



# IDAHO DASH TRACK CLUB

## TRAVEL POLICY

### A. Fundraising, Donations, and Business Sponsorships

Fundraising, donations, and business sponsorships are vital components to the success of Idaho Dash Track Club. Even though parents pay program fees for their athletes, there are additional costs that will be inevitable when the club travels outside of the Treasure Valley to compete. It's the club's policy that all rostered athletes for a specific season, and their parents, engage in our fundraising efforts to help offset athletes and coaches cost associate with travel and competition. Because we know our athletes and parents have lives, and some athletes play multiple sports that calls for the athlete and parents to engage in those fundraising efforts too, it is the club's policy that if a parent is willing to make a generous monetary donation to the club in lieu of fundraising, that would be acceptable. With that said, parents can opt to donate \$200 or more (especially if they have more than one athlete on the roster) to the athlete pool account via the club's website. The donated amount must be at least equivalent to an amount each athlete who participated in most all fundraising events earned for the athlete pool account. Idaho Dash's tax ID number is 81-4304379. Only donations/contributions made to Idaho Dash Track Club are tax deductible.

The head coach reserves the right to determine how business monetary sponsorships will be allocated and utilized. The head coach can decide to fill a bigger non-travel related need with business monetary sponsorships such as purchasing training equipment or using that money to host our own meets.

### B. Management of the Athlete Pool Account

- The head coach will establish a separate bank account for the athlete pool account. The athlete pool account is different from the club's business account. Both head coach and team pool account treasurer will have spending authority over the athlete pool account during the season.
- The team pool account treasurer, under the supervision and direction of the head coach, will primarily manage athlete pool account money.
- The team pool account treasurer will assess parent/athlete fees per the head coach's instructions, updated the athlete pool account spreadsheet and email it to the parents, and let them know the deadline for getting the assessed fee paid.
- The team pool account treasurer will use the athlete pool account debit card to pay for competition uniforms; meet entry fees; athlete, coaches, and trainer hotel accommodations; team vehicle transportation; and other incidentals associated with travel. **Note:** The head coach may use the athlete pool account debit card to pay for such expenses when the team pool account treasurer is not available to do so; otherwise, the team pool account treasurer will manage the account.
- The head coach and team pool account treasurer shall clearly communicate when and why money needs to be transferred from the athlete pool account to the club's business account. For example, the head coach pays for uniforms or meet entry fees out of the club's business account and needs to be reimbursed from the athlete pool account.
- Parents and coaches will have the right to review the athlete pool account. The team's pool account treasurer will periodically email parents and coaches the pool account spreadsheet that shows what fees have been assessed, how much parents have paid towards the assessed fee, the athletes' remaining balances, and how much the head coach or team pool treasurer has spent out of the account and on what.
- Athlete pool account balances that are in the positive at the conclusion of each season will not be refunded to the athlete or parent but will remain in the athlete pool account for the next program season or year. Basically, this protects all monies raised from fundraising, donations, and business sponsorships. Parents should carefully review the athlete pool account spreadsheet and not overpay assessed fees so that the team pool account treasurer does not have to worry about issuing any refunds.

## C. Competitions that Required Road/Ground Transportation

### Athlete Responsibilities

- Athletes are expected to travel with the team unless their parents make other arrangements at their own expense. Only those athletes traveling with the team will have their travel paid for by the team pool account treasurer out of the athlete pool account.
- All athletes traveling with the team are expected to evenly share the cost of the team's rental vehicles, to include fuel. These expenses will be paid by the team pool account treasurer out of the athlete pool account.
- Athletes will not be responsible for the coaches' or trainer's transportation if he/she elects to drive his/her own personal vehicle. The only exception to this rule is when the head coach asks those coaches and trainer to transport competing athletes in his/her personal vehicle to save on the cost of rental vehicles. Under this exception, ALL athletes competing at the event will evenly share the round-trip cost of fuel. Fuel expenses will be paid by the team pool account treasurer out of the athlete pool account.

