



ECNL, MLS Next, ECNL RL Program Travel Standards 2025-2026 DRAFT

updated October 2025

*Club travel standards may be reviewed and edited throughout the year
Updates will be communicated to current Oregon Surf members as needed*

Travel Support Communication Flow



- **Operations Travel Coordinator** coordinates/communicates with **Team Managers** and **Coaches**
- **Team Manager** and **Coach** coordinate/communicate with **parents**
- **Emergencies** - In the event of on-the-ground travel emergencies (non-911) during a travel event, Managers should contact BOTH the club designated onsite coordinator and Operations Travel Coordinator.

Operations Travel Coordinator
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Oregon Surf's player development philosophy seeks new opportunities for competition and exposure to various styles of play. Traveling to face competition outside of our local/statewide area is a valuable ingredient for developing competitive (ELITE) soccer players at Oregon Surf.

The MLS Next, ECNL and ECNL RL Programs within Oregon Surf use a standardized approach to travel to make travel as affordable as possible, predictable, transparent and consistent across all teams. In the interest of transparency, this document serves as a comprehensive policy for players, volunteers and coaches.

Who pays for tournament entry fees and travel expenses?

Players who are marked YES for availability at the team's stated response deadline are responsible for the equal share of all fees related to team travel expenses. Players who change their commitment after the deadline remain financially responsible for their original commitment.

- In general, every player who confirmed their availability by the deadline is expected to contribute financially. However, there might be exceptional cases, which will be individually reviewed by the Operation Travel Coordinator.
- Commitment to an ECNL, ECNL RL or MLS Next team requires league travel. Team Members are required to participate unless there are extenuating circumstances that have been discussed and approved by the coach, Director of Coaching and Operations Staff.



A | OREGON SURF TRAVEL MODELS

CLUB TRAVEL - ALL AIRFAIR/HOTEL/RENTAL CAR ORGANIZED BY CLUB

- Used for national or regional events, league games and showcases that require airfare and hotels
- Typically, events over 4 hours driving distance
- Reserved for Elite programs (ECNL, MLS Next, select ECNL-RL matches)
- Club organizes *flights, hotels, and rental cars
- More detail in [APPENDIX](#)

*AIR TRAVEL COORDINATION

- **Rostered Players:** Players living 75+ miles outside the Portland Metro area have the option to fly from their nearest airport at the best available rate or fly with their team out of PDX. The decision by trip must be communicated by the Head Coach to the travel coordinator. The club will accommodate and assist in booking.
- **Discovery Players (DP):** Players outside the Portland Metro area must fly from the nearest airport at the best available rate. These players are responsible for organizing their own travel.

ELITE TEAM TRAVEL - ALL HOTELS ORGANIZED BY CLUB

- Used for Summer Events/Tournaments and ALL League Games within 4 hours driving distance (i.e. Seattle League Games)
- Does not include Jamborees/Friendlies/Scrimmages
- Reserved for Elite programs (ECNL, MLS Next, select ECNL-RL matches)
- The Operations Travel Coordinator organizes all hotels
- The Director of Operations registers teams and pays tournament fee for teams
- Team managers are responsible for all team communications.
- More detail in [APPENDIX](#)

COMPETITIVE TEAM TRAVEL - EVENTS W/ STAY-AND-PLAY & CLUB SELECTED YEARLY EVENTS

- The Operations Travel Coordinator organizes ALL HOTELS for ALL events that fall under a Stay-and-Play Policy as well as selected yearly events approved by DOC.
- The Operations Travel Coordinator negotiates hotel room blocks at a club-specified hotel location.
- Teams are then responsible for booking/paying for rooms from within the blocks.
- More detail in [APPENDIX](#)

PLAYER TRAVEL: PARENTS OR TEAM MANAGERS ORGANIZE AIRFARE, HOTELS AND CARS DIRECTLY

- Pertains to ALL Players competing in these platforms
- Club does not organize any logistics
- OYSA games outside of 50 Mile Radius
- Surf Select events outside of 50 mile Radius



OREGON SURF TRAVEL MODELS REFERENCE CHART

Program	Regular Season	Showcases	Summer	Notes
ECNL / RL	Club Travel & Elite Team Travel	Club Full	Team Travel	- Rostered (Fly from nearest airport) - DP - Player travel
MLS Next	Club Travel & Elite Team Travel	Club Full	Team Travel	- Rostered (Fly from nearest airport) - DP - Player travel
Competitive	Player	Team Travel	Team Travel	
Surf Select	Player	Player	Player	
Pre-ECNL / RL	Player	Club Travel	Team Travel - ELITE	

