



SSWSC STAFF TRAVEL MANUAL

Rev. 9/6/2024

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SSWSC TRAVEL

SSWSC has two types of travel: Team Travel and Non-Team Travel.

- **Team Travel** is an option for eligible athletes to travel with SSWSC coaches to a camp, training or competition. Athletes must be age-eligible (see below).
- **Non-Team Travel** applies to trips where the club does not provide housing or off-venue supervision for athletes. Families are responsible for making lodging reservations and transporting their athletes to and from the venue.
- **Independent Travel** is an option for athletes who are old enough for team travel but choose to make their own travel arrangements and will meet up with the team at the event. These athletes still must pay a travel fee to cover the costs of the coaches' travel.

SSWSC TRAVEL GOALS

- Our teams travel to competitions to support the growth of our athletes and provide competitive opportunities not available locally.
- Travel in a budget-conscious manner while ensuring that travel arrangements provide the athletes with a full opportunity to compete at their best.
- Travel organization and communication should be consistent from program to program across the club.
- There should be good communication with the athletes and their parents before, during and after trips.
- The travel program is a break-even program. It is not intended to make money for the club, and it is important that it does not lose money.
- All programs must comply with SafeSport and MAAPP guidelines for a safe learning environment.

TEAM TRAVEL ELIGIBILITY

In order to travel, athletes must be in good standing as far as conduct and up to date on payment of club fees.

SSWSC **Non-Team Travel** is offered to:

- Alpine & Cross Country: U10 – U14
- Freestyle: U11 – U15
- Ski Jumping/Nordic Combined: U10, U12
- Freeski: Junior Team, Devo Free
- Snowboard: Junior Team, Devo Team

SSWSC **Team Travel** is offered to:

- Alpine & Cross Country: U16 and older
- Freestyle: U17 and older, U15 “Ski-ups” for Comp Series events
- Ski Jump/Nordic Combined: U14 and older
- Freeski: Senior Team
- Snowboard: Senior Team, Pro-Am, Big Mtn

TRAVEL COORDINATOR

All travel arrangements go through our travel coordinator, Laura Graham, lgraham@sswsc.org

CAMPS vs. TRIPS

CAMPS

Camps are summer travel for training or competition. Usually, athletes attend the duration of the camp. All camps are pre-billed with a set cost/athlete. Payment must be received prior to camp departure. All camp sign-ups are done through Campminder. All billing is handled by the office manager. All budgeting is by the program director and finance director. Staffing wages for coaches hired for the camp are factored into the trip costs.

Examples

Alpine:

- Mt. Hood, Chile, Lithuania, New Zealand, other June – October camps

Freestyle:

- Mt. Hood, Australia, Park City water ramp

XC:

- Bend, Colorado summer camp

SJ/NC:

- Any Travel May through September are camps

Snowboard/Freeski:

- Summer/Fall camp trips, Park City airbag trip, Mt Hood or Mammoth

TRIPS

Trips are in season training or competitions, typically between October and May. Trips are billed on actual costs, after the trip. Pre sign-up is required. All reservations must be submitted through the Travel Request Form. All receipts must be submitted within 5 business days to the travel accountant (Mimi) after trip return and will be billed to the athlete's travel account. Staffing wages are covered by the department and not billed directly to athletes unless approved by Dave Stewart.

Examples

Alpine:

- Winter Park, Copper trainings (October, November, April, May), World Cup viewing trip
- Winter travel/competition

Freestyle:

- Winter travel/competition

XC:

- Winter travel/competition, West Yellowstone

SJ/NC:

- Any travel October – April

Cycling:

- All travel/competition

Freeski:

- Winter travel/competition

Snowboard:

- Winter travel/competition

TRAVEL EXPENSES

Athletes that travel for training or competitions will be billed for expenses incurred during the trip one week after the trip. This includes airfare, transportation, lodging, rental cars, lift tickets/passes, entry fees, team meals and coach travel expenses.

