



## PGYSA Team Travel Policy

### Interpretation and Amendment:

This policy provides guidance for PGYSA Soccer Club travel. The Team Travel Policy should be viewed as evergreen and does not include all the elements of travel. The Board, Travel Committee and Technical Director will interpret the guidance below in keeping with the purpose and principles set out.

The Travel Committee and Technical Director may make minor administrative amendments to this policy in keeping with the purpose and principles set out and will provide an update to the Board. Larger changes will require Board review and approval to ensure transparency and comprehensive understanding.

### Travel Authority:

PGYSA travel opportunities will be determined by the technical team a **minimum of 2 months in advance** of the designated season and will be released to both coaches and parents.

Teams may travel to other tournaments and exhibition matches as best serves their development pathway in consultation with the Technical Director. A full travel plan consistent with this policy will also be presented for approval by the technical team.

### Team Player Rosters:

All team selections will be made in accordance with equity and diversity principles in team selection policies. Exceptions to allow priority pre-registration will be made only with approval of the technical team. BC Soccer requires that all sanctioned programs must have 2 coaches present in all situations delivering programs to children/youth, and that female teams of any age must have one coach/assistant coach/chaperone who is female. Further considerations include:

- Guest players from other clubs unable to enter teams in their own age group may be invited to participate at the discretion of the technical team, and with the permission of the responsible youth district and BC Soccer Association.

- Registered PGYSA & Timberwolves Academy players are given priority for all travel rosters. However, if the minimum roster size is not met, guest players will be invited with preference given to district players.
- Coaches may request that the technical team evaluate players to “play up” for either roster size management or specific player development needs. All evaluations will follow the Club Playing Up Guidelines (Appendix A) and will be approved by the Technical Director, the player’s parent/guardian, and the player themselves.
- Tournament travel is intended as the **culmination of a training period**. Training helps improve player ability. Training also provides an opportunity for players to understand key individual and game references:
  - ☐ Rostered players are active participants in the **lead-up training and are expected to make every attempt to be at practices**.
  - ☐ If the coach is concerned that practice participation does not meet this expectation then playing opportunities may be adjusted accordingly. This will first be addressed with the player’s family to understand the circumstances.
  - ☐ Any roster adjustments must be approved by the technical team.
- For teams U14 and older only, the coach may apply ability-based selection if the purpose, values, selection criteria and methodology to be applied is approved in advance by the Technical Director. E.g. Provincial Play-in Games / Provincial Championships
- ***The Responsible Parent / Guardian Code of Conduct & Player Code of Conduct Agreement:*** It is **mandatory** for both the player and their parent/guardian to sign these code of conduct agreements prior to any travel or participation in games. This ensures that all parties understand and agree to uphold the expected standards of behavior and financial responsibility to travelling.

### **Transportation:**

- Transportation is the responsibility of players and their families.
- Coaches are responsible for their own travel arrangements in coordination with the Team Manager and Travel Committee.

### **Accommodations:**

Accommodation is the responsibility of players and families. However, it is recommended and encouraged that families and players stay at the team accommodations. Staying with teammates is both a memorable element of team travel and helps contribute to team building and culture:

- Room blocking, or the use of a central agency or booking platform may be required at some tournaments. Failure to meet this requirement can lead to the Club being excluded from future tournaments. If required, all teams will comply with these policies.
- If opportunities to travel and compete require the club to arrange accommodation and chaperones for teams, travel and rooming plans must comply with safe sport guidelines which will be provided to all coaches, players, parents / guardians prior to travel.
- For players under the age of 16, coaches are not permitted in player rooms except with their own children. For U11-U13 age groups, all players will all be accompanied by a parent or a parent-appointed guardian.
- In collaboration with the Travel Committee, Team Managers will liaise with their Team Coaches and families around room bookings.
- The Team Manager will liaise with the Travel Committee to reserve rooms in a block and monitor room bookings within a block reservation

## Travel Expenses:

### Travel Fees

- Travel is a 100% cost recovery program. However, consideration will be given on a case-by-case basis where affordability is a concern to promote inclusiveness & accessibility for travel team members.
- Parents are responsible for tournament/competition fees as established by the Club. Travel fee payments will be adjusted to reflect the final number of players attending the event.
- Once the roster for an event is released, the Club will establish a short deadline for payment. This short deadline for payment will:
  - 1) Secure the player's participation on the roster, and
  - 2) Allow the team to move forward with the event planning

If the payment does not occur on or before the timeframe expires, the spot on the roster will be offered to the next player.