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B | TRAVEL SPECIFIC TERMS AND DEFINITIONS

- CHAPERONE: An “on duty” adult(s) traveling with the team under the direction of the Team Manager to support the team while at an event.
- DIRECT BILLING: A method for collecting club-level travel fees via the Byga system for traveling under the club’s group travel process.
- DISCOVERY PLAYER: Please reference the club’s Player Type definitions.
- EVENT: A tournament, league weekend, showcase or other event requiring team travel
- EVENT ENTRY FEE: The fee the event producer charges for a team to participate
- LOCAL TRAVEL: Travel within a 50-mile radius from the club business address: **8375 SW Beaverton-Hillsdale Hwy, Suite 100, Portland, OR 97225.**
- LONG DISTANCE TRAVEL: Travel requiring a drive of more than 4 hours, flights, bus, or train and an overnight stay away from home.
- MANDATORY EVENT: A travel event that is mandatory in a team’s schedule
- ON DUTY: The duration of time a coach, team manager, or chaperone is considered to be working on behalf of the team.
- OPTIONAL EVENT: A travel event that is offered in the team’s schedule as optional
- PER DIEM Food: Expense for coach travel associated with long or short events paid to the coach in advance of travel. Please see the section on [Coach Meals](#) for specific allocation amounts and parameters.
- SHARED PLAYER EXPENSES: The expenses shared by all players of all teams attending an event requiring the club’s group travel process. Including airfare, hotel, rental car, coaching staff, manager and chaperone designated expenses.
- SHORT DISTANCE TRAVEL: Travel outside a 50-mile radius of the club office address 8375 SW Beaverton-Hillsdale Hwy, Portland, OR 97225 not requiring an overnight stay.
- STAFF EXPENSES: Staff costs vary depending on the travel event and program. These expenses may include, but are not limited to: Coach airfare, lodging, car rental (only with Operations Travel Coordinator authorization), parking, and meal per diem; Manager’s airfare and lodging; Chaperone airfare and lodging; and club-authorized video/equipment.
- TEAM EXPENSES: Expenses incurred by the team to feed, transport, entertain, etc., players while at an event requiring travel.
- TEAM MANAGER: The official volunteer who manages the communications and logistics of the team or person traveling in the Team Manager role.
- OPERATIONS TRAVEL COORDINATOR (OTC): The person or company officially charged by the club with air and hotel coordination responsibilities to ensure standardization across teams
- TRIP ROSTERED PLAYER: A trip rostered player on a given trip refers to any player, regardless of age who is rostered to attend a trip. For the elite program, all trip rostered players regardless of age are responsible for trip costs. Trip rostered players are not considered “guest players”.
- YEAR-LONG CALENDAR: All Oregon Surf teams are prescribed a team specific Year-Long Calendar.



C | CHAPERONES & TEAM MANAGERS

CONDUCT Proper Oregon Surf volunteer conduct is expected at all times as defined in the club's Coaching and Volunteer Code of Conduct. You are representing the Club and our core values across the US. Without exception, chaperones and team managers may not be under the influence or in possession of any non-prescribed controlled substance, vape, cigarettes, alcohol or drug at any club event.

NO CASH POLICY: Team debit cards are the preferred method for all transactions. Receipts are required for all transactions. Cash should only be used if no other payment option is available. When cash is used, receipts are mandatory for post-trip reconciliation. For situations like cash-only parking, a photo of the parking pass can serve as a valid receipt.

ITINERARIES: The Head Coach and Team Manager are responsible for drafting the travel and daily itinerary for events, utilizing the standard club itinerary template. The draft itinerary must be reviewed under the coach's direction one week before travel. A final itinerary should be shared with the team at least five days before the event start date. All itineraries are subject to change.

JOB DESCRIPTIONS: Team Managers and Chaperones will follow the applicable job description for their role at all times and must apply and pass the required annual background checks for the current year.

TRAVELING CHAPERONES: For teams aged U13 and older, up to three chaperones (including the Team Manager) are required to travel and stay with their teams at the designated team hotel, following the club's group travel policies. Chaperones are considered "on duty" for the entire trip, reporting to the Team Manager, and must adhere strictly to the team's itinerary.

Chaperones from the same team are expected to share one hotel room. The club will cover the cost of a maximum of one shared chaperone hotel room and two chaperone airfares, with these expenses aggregated and distributed among all participating players and teams, similar to coaching costs. If chaperones choose not to share a room, the team remains responsible for the cost of only one room. The chaperone electing to have their own room is responsible for the expense of the room, or the chaperones may agree to share equally the expense of the added room.

