



BNSC Travel and Tournament ANNEX

JUNE 2007

BNSC Travel and Tournament Policy Statement

An essential component of the Boise Nationals Soccer Club's ("BNSC") soccer curriculum is introducing its players to a variety of soccer experiences and competition. External opportunities such as tournaments, exchanges, ODP and High School play expose our players to a broader soccer network and provide additional measures to educate and enhance their capabilities as players. **BNSC also recognizes the growing cost and time commitment that travel imposes upon families.** The BOD is committed to balance cost, time commitment and safety with the value derived from travel.

The following outlines BNSC's policy on tournament selection, a description of the tournament application process, travel budget considerations, and specifics regarding team travel arrangements, including the roles and responsibilities of those involved. This policy also applies to exchanges. It is emphasized that these are guidelines – they are meant to provide a framework for a smooth and safe travel process. They are subject to yearly reevaluation and approval.

TOURNAMENT SELECTION

Tournament selection is the responsibility of the Coach Committee. The Coach Committee also is responsible for arranging exchanges. The BNSC coaching staff as directed by the DOC will develop a travel, tournament and exchange ("TTE") plan that details by age group TTE expectations for the upcoming playing year, and the DOC will submit this plan to the BOD for approval. Any additional TTE opportunities offered to a team are optional. **The TTE plan will be communicated to members prior to tryouts so families can weigh the commitment.**

Once a player commits to a team, the player must participate in team TTE. Upon recommendation of the DOC, the BOD may direct the DOC to take away the player pass of a player who fails to meet the TTE obligation. The BOD will review extenuating circumstances that prevent a player from attending a TTE function. The following are some considerations regarding this process.

- A. Unless a tournament or exchange has been designated as 'optional', all players are expected to attend. The fees and coaches' expenses for all tournaments and exchanges not designated as 'optional' will be divided equally among all rostered players. An optional tournament is one that all players are strongly encouraged to attend; however, fees will be divided only among those who do participate.
- B. The Coach Committee may elect to present optional tournament possibilities to the parents for discussion and a vote. There will be no negative repercussions for a 'no' vote. Based on the interest level demonstrated in the voting process, the Coach Committee can pursue the addition of interested guest players to try and fill the roster. If there is not enough interest, the optional event will be cancelled.

- C. The Coach Committee will provide a deadline for a decision regarding participation in an optional tournament so that any guest players needed to complete the roster can be invited in a timely fashion.
- D. Number of Tournaments – The following are **guidelines** for the number of away tournaments/exchanges each age group can anticipate as outlined by the BNSC Coach Committee:

Number of Expected Travel Events*

Age Group	Fall	Spring	State Cup/Regionals	President's Cup
U11-U12**	Optional	Optional	N/A	Yes
U13-U15	1	2	Yes	N/A***
U-16-U18	N/A	2	Yes	N/A***

* All travel that exceeds these guidelines shall be considered optional and subject to a vote of the team parents as outlined in this policy.

The Coach Committee will attempt to schedule travel to achieve the appropriate level of competition for each team. Geographically, coaches will attempt to confine travel to Idaho, Washington, Oregon, Utah, California and Nevada.

** All U11-U12 travel shall be considered ‘optional’ as outlined in this policy

***For U13 teams and older, President’s Cup becomes applicable if a team does not qualify for State Cup.

- E. Every effort will be made to provide a written TTE plan for the year in advance of tryouts to respect the scheduling and financial demands on families. It is understood, however, that tournament acceptance/rejection and unplanned tournament opportunities might alter the schedule.
- F. Careful consideration shall be given to the number of school days missed and to the preservation of family time during the year when selecting tournaments.

TOURNAMENT APPLICATION PROCESS

Completion and submission of tournament applications is the responsibility of the team manager with help from the team treasurer.