### Rental Vehicles

- The head coach will determine how many rental vehicles are needed to get coaches and trainer traveling without their families, and those athletes traveling without their parents, to the competition and shuttle them back and forth between the track meet and hotel.
- Family members of coaches, athletes, and trainer are not allowed to ride to and from the competition in team rental vehicles unless room allows. Family members will not be allowed to take up a seat that an athlete needs; athletes will ALWAYS have priority.

## D. Competitions that Required Air Travel

### Athletes, Coaches, & Trainer

- In the best interest of athletes, Idaho Dash Track Club will NOT pass the cost of coaches' air travel on to the athletes or parents. Coaches will be responsible for their own air travel costs. If monies raised from fundraising, donations, or sponsorships are still available after all other athlete and coaches travel expenses are paid, the head coach may allocate some of those funds to the coaches to help supplement their out-of-pocket air travel costs.
- In the interest of keeping our athletes healthy to compete, the head coach will determine when a trainer will accompany the team to travel events that require air travel and pay for the trainer's travel from the club's business account; monies raised from fundraising, donations, or sponsorships; or both.
- The trainer will be paid his/her service fee (as agreed upon with the head coach) from the club's business account; monies raised from fundraising, donations, or sponsorships; or both.

### Parents

- Parents will be responsible for purchasing the athlete's round-trip air travel. The team pool account treasurer will not assess air travel fees or purchase airline tickets for any athlete.
- Parents are recommended to fly their athlete into the airport closest to the competition. If flying their athlete into the closest airport is not financially practical to the family, it's highly encouraged that parents take into consideration the drive from the competition location to the airport and back to the competition location, and what time it may require coaching staff to get up in the morning to meet their athlete at the airport. For example, the athlete arrives the airport at 7 am and the competition location/hotel is a 2-hour drive away. That would require the coaching staff to rise and depart the hotel no later than 5 am. So, please do not do that to coaching staff with either the athlete's arrival or departure because their days are already very long at these big track meets.

## E. Hotel Accommodations

### In General

- The head coach or team pool account treasurer will do his/her best to block a group of rooms (all containing two double beds at a minimum), under the hotel's group rate.
- The head coach or team pool account treasurer will try to block 5 rooms for 7 days, 5 rooms for 5 days, and 5 rooms for 3 days (or as needed, for example, 10 rooms for 5 days) and ask the hotel to not release those un-reserved rooms to the public until 7 calendar days before the start of the competition.
- The head coach or team pool account treasurer will make sure to obtain a contract from the hotel that clearly states, at a minimum, the group reservation number, hotel contact information for making group reservations, breakdown of the number and type of rooms blocked, room group rate, room release date, and a clause that gives the club the option to add more rooms to the block as needed and available.
- The head coach or team pool account treasurer will give coaches, trainer, and parents all information needed to make and pay for their own room reservation if they are planning to stay in a room with their family members. The head coach or team pool account treasurer will make reservations for all athletes, coaches, & trainer traveling with the team and without their family members.
- All athletes are required to stay at the team hotel, unless all blocked rooms have been reserved and the hotel doesn't have anymore rooms to add to the team's block.
- Parents are encouraged to stay at the team's hotel too, but athletes traveling without parents; coaches; and trainers will have priority to the block of rooms. Once the athletes, coaches, and trainer have their reservations secured; parents and athlete's traveling with parents will be notified so the parent can make their own reservations.