Any parent interested in chaperoning an event must communicate with their manager prior to the scheduled event and is required to complete the club's chaperone training sessions, a background check, and SafeSport verification procedures.

MEDICATION: Over-the-counter and/or prescription medication shall not be dispensed to players without verbal consent of parents obtained via phone call to the parents. Including but not limited to such over the counter medications as: Ibuprofen, Tylenol, antacids, Benadryl, etc.

PLAYER ROOMS AND CHAPERONES/TEAM MANAGERS: Under no circumstances will a male be in a female's room or a female in a male's room unless they are related (brother and sister) and they are in the same room that their parents are staying in.

Room Keys: No person other than the assigned room occupants should be given a key to any room at any time.



No Chaperones, managers or parents will enter player rooms unless accompanied by a second adult. Chaperones or managers must knock at the player's room, stand outside and conduct all matters outside the room to respect the privacy of players in the room. The only exception is a player emergency. In the event of an emergency, a member of the hotel staff or a First Responder must accompany the chaperone.

TRIP RECONCILIATIONS AND RECORDS: Team Managers must work with their Team Treasurers to reconcile trips within ten days from the conclusion of the trip. In addition, teams must retain all records from trips for at least one year following the end of a soccer year.

D | COACH TRAVEL

ABSENCES: Head Coaches shall communicate with the team manager or chaperone if they will be leaving the hotel in the evening. Head coaches shall be available to their team chaperones at all times during the travel time. If a coach leaves the hotel, adequate communication regarding return time and how to reach the coach should be given to the chaperones.

DUAL RESPONSIBILITIES: If a coach is traveling in dual capacity (for example, as a club coach and a college scout) duplicate expenses will not be paid. For example, if a coach is being reimbursed by a college \$40.00 a day for meals, the team will only be responsible for the difference between our rate and the college reimbursement rate.

CONDUCT: Proper Oregon Surf coach conduct is expected at all times as indicated in the club's Coach and Volunteer Code of Conduct. You are representing the Club and our core values across the US. Without exception, coaches may not be under the influence or in possession of any non-prescribed controlled substance, vape, cigarettes, alcohol or drug at any club event.

DRIVABLE EXPENSES FOR COACHES

Coaches are responsible for covering their own local travel expenses, defined as travel within a 50-mile radius of the club address at 8375 SW Beaverton-Hillsdale Hwy, Portland, OR 97225. These expenses will not be reimbursed by the club or team.

For travel exceeding a 50-mile radius, coaches are eligible for mileage reimbursement. This can be requested using the [Coach Expense Reimbursement Form](#) at the current [IRS standard mileage rate](#). Reimbursement covers the full mileage for the round trip between the club office in Portland and the event location, as well as any commuter mileage incurred during the travel event itself.

HOTEL The club or team purchases the hotel room only for coaches. Coaches are financially responsible for all hotel incidental charges to their room. Incidental charges will be subtracted from their final reimbursable amount from the club or team.

MEALS: Per Diem is provided for coach meals while traveling. The club sends per diem to coaches electronically. Coach per diem is included in club-billed travel as part of "staff expenses" billed to every player attending the event. Coaches are paid for and teams are charged for the duration of a planned event for events lasting up to five days in length. Events lasting greater than five days as a result of advancement to a



semi-finals or finals will result in two per diem payments, one for regular play and a second one if teams advance to rounds requiring additional days. If tournament outcomes result in a shortened trip for coaches the per diem will not be reduced. Per Diem rate is as follows:

\$65 per day, counting travel days and event days

Example 1: The tournament begins on Friday and ends on Monday. The team departed on Thursday and returned on Monday. Per diem is given for 5 days.

Example 2: The team drives to Bend and back on the same day. Per diem is given for 1 day.

PARKING: While drop-offs at the airport are preferred to save team travel expenses, Economy and Long-Term parking is reimbursable for any given airport with a documented receipt. In the event of an emergency, short-term parking may be used, but it will only be reimbursed at 50%. Event venue parking is also a reimbursable expense. If no receipt is provided, the club reserves the right to decline reimbursement. Hotel parking, if applicable, will be negotiated with the club hotel contract and is not a reimbursable expense. [Coach Expense Reimbursement Form](#)

RENTAL CARS FOR COACHES: For club travel events, the club arranges rental vehicles for coaches. Coaches are expected to share economy/standard cars whenever possible. The club's Enterprise/National Corporate account should be used for all bookings.