Tournament Application -- Once a tournament has been selected by the Coach Committee, the manager should make contact with the tournament director and/or access the website, obtaining the information necessary to complete the application and begin planning the travel process, if applicable. Finalization of travel arrangements should not be made until tournament acceptance is secured. Each tournament has unique application and supporting document requirements. **ADHERE CAREFULLY TO THE DEADLINES!!** The following typically should be submitted and each should be labeled so each document stands on its own if separated from the cover letter:

1. Cover Letter -- This should be friendly and list each document enclosed including the check. Include a thank you for the opportunity to apply and provide the team manager's contact information including phone numbers, fax and email.
2. Application Form -- The mailing address and contact phone number provided on the form should be that of the manager, not the coach, enabling the manager to keep track of all correspondence.
3. Tournament Fee -- The team treasurer will provide the check, publish the assessments and collect from each player as outlined in the budget policy.
4. Team Resume -- Each team manager (or designee) should maintain an updated resume that includes a summary of league and tournament records and accomplishments.
5. Team Roster -- Some tournaments will request a team roster. Each tournament roster can be unique to that specific tournament. For example, guest players may play in one tournament but not another. A database should be kept that can be pasted into the specified format. Please note that acceptance of guest players is determined by each tournament director.

USYS or US Club Soccer Travel Approval -- Travel outside of Idaho must be sanctioned by either USYS ("United States Youth Soccer") or US Club Soccer:

USYS -- USYS sanctioned travel is approved through IYSA (Idaho Youth Soccer Association). IYSA's system grants blanket authority to travel to each team once the IYSA roster is approved and distributed. This can be rescinded by the state for any infraction by the team. IYSA provides each team a Travel Sanction Form along with the team player passes.

US Club Soccer -- US Club Soccer sanctioned travel is approved via acceptance into US Club Soccer tournaments/events. When a US Club Soccer registered team is accepted into a US Club Soccer tournament, then all registered members of the team are

authorized to travel to the event. No additional papers are needed. The team roster can be printed from the US Club website – www.usclubsoccer.com – (using the manager’s assigned user name and password. Documents include:

- a. US Club Soccer roster
- b. Email confirmation of tournament acceptance

BUDGET CONSIDERATIONS

Team Expenses – TTE costs (entry fee, coaches cost, trainer costs, chaperone driving costs and miscellaneous team travel costs) are to be paid by each team. Whenever BNSC enters 3 or more teams in a TTE event the club has the option to have a sports trainer accompany those teams on the trip. The team manager of the oldest team traveling will be responsible for coordinating the travel itinerary of the trainer. Travel costs will be divided equally among the teams traveling.

Unless the tournament is designated as ‘optional’, these costs will be split evenly among all of the rostered players on the team whether or not they attend the tournament. For an optional tournament, these expenses will be divided equally among only those players rostered for that particular tournament. A guest player is a non-club member or a player from another BNSC team will be charged if he commits to play in an optional event before the deadline. A ‘fill-in’ is a player who agrees to play at the last minute (after the deadline). This may occur, for instance, if a committed player is injured just before a tournament. A fill-in will not be charged whether or not he is a club member as he is providing a service to the team.

The team treasurer is responsible for posting assessments prior to each tournament according to a cost estimate provided by the team manager and/or team travel coordinator. Post-tournament reconciliation should be done when the final costs are tabulated.

Club Expenses – If the Director of Coaching (“DOC”) attends a tournament and is not coaching a specific team, the Club will pay those expenses based on the coach reimbursement policy. The DOC shall go to State Cup, Regionals and to any tournament attended by three or more BNSC teams. The DOC may attend other tournaments at club expense if approved by the BNSC Board of Directors.

Individual Player Expenses - Each player’s family is responsible for the player’s transportation, hotel and meal costs. For planning purposes, it is reasonable to budget \$250 -- \$300 per person for airfare (if applicable), a car rental (variable, less if shared) and \$100 per room per night for hotel (less if rooms are shared).

COACH EXPENSE REIMBURSEMENT

This policy sets out the guidelines for funding coach expenses at tournaments in a fair and equitable way for all parties concerned (families, coaches, club).

It is intended to be completely transparent and aimed at fully and fairly compensating a coach for his travel and tournament-related expenses and is not meant as payment for his services. The four areas of coach tournament funding set out in this policy are per-diem, transportation, accommodation and out of pocket reimbursement, as they relate both to in-town and out- of-town tournaments for up to two coaches per team.

a. PER DIEM

Travel Tournament (out of Treasure Valley): A coach will be paid a sum of \$45 per day in advance of departure to the tournament for every full or partial day away from Boise. Therefore, if a team boards a plane Friday afternoon and returns at Sunday

evening, the per diem would total \$135: 3 days x \$45. This amount is not to be decreased based on a hotel having a continental breakfast. The coach may choose to eat the continental breakfast or go elsewhere at his discretion and the per diem will not be affected.