All athletes share the cost for coaches to travel to a venue, even if an athlete does not travel with the team.

COACH LODGING EXPENSES

SSWSC will cover the cost of lodging based on 2 coaches of the same gender per double room.

- If a coach or coaches prefer not to share a room, the additional room will be paid by the coach or coaches.

- If two coaches of differing genders travel to an event, SSWSC will cover the cost of two individual single rooms. If other lodging is preferred, the coach will cover the difference. (ex: King room is \$100, suite is \$150 – SSWSC will cover \$100, and coach will cover \$50)

If a coach's dependent is traveling with them as a competitor in a team travel trip, SSWSC will pay half the room, and the coach will be billed for the other half.

- If the coach is traveling with dependents and chooses to book alternate lodging, the coach will only be reimbursed for the amount equal to a standard coach room for that trip.

PER DIEM

Employees traveling on business outside of Routt County will receive a meals per diem of \$60/day (\$15 breakfast/\$15 lunch/\$30 dinner) for the time they are away on business.

If the employee departs in the afternoon, per diem for that day would be for dinner only. If the employee returns in the afternoon, per diem for that day would be for breakfast and lunch only. The employee does not need to submit receipts for meals covered by their per diem. If any meals are included as part of the trip, such as breakfast at the hotel or an awards dinner, the amount for those meals based on the above breakdown must be subtracted from the per diem total.

Personal meals should not be charged to a SSWSC card when a per diem is claimed. Receipts for meals on per diem are not submitted.

Team Travel Per Diem forms should be submitted with travel packets to the travel accountant. Business travel per diem forms should be submitted to the Travel Manager for reimbursement through paychecks.

VEHICLES

- If a coach chooses to drive a personal vehicle when a van is going to an event, there will be no reimbursement for their mileage or gas.
- Coach dependents can ride the van free of charge if the parent coach is a van driver.

SSWSC CLUB CREDIT CARDS

SSWSC Club credits cards should be used for all travel reservations. Lodging, rental cars, lift tickets, other expenses that will be charged back to athletes must use the SSWSC card. Car wash expenses can be put on the club card **but be sure to hit stop on the credit card reader when done washing.**

American Express cards should be used for all rental vehicles and must be used for any 12-passenger vehicle or pick-up truck.

All receipts must be loaded on Center Card or turned in with the travel packet. Do not use the SSWSC club card for meals purchased on per diems.

RESERVATION PROCEDURE FOR ALL TRIPS

Follow the procedure below to ensure your trips are approved and funded.

The trip description states what is included in the cost of the trip. Athletes that travel to training or competitions will be billed for expenses incurred during the trip. This includes airfare, transportation,

lodging, rental cars, lift tickets/passes, entry fees, team meals and coach travel expenses. All athletes share the cost for coaches to travel to a venue, even if an athlete does not travel with the team.