Coaches may need to use a personal credit card for rental cars, depending on the vendor's policy. In such cases, reimbursement requests must include receipts. Any costs associated with vehicle upgrades are the coach's responsibility.

All rental vehicles must be returned with a full fuel tank; coaches can request reimbursement for fuel costs. Full insurance coverage is provided through the Enterprise corporate account. In the event of an incident, the Enterprise insurance will be utilized, not the driver's personal insurance. The coach listed as renting the vehicle will be responsible for any additional costs incurred if the vehicle is returned without being refueled.

TEAM ITINERARY: A Head Coach shall be responsible for reviewing an itinerary for all travel with the assistance of the Team Manager. Coaches should be reviewing itineraries to ensure team success on the field, first and foremost.

TEAM/PLAYER TRAVEL EXPENSES: Under no circumstances may a coach make a financial decision relating to travel or negotiate travel costs for any player or family. All questions about travel costs must be sent to the Club Travel Coordinator: travel@oregonsurf.org

TRAVEL FINANCIAL AID: Travel Financial Assistance can only be applied to club-billed expenses (Flight, Hotel, Event Entry Fee and Staff Expenses). The Player is responsible for all other travel expenses billed at the team level. [Travel Financial Aid application](#).



E | TRAVEL EXPECTATIONS: U8-U12 AGE GROUPS

Players in U12 and younger age groups will typically do Player Travel with parent or legal guardian.

CONDUCT: Proper Oregon Surf player conduct is expected at all times. You are representing the Club and our core values across the US. Without exception players may not be under the influence or in possession of any non-prescribed controlled substance, vape, cigarettes, alcohol or drug at any club event. Over-the-counter medications require verbal and written consent from the parent before taking. Electronic communication of consent is preferred.

DRESS CODE: Players will wear Oregon Surf kit items, including branded jackets, sweatshirts, training shirts, club branded shorts or warm up pants as appropriate for weather, and closed toe running shoes. This is applicable at all times, whether traveling by car, bus, train, or air and will include travel activities such as lunch or dinner functions. **Our club attire brand is Nike; therefore, all attire worn by players while traveling must be Nike.**

HOTEL ROOMS: In the case of younger teams still traveling with parents. Rooms for parents usually will be blocked by the club for booking purposes. Parents are then responsible for booking their room inside the block by the given deadline and must submit a credit card at the time of check-in and pay for their room at the time of use. No parent rooms will be paid for by the club.

HOTEL CODE OF CONDUCT: Please review the Hotel Code of Conduct in the [APPENDIX](#)

Players are to stay in the same hotel as the Head Coach unless it is pre-approved by the Head Coach four weeks before travel. An exception can be made by the Head Coach if there are siblings and parents attending an event and they are staying in different hotels. All exceptions must be approved by the Head Coach and the Operations Travel Coordinator.

Team Managers shall have their hotel room/lodging covered as part of team expenses; one room either a king or double.

AIRFARE: All parents and guardians traveling as family travel will be responsible for booking their family and player airline tickets. The club will be responsible for booking the coach and managers' tickets.



F | TRAVEL EXPECTATIONS: U13-U19 AGE GROUPS

Players on teams within the U13-U19 age groups will be expected to travel as designated by type of event and time of year. If a player cannot go with the team this must be approved by the coach and Operations Travel Coordinator. There will be a designated team arrival time set sixty (60) days in advance of all travel. The Operations Travel Coordinator will work with the Directors of Coaching to determine the best day of travel for the team's optimal on-field performance. This could be a day in advance of the event or the day of the event, depending on the distance.

Example 1: A team traveling to San Diego for a Saturday-Monday event will arrive by 7:00 pm Friday night.
Example 2: A team traveling to Seattle for a start time later on Saturday. The Operations Travel Coordinator and Director of Coaching may agree that driving up on Saturday morning is acceptable.

AIR TRAVEL, BUS TRAVEL AND HOTELS: It is mandatory for players to stay at the team hotel. Players on every team will have a 4-player maximum per hotel room for all travel, and two players per bed maximum.

Head Coach, Team Manager, and Chaperone's airfare is covered by the team.

Air travel and hotels will be booked by the Operations Travel Coordinator only. If a team is traveling as a one-off and no other Oregon Surf teams are traveling, the Team Manager will work with the Operations Travel Coordinator to make arrangements. The Club Operations Travel Coordinator will arrange air travel for all Oregon Surf *rostered players scheduled to attend the event. **Discovery Players excluded*

Air travel may be used when the distance exceeds 4 hours or greater driving time. This is dependent on airport access. In some cases bus travel may be used to save expenses.