Parents will be responsible to register and pay all fees within the club specified timeframe for **EACH** individual event. Collection of these fees will occur using the PGYSA PowerUp electronic registration/payment platform.

- All tournament / competition registration fees are non-refundable.

- If a previously committed player can no longer travel, they must receive approval for the exemption from the Technical Team to qualify for a refund. In all other circumstances, the unrefunded commitment fee will be retained as general team revenue for the trip.
- Parents/players are responsible for the cost of food, fuel, parking, and accommodations.
- Costs may be covered from fundraising in the following order:
  - ✓ Competition fees
  - ✓ Coach and where necessary, chaperone accommodation/gas costs
  - ✓ Team meal / activity and team cooler
  - ✓ Reimbursement to players/families for travel

### *Meals and Activities*

Team Managers may develop plans for meals or appropriate off-field activities that are inclusive of all players on the team. All team meals / activities will be considered common expenses that are shared equally unless a player does not choose to participate.

### *Fundraising*

All fundraising activities of will be in alignment with the Club *Fundraising Policy*.

### *Team Uniforms*

Team uniforms will be provided to players by the Club, and they will be returned to Team Manager at the conclusion of the competition. Families will be required to provide uniform deposits as determined by the Club.

## **Safe Sport Travel:**

Safe sport is the highest value of the Club which seeks to lead best practices. Travel will be managed in keeping with all safe sport policies, with specific reference to:

- Rule of Two Guidelines by Canada Soccer  
[https://canadasoccer.com/wp-content/uploads/2020/12/CanadaSoccer\\_RuleOfTwo\\_EN.pdf](https://canadasoccer.com/wp-content/uploads/2020/12/CanadaSoccer_RuleOfTwo_EN.pdf)
- Travel Guidelines to Protect Children in Sport by CCCP  
[https://www.commit2kids.ca/pdfs/EDU\\_TravelGuidelinesYouthSport\\_en.pdf](https://www.commit2kids.ca/pdfs/EDU_TravelGuidelinesYouthSport_en.pdf)

- Safe Sport Guidelines

## Team Officials and Responsibilities:

### Team Manager

A Team Manager needs to have both the time and skills to fulfill the role to the standards expected by this policy. Team manager responsibilities include:

- Acting as the liaison with the Travel Committee / Technical Team and serve as the primary point of contact for players and families.
- Organizing team meals and off-field activities
- Coordination and tracking of room bookings and management of uniform deposits.
- Collection of emergency contact and disclosed health information and travel consent forms
- Maintaining a record of player ID cards and Coach / Player Code of Conduct acknowledgements

### Team Coach

Team Coaches will operate according to the Coach Code of Conduct and the Equity and Inclusiveness in Team Selection/Population policy. Team Coach responsibilities include:

- Liaising with Technical Director to determine the player rosters and select the appropriate division of play for tournament entry
- Lead all games, training sessions and team meetings pre-travel and while at the tournament
- Travel with, or declare a designate to travel with, team bags including tactics board, cones, balls, extra uniforms, pinnies, first aid kit, tape, towels, ice packs and any other items necessary to support player care
- Work in cooperation with the Team Manager to develop trip itinerary which may include:
  - ✓ Game, training and meeting times
  - ✓ Curfew and travel times
  - ✓ Extra team activities
- Report any injury, illness or other incident to the Club
- Respond appropriately to complaints or concerns of the public, parents and tournament officials.

## Chaperones Responsibilities

Chaperones are responsible for the **off-field supervision, care and support of players** to ensure a safe and positive experience. Teams travel as a group and represent the **PGYSA Impact club** and community at these events. Chaperones act as leaders that support players to maximize their preparation and recovery times to ensure player development and performance.

Chaperones will be available throughout the entire team travel and responsibilities include:

- Check-in regularly with players on their health & nutrition
- Promote punctuality and ensure players in your care are on time for games and curfews
- Report any athlete illness, injury or conduct concerns to the team manager or head coach

**For any questions, concerns or comments on this policy, please contact: [travel@pgysa.bc.ca](mailto:travel@pgysa.bc.ca)**