Local Tournament: For local tournaments, the coach is paid a per diem of \$20 per day, as he typically will spend the majority of the day at these events.

b. TRANSPORTATION

This section is applicable only to out of Treasure Valley tournaments and exchanges.

Airfare: The coach will have his full airfare paid to any tournament requiring air travel. Teams will also rent a car for their coach(es) personal use during the tournament and will cover all associated costs (gas, insurance, rental fee, etc).

Driving: If a coach drives to a tournament, the team will pay the coach at the current IRS mileage rate for roundtrip mileage to the destination and for travel to and from the fields. This amount is estimated and paid prior to the tournament.

Mileage Exception: Should a coach choose to drive to a tournament for which the total mileage rate is greater than the airfare + car expenses (rental, insurance, gas, etc), then the coach is reimbursed for the lesser of the two travel methods.

Coaches Drive Together: Should more than one coach travel together, only the coach driving his vehicle will be reimbursed mileage. The teams concerned will each fund an equal portion of the total mileage cost paid to the driving coach.

c. ACCOMMODATIONS

This section is applicable only to out of Treasure Valley tournaments and exchanges.

Hotels: Each team is responsible to pay for one (1) room for its coaches, unless circumstances warrant a room for each coach (maximum of 2), which will be covered by the team.

d. OUT OF POCKET EXPENSE REIMBURSEMENT

This section is applicable to local and travel tournaments. In a situation where a coach must spend his/her own money in order to attend, the team will compensate the coach in a timely manner. An example of this is a schoolteacher who must pay for his/her substitute teacher costs due to absence from work and a lack of personal days to use.

e. CLARIFICATIONS

Direct any issues concerning a reimbursement for any unusual amount or circumstance or an expense that falls outside of the scope of this policy to the VP of Operations. If the matter is not successfully resolved, then the BOD will review and decide the matter. BOD interpretation of the policy will be final.

TEAM TRAVEL PLANNING

Travel Model Descriptions --There are two basic team travel models: the Family Model and the Chaperone Model.

- A. **The Family Model** – In the Family Model, a parent or guardian of each player travels with his/her player and is responsible for following the schedule and rules set by the coach and club. The parent ensures that the player is at all the practices, games, meals and other team activities on time; oversees hydration and snacks; reinforces all rules and the “lights out” policy and supervises unscheduled time. If a parent will not be attending a tournament, the player’s family is responsible for asking another parent to be responsible for their child. The designated parent then will perform all of the above-described duties and will keep an envelope of the player’s travel cash and health insurance card. Under this model, the family must stay at the team hotel. Communication often breaks down if parents are at a remote location.

- B. **The Chaperone Model** -- In the Chaperone Model, an assigned parent chaperone will be responsible for up to four players and will perform all of the aforementioned duties. This typically will involve supervising one hotel room and those players, while staying in a nearby room. This might include escorting the group of players during air travel and driving the group of players to and from the airport (if applicable) as well as to games, meals and other team events. .

When the Chaperone Model is in place, parents not acting as chaperones, but attending the tournament shall be given an opportunity to stay at the team hotel at the time hotel reservations are made. All parents will be issued a travel packet so they can reinforce the schedule and provide assistance when needed. However, they must not take a player out of his group without consulting with the assigned chaperone, nor interfere with team activities. It is understood that there may be extenuating circumstances (e.g. medical problems such as insulin-dependent diabetes, chronic cough, etc) where it is beneficial for a player to stay with a parent in a separate room and not in a group.

It shall be BNSC’s policy to adopt the family model for all U-11 and U-12 teams. Beyond U11-U12, part of the learning experience is teaching young players how to travel, to be good citizens and to focus as a team. Players at these ages are expected to room, to dine and to participate in activities together as a team. These ideals are generally reinforced by the time players are older so travel for older teams concentrates on competition and exposure. Therefore it is BNSC’s policy that the Chaperone Model be adopted for teams U-13 and older. It also provides a way for families to reduce travel expenses without repeatedly having to make special arrangements for their child’s supervision.

