry detergent
 - C. mesh laundry bag
 - D. permanent marker

Coaching Subsidy

1. Teams should budget for a head and one assistant coach (if needed and approved by the Executive Director) to travel with the team (airfare, lodging, meals and ground transportation for the duration of the team's trip). Teams are advised to discuss with their coach (es) and come to an agreement as to how ground transportation will be handled/taken care of for the coach (es) during their stay at the tournament. Teams are not required to rent individual vehicles for the convenience of the coach (es), however, there may be extenuating circumstances where the coach (es) will be better served by having their own vehicle.

Mileage Rate (includes the variable costs of operating a vehicle, such as the cost of gas, oil, tires, maintenance, and repairs, as well as the fixed costs of operating the vehicle, such as insurance, registration and depreciation or lease payments.): 56 cents per mile.



Car Rental: Should be allotted same amount of money if driving own vehicle (Mileage Rate). I.e. Trip from Memphis, TN to Franklin, TN is 413.6 miles roundtrip. Rental allowance should be \$232.

Food Per Diem: \$40 per day, \$20 per 1/2 day. Normal out-of-town weekend tourney is usually \$80 (1/2 Friday, Full Saturday, 1/2 Sunday). This by no means covers the amount of vacation time the coaches are using but it's a nice gesture and standard policy. The per diem should be paid to your coaches prior to leaving on your trip (normally 1 week prior to departure for tournament).

Hotel: Team room rate per night is available for the head coach and/or assistant coach, if necessary, due to a game schedule conflict.

- If both coaches travel and share the same gender, they may share a hotel room. Otherwise, each coach must have its own room.
- An assistant coach with a child on the team requiring a separate room must cover the cost of their own hotel room if it is not needed for a game schedule conflict.

Forms

Teams should make sure that all required forms are properly completed at least 1 week prior to leaving on their trip.

Additional advice (Things to be aware of)

1. The Head Coach and at least two other responsible adults on the trip must be made aware of any allergy (ies) players may have and/or medications they may require. An adequate supply of medication must accompany these players.
2. Be aware of each player, family, and coach and know how each family reacts to money, values, and standards.
3. Never assume anything about money. Communicate and get a feel for how each family responds to spending money. This is a critical area. It's not about how much money they have. It's about how they feel about spending that money.
4. Be flexible, be prepared to adjust. Changes come from everywhere – coaches, players, parents, schedules, weather, traffic and other things not planned.
5. Share information – parents will help if they know what to expect in advance.
6. Make your travel and any entertainment plans age appropriate.
7. Do not discuss “Big Entertainment” plans openly in front of players. They are there to play! Check with coaches to avoid conflicts. Let the team play first.
8. Be proactive. See how you can help.