



TRAVEL TEAM POLICY HANDBOOK

For Flagstaff Ski & Snowboard Team Athletes

Rev. 12.18.24

Flagstaff Ski & Snowboard Team
CONTACT INFORMATION ON-SNOW & ADMINISTRATION

**2 South Beaver Street, Suite 118
Flagstaff, AZ 86001**

**928-773-9707
flagstaffskiclub.org**

Charlie Boyer,
Alpine Director
cboyer@flagstaffskiclub.org

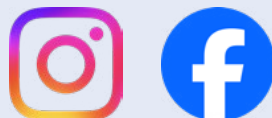
Jeff Schultz,
Head Ski Coach
jschultz@flagstaffskiclub.org

Krystan Lauher,
Development Director
klauher@flagstaffskiclub.org

Thank you to our Partner:



LIKE & FOLLOW:



Safety for our Traveling Athletes

Safety is the top priority for the Flagstaff Ski & Snowboard Team when attending out-of-town events. Our infrastructure is designed to support and safeguard our athletes throughout their travels, ensuring they have the necessary resources, supervision, and coaching to perform their best while staying protected.

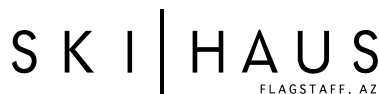
We rely on the cooperation and support of our athletes' families to cover the associated travel costs, such as transportation, lodging, and coaching fees, which allow us to maintain these high safety standards. By working together, we can ensure a successful, safe, and enriching experience for our athletes both on and off the slopes.

*We appreciate your continued commitment to
your athlete's success and well-being!*

Thank you to our Platinum Sponsors:



Thank you to our GOLD Sponsors:



Thank you to our SILVER Sponsors:



FLAGSTAFF SKI & SNOWBOARD TEAM

TRAVEL POLICIES

Overview: *These guidelines are designed to ensure athlete safety, provide clear travel expectations, and maintain transparency in travel-related costs for out-of-town events. Contact Alpine Director Charlie Boyer for unresolved issues no later than 10 days before departure.*

Key Goals:

1. High-quality coaching at out-of-town events
2. Focused coaching during events
3. Economical travel and clear billing
4. Athlete safety is our top priority

Responsibilities: Athletes and families are responsible for arranging their own travel and lodging. Coaches are not responsible for athlete supervision or travel outside of training/event activities.

Planning: Event schedules and cost estimates will be provided in advance. A pre-season meeting will be held to gauge interest in specific events, after which cost estimates will be shared. If 3 or more athletes express interest in an event, coaching costs will be divided equally among participating families. A deposit/payment is required before the event, and late changes may incur extra costs.

Coaching Assignments: A minimum of 3 athletes is needed for a coach to attend an event. Events with fewer than 3 athletes may not be supported by a coach unless cost-sharing is agreed upon by families.

US Ski & Snowboard Compliance: The Flagstaff Ski & Snowboard Team adheres to the U.S. Ski & Snowboard SafeSport Guidelines to ensure the safety, well-being, and protection of all athletes during travel. These guidelines set clear expectations for appropriate behavior, supervision, and interactions during team travel.

We encourage all parents, athletes, and coaches to familiarize themselves with the U.S. Ski & Snowboard SafeSport guidelines, which can be found here:

**U.S. SKI & SNOWBOARD
SAFESPORT GUIDELINES**



Employee Reimbursement Policy:

For out-of-town events, travel expenses incurred by coaches are covered by the parents of traveling athletes. This policy is designed to ensure a clear understanding of which expenses are shared and how they are billed.

FSST is committed to supporting our coaches by providing reimbursement for eligible expenses incurred during their coaching responsibilities. This policy ensures that all coaches are appropriately compensated for their contributions to the team. Specific reimbursement details and guidelines are provided below to ensure clarity and consistency in the process. Coaches are encouraged to maintain records and submit documentation promptly to facilitate reimbursement.

Food Expenses: Coaches receive the Federal per diem amount for food expenses based on the location.

Travel Policy Exception: Meal Per Diem: Per diem will not be provided for meals included in travel arrangements, such as conferences or events. Per diem applies only to meals not provided.

If dietary restrictions or exceptional circumstances require additional meal expenses, reimbursement may be approved with prior approval and supporting documentation.

Coach Mileage for Personal Vehicles: Coaches receive the Federal mileage reimbursement for personal vehicle use. All private vehicle use for coaches must be pre-approved.

Travel Day: Coaches receive a flat rate reimbursement for travel days, independent of meetings and other work requirements.

Lodging Reimbursement: Coaches have the option of receiving the Federal per diem amount OR having the team book lodging on behalf of the coach. All per diem amounts will be determined in advance of travel to cover lodging expenses, reflecting the standard rates for the location.

Cost Allocation: Travel team expenses are divided equally among the athletes attending each event. Parents will receive detailed cost breakdowns for each event to facilitate payment and planning. Thank you for your support in making travel opportunities accessible for all team members!



Flagstaff Ski & Snowboard Team Travel Team Billing Policy

Billing Overview

Athlete Lodging and Transportation: Each family is responsible for arranging and covering their athlete's lodging and transportation. Unless otherwise stated, parents are expected to shuttle their athletes to and from the event venue.

Coach Expenses Covered by Parents

Parents of participating athletes will share the costs associated with coach travel. Please see the Travel Team Policy Handbook for details.

- ***Mileage***
- ***Lodging***
- ***Food Per Diem***
- ***Travel Day Pay***

Billing Process

Billing Confirmation: Once final attendance is confirmed, parents will receive an invoice detailing the total coach costs and each family's portion.

Payment Timeline: Invoices will be sent promptly following the event, with a payment due date indicated. Timely payments are essential for maintaining a smooth operation.

Cancellations: Should a family cancel attendance within three weeks of the event, they will still be responsible for their portion of coach expenses as determined before final confirmations. Late additions to events are subject to Alpine Director approval.

Contact for Questions

If you have questions or concerns regarding billing, please contact the Alpine Director or Development Director.

We appreciate your support in sharing these travel costs, as it enables our team to continue providing high-quality coaching for all our athletes at these essential events.



Flagstaff Ski & Snowboard Travel Team Invoice

Family Name: _____

Traveling Athlete(s): _____

Date of Event: _____

Location of Event: _____

Description	Coaches	Per Person Amount	X Number of Athletes in Family	Total Amount
		\$		
		\$		
		\$		
		\$		

GRAND TOTAL: _____

3. Payment Information

Preferred Payment Method:

☐ Credit Card (includes 3% fee)

☐ Check (preferred)

DUE DATE: _____

Make Checks Payable to:
Flagstaff Ski Club, Inc.

Credit Card Payment Information:

CARD # _____

EXP _____ CVV: _____ ZIP: _____

For Office Use Only

Reviewed By: _____

INVOICE DATE: _____

TOTAL PAID: \$ _____

PAY DATE: _____

*Thank you for
travelling with the
Flagstaff Ski &
Snowboard Team!*