In cases where multiple BNSC teams travel to same event, the Administrative Committee working with the Events Coordinator will determine if a joint (club-wide) travel plan or an “each-team-on-its-own” plan should be adopted. This committee will balance the following parameters in coming to a judgment:

- Desire of the DOC and coaches,
- Attendance of a trainer,
- Economies of scale, cost, reservation contracts,
- Distance from fields for each team,
- Club bonding experience.

The Events Coordinator and Administrative Committee must be notified of any travel proposed by a team. TTE budgets and actual costs must be created and tracked to develop travel cost statistics for each tournament. This data will be turned over to the DOC. The DOC is responsible for evaluating the cost: benefit of any travel experience and use it for future planning.

ROLES AND RESPONSIBILITIES

A. Coaching staff

1. Tournament Selection – As members of the Coach Committee, head coaches will participate in the tournament/exchange selection process.
2. Schedule of Players' Daily Activities – The coach and team manager will provide a schedule of the players' daily activities while at a tournament to be included in the travel packets. The schedule may include meal times and locations, departure/arrival times for warm-ups/games, team activities, study/reading time, lights out and free time guidelines.

Special note: It is important to list a study/reading time on the printed schedule especially when school days are missed, otherwise it is very difficult to convince kids to settle down and stay caught up with homework. Those who don't have homework should have a book to read. A parent monitor or monitors should be assigned during this period.

3. Meals – The coach will work with the team manager and meal coordinator to organize team meals, snacks and hydration.
4. First Aid Kit – The coaching staff or, alternatively, a volunteer will maintain a first aid kit and bring this to each game.
5. And, of course, coach will and spend time with the players at meals and activities.

B. Team Manager – The manager is responsible for coordinating the team, volunteers and required paperwork. The manager works closely with the travel coordinator, if applicable (see below), and the team treasurer. The following are specific duties:

1. Coach's Book --The coach's book should be updated before each tournament to include the approved IYSA authority to Travel and the US Club Soccer Team Roster, the BNSC Travel Packet (see below) and all tournament information received regarding the tournament, check-in and rules. All other documents including player passes need to be in order.
2. Manager's Book -- The manager should carry copies of the entire coach's book including:
 - a. Season roster or US Club Soccer team roster
 - b. Player birth certificates
 - c. Medical release forms (USYS & US Club Soccer)
 - d. Play up forms (if necessary to support season roster changes)
 - e. Drop/add forms (if necessary to support season roster changes)
 - f. Player pictures (full copies of pictures used for player passes)
 - g. USYS Region IV Travel Sanctioned Tournament form
 - h. BNSC Travel Packet (see below)
 - i. All tournament information received regarding the tournament, check-in and rules.
3. Tournament application – This process is described in detail previously in this Annex.

4. Budget – The manager works with the team treasurer and travel coordinator, if applicable, to establish a cost estimate prior to each tournament allowing assessments to be made and collected in a timely manner. The decision regarding the recommended mode of transportation for the coach to and from a tournament and whether or not a separate rental car will be provided, if applicable, lies with the team manager and treasurer.

C. **Travel Coordinator** – A team may elect to have a travel coordinator who oversees all other travel arrangements and supervises the following volunteer coordinators. Otherwise the team manager can fill this role. The travel coordinator may elect to perform any of the following duties him/herself.

1. **Hotel coordinator** – As soon as it is determined that a team will apply for a tournament, the hotel coordinator should make reservations with a tournament hotel that does not require a deposit until tournament acceptance is secured. This often is done months in advance of a tournament. For instance, reservations for State Cup and Regionals should be made in August or September. A generous number of rooms should be reserved (maybe one per family plus two for coaches plus an extra – it is easier to cancel rooms than add.) **If more than one BNSC team attends a tournament, it is desirable that all teams stay at the same hotel.** The hotel coordinators from each team should work together in this instance. A reservation should be made for the DOC, if attending.

Tournament hotels usually are listed on the tournament website. If a list is not available, an area hotel listing can be used noting distance from the fields. To ease the research process, the Hotel Information Sheet found in the supporting documents that follow can be used. Several copies should be made paying particular attention to the first three items on the checklist (inside hallways rather than “catwalk” exterior walkways, nonsmoking rooms, breakfast included) for safety and convenience. Other checklist items provide useful information, but are not essential. For instance, refrigerators in rooms are helpful, but not mandatory. Email contact should be made with the entire team and coaches to put together a rooming list. Once tournament acceptance is obtained, have one adult from each room call the hotel to reserve their room with a credit card. Check with the hotel contact person to ascertain that everyone has called in. When chaperones are used, the manager will assign players to specific chaperones and rooms. The team will reserve the rooms in a group and assess the players.