1. **Choose events** – The coach submits a list of events they would like to attend throughout the season to their discipline director for approval at least 60 days or more before the event.
2. **[Travel Request Form](#)** - Coach will complete the travel request form for each event. The information will help the Director or Travel Coordinator determine if the trip is feasible.
3. **Book Lodging** - if trip is approved
 - a. We seek comfortable and convenient accommodations for the best possible value. Team travel should be affordable for all participants in the program, so cost should be a major consideration when making plans.
 - b. Lodging must be fully refundable
 - c. All reservations and trip costs must be on a SSWSC credit card.
 - d. Look for accommodations that minimize per person costs. Typical lodging arrangements could vary from \$50-\$150 per person/per night. Any trip reservation that exceeds \$150 per person/per night must be pre-approved by the Athletic Director.
 - e. Laura Graham, Travel Coordinator can assist with bookings if needed
4. **Transportation** - Reserve [Vans](#) or rental car if needed.
 - a. **Van Fees:** See the [VAN FEES CHART](#). Each participant who rides the van will pay van fees. There are no one-way discounts. Coaches must list the van riders on the travel sheet.
 - b. Rental Cars - Book with a SSWSC American Express Credit Card
 - i. Decline insurance when renting in the U.S. – both credit cards offer additional coverage, but please use American Express. Amex must be used for vans and pick-up trucks.
5. **Sign-up** - Travel Coordinator will then send the requesting coach a Travel Survey (Estimated Cost/Athlete Sign-Up Sheet.)
6. **Travel Survey Sent** - Coaches need to send the Travel Survey to parents and athletes.
 - a. Travel Survey must be sent to families at least 2 weeks prior to trip.
 - b. Once the survey is closed, families are responsible for their portion of travel.
7. **Travel packet sent** – each coach will receive a travel packet.
 - a. Survey results
 - b. Athlete names and gender
 - c. Specific notes
 - d. Lodging information: travel dates, location, etc
8. **Complete Travel Packet** - Coaches are responsible for recording in the Travel Packet:
 - a. Per Diem request sheet
 - b. Athlete attendance – van riders, lodgers, and independent travelers
 - c. ALL Receipts
9. **Turn in Travel Packet** –
 - a. Travel packets and all receipts are due back within 5 days of the end of the trip to ensure timely reimbursement and billing
 - b. Completed travel packet must be sent to:
 - i. Laura lgraham@sswsc.org
 - ii. Mimi mwitcher@sswsc.org
10. **Athlete Billing**

- a. All costs are reviewed and reconciled by SSWSC.
- b. Cost of trip is sent to families and charged approximately one week later.
- c. Bill reconciliation will be handled by Mimi, and all family questions regarding billing can be referred to her.

LODGING GUIDELINES

SSWSC will ensure that each athlete has a sleeping arrangement that feels safe and respects their gender identity. Athletes will be assigned same sex rooms unless different accommodations are requested by the athlete and their parent. A permission slip will be required from both individuals and their guardians if an individual is to be placed in a gender inclusive boarding assignment. We do not allow anyone who is romantically involved, regardless of gender identity, to share accommodation. When reasonable, athletes should not be expected to share beds, but they can be asked to share a queen- or king -sized bed if needed. Be sure to communicate this scenario with the parents.

All athletes 18 and older must complete SafeSport training to be eligible to travel with SSWSC. Athletes 18+ are only eligible to room with athletes under the age of 18 if there is a signed acknowledgement from the parent of the minor athlete. [CONSENT Form](#).

Coaches may not share a room with athletes except in the case of their own child.

SAFESPORT & BACKGROUND CHECK

All adults and athletes 18+ are required to complete SafeSport training and a background check through US Ski and Snowboard. All must comply with the rules of MAAPP.

MAAPP 1:1 COACH/ATHLETE TRAVEL

In some cases, an athlete is the only team member to qualify for an event. Programs must follow ALL aspects of the [One-on-One Interactions Policy](#), unless an exception exists or appropriate consent is obtained, including interaction must be: • Observable • Interruptible

In-Program transportation requirements are met if the Adult Participant is accompanied by another Adult Participant or at least two minors, unless a documented exception exists.

One-on-one In-Program travel is permitted between an Adult Participant and a Minor Athlete when [advance written consent](#) is obtained from a parent/guardian on an annual basis. (Can be withdrawn at any time.) Written consent must be obtained from a parent/guardian annually for all transportation sanctioned by the Organization.

LODGING ARRANGEMENTS FOR ATHLETES

Through our travel program we look to find a good balance between economical lodging and making sure athletes are in a situation where they can get a good night's sleep and are ready for competition or training. These are considered when planning how far from the venue we stay. We look for housing options with as many beds as possible so that athletes are generally not sharing beds, though sometimes athletes of the same gender will share a queen or king bed. Sometimes we arrive at a property and the bed configuration is different than advertised and we do our best to accommodate everyone comfortably.