### Athletes & Parents

- For those athletes traveling by themselves without a parent, the head coach or team pool account treasurer will pay for the athlete's room out of the athlete pool account. Every effort will be made to keep room occupancy to no more than 4 athletes per room. There will never be any mixing of genders just to fill a room, so that will be the only time more than 4 athletes may have to share a room. For example, if only 5 male athletes travel with the team; all 5 will go into a room together, or if only 6 girl athletes travel; the head coach can elect to place 4 girls in a room and 2 into a separate room, or 3 girls each into 2 separate rooms. The team pool account treasurer will automatically assess room fees to all athletes, so it will be the parent's/athlete's responsibility to let both the head coach AND team pool account treasurer know when the athlete will travel and stay with the parent.
- For those athletes traveling by themselves without a parent, BE AWARE...your assessed room fees may fluctuate for about a week or so while families/parents decide whether their athlete is traveling with the team or with them.
- For those athletes traveling with their parents and staying in the parent's room, the parents will be responsible for making reservations for their family using the group reservation number and paying for the reservation themselves. In this event, the team pool account treasurer will remove the assessed hotel room fee from the athlete's pool account and re-assess all other athlete pool accounts accordingly.
- If an athlete/parent cancels the athlete's plans to compete at the travel event with less than 1 full calendar week left before traveling, the parent/athlete will still be responsible for paying all fees assessed for that travel event only. Exceptions will be made for those athletes who suffer a season-ending injury or suffers an injury that requires rehab per written doctor orders.
- All competing athletes will be expected to evenly share the cost of the coaches' and trainer's rooms. The head coach will make every effort to keep costs low for the team. For example, the head coach may not think it's feasible to travel all coaches if only a few athletes are traveling. In that event, the head coach will select which coaches he wants to travel. Any coach not selected can then decide whether to pay for travel him/herself or stay at home.

### Coaches & Trainer

- For those coaches and trainer traveling by themselves, they will be required to share rooms. Every effort will be made to keep coaches to no more than 2 to a room. There will never be any mixing of genders just to fill a room, so that will be the only time a room may sleep only 1 coach. The athlete pool account will be assessed the fee for coaches and trainers traveling by themselves, and the athletes will evenly share that cost.
- For those coaches and trainer traveling with their families, the coach and trainer will be required to pay for their family's share of the cost of the room, and the athletes will evenly share the cost of the coach's or trainer's share of the room cost. For example, the athlete pool account will pay for 50% of the room cost, and the coach or trainer will pay for 50%. If a coach or trainer elects to stay in a room that costs more than the team group rate, the athlete pool account will still only pay 50% of the room rate blocked under the team group rate.

### F. Meals & Entertainment

#### Athletes, Coaches, & Trainer

- When available (after all other travel expenses have been paid for) monies raised from fundraising, donations, or sponsorships will be used to help purchase snacks, drinks, and catered meals for the athletes, coaches, and trainer.
- The head coach or team pool account treasurer will do his/her best to forecast how many catered meals can be paid for out of monies raised from fundraising, donations, or sponsorships and pass that information on to parents, so they can plan accordingly for their athlete's out-of-pocket meal expenses.

#### Parents

- Parents not traveling with the team will be responsible for ensuring their athlete leave home with enough money to cover their own meals and entertainment. The team pool account treasurer will not assess meal or entertainment fees for any athlete.
- Parents and other family members traveling with the team are encouraged to join the team for any catered meals purchased for the athletes. Those parents joining the team for catered meals must let the head coach (or designated team parent) know their desires no later than 10 am the morning of the meal being ordered. Parents will be informed how much they need to pay for themselves and family members to join in and are expected to pay prior to the meal being ordered.
- The availability of hotel meeting space will be a determining factor as to whether a catered meal can be brought to the hotel for all to enjoy. If space is not available at the hotel, this will require that coaches and parents load athletes up into vehicles and transport them out to get a meal, which could impact the athlete's food & entertainment budget.
- For those athletes with special dietary needs, it will be that athlete's parents' responsibility to coordinate with another parent or coach to transport his/her athlete to purchase food, drinks, etc. for the athlete. The club asks that the parent please be considerate of another parent's time and fuel costs and ensure the athlete has enough money on his/her person to purchase whatever is needed him/herself. There should never be an expectation that the other parent or coach purchase items for your athlete. (This same rule applies to ANY athlete needing extra things such as Ice or over-the-counter medications to treat injuries or maintain the body.)