2. **Transportation Coordinator** – If it is determined by the team manager and team treasurer that it would be optimal to fly to a tournament as a team, the transportation coordinator will make airline reservations typically through a travel agent knowledgeable in booking groups. Each family then can purchase tickets through the travel agent. The tickets for the coach(es) shall either be purchased by the team directly or the coach shall be reimbursed a previously agreed-upon amount. The travel agent also can manage the rental car reservations once it is determined how many are needed. When chaperones are used, the manager and transportation coordinator will decide whether there are enough parents attending to have separate drivers for each group of players. Players will be assigned to a certain car and ride with that driver for the entire tournament. Alternatively, in the Family Model, families may elect to take care of their air and car reservations independently. This should be communicated to the transportation coordinator and appropriate adjustments made in the number of reservations made.
3. **Meal Coordinators** – It is recommended that each team have two meal coordinators. At the direction of the coach, the meal coordinators will organize team meals, snacks and

hydration for the players when traveling. This may involve reserving space at a restaurant, arranging for food to be brought into the hotel or bringing lunch to the fields if time constraints occur. It also is useful if they provide water and sports drinks to be kept at the sidelines at each game. These coordinators will be reimbursed for any out-of-pocket expenses by the team treasurer who then will assess each player. Meals should be consumed 1.5 to 4 hours before a game. After game snack assignments should be made before departure with a suggested list of appropriate snacks, or the coordinators may choose to furnish the snacks and add the expense to the list for reimbursement.

Players need to consume at least 100 grams of carbohydrates (approx. a Power Bar and a Gatorade) within an hour after playing every game. For older teams, as an alternative to snack assignments, each player can be responsible to pack his own Power Bars (or reasonable alternative) and sports drinks and bring them to the fields for post-game consumption.

4. **Travel Packet Coordinator** – This coordinator assembles the travel packets and distributes them to each family prior to departure. This is essential for good communication and makes the travel process flow smoothly. Some of the following can be emailed to families ahead of time, but it also is useful to have them all assembled in packets. The Travel Packet should contain:

- Flight itinerary, if applicable
- Hotel information (address, phone number, confirmation numbers, etc.)
- Hotel rooming list and car assignments, if the chaperone system is used
- Packing List (see supporting documents)
- Players' daily schedule (from the coach)
- Tournament game schedule/uniform selection
- Game schedule for other BNSC teams, if applicable
- Snack schedule
- Nutritional Guidelines (see supporting documents)
- Directions/map to hotel
- Directions/map to the fields
- Field Maps
- List of Players' Responsibilities (see supporting documents)
- List of Parent/Chaperone Responsibilities (see supporting documents)
- List of Driver Responsibilities, if applicable (see supporting documents)
- Player roster with a list of cell phone numbers. An emergency contact number can be designated. This number should be given to the hotel front desk, also.
- Weather forecast

5. **Miscellaneous** – Various travel-related duties can be performed by the travel coordinator or designated volunteer. Examples include ordering travel jerseys, obtaining trading pins, arranging for photography, arranging approved sight-seeing excursions, etc.

D. **Team Treasurer** – The treasurer assesses the players according to the above guidelines, works with the manager to provide the fees according to deadlines, purchases coaches' airline tickets or provides reimbursement, provides funds for the coaches' hotel rooms and rental cars, provides the coaches with up front coverage for car travel expenses and the per diem, reimburses the meal coordinators, if applicable, and documents post-tournament reconciliation when costs are finalized, reassessing players, if needed. The treasurer also works with the manager in making decisions regarding a coach's mode of transportation to a tournament and whether or not a rental car will be provided for the coach.