ROOMING ASSIGNMENTS FOR ATHLETES

SSWSC will ensure that each athlete has a sleeping arrangement that feels safe and respects their gender identity. Athletes will be assigned same sex rooms unless different accommodations are requested by the athlete and their parent. A permission slip will be required from both individuals and their guardians if an individual is to be placed in a gender inclusive boarding assignment. We do not allow anyone who is romantically involved, regardless of gender identity, to share accommodation.

All athletes 18 and older must complete SafeSport training to be eligible to travel with SSWSC. Athletes 18+ are only eligible to room with athletes under the age of 18 if there is a signed acknowledgement from the parent of

TRAVELING WITH ATHLETE DEPENDENTS

We want to support our parent coaches and value their service to SSWSC. Coaches coaching on a trip where their dependent is competing will share in the coach cost of the trip and any hard costs; food, lodging, lane fees, and other activities. For team travel, with a focus on the experience of the athlete, dependents should lodge in a room with their teammates and not their parent-coach, and athlete's travel charge will include the athlete's portion of the total athlete lodging cost. However, in certain situations, the dependent athlete may stay with their parent-coach in the same room, and in such a case if the cost of the room for the coach would be the same as if the athlete was not staying there, the athlete will not pay for the athlete portion of lodging cost. For non-team travel, a dependent athlete competing in the event may stay with their parent-coach. If this does not increase the net cost of lodging, the dependent will not be billed for lodging. If by having a dependent athlete stay in the same room with the parent-coach it means that an extra coach room is being paid for, then the athlete will be charged half of the cost of the room.

Examples:

- *Team travel trip and there are beds for each athlete in the athlete rooms including for the coach's dependent, then that athlete will pay for their portion of the athlete lodging costs.*
- *Team travel to a hotel and an odd number of athletes where the parent-coach has a room to themselves, the dependent athlete could stay with the coach and would not pay any portion of the athlete lodging cost.*
- *Team travel to a condo or house where the parent-coach has a room to themselves, and there are not enough beds in the athlete rooms so dependent athlete stays with parent-coach, the dependent athlete would not pay any portion of the athlete lodging cost.*
- *Team travel trip where there are two male coaches or two female coaches who could share a room and one is a parent, the dependent athlete would stay in an athlete room and would pay for their portion of the athlete lodging costs.*
- *Non-team travel trip where the parent-coach would have their own room anyway, the dependent athlete can stay at no charge. If there is an additional cost from a single room to a double room, coach would need to pay the difference for their dependent.*
- *Non-team travel trip where the parent-coach could share a room with another same gender coach on the trip but gets their own room to be with their child who is competing, coach must pay for half of the room.*

DURING TRIP GUIDELINES

ATHLETE SUPERVISION EXPECTATIONS

Whether SSWSC coaches are traveling to an away race/event or training at home, the supervision and safety of athletes is always our primary concern. The job is complicated by the simple nature of our sport. Coaches need to set courses, wax equipment and attend team captain's meeting in the morning before the event or after the event. They often will not be free from coaching duties until well after the athletes have left the hill/course, eaten dinner, or even after the athletes' curfew.

This is where the Code of Conduct comes in. SSWSC travel programs rely on athletes understanding and abiding by the Code of Conduct and behaving responsibly so that the coach can effectively do their job and all athletes can have the positive experience they deserve. We make every effort to set the athletes up for success, giving clear instructions on expected behavior, and being realistic with the capabilities of a particular group or individual to be responsible. SSWSC takes the code of conduct, our core values, and our image in the community very seriously, and behavior that is contrary to those philosophies or threatens that image will result in disciplinary actions including, but not limited to, community service, suspension, or in extreme cases, expulsion.