Teams will meet at the airport check in two hours before departure for domestic flights, and three hours before departure for international flights. If a player lives outside the Portland Metro area, they may fly out of the nearest airport to their location at the best available rate. The club will assist in bookings.

CELL PHONES: Cell phones should be off and away at team meals. Cell phones should be put away where "lights out" is indicated on the itinerary to respect players' sleep needs. Cell phones may be collected by chaperones or team managers if this becomes an issue.

PLAYER CONDUCT: Proper Oregon Surf player conduct is expected at all times. You are representing the Club and our core values across the US. Without exception players may not be under the influence or in possession of any non-prescribed controlled substance, vape, cigarettes, alcohol or drug at any club event. Over-the-counter medications require verbal consent from the parent prior to taking.

HOTEL CODE OF CONDUCT: Please review the Hotel Code of Conduct in the [APPENDIX](#)

AIR TRAVEL CODE OF CONDUCT: Please review the Air Travel Code of Conduct in the [APPENDIX](#)

CURFEW: Club curfew requires U13-U15 players to be in their assigned rooms by **10:00 pm**, and U16-U19 players by **11:00 pm**. The Head Coach, in collaboration with the Operations Travel Coordinator and Team



Managers, has the final decision on curfews, which are subject to change when travel scenarios or game/schedule changes require a shift in schedule.

DRESS CODE: Players will wear Oregon Surf kit items, including branded jackets, sweatshirts, training shirts, club branded shorts or warm up pants as appropriate for weather, and closed toe running shoes. This is applicable at all times, whether traveling by car, bus, train, or air and will include travel activities such as lunch or dinner functions. **Our club attire brand is Nike; therefore, all attire worn by players while traveling must be Nike.**

PLAYERS WITH DRIVER'S LICENSES: Players old enough to legally drive, may drive themselves to team training and events within Portland, OR. For away league weekends in Seattle for example, or for events for which the club elects not to use group transportation such as a bus or flight, the following applies:

Players who are legally able to drive may drive to and from the league event location with advance parental permission indicated in an email by the parent to the team manager and coach the week before the event.

With prior email permission from a parent to the team manager and coach, players who are licensed drivers may drive themselves to and from league events. This permission must be sent the week before the event.

Players must arrive at all designated times on the itinerary. Upon the start of the first team event, players are under the mandatory supervision of team chaperones for all transportation to and from games and team events. Players are not permitted to use personal vehicles until the itinerary concludes, including for errands or leaving the team hotel.

Players are permitted to ride with other team players who are legally permitted to drive to an event. This requires advance parental permission, sent via email to the team manager and coach, during the week prior to the event.

Club insurance does not cover the period in which individuals are driving cars to the team event. Handling issues which occur en route, such as traffic citations, accidents, automobile malfunctions are the responsibility of the driving player's family and are not the responsibility of coaches, chaperones, managers, or other players.

Individual teams are permitted to apply additional restrictions (collection of car keys, for example) around driving but may not reduce restrictions of this policy.

ITINERARY: Adherence to the team's itinerary is mandatory for all players throughout the trip. All scheduled itinerary items are compulsory unless explicitly marked as "optional."

Mandatory Off-Field Activities: All off-field activities listed on a team itinerary are considered mandatory unless explicitly marked as "optional."

Absence from Activities: If a player is unable to participate in a planned activity, they must remain at the team hotel. An adult associated with the team (coach, manager, chaperone, or traveling parent) must also remain at the hotel to supervise the player for the entire duration that the team is away. Under no circumstances may a player under the age of 18 be left unsupervised by an adult at the hotel.

Optional Windows: Coaches have the option to declare one, and only one, afternoon or evening each trip itinerary as "optional", however this is entirely dependent upon the game schedule and preparation plans. If a



coach designates an afternoon or evening as “optional” this is an opportunity for parents to take their player for a college tour, local family visit, or family meal. Additional parameters are as follows:

- The parents must make both the manager and coach aware of their intent to utilize an optional window of an itinerary for personal use, no earlier than the day before departure of the trip and must obtain approval for the type of activity that will take place. The Coach may base approval on the appropriateness of the activity should it potentially impede the player’s success on the field.
- The start time and end time of the period the player will be away from the team (within the optional window) must be communicated in advance to both the coach and Team Manager.
- Chaperones are not responsible for transporting players to or from individual activities associated with an optional window.
- Players remain responsible for costs (such as meal or entertainment) associated with the optional period if the team has incurred any cost output prior to the request being made to utilize an optional period.
- Under no circumstances may another player from the team or another team join the optional window activity unless the second player is a sibling and approval from the sibling’s coach has also been obtained.
- Last minute requests for use of an optional window or late returns from an optional window activity are not acceptable and may be grounds for disciplinary action.

