



Travel & National Competition Support Policy

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1. Scope of Travel Coaching Services

When traveling with an athlete, coaching services may include:

- Competition-day warm-up design and supervision
- Technical and tactical cueing during competition
- Meet scheduling, check-in, and field logistics support
- Performance management, emotional regulation, and focus strategies
- Post-event performance evaluation and next-steps planning

Travel coaching does not include chaperoning, custodial supervision, or non-competition caregiving.

2. Types of Travel Engagements

A. Individual Athlete Travel

- Coach travels specifically to support **one athlete**
- Highest level of individualized attention
- Athlete family assumes full travel-related costs

B. Small Group / Club Travel

- Two or more South Texas Throwers athletes attend the same meet
- Coaching attention is structured and shared
- Coaching fees and expenses may be split evenly or prorated

C. Club-Designated Championship Events

- Events identified as priority competitions
- Formal travel roster and pre-event parent meeting required
- Policies apply uniformly to all participating families

Designation of a club priority event is at the discretion of South Texas Throwers.

3. Travel Approval Process

Travel support is confirmed only after all of the following are completed:

1. **Written Travel Request** from the family
2. **Signed Travel Agreement Addendum**
3. **Full Prepayment of Estimated Costs**

No travel arrangements will be booked without completion of all three steps.

4. Financial Policies & Cost Structure

A. Expense Responsibility

Families are responsible for **all direct travel expenses**, including:

- Airfare or mileage
- Lodging
- Rental car or ground transportation
- Meals/per diem
- Meet credentials or coach access fees

This policy ensures transparency and avoids reimbursement disputes.

B. Prepayment Policy (Required)

- All estimated expenses are invoiced