When traveling with athletes, SSWSC strives to have coaches adhere to and follow athlete travel policies including:

- Communicating to athletes and enforcing a no visitation policy to athlete's private rooms. Only athletes assigned to specific rooms are permitted to be in the rooms; additional interaction and communication is expected to take place in common areas.
- Coaches will attend all internal team meetings.
- All coaches will have a complete list of athletes and their cell numbers.
- The Lead Coach will always have possession of medical releases or access to forms on CampMinder for every athlete, including emergency contact information of parents.
- Coaches will conduct room checks every night abiding by MAAPP.
- Coaches will conduct 90 minutes of study hall/quiet time on overnight trips during the school week in which all athletes must participate.
- Coaches/chaperones should be informed of athlete whereabouts at all times. Athletes are required to officially "check-out" with the coaching staff, if they will be away from their assigned lodging during athlete free time.
- Only SSWSC employees and athletes are allowed to stay in SSWSC accommodations unless prior approval from athletic director is granted.

ROOM CHECKS

It is required that every SSWSC trip designate a curfew for athletes. It is the responsibility of the coaches to determine the appropriate curfew and do room checks to check for compliance. When doing room checks, if two coaches are available, they should do the room checks together to follow SafeSport standards. If only one coach is on the trip, they should adhere to the observable and interruptible SafeSport policy. Do not enter the room, just verify that all athletes are where they are supposed to be.

ATHLETES MISSING SCHOOL

Any athlete attending the Steamboat Springs High School (SSHS) must be input on [this Google Sheet](#) that is shared with the SSHS attendance office. Parents are still required to call in and excuse their athlete. This allows the school to know that it is an approved SSWSC function.

STUDY HALL

SSWSC coaches are required to have a 90-minute study hall session with the athletes each day the athletes are missing school. This policy must be followed and is important for the success of your athletes in school and ultimately their eligibility to compete. The make-up work policy for athletes at SSHS is:

- Absent 1-5 days: Two school days to complete make-up work
- Absent 6-10 days: Four school days to complete make-up work
- Absent 11+ days: Five school days to complete make-up work

COACH ALCOHOL USE

There must be a completely sober coach on duty at all times to respond to an emergency. If there are two or more coaches traveling together, alcohol use by coaches is permissible on a very limited basis as long as it does not interfere with work duties or supervision of athletes. Coaches are not allowed to drive a vehicle if there is any alcohol in their system.

TRAVEL CONDUCT

VAN BEHAVIOR

When traveling in an SSWSC van, all athletes are required to wear seatbelts. This is the responsibility of the passengers/athletes - NOT the coaches. Athletes must not behave in a manner that distracts the driver at any time. Inappropriate behavior in vans will not be tolerated.

HOTEL/CONDO BEHAVIOR

SSWSC athletes represent Steamboat Springs and SSWSC when traveling to an away competition or training camp. An athlete's behavior can impact our future access to hotels and other services. If an athlete is unable to follow the rules for appropriate behavior when traveling with the team, they will not be allowed to travel with the team.

APPROPRIATE HOTEL/CONDO BEHAVIOR

- Respectful and appropriate level of noise in common areas and in hotel rooms (both conversation and music)
- Full respect for all coach rules regarding room check, curfew, study hall, etc.
- Respect for all facilities and properties utilized by the team on trips.
- Male and female athletes may not be together in hotel rooms or condominium bedrooms without coach supervision/approval and must be with the door open.

Additional guidelines for conduct during team travel will be included in the [Athlete Parent Travel Handbook](#).

If any suspended athlete and their family does not comply with the consequences administered and chooses to compete during their period of suspension, disregarding the SSWSC policy, the athlete cuts off his/her ties with the SSWSC for the remainder of the season. No refunds will be issued in this situation.

VAN TRAVEL

All drivers must follow the SSWSC Driver's Safety [Policy](#). Click on the link and take a moment to review this important policy. The safety of SSWSC staff and athletes is paramount while driving SSWSC vehicles or rental vehicles. Not only is it critical to provide safe transportation for yourself and your athletes, you play an important role in modeling safe driving skills to your athletes.

VEHICLE TRACKERS

To keep its vehicle fleet running efficiently and to encourage safe driving, the SSWSC uses trackers on its vehicles to monitor their location, maintenance and driver behavior. These trackers may not be removed at any time.