TEAM VANS/VEHICLES:

Driver Qualifications: Designated team vehicle drivers (4 or more team members in the vehicle) must meet the vehicle rental agency minimum age requirement and apply and pass the necessary Annual Background Checks and Safesport course for the current year in order to transport the team. These requirements must be completed two weeks before the event.

The club has an Enterprise/National Corporate account to use when booking rental vans for teams. Rental vehicles are required to be returned with full fuel tanks, and coaches may request reimbursement for the fuel. Full insurance coverage is included with the Enterprise corporate account. If an incident were to occur, the insurance through Enterprise will be utilised rather than the driver’s personal insurance.

All rental vehicles are required to be returned with full fuel tanks. Any additional costs that occur due to a vehicle being returned without being refueled will be the responsibility of the coach listed as renting that vehicle.

- **WITHOUT EXCEPTION** any accident or damage to a club-rented vehicle, no matter how minor, must be reported to the club Director of Operations.

SWIMMING: Swimming is only permitted when specified on the team itinerary for a pool recovery session or as indicated by the coach, in consultation and permission from the program Director of Coaching.

STUDY TIME: U13 and older teams will have specified study time scheduled into the itinerary, especially for events that require players to miss days of school to participate.



G | TRAVEL BUDGETING and BILLING U13-U19

All League/Referee fees, all player registration, camps, field rental, and coaching services costs will be incorporated into the players' yearly club fee with Oregon Surf. These expenses are handled directly through the club's invoicing system.

Team Expenses: Each team shall have its own account as part of the club's umbrella account system, as indicated in the club's Financial Policies. All teams will maintain a thorough and complete accounting of their team expenses year over year to maximize transparency for our members.

Team Travel: All travel fees for and not limited to events, regional games, meals and social events are collected using the club's Direct Bill process through Byga.

Airfare Responsibility: If a player is not able to attend a trip as a result of injury or illness immediately prior to the trip (and for no other reasons) the player remains responsible for payment of the ticketed airfare.

The club will determine the budget for all trips and the budget will be shared at the annual travel budget meeting in early summer each year. The manager and treasurer from each team will collect the team expense portion before leaving for the trip and the club will collect the club amount via the Direct Billing Process by a given date before the trip.

Coaches, Team Managers, and Treasurers are responsible for collaborating to complete the travel manifest for all trips requiring airfare. This manifest functions as a primary record for the team and the club's Operation Travel Coordinator, documenting all airfare reservations and purchases.

Players rostered for a trip are responsible for the full cost of airfare, shared staff, and hotel expenses, regardless of the actual number of nights or games attended. Airfare tickets issued in a player's name become their property, not the club's.

If a player is unable to attend a committed trip, the responsible player must still pay for the ticket.

For unused tickets, players may have an extended rebooking period depending on airline policies. While the club is not obligated to find alternative trips for unused tickets, it will assist when possible.

The club will book 8 rooms per team for every trip. These are for the teams only and include 5 rooms for the players, one for the coach, one for the manager and one for the chaperone(s). The club will not book rooms for parents in the club block. Cost for accommodations will be aggregated for all teams traveling on a given trip and divided by the total number of players attending the trip to ensure all costs are shared equally. Manager and Chaperone room reservations may not be extended beyond the time allocation for the club's travel.

The club will secure enough plane tickets for every team in advance. This will enable us to travel as a team to every event. Cost for all flights on a given trip will be aggregated for all teams traveling and divided by the total number of players attending the trip to ensure all costs are shared equally.



The club Travel Coordinator is responsible for booking rental vans for the team through the club's Enterprise Corporate account.

Upon return from a trip, Managers and Treasurers will work quickly with the Club Travel Coordinator and Director of Operations to reconcile expenses and will collect the remainder of fees, if any, for the trip. Teams are responsible for the timely submission of fees and are encouraged to track changes that occur on the Travel Manifest form.

Teams must work out any discrepancies in player count (for guest players shared across teams) directly with the other team and may not hold back submission of fees to the club if a discrepancy exists across teams. For example, if a team manager needs to work out cost sharing with another team for one player, the single player's fees may be held but not those of the entire rest of the team.

The Director of Operations will oversee all cross-team transfers for guest players.

H | FINANCIAL COMMITMENT FOR TRAVEL

FUNDING FOR TRAVEL Members are responsible for funding their player account for all entry fees, air travel accommodations no less than 24 hours prior to departure on a trip.