SUPPORTING DOCUMENTS

This also can be downloaded from www.idahoyouthsoccer.org :

TYPE OR PRINT NEATLY

**United State Youth Soccer
Region IV
Travel Tournament Form
Season _____**

Name of State Association: **IDAHO YOUTH SOCCER ASSOCIATION** Region: **IV**

Name of Team: _____ **Age Group: U** _____ **Boys:** _____ **Girls:** _____

Name of Coach: _____ Telephone: (home) _____ (work) _____

Address: _____ City: _____ State: _____ Zip Code: _____

Assistant Coach: _____ Telephone: (home) _____ (work) _____

Address: _____ City: _____ State: _____ Zip Code: _____

Assistant Coach: _____ Telephone: (home) _____ (work) _____

Address: _____ City: _____ State: _____ Zip Code: _____

Name of Manager: _____ Telephone: (home) _____ (work) _____

Address: _____ City: _____ State: _____ Zip Code: _____

Colors: Jersey _____ Shorts _____ Socks _____ Alternate Jersey _____

List players in alphabetical order by last name first.

	Player Name	Signature	Registration Number	Birthdates	Year Grad	Jersey #	Alt Num	Position
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								

IDAHO YOUTH SOCCER ASSOCIATION

TOURNAMENT GUEST PLAYER ROSTER

FOR TOURNAMENT: _____
 DATES OF TOURNAMENT: _____

NAME OF TOURNAMENT TEAM:		TEAM NUMBER:		AGE DIVISION:	
NAME OF COACH:			ADDRESS:		PHONE:
CITY:	STATE: ID	ZIP:	LEAGUE:		

	NAME OF PLAYER	NAME OF GUEST PLAYER'S TEAM	JERSEY NUMBER	BIRTH DATE	GUEST PLAYER PASS NUMBER	REPLACEMENT OR ADD (designate R or A)	NAME OF PLAYER BEING REPLACED (if applicable)
1							
2							
3							
4							

THIS TOURNAMENT GUEST PLAYER ROSTER IS FOR USE BY TEAMS TAKING GUEST PLAYERS TO TOURNAMENTS WHICH HAVE GIVEN WRITTEN AUTHORIZATION ON THEIR USYS TOURNAMENT SANCTION FORM FOR THE USE OF GUEST PLAYERS. THIS TOURNAMENT GUEST PLAYER ROSTER IS VALID ONLY FOR THE TOURNAMENT AND DATES INDICATED ABOVE.

INSTRUCTIONS:

1. Enter the required information in the blanks provided.
2. On the tournament and/or league roster, draw a line through the player(s) being replaced (if applicable).
3. Guest players information should not be added onto the tournament and/or league roster.
3. Guest players must use the player pass from their league team.
4. The information on the player pass must match the information on this Tournament Guest Player Roster.
5. The number of copies and other requirements necessary for travel and validation of Rosters for tournaments can be found in the IYSA Registrar Manual.

FOR OFFICIAL USE ONLY

Requested action is: Approved
 Disapproved

Signature: _____ Date: _____
 State Registrar



Hotel Information Sheet

1. Name of Tournament _____
2. Name of Hotel _____
3. Check-in Date _____ Check-out Date _____
4. Phone(s) _____ Fax _____
5. Email _____
6. Address _____
7. Rate _____
8. Team/ name rooms are held under _____
9. Contact person _____
10. Number/type of rooms held _____
11. Held until/ rooming list due on _____
12. Cancellation Policy _____
13. Confirmation Number(s) (may need separate sheet) _____
14. Checklist
 - *Indoor hallways? (for safety) _____
 - *Nonsmoking rooms? (all should be – make sure) _____
 - *Breakfast included? (Important!!!) _____
 - Type of breakfast items served (e.g. just rolls and juice or more extensive) _____
 - Breakfast hours (aids in itinerary planning) _____
 - Pool – indoor or outdoor? Hours? _____
 - Hot Tub? _____ Age limit? _____ Hours? _____
 - Refrigerator in rooms? (nice option to keep beverages in especially during hot weather tournaments) _____
 - Movies available? _____
 - Restaurant on premises? Type? Will they cater a meal (e.g. pasta) to the hotel breakfast room? _____
 - Distance from fields _____
 - Coin-operated laundry available? _____
 - Is this a casino hotel? (Undesirable for many parents) _____
 - Other (quiet/near highway/safety concerns) _____