DRIVING 15 PASSENGER VANS

Fifteen passenger vans are boxy and heavier than the vehicles that you drive regularly, with a high center of gravity that can cause them to roll more easily. It is important to drive slower, with more controlled maneuvers, when driving fully loaded vans.

The SSWSC has a maximum speed limit of 75mph for 15 passenger vans.

A light van, with few passengers and cargo, in icy or snowy conditions, does not have good traction when compared to most passenger vehicles due to its high center of gravity. Again, drive more slowly with controlled maneuvers.

DRIVER ELIGIBILITY, MOTOR VEHICLE RECORD CHECK, DUI AND MOVING VIOLATIONS

Drivers of club vehicles must be 23 years of age or older. Drivers must carry with them a current driver's license that is valid for the type of equipment being driven. SSWSC is not responsible for and will not reimburse the employee for speeding tickets, parking tickets or other driving violations in club vehicles or when driving on a work-related trip.

Driving club athletes under the influence of alcohol or any other banned substance is unacceptable and subject to disciplinary action.

If you are involved in an accident while driving a SSWSC vehicle, you must immediately report the accident to law enforcement as well as the SSWSC Executive Director or Chief Operating Officer. If there is any damage to a SSWSC vehicle or property, it must be reported. After any accident, regardless of fault, we may require that the driver be given a drug test within 24 hours.

GENERAL DRIVING POLICIES

- Do not use your cell phone while driving. Pull over to a safe parking area before taking or placing a call or ask a passenger to take a call for you.
- You must always wear a seat belt, and you must remind all passengers to wear their seat belt at all times while the vehicle is in motion.

- Driving periods may not exceed 12 hours in one day, unless approved by the Athletic Director, Executive Director, or Director of Operations in extraordinary cases. Do not drive when fatigued; ask another staff member to drive or pull over to a safe parking area and take a break.
- Aggressive driving behavior is unacceptable. Drive conservatively and respectfully. Our vehicles display the SSWSC logo, and your driving in company vehicles reflects on the club.
- Do not pick up hitchhikers in club vehicles.
- Never leave keys hidden in the gas flap or other areas where keys may be lost or stolen.

CHECKING VEHICLES IN/OUT

Reserve a Van: Access to the [Van Reservation Google Calendar](#)

Van check-out form: <https://forms.gle/RQRniUgzNc5PanXr7>

1. When you return the vehicle, complete the check-out form (same link as above)
2. Check tire pressure before out-of-town trips and check driving lights before all trips. There is compressed air in the vacuum shed adjacent to the gym. (Lock: 0695)
3. Make sure that gear stored on top is securely tied down with straps.
4. Park vehicles in outer Howelsen lot on Yampa River side during summer and in rodeo lot during winter.

Van return:

- Fill the van up with gas.
- Wash the van at one of the self-service car washes. **Make sure you hit stop on the credit card reader when you are done.**
- Clean the van better than how you received it!
 - It is the athlete's responsibility to clean the van. This includes vacuuming, cleaning any spills, discarding trash, and wiping down the dashboard if needed. Athletes can be dismissed when the van is fully unloaded, and the cleaning has been approved by the coach.
 - An industrial car vacuum is in the first shed to your left when entering Howelsen inner parking lot. The combo for the lock is: 0695.
- Complete the above check-in form to return the van. Document any problems, incidents, bumps, or dings in the form.
- Return the van to the parking lot it belongs in and return the parking permit in your personal car to the van.
- Do not keep the van at your residence unless it is checked out to you. Many times, vans will be used early the next day, even if you return home late at night.
- 5. **Return keys to the office before you leave the premises.**

REFUELING SSWSC VEHICLES

Seek the lowest priced gas in the area to fill up the van. SSWSC club credit cards may be used for this purpose. If you do not have a club credit card and are not traveling with other coaches that have a card, each van has a CONOCO gas card in the driver's side visor.

