

# TRAVEL GUIDELINES & PROCEDURES<sup>1</sup>

YK GALAXY SOCCER ACADEMY – JUNE 2022

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<sup>1</sup> Adopted from Calgary Foothills Soccer Club & Rush Union Soccer

## 1.1 Background

YK Galaxy Soccer recognizes the value and special significance of participating in tournaments outside of Yellowknife. The following travel policy and guidelines provide a foundation for planning and organizing safe and successful team travel. There are many benefits to this type of travel including:

- o Gaining experience by playing a higher level of competition
- o Building team camaraderie
- o Seeing and playing against different styles of play
- o Participating in a professional soccer environment
- o Showcasing our teams and players to the outside soccer community

## 1.2 Team Meeting:

A team meeting should be held to disseminate information to the team parents and players about travel plans.

- o Review the purpose and objectives for traveling to the proposed tournaments.
- o Discuss transportation and lodging options.
- o Review player and chaperone responsibilities including the Player Code of Conduct.
- o Distribute estimated cost sheets and payment schedule to parents so they can make decisions.
- o Distribute “what to pack” and/or equipment list for players.

## 1.3 Player Responsibilities:

- o Players will adhere to check-in, game and activity times and places established by the coach and chaperones.
- o Players will receive prior approval from the coach for all excursions away from the team.
- o Players will remain in groups of no less than three whenever away from the rest of the team.
- o Be courteous and considerate of other guests staying at the team hotel.
- o Team “sleepovers” will not be permitted.

- o Player get-togethers should take place in spaces large enough for the whole team.
- o Players will attend all team functions unless previously excused by the coach or chaperone.
- o Players will adhere to all curfew expectations.
- o No consumption or possession of alcohol, tobacco, or illegal substances, including marijuana, is allowed.
- o At no time should players admit persons of the opposite sex in their rooms.
- o Players who participate in inappropriate or illegal behavior are subject to disciplinary action by the club.
- o Coaches may choose to collect player cell phones and electronics each night before curfew. If phones are not collected, players agree to keep them turned off overnight.
- o No charges (including pay-per-view movies) to a room are allowed without prior approval by the coach.

## 1.4 Chaperones Responsibilities:

Trip chaperones assume a major responsibility for player organization, safety, and supervision.

- o Please ensure there is a same sex adult present in ALL team meetings.
- o Ensure players travel in groups of no less than three.
- o Ensure the location of players under their supervision and time of return.
- o Ensure players attend all organized team functions including departures, arrivals, games and practices.
- o Hold all copies of emergency and medical forms for players under their supervision.
- o Be aware of all medical needs and prescription medications of players under their supervision
- o No consumption or possession of alcohol, tobacco, or illegal substances, while in the presence of players.

## 1.5 Coach/ Admin Coordinator Responsibilities:

- o Create a detailed itinerary to coordinate travel plans, meeting times, team functions, meals, group departure for game times, free time.
- o Decide which parents will be acting as chaperones, if applicable.

- o Decide player room assignments, where applicable
- o Be fully aware of all game times and locations and communicate such information to players and chaperones.
- o Inform all players and chaperones of pre-game meeting and practice times and locations.
- o Set expectations and activity limits (for example, swimming in hotel pool) to ensure that players are rested and mentally prepared for tournament competition. The “Lights Out” time is determined by the coach.

### **1.6 Violation of Travel Policies and Procedures**

Any players who violate team travel policies or procedures may receive a reduction of playing time, be sent home from the tournament/team at their parent’s expense or suspended from the club depending on the nature of the violation.

### **1.7 Packing List**

- o YK Galaxy Apparel (Jerseys, both black & red and track suit)
- o Indoors soccer shoes (for turf)
- o Cleats (if you have a second pair bring it)
- o Shin guards/pads
- o At least 2 sets of black socks soccer socks
- o Black shorts
- o Water bottle with athlete’s name
- o Cooling towel
- o Long sleeve shirt to wear underneath in case of cold weather
- o Long underwear or leggings to wear underneath in case of cold weather
- o Slides (for relief from cleats between games)
- o Change of clothing
- o Pajamas
- o Toiletries (toothbrush, toothpaste etc.)
- o Inhaler (if applicable)
- o Medication (if applicable)
- o Sunscreen

### **Important Documentation:**

- o Proof of Vaccination
- o Photo ID (if you are 16 & over)
- o Photocopy/Picture of Birth Certificate

## General Travel Tips:

- Prior to travel, obtain, copy, and distribute to parents and players all available tournament information.
- When flying, set a departure meeting time and place for all players, coach, and parents to gather before check-in. Find out in advance what type of photo ID will be needed for check-in. Player cards may be enough.
- Have the manager or a chaperone hold all tickets for group check-in and boarding passes, if applicable. Do not allow players to keep their own tickets.
- Allow adequate time for security clearance.
- Confirm in advance carry-on baggage limitations. Players should put uniforms and all other game related equipment in carry-on soccer bag.
- The team travel coordinator should reserve a block of rooms at the best rate available, well in advance of the travel dates, for the players, coach, manager, chaperones and any parents who want to stay at the hotel. Try to find hotels that include breakfast.
- Parent room confirmations may require personal credit card numbers to be called in to the hotel in advance. Team (player, coach, and chaperone) rooms can be reserved using the team debit card.
- When players travel without their parents, the coach should assign roommates.
- Players and parents should check and double check that players packed soccer uniforms and all game related equipment, (i.e., tape, shoes, shin guards, etc.)
- Players should also pack for diverse potential weather conditions (e.g., gloves, hats, extra socks, etc.).
- Team manager and coach will plan eating schedules around game times.
- For telephone calls, players should have a prepaid telephone card or cell phone.
- Players should not carry large amounts of cash.
- Assure the team has adequate first aid supplies.
- Player's name should be on all items of value, including clothes, cameras, etc. Have all bags marked for easy identification?
- After arriving at the hotel, have someone do a test drive to the game location to get a good idea of travel time.
- Call ahead to restaurants to decide for team meals.
- Coach, chaperones, and players should always keep a roster with cell phone numbers with them.