Packing List

1. Jersey
2. Shorts
3. Alternate jersey/ shorts
4. Socks
5. Shin Guards
6. Cleats
7. Water Bottle
8. Ball
9. Ball Pump
10. Soccer Bag
11. Warm-ups
12. Under Armor
13. Hat/Headband
14. Gloves
15. Swimsuit
16. Sunscreen
17. Homework and/or book to read during study time
18. Optional: Rain Gear
19. Optional: Mesh Laundry Bag (to keep uniforms separated during group washing)

Make sure your name is on all of your equipment in permanent marker

BNSC PLAYER RESPONSIBILITIES AND CODE OF CONDUCT

As a BNSC player, you have the following responsibilities:

- **Treat teammates, opposing players, coaches, referees and spectators with respect.**
- **Arrive 10 minutes before practice with all the proper attire and equipment (shoes-polished, shin guards, inflated soccer ball and water bottle).**
- **Arrive at game fields promptly when your coach requires (usually 45 minutes prior to kickoff).**
- **Have a timely ride home from games and practices.**
- **Have both sets of uniforms with you at ALL GAMES.**
- **Take responsibility for communicating with your coach. If you are going to miss practice or a game, you must let your coach know in advance. If you have an issue or a concern, speak directly with your coach about it.**
- **Play within the rules of the game of soccer and demonstrate self-control.**
- **Support your teammates and practice good sportsmanship.**
- **Accept the decisions of the referee without gesture or argument.**
- **Win with humility and lose with grace.**
- **Honor your commitment to the team and attend all practices and games.**
- **Maintain a sense of dedication to the team. Stay competitively sharp, mentally focused and in good physical condition.**
- **Strive for improvement.**
- **Report all injuries to the team coach as soon as possible.**
- **Keep your uniform and equipment clean and in good condition.**
- **Follow and adhere to the BNSC travel rules.**
- **Organize your time to ensure an adequate balance between extra-curricular and academic activities.**
- **Practice good citizenship and get involved in the community.**
- **Adhere to the BNSC Code of Conduct and the BNSC Handbook.**

BNSC PLAYER TRAVEL RESPONSIBILITIES AND CODE OF CONDUCT

As a BNSC player, you have the following responsibilities:

- **The coach in consultation with the team manager will set the agenda, schedule, and the rules, for all players, for the entire travel event, with the focus being on soccer. Players must attend all scheduled events. This includes meal times, departure and arrival times, what the players will or will not do between games or on days off (if anything), where and when the team goes, etc. Designated chaperones are an extension of the coach. Each team will designate the appropriate number of chaperones for the tournament.**
- **Safety and security are of great importance.**
 - **Wear seat belts at all times when in any vehicle;**
 - **Never leave your hotel without getting permission from your coach or chaperone;**
 - **Always travel in pairs (at least) when leaving your hotel;**
 - **Travel only in your assigned car or bus, so as not to confuse the count.**
 - **If traveling by air wear your BNSC travel polo shirt (tucked in), a pair of pressed pants (no jeans) and clean shoes. Also, take a carry-on bag with your soccer gear.**
- **Be on time to all meetings and in your assigned room at curfews. Stay in your assigned room. When it is time for lights out, lights and all noise go out. Keep the volume down, at all times, when in the rooms. Do not pound on doors or let them slam. Do not lock roommates out of the room. Practice good table manners at all meals (no hats, politely wait your turn, keep your voice down, and treat wait staff with respect). At no time should a player be out of his room after curfew.**
- **The focus of tournaments is performance first. Sightseeing, touring or shopping is not a priority and can only be done with coach's approval. To this end, BNSC teams are expected to support each other at games. Teams will eat all meals together.**
- **The coach must approve any activity not related to soccer.**
- **All players are expected to rest between games to conserve energy. This means getting off your feet and relaxing. Avoid horseplay or anything that requires much energy. Swimming in the pools at motels should be kept to no more than 15 minutes, unless under the direction of the coach.**
- **Treat the motels and other guests with respect. Keep your appearance and your room respectable. Do not wear your cleats or walk around barefoot in the hotels or restaurants. Keep your room clean. Do not play with the ball in the hotel.**
- **Be responsible for bringing all your gear to the tournament. This includes the obvious – uniform, and equipment – but also means molded cleats, studs, and flats (if you have them), so you are prepared for a variety of different surfaces and changing conditions. Also – do not bring more than is necessary. Cleats must be polished before each game.**
- **Players should not expect to rent video games or pay-per-view movies unless approved by the coach or chaperone. In-room phones are for local calls only and no long distance calls will be made. Players may receive long distance calls in their rooms.**
- **Each player is expected to supply their body with the nutrients it needs to sustain a high level of performance for 4-5 games in one weekend. Players are not to consume**

sodas. Consuming sodas and candy during travel is prohibited. Make this a routine habit:

- **Consume 100 grams of carbohydrates within one hour of each game's end.**
- **Eat meals with lots of carbohydrates. (pastas and vegetables)**
- **Drink plenty of water the day before games, the day of games, and the day after games. Sports drinks are good and should be consumed according to this ratio: 4 cups of water to 1 cup of sports drink.**

Any player using or attempting to buy or sell alcohol or drugs, damaging or stealing property, physically abusing another player, being disrespectful to a coach, chaperone or driver, or violating curfew, will be disciplined by the coach which may include being dismissed from the tournament and sent home at their parent's expense. Any damages to hotel property shall be at the liability of the player responsible.

- **Cell phones are a wonderful means for parents and players to keep in touch. Cell phone use during a tournament can be abused and become a significant distraction. For this reason, the use of cell phones by players during games and communication with non-family members during a tournament is discouraged.**

Your coach and BNSC have very high expectations for how players behave at tournaments. Remember that you are representing BNSC and Boise, Idaho. Players who violate the travel rules may be sent home immediately, with the parents responsible for all costs incurred. You are responsible for yourself and for each other.

BNSC CHAPERONES RESPONSIBILITIES AND CODE OF CONDUCT

As a BNSC chaperone, working with the team coach, you have the following responsibilities:

- Each player's room will have a chaperone assigned to it. These may not be the same kids with whom you drove. One chaperone may be responsible for more than one room.
- After check in, inspect rooms for existing damages before occupancy by the team. Remind players of rules on behavior, video game and movie rental and long distance phone calls.
- Be responsible for your "room" throughout the weekend, including all meals and activities. Keep a head count to make sure all your players are accounted for.
- Make sure players are awake and go to breakfast on time.
- Make sure players are eating nutritious meals. No junk foods are allowed.
- Remind players to fill their water jugs during the day and before each game.
- At bedtime, enforce the curfew and lights out. Check the halls after lights out to make sure the players are settled down and television is off. Never physically or verbally attack a player.
- Keep envelopes of players travel cash, if asked to do so.
- Report any rule infraction to the team manager or coach immediately.
- Police rooms at check out and make sure players have taken all of their belongings. Note any damage to room if observe.
- Remember you and your "rooms" are representatives of BNSC and Boise, Idaho.

BNSC DRIVER RESPONSIBILITIES AND CODE OF CONDUCT

As a BNSC driver, you have the following responsibilities:

- Be responsible to drive a pre-designated group of players to games, meals, and team activities. This may involve a “hand-off” from their room chaperone.
- Utilize personal credit card for rental of vehicle.
- Any expenses relating to the rental of the vehicle will be reimbursed to the driver by the team.
- Make sure players are wearing seatbelts at all times while in your vehicle.
- Follow all motor vehicle laws for the state that you are driving in, and do not use your cell phone while driving.
- Do not consume alcoholic beverages before or while transporting players to and from games, meals, and activities.

Drivers; Insurance:

1. Any individual driving a group of players to games, meals, or team activities shall have a minimum of \$500,000 liability coverage covering the vehicle being used to transport team members. This requires driver/owner to have liability coverage of \$500,000 per accident and \$500,000 per individual. The driver/owner shall also have in place limits of no less than \$10,000 for medical coverage applicable to his/her passengers. BNSC insurance advisors recommend that individuals carry a \$1,000,000 liability umbrella supplement if they transport players regularly.
2. Drivers shall provide to team managers in the form approved by BNSC proof of insurance as set forth in No. 1 above and a valid driver’s license.
3. If the vehicle being driven is a rental vehicle, BNSC insurance advisors recommend you should:
 1. Never rent anything larger than a minivan,
 2. Accept all categories of the leasing agent’s insurance offering,
 3. Review various car rental companies and select one with adequate liability coverage levels, and
 4. As a driver, secure in advance a release of liability form signed by the player’s parent.