Delinquent Travel Payment Policy

Oregon Surf will ensure that all players and associated traveling family members are billed for Club Level Travel Billing (Direct Bill through Byga) to the best estimate possible at a minimum of two weeks prior to the first day of the trip. The club policy is for full payment of billed travel to be made prior to the start of the trip.

A travel payment delinquency is defined as: a Club Level travel balance that is not paid in full seven days after the trip, or a Team Level travel balance that is not paid in full 14 days following the completion of the trip. In the case of a travel payment delinquency:

- The club will notify the coach that the player's card has been held.
- When a player's card is held, that means the player is not eligible to participate in future travel and is also not eligible to participate in any games, practices, or any other club-organized events/activities until the outstanding balance is paid in full.
- Managers and/or chaperones related to a player whose club or team account is delinquent or for whom any billed travel costs are not paid within this timeframe will not be eligible to participate in future travel until the outstanding balance is paid in full.



I | APPENDIX

MANAGER CHECK LIST: BEFORE YOUR TEAM TRAVELS

Airline Travel:	Hotel & Rental Cars:	General Coordination:
<p>60 Days Before Event:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Post a trip date placeholder on the team Byga calendar and notify the team of their deadline for marking availability for the event. <p>60 Days Before Event:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete airline passenger manifest, coordinating with coaches to confirm all traveling players. <input type="checkbox"/> Submit the airline passenger manifest to the Operations Travel Coordinator. Include details about non-traveling players or players with travel exceptions. <p>10 Days Before Travel:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Make any necessary passenger name changes. <p>Day of Travel:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Perform airline check-in (online or at the airport) in accordance with airline policy. <p>In Case of Flight Delays:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Contact the Operations Travel Coordinator for assistance. Unauthorized changes lead to additional charges. 	<p>3 Weeks Before Event:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Confirm rental car arrangements with the Operations Travel Coordinator. <p>5 Days Before Event:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Check with the Operations Travel Coordinator to confirm and secure team rooms. <input type="checkbox"/> Check with the Operations Travel Coordinator about the hotel's policy on bringing outside food into the hotel. <p>In Case of Hotel or Vehicle Rental Issues:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Contact the Operations Travel Coordinator for assistance. Unauthorized changes lead to additional charges. 	<p>2 Weeks Before Event:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Confirm team admin traveling for this event have completed their Background Check and SafeSport requirements <p>10 Days Before Event: (or when making name changes)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Confirm with the Operations Travel Coordinator that all traveling players and staff are correct. <p>For all Hotel, Airline or Vehicle Rental Changes:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensure changes are authorized and managed by the Operations Travel Coordinator. <hr/> <p>Travel Itinerary:</p> <p>1 Week Before Event</p> <ul style="list-style-type: none"> <input type="checkbox"/> Draft the Travel Itinerary one week before travel <p>5 Days Before Event:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Confirm the itinerary and share with the team players', parents, and the program Director of Coaching

It is highly recommended to bring a small thank you package to give the airline attendants, admins, and hotel cleaning staff. (example: Oregon Surf sticker, chewing gum, and or small candy). The club is building a culture and reputation of being the best of the best on the field and while traveling.



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Airline Travel:	Hotel & Rental Cars:	General Coordination:
<p>Within 5 Days After Event:</p> <ul style="list-style-type: none"><input type="checkbox"/> Review the airline passenger manifest, confirming the list was accurate throughout the trip.<input type="checkbox"/> Note any changes that occurred after your final pre-trip manifest was submitted.<input type="checkbox"/> Sign name and date the post-trip airline passenger manifest and submit to the Operations Travel Coordinator.	<p>Within 5 Days After Event:</p> <ul style="list-style-type: none"><input type="checkbox"/> Confirm the number of rental vehicles used and that the names of drivers match the pre-trip manifest. Note any changes and submit to the Operations Travel Coordinator<input type="checkbox"/> Report any accidents or damages to the rental vehicles.<input type="checkbox"/> Provide an accurate list of players and team admins in a rooming list with their assigned hotel room numbers. Note any changes from the original manifest.<input type="checkbox"/> Report any issues or damages that occurred at the hotel.	<p>Within 5 Days After Event:</p> <ul style="list-style-type: none"><input type="checkbox"/> Provide receipts or images of receipts of all purchases made using the team debit card to your team treasurer.<input type="checkbox"/> Your coach must fill out their own Reimbursement Request Form within 5 Days of the Event conclusion.<input type="checkbox"/> Follow up with the coach regarding any player issues during the trip.



AIR TRAVEL CODE OF CONDUCT

All teams traveling as team travel will be expected to adhere to the following code of conduct. It is highly recommended to bring a small thank you package to give the airline attendants. (example: Oregon Surf sticker, chewing gum, and or small candy). The club is building a culture and reputation of being the best of the best on the field and while traveling.

EXPECTED BEHAVIOR

- ✓ **Following instructions:** Listening to flight attendants and following safety procedures.
- ✓ **Being considerate:** Keeping noise levels down, using headphones, and avoiding reclining your seat abruptly.
- ✓ **Respecting personal space:** Staying within your seat area and keeping bags and belongings neatly stored.
- ✓ **Practicing patience:** Being calm during boarding, delays, or turbulence.
- ✓ **Cleanliness:** Disposing of trash properly and keeping your area clean.
- ✓ **Politeness:** Using respectful language (Please, Thank You, and Excuse Me) with staff and fellow passengers. Leaving the restroom in better condition than when you arrived.
- ✓ **Preparedness:** Having documents ready and arriving on time for departure.

UNACCEPTABLE BEHAVIOR

- ✗ **Disrespecting crew members:** Ignoring instructions, arguing, or being verbally abusive.
- ✗ **Being disruptive:** Loud talking, drinking excessively, or causing disturbances, playing soccer or running in the terminal.
- ✗ **Reclining inconsiderately:** Pushing the seat back abruptly or during meal service.
- ✗ **Hogging space:** Using both armrests, leaning into others' areas, or overstuffing overhead bins.
- ✗ **Ignoring safety rules:** Standing up before the seatbelt sign is off or tampering with safety equipment.
- ✗ **Poor hygiene or messiness:** Leaving trash, removing shoes, or leaving the restrooms in disarray.
- ✗ **Using devices inappropriately:** Playing audio without headphones or taking unwanted photos/videos of others.



HOTEL CODE OF CONDUCT

At all hotels we stay in as a club, we are guests, and the hotels are shared with other guests. We must adhere to the following code of conduct:

EXPECTED BEHAVIOR

- ✓ **Respectful of hotel property.** You, and possibly your whole team, will be responsible for hotel damages or additional cleaning charges.
- ✓ **Respect quiet hours** as designated by the hotel, typically between 10:00 PM and 7:00 AM
- ✓ **Respect hotel guests:** Keep the television and music volume at a level that can only be heard inside the room.
- ✓ **Ask first:** Some hotels do not allow outside food due to their restaurant policies. Team managers should check with the Operations Travel Coordinator regarding outside food before their teams travel for the event.
- ✓ **Cleanliness:** Keep guest rooms and shared spaces clean and orderly. Properly dispose of trash, and avoid leaving food or personal items in hallways or common areas.
- ✓ **Politeness:** Using respectful language (Please, Thank You, and Excuse Me) with staff and hotel guests.
- ✓ **Awareness:** If you have extra trash in your room, please ask your Team Manager to notify the hotel staff to come and assist with the removal of the extra trash.
- ✓ **Following instructions:** adhere to hotel safety instructions and emergency procedures.
- ✓ **Report:** Let hotel staff know immediately if you see suspicious behavior or safety concerns.

UNACCEPTABLE BEHAVIOR

- ✗ **Disrespecting team staff, hotel staff, hotel guests:** Ignoring instructions, arguing, or being verbally abusive.
- ✗ **Being disruptive:** Loud talking, yelling, or causing disturbances. No sports of any kind are allowed to be played in rooms, hallways or public areas within the hotel.
- ✗ **Being Destructive:** Do not leave the hotel rooms, linens and furniture in disarray or damaged.
- ✗ **Ignoring safety rules:** Running and shouting in hotels is not permitted unless in an emergency situation. Do not tamper with fire alarms, sprinklers, or security systems.
- ✗ **Poor Cleanliness:** Do not let trash pile up outside of trash containers. Do not leave trash or other items outside of rooms. Do not leave food containers to spoil in room trash cans.
- ✗ **Being unaccompanied:** All players must never be left unattended in the hotel at any time.
- ✗ **Being unsupervised:** During downtime or when players are at the hotel, they should always be supervised by team managers, chaperones, and coaches.
- ✗ **Leaving the hotel property:** Players are not allowed to leave the hotel premises without supervision or approval from the Team Manager, Oregon Surf coaches, or Director of Coaching on-site.
- ✗ **Possession of alcohol:** No alcoholic beverages are allowed in any of the hotel rooms where players will be staying.