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## Competition Travel Policy

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### **I – Overview**

Spike Up Athletics is a competitive running, jumping, and throwing club and from time to time will travel to and from meets for the purpose of exposing our athletes to an increased level of top competition in and out-of-state, which will help their individual athletic growth and productivity. This travel policy is created to promote fairness and transparency due to travel being player funded. We will do our absolute best to disclose expected travel costs as accurately as possible and as early as possible to give families time to plan and budget accordingly.

### **II – Shared Athlete Costs**

When traveling outside of the Canyon County area to competitions, all competing athletes will be required to evenly share the following costs, when applicable, as decided by the head coach:

- Meet entry fees;
- Van rental and fuel costs;
- Hotel accommodations for the athlete and coaches (coaches include the team manager and athletic trainer/exercise physiologist); and
- Other incidentals associated with the team's travel (e.g. snacks, meals, and entertainment).

**Note:** Because coaches do not get paid a wage for coaching, the head coach will often try to find ways to compensate coaches for their time and dedication to our club and athletes. As a result, the head coach has the discretion to not include competing athletes who are children of the coaching staff in the shared athlete cost pool. In other words, coaches' children may be excluded from evenly sharing travel costs.

### **Athlete Travel Account & Athlete Travel Account Management**

- Spike Up Athletics has established a separate bank account for the athlete travel account;
- The athlete travel account differs from the club's business account and will be used exclusively to deposit money assessed and collected from athletes/parents for their athletes' shared costs;
- The club treasurer or team treasurer will oversee the management of the athlete travel account; and
- The club treasurer or team treasurer will periodically email parents and coaches the athlete travel account spreadsheet that shows what fees have been assessed, how much parents have paid towards the assessed fee, the athletes' remaining balances, if any.

### **III – Meet Entry Fees**

Meet entry fees are assessed per competing athlete. Meet entry fees vary depending on the meet and typically are about \$10 or \$15 per athlete but could be as much as \$175 or more to compete in a maximum number of individual, field, & relay events. The higher cost is usually associated with multi/combined events such as the Pentathlon, Heptathlon, and Decathlon plus individual events and team relays. The following rules shall apply for meet entry fees:

- The head coach or team manager shall confirm with both the athlete and the athlete's parents or guardians before registering the athlete for a meet; and
- If the athlete's parent or guardian confirms that their athlete will participate in a meet and later change their minds, the Section VIII, Decommittments, shall apply.

### **IV – Road & Ground Transportation**

The head coach will determine the type and how many rental vehicles will be needed to get athletes and coaches (coaches include the team manager and athletic trainer/exercise physiologist) to and from the competition. The following rules shall apply for road & ground transportation:

- Athletes traveling to and from the competition with their parents, guardians, or via other arrangements made by their parents or guardians will not be assessed road & ground transportation fees;
  - The athlete's parent or guardian shall inform the head coach or team manager as early as possible (preferably 2 full calendar weeks before travel) when their athlete will be traveling to and from the competition with the parent, guardian, or with someone else; and
  - If the athlete's parent or guardian fail to inform the head coach or team manager before the athlete travel account spreadsheet is emailed out to the entire team, the athlete's parent or guardian shall still be responsible for paying assessed fees before the athlete will be allowed to compete in the assessed or future meet.

- Family members of athletes and coaches shall not be allowed to ride to and from the competition in team rental vehicles unless room allows, and athletes are not displaced; and
- Before a family member is permitted to ride in the team's rental vehicles, the head coach must first approve.

## **V – Air Transportation**

There may be regional and national meets that will require our athletes and coaches (coaches include the team manager and athletic trainer/exercise physiologist) to travel by air. Air transportation shall be the responsibility of each competing athlete and his or her parents or guardians, and each coach to purchase his or her own round-trip ticket. The following rules shall apply for air transportation:

### **Parents**

- When the athlete is old enough to travel alone and his or her parent or guardian chooses not to travel with the athlete, it is highly recommended that the parents fly their athlete into the airport closest to the competition;
  - If flying the athlete into the closest airport is not financially practical to the family, it's highly encouraged that parents/guardians take into consideration the distance a coach (a coach includes the team manager and or athletic trainer/exercise physiologist) would have to drive from the competition site to the airport and back to the competition, and what time it may require the coaches to get up in the morning to meet the athlete at the airport or vice-a-versa; and
  - The coaches' days are already very long at the big regional and national meets, so please do not expect coaches to pick your athlete up at the airport for an early arrival or take them for a late departure.

### **Coaches (to include team manager and athletic trainer/exercise physiologist)**

- When money from fundraising, donations, and sponsorships is still available after all other assessed athlete and coaches travel expenses are paid, the head coach may ask the club's treasurer to allocate some of those funds to the coaches to help supplement their out-of-pocket air travel costs;
  - In the best interest of keeping training and competitions affordable for our athletes, Spike Up Athletics will not pass the coaches' air transportation costs to the athletes.

## **VI – Hotel Accommodations**

The head coach shall oversee (or delegate) making hotel reservation when the team travels and requires overnight stay. The following rules shall apply for hotel accommodations:

- Work with hotels well in advance of travel to block a group of rooms at the group rate;
- The selected hotel shall offer some type of breakfast and WIFI so that those athletes traveling without parents can easily keep in touch with their families and get as much of their schoolwork done as possible before returning home;
  - Although not a necessity, consider a hotel that has a swimming pool so that athletes can hangout, entertain themselves, or just relax after a hard day of competing; and

- Although not a necessity, consider a hotel with meeting space (e.g. breakfast area, lounge area, etc.) so that a catered dinner can be ordered and delivered for the athletes, if needed.
- All rooms should contain a minimum of 2 double beds when at all possible;
- Make every effort to keep room occupancy to no more than 4 athletes per room;
- Make every effort to keep room occupancy to no more than 2 coaches per room; and
- There shall never be mixed genders sharing a room.