PERSONAL VEHICLE PARKING RULES

Employees may only park overnight at Howelsen if they are driving a van. Overnight parking is only permitted in the rodeo lot at Howelsen Hill for one staff vehicle per van, and only with a permit. The permit should be in the SSWSC vehicle that the employee is checking out for the trip and should be transferred inside the driver's side window of the employee's vehicle that will be parked overnight. If more than one employee is going in a van overnight, please carpool to Howelsen if at all possible. Parking tickets for overnight parking are regularly issued by the city, and are not reimbursable if you don't have a permit.

AIR TRAVEL

There are two scenarios where associated SSWSC supervision policies apply to team travel by air. SSWSC programs prefer these two scenarios:

1. SSWSC books group flight travel.
2. Designate a flight that all athletes and coaches will travel on and families book individually.

*All attempts will be made to follow the above but can ultimately be decided by airline and out of the control of coaches.

While alternative travel arrangements may have to be made in certain cases, SSWSC is not responsible for supervision of athletes traveling independently or independent of the team travel plan/flights. If alternate travel plans are made, arrivals must be prior to team travel arrival.

Check-in: Due to the amount of luggage athletes are traveling with, it is recommended to arrive at the airport 2 hours before a domestic flight and 3 hours before an international flight. If checking in as a group at HDN, coaches must observe these pre-arrival times.

Luggage: Make sure all luggage is clearly labeled with the athlete's name and contact information. Athletes are encouraged to include Steamboat Springs Winter Sports Club or SSWSC on these labels as well.

When flying from HDN, be aware that our groups can have an outsized impact on a small airport. Arrive very early to help the check-in process go smoothly. It is helpful to check-in together, and alert the staff that you are a SSWSC group traveling to an event, so they know to prioritize getting your gear onto the plane. Occasionally, the smaller planes flying into HDN will be overweight with all the ski gear from vacationers, and when this happens, they pull off ski bags first because usually travelers are heading home from skiing and won't need their ski bags right away. This is why it is helpful to label bags with SSWSC and talk to the baggage agents.

RENTAL VEHICLES

All rental vehicles should be booked with an SSWSC credit card. Additional insurance is not required when traveling in the U.S. for minivans or smaller vehicles (not including pickup trucks) when using the Center card. You must use an Amex card when renting vans or pickup trucks. Only coaches may drive rental vehicles.

VAN TRAVEL TO AND FROM AIRPORT

It is preferable to have a parent or staff member drive athletes to the airport in Steamboat or Denver versus leaving a van in an airport parking lot. If a parent drives, they can receive work deposit points for their time.

INTERNATIONAL TRAVEL

PRE-TRAVEL MEETING

Coaches are required to host a parent/athlete pre-travel meeting to cover logistics, schedule/itinerary, and communications plans for international travel.

INTERNATIONAL PHONE SERVICE

Lead coaches on international trips must have an international plan on their cell phone or access to one for emergencies. The additional cost will be billed to athletes on the trip. For example, Verizon \$10 fee for one day or \$100 fee for one month.

INTERNATIONAL COMMUNICATION

Before international trips, coaches should inform parents of the preferred mode of communication. Most international communication will be through WhatsApp unless otherwise notified by the lead coach.

ALCOHOL/DRUG USE BY ATHLETES

The SSWSC athlete code of conduct and Drug and Alcohol policy applies to SSWSC athletes no matter what international laws or rules may allow.

COACH INJURIES DURING INTERNATIONAL TRAVEL

If a coach becomes injured on an international trip, all hospital/doctor expenses should be paid for with a SSWSC credit card. Workers' compensation will be activated when in the United States or Canada.

Global Rescue is an extraction/travel insurance for international travel. Should register for the appropriate Global Rescue travel membership (not travel insurance) covering staff for any international travel www.globalrescue.com/sswsc. (Club rate for a 14-day trip is \$174.80, annual coverage is \$350.55, check with Travel Coordinator if you're having trouble finding these coverages.)

INCIDENTS DURING TRAVEL

PREPARATION

Every coach should always have parent contact and emergency contact information for each athlete accessible. For coaches traveling with athletes, they should have a copy of each athlete's insurance card in case of emergencies.

INJURY

Injuries that occur at other venues should follow the same management as if they were home.

ILLNESS

If an athlete becomes sick during a trip, isolate the athlete in a separate room to prevent any extra exposure if illness is contagious. Contact parents to discuss plan for pick-up.

ATHLETE DISCIPLINE

SSWSC has a no-tolerance policy for any infractions that happen on the road while traveling with SSWSC coaches. The coaches in charge of each out-of-town trip have the authority to call an emergency disciplinary meeting with the Athletic Director to determine if the behavior has violated SSWSC policy and warrants the immediate removal of the athlete by their parents/guardians. Parents will be responsible for any and all expenses, including potential additional lodging and travel for coaches to maintain proper supervision of the group. A full discipline committee process will take place as soon as possible to determine additional consequences. If misconduct occurs, athletes are responsible for all incidental charges, including any damage or theft.

If an athlete violates a discipline policy or athlete code of conduct while traveling with the SSWSC, the consequences will be more severe. All previously mentioned discipline policies are in effect while on the road with SSWSC. An athlete's right to travel with the team will be in jeopardy if any disciplinary action is required due to inappropriate behavior while traveling on camps or competitive trips. These consequences are not limited to, but may include the following:

- Loss of travel privileges with SSWSC for next competitive trip. If an athlete is sent home early, there will be no refund for travel expenses for adjusted trip length.
- Loss of travel with SSWSC for one full calendar year (both winter and summer) or for remainder of membership.

In cases where a participant has received a training and competition suspension due to a disciplinary policy infraction, the participant must agree not to participate in competitions during the suspension period, even independently. Failure to do so will result in dismissal from the SSWSC without refund.

TIMEKEEPING DURING TRAVEL

SSWSC workweek is defined as Sunday to Saturday. Non-Exempt hourly employees need to clock in and out through Paylocity.

OVERNIGHT TEAM TRAVEL

1. Single Coach on trip - clock in and out at the start and end of each workday with an 8 hour allowance for sleep.
2. 2+ Coaches on trip – it is expected that all coaches will share in the duty of supervision of athletes. Coaches should trade off with each other to get a break during an out-of-town trip. Preferably, coaches traveling should report a total of 12 hours or less each day. Salary-exempt coaches should take on more responsibility to allow hourly coaches time off.

ENFORCEMENT

Altering, falsifying, tampering with time records or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

TRAVEL PROCEDURES FOR NON-TEAM TRAVEL COACHES

VAN TRAVEL – NON-TEAM TRAVEL

- Coaches are encouraged to drive one club vehicle with all coaches to an event.

- If coaches choose to drive a personal vehicle when a van is going to an event, there will be no reimbursement for mileage or gas.
- Coaches' dependents can ride the van free of charge.
- If coaches choose to not drive a club vehicle to an event, SSWSC will pay for one personal vehicle. If more than one personal vehicle is taken, coaches will split the mileage allowed.
 - Mileage reimbursement: \$.35/mile

COACH LODGING – NON-TEAM TRAVEL

- Each program will make reservations for coaches, all reservations must be refundable.
- If traveling with competing dependents – SSWSC will pay for half the room, the coach will be billed for the other half.
 - If a coach traveling with dependents chooses to book alternate lodging, the coach will only be reimbursed for up to the amount equal to a standard coach room.
- SSWSC will cover the cost of lodging for the same gender based on 2 coaches per room.
 - If a coach prefers not to share a room, the additional room will be paid by the coach.
 - If two coaches of differing genders travel to an event, SSWSC will cover the cost of two individual single rooms. If other lodging is preferred, the coach will cover the difference. (ex: King room is \$100, suite is \$150 – SSWSC will cover \$100, and coach will cover \$50)
- All travel expenses must be on a SSWSC Club card (except per diem)
- If the lodging is more than \$150/per/night, approval is needed from Laura or Jon.