



AFFILIATE TEAM TRAVEL RECOMMENDATIONS

Dear FYSA Family:

These guidelines are published for your use for the safety, welfare, and protection of the players under your supervision. The goal is to foster a safe environment for our players to enjoy the game of soccer. Ultimately, the safety, welfare, and protection of players are the responsibility of those who have direct interaction with and supervisory responsibility for our players. This must be a team effort involving players, parents, coaches, teams and affiliates. FYSA normally has no direct supervisory responsibility during team travel so we look to you to be the gatekeepers. These guidelines really boil down to just good common sense.

The guidelines that follow are the work of the FYSA Risk Management and Safety Committee in concert with our insurance and risk management professionals. More importantly, these guidelines were edited, improved and approved over the last year by experienced coaches, parents and soccer volunteers who travel with our teams. We have attempted to remove unnecessary and impractical items from these guidelines to make them user-friendly. There is probably an actual situation behind each suggestion. Our goal is to prevent any situation that could harm our players or the wonderful people who care enough to travel with them around the state, the US and the world.

GUIDELINES FOR FYSA TRAVEL TEAMS

1. CHAPERONES/COACHES/DRIVERS/VEHICLES

- a) Must be at least 21 years of age.
- b) Must complete FYSA Volunteer Form to facilitate Criminal Background Check.
- c) Each affiliate should review the Motor Vehicle Record (“MVR”) prior to any party being permitted to transport any player(s) other than family members. Periodic updates are suggested (at least yearly).
- d) Must complete the affiliate’s application/behavioral agreement that clearly spells out requirements and responsibilities (include transporting authorization).
- e) Are encouraged to complete CPR/First Aid training including refresher updates.
- f) May not consume alcohol (beer, wine, liquor) during the trip.



- g) Fifteen (15)-passenger vans are not approved vehicles because of their instability and poor safety record.
- h) Adults should set an example regarding appearance, dress code and general conduct.
- i) Will not permit situations where one adult is alone with one child unsupervised, for the protection of both parties.
- j) The affiliate should maintain updated photograph and contact information – obtain updates annually (contact info, type of vehicle(s) driven, emergency contact).

Supervisory Ratios are as follows:

Age of children	Child: Chaperone/Coach Ratio
Elementary Age	4:1
Middle/Junior High	6:1
High School	6:1

Depending on the size of the group, one lead chaperone may be added to enhance and oversee supervision.

2. DRIVING REQUIREMENTS

The applicant must have a valid driver’s license and maintain an acceptable driving record.

- a) Wear seatbelt at all times and require all passengers to do so same.
- b) Team members are not authorized to operate any vehicles.
- c) Do not operate vehicle under the influence of illegal drugs (including improper prescription use), prescription drugs that can impair driving, or alcohol.
- d) Agree to observe all applicable traffic laws and use safe driving practices.
- e) Agree to assume all responsibility for all fines or traffic violations.
- f) Cellular phone should only be used in emergency situations while vehicle is in motion.
- g) Prior to driving vehicle, inspect for safety concerns including tires, wipers, lights and any other safety equipment for observable defects.



3. GROUP TRAVEL GUIDELINES

- a) Parental/Guardian consent must be obtained for child to participate.
- b) Any player(s) who with their chaperone is away from the main group must have a cell phone (e.g., at the mall).
- c) Ensure that a recent picture of child is on file (perhaps on a zip/thumb/flash drive). Photo copies of player passes and medical release forms are suggested.
- d) Have participants sign off on a behavioral agreement (have it signed by parent/guardian as well). The agreement should include behavioral expectations such as curfew, courtesy, and proper attire.
- e) Agreements to maintain a buddy system at all times:
 - Stay with your buddy/group at all times (groups of 3 or 4),
 - Observe all guidelines for out-of-room activities, and
 - The use of “Wheelies” and other similar in-shoe rollerblade devices is prohibited.
- f) Participant understands that non-compliance may result in severe penalties including suspension from the event, termination from the organization, etc.

4. GROUP TRAVEL HOUSING GUIDELINES

- a) Whenever possible, house players in interior, non-first floor rooms that are away from exits or ends of hallways. Coaches/chaperones’ rooms may be in these areas if necessary and should keep their doors open whenever possible. Have a fire safety plan plus a designated meeting place in case of evacuation.
- b) Provide the front desk of the hotel with cell numbers for coaches/chaperones. If possible, introduce coaches/chaperones to front desk personnel and ask them to call if they ever see players leave the hotel without a chaperone or witness objectionable player behavior.
- c) Have the front desk block pay TV channels including video games and adult channels.
- d) Chaperones need to conduct frequent, unscheduled room checks.
- e) Each group must travel with a complete first-aid kit as well as copies of all permission to render medical aid and informed consent/waiver and release forms when traveling.
- f) Preparation is the best way to stay safe. Print and distribute a team itinerary with scheduled events, departure times, maps, driving directions, and telephone numbers of all drivers.