### **Athletes & Parents/Guardians**

- All athletes are required to stay at the team hotel;
- Athletes' parents/guardians are encouraged to stay at the team hotel;
  - The head coach or team manager will inform parents when there are unreserved rooms remaining from the block of rooms that were reserved for athletes so that parents/guardians can reserve those rooms if desired; and
  - Parents/guardians will be responsible for reserving and paying for their rooms themselves.
- Athletes may elect to stay in their parents'/guardians' room when their parents are also staying at the team hotel, and the head coach or team manager was informed prior to hotel accommodation fees being assessed for all competing athletes;
  - If the athlete's parent or guardian fail to inform the head coach or team manager before the athlete travel account spreadsheet was emailed out to the entire team, the athlete's parent or guardian shall still be responsible for paying assessed hotel accommodation fees before the athlete will be allowed to compete in the assessed or future meets.
- If an athlete or his or her parent/guardian cancels his or her athlete's travel after the athlete travel account spreadsheet was emailed out to the entire team, the athlete's parent or guardian shall still be responsible for paying assessed hotel accommodation fees as described in Section VIII, Decommittments;
- All competing athletes will be expected to evenly share the coaches' (coaches include the team manager and or athletic trainer/exercise physiologist) hotel accommodation fees;
  - The number of coaches traveling to the competition is at the head coach's discretion; and
  - The head coach will make every effort to keep costs low for competing athletes and their parents or guardians when feasible (e.g. if only a few athletes are traveling to the competition, the ratio of coaches to competing athletes will be considered).

### **Coaches (to include team manager and athletic trainer/exercise physiologist)**

- Coaches who travel to the competition without their family members will be required to share rooms;

- The head coach or team manager will make every effort to keep coaches to no more than 2 to a room; and
- There will never be any mixing of genders just to fill a room.
- Coaches who travel to the competition with their family members will be required to pay for their family's share of the cost of the room;
  - The athlete travel account will pay 50% of the room cost and the coach will be responsible for the other 50%; and
  - When a coach elects to stay in a room that costs more than the team group rate, the athlete travel account will pay 50% of the room cost under the group rate, and the coach will be responsible for whatever cost remains.

## **VII – Snacks, Meals, and Entertainment**

The head coach or team manager will forecast how many snacks and catered meals (if any) can be purchased out of money raised from fundraising and pass that information on to the athletes and their parents or guardians so that they can plan accordingly for the athlete's out-of-pocket expenses while traveling to and from the competition. The following rules shall apply for snacks, meals, and entertainment related to the competition:

- The team manager (or some other person the head coach or team manager designates) will be responsible for coordinating healthy snacks and meals on competition days;
  - This will most likely involve the team manager (or designee) collecting a standard amount of dollars from each competing athlete to cover snacks and meals for the day;
  - Meals for the day could consist of a healthy sack, box or sack lunch, and snacks to take to the competition or a take-away or catered dinner at the hotel;
  - The availability of hotel meeting space will be a determining factor as to whether a catered dinner can be brought to the hotel or coaches will have to take athletes out for dinner.

### **Parents/Guardians**

- The athlete's parent or guardian will ensure the athlete travels with enough money to buy his or her own snacks, meals, and entertainment for the duration of the team's travel;
- If the athlete has special dietary needs, it shall be the athlete's parents or guardians' responsibility to let the head coach or team manager know prior to traveling so that a plan can be discussed to ensure the athlete is taken care of;
  - There should never be an "expectation" that our coaches or another parent purchase food or other items (such as ice and over the counter medications for treating injuries) for your athlete; and
  - If asking another parent traveling with the team to help, please be considerate of that parent's time and fuel costs and ensure the athlete has enough money on his or her person to purchase whatever is needed him/herself.

## **Athletes**

- Athletes are encouraged to coordinate with their roommates for each to bring an entertainment item such as playing cards, a board game, or small portable Bluetooth speaker for listening to music;
  - Unless the team travels to a week-long event such as the National Junior Olympics Championships, there will most likely be very little opportunity to go out to a movie or other entertainment as a team.

## **VIII – Decommittments**

The head coach or team manager will make every effort to confirm with athletes and parents which athletes intend to compete in a meet and assess a realistic cost for their athlete to compete and travel to and from the competition before emailing the athlete travel account spreadsheet to the entire team. If an athlete/parent cancels the athlete's plans to compete at the travel event with less than 2 full calendar weeks 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.

## **IX – Out-of-Town Proposed Packing Checklist**

Below is a guideline of items athletes should bring with them for out-of-town competitions. It is not meant to be 100% inclusive but hopefully it will help them remember the small things!

### **Track & Field Items**

- Uniform Top
- Uniform Bottom
- Sweatshirt
- Sweat Pant
- Socks
- Spike Shoes
- Extra Spikes and Spike Key
- Running Shoes
- Slides
- KT Tape

### **Other Items**

- Toiletries
- Parent's Contact Info
- Pajamas
- Additional Comfortable Clothes
- Energy Snacks
- Cell Phone, Charger, Earbuds
- Cash and Debit Card
- Swimsuit or Trunks
- Underwear, Belts, Clothing Accessories
- Mature Behavior & Respect for Others

### **Inclement Weather Wear**

- Stocking Cap or Beanie
- Gloves
- Jacket or Coat
- Warm Undergarments