

Taos Sports Associates
501(c)3

TAOS WINTER SPORTS TEAM



Travel Policy Addendum

**Adopted
2021-22
season**

Travel to Events

Head Parent

Coaches need to spend their time at races going to meetings and coaching athletes. It is not the coach's responsibility to supervise the athletes off the hill. This responsibility falls to the Head Parent (HP). The HP must be present at all non-racing related activities and events. In some cases, the HP may be assisted by a Travel Coordinator (TC). The TC will help arrange accommodations and will assist with travel plans, finances, and fee collection. Ultimately though the Head Parent will be responsible for helping to arrange accommodations, evening supervision, coordinating transportation, meals, and medical concerns.

Please read this section carefully before accepting this role.

Head Parent Supervision Responsibilities

When the athletes are off of the hill, you are in charge. If they want to go out or go to town, take a Jacuzzi, or hang out with athletes from other teams the decision is yours. If the coach has something planned or feels that the athletes need to rest then he or she may structure or restrict some of the off-hill time. The coach may not override the Head Parent's decision and allow athletes to go out if they have been told otherwise by the Head Parent.

When allowing the athletes time off, keep in mind some of the athlete's responsibilities at an event (i.e., homework, ski-prep), The standard **9:30 pm curfew, 10:00 lights-out should be enforced**. If athletes act responsibly and get their work done, some freedom is appropriate. In order to compete they must maintain good grades, and properly maintain their equipment. If athletes do not act responsibly, they can lose their traveling privileges.

Remember that as the Head Parent you are an overseer. In some cases, there will be other parents from our team at the event you may volunteer/delegate jobs to them, as it's always a good idea to have help from other parents.

In addition to the Head Parent, we are requiring that there be a certain number of parents that travel with the team, depending on the ages and number of athletes traveling. As a minimum we need one parent in every condo or one parent to every two hotel rooms.

U16: One parent for every six athletes.

U18: One Head Parent per event

Other ages?

Transportation and Rides

TWST has a suburban that seats 8 -10 people, in which coaches can transport athletes in providing all coaches and athletes meet the current TWST requirements for COVID and other applicable protocols.

The following charges will apply for those who travel in the vehicle

Within NM- \$5

Within Colorado \$30

Within Utah and Arizona \$50

Beyond \$100

If a family or coach uses their personal vehicle to transport a coach, we will take the typical mileage using the shortest distance for our destination and multiply that by the current IRS mileage amount. (Currently 2022 rate is \$0.575 per mile)

It is the Head Parent's job to be sure that there are enough parents and cars to provide transportation for all the traveling athletes and coaches.

Meals and Food

Although it requires a bit more work and preparation, it is significantly less expensive to buy food for the event beforehand and prepare meals in the hotel room or condo. Whenever possible, we will attempt to find accommodations with kitchens. It is the Head Parent's responsibility to organize meals in advance. If your child has a special diet, please contact the Head Parent in advance so that they can try to accommodate your athlete as much as possible. If it is not possible to make all of the meals in the hotel or condo, a basic cash price for food will be included in the overall cost. Athletes & parents should figure on no less than \$30/day for food when cooking and **\$50/day when subjected to restaurants**. Head parents need to try to keep food costs near \$30/day/athlete, while still providing nutritious meals.

Coaches Expenses

Athletes traveling to an event will be expected to cover the cost of getting the coaches to that event. There are many expenses to be dealt with when traveling to a race. The Head Parent will work with the Travel Coordinator and parents to calculate the cost for each athlete to cover food, lodging, coaches' expenses, and gas.

Coaches will be reimbursed up to the current GSA rate for the approved destination for hotel and meals. Coaches are responsible for submitting receipts for lodging and meals to Executive Director for reimbursement.

Approval for travel will be the prerogative of the Executive Director after coaches submit prospective budgets for approval.

A family may choose to stay on their own, but in this case, they will still be responsible for their portion of the coaches' expenses. This will be handled by the Travel Coordinator.

If a group of athletes are travelling to an overnight race in Colorado, New Mexico, or Arizona the following graduated scale is suggested for the event assuming overall costs of approximately \$350- \$400. Peak season or other out of state travel costs will be divided equally among all athletes based on receipts.

5 or more athletes \$50 per athlete per day,

3-4 athletes \$100

1 athlete/1 family 100% of costs.

If a coach is going to an event with just one athlete the family is responsible for 100% of the coaches' expenses and a Head Parent is still required. If staff travel outside of the above-mentioned states, the athletes are responsible for 100% of the coaches' expenses. The overall event cost will be split evenly between the athletes traveling to the race. For example, if five racers travel to an event, one Head Parent and one coach, the cost of lodging and food for those seven people will be split five ways. Head Parents and coaches are not charged for lodging and food.

For 1-day events, a charge of \$20 will be applied to cover coaches' expenses

Medical

As the Head Parent either you or a delegated parent will be given a medical folder with release forms for all TWST athletes at the event. The coach will give the folder to the "medical parent" on the day of the event or the night before. This folder needs to be returned to the coach after the event. If an athlete is injured, it is the medical parent's responsibility to be on the hill and available to take the injured athlete to the clinic or back to the condo. The coach will have another set of the release forms but if an athlete is injured, it is the coach's primary responsibility to stay on the hill with the other racers.