



CMFSC TEAM TRAVEL POLICY

OBJECTIVE:

Coquitlam Metro-Ford Soccer Club (CMFSC) supports CMFSC registered teams traveling together to experience the benefits of soccer in new locations. CMFSC requires all teams objectively traveling as representatives of CMFSC to conduct themselves in accordance with the directions in this policy, CMFSC Values and the Code of Conduct. This policy sets out some of the parameters CMFSC teams travelling need to understand.

CMFSC recognizes two types of travel that its teams may be involved with:

- **Club Travel** – this is travel required of a team due its placement by CMFSC in a particular league, tournament or other competition. This is essentially non-discretionary travel.
 - **Non-Club Travel** – this is travel to a tournament or game(s) that is at the election of the team traveling and not required by CMFSC. This is essentially discretionary travel.
1. **Teams are ambassadors of CMFSC, BC Soccer, and Canada soccer**
 - a. All CMFSC teams are governed by the CMFSC Code of Conduct which applies to players, coaches, managers, parents and anyone else traveling as part of the CMFSC group;
 - b. All CMFSC teams are also required to comply with codes of conduct set by governing organizations such as British Columbia Soccer Association and the Canadian Soccer Association; and
 - c. All CMFSC teams must wear approved CMFSC uniforms and other CMFSC attire when playing and if possible, when traveling.
 2. **Sanctioned Events**
 - a. Teams should only attend games, tournament, showcases and other events that are sanctioned by the governing body of the jurisdiction where the event takes place. For example, when attending a tournament in British Columbia, teams should ensure that tournament is sanctioned by BC Soccer.
 3. **CMFSC Administration**
 - a. Financial
 - i. Club Travel: CMFSC at its discretion will provide some level of financial support to CMFSC teams required to travel, for Provincial or National Competitions.
 1. Day Trips requiring ferry travel (Sunshine Coast, Bowen Island, Vancouver Island) – CMFSC will reimburse teams up to \$700 CDN for these trips provided particulars and receipts are submitted.
 2. Multi-Day Trips – CMFSC will reimburse teams up to \$500 CDN per night for trips requiring over-night accommodations.
 3. Notwithstanding the limits described in parts 1 and 2 above, CMFSC may elect to provide additional financial support for Club travel that requires other travel forms and/or additional accommodation.
 - ii. Non-Club Travel: CMFSC will not provide financial support to teams traveling at their own discretion or choice.



- b. Technical/Logistical:
 - i. Club Travel - CMFSC will provide technical guidance, advice, and other logistical assistance; and
 - ii. Non-Club Travel – if possible CMFSC may provide technical guidance, advice, and other logistical assistance.

4. Insurance/Forms/Applications

- a. Traveling teams must obtain sufficient insurance for all players traveling including individual medical coverage, if applicable;
- b. Traveling teams must ensure they have met any BC Soccer travel requirements including but not limited to, the BC Soccer Application to Travel Out of Province Form; and
- c. If travelling out of the country, teams must Purchase the Out of Country Commercial General Liability Extension and submit to CMFSC prior to travel. The form and directions will be provided by club administration.

5. Things to Consider

- a. Insurance for non-players;
- b. Travel Consent Letter for unaccompanied minors;
- c. Medications;
- d. Accommodations;
- e. Team hydration and fueling;
- f. Meals (when, where, what);
- g. Auxiliary travel matters (taxis, buses, Uber);
- h. Food Allergies;
- i. First Aid;
- j. Coach & Manager (team may elect to cover costs); and
- k. Cell phone coverage and plans.

6. Liability

- a. CMFSC, its directors, employees and volunteers are not liable for any claims, costs, incidents or any other matters that arise from teams traveling anywhere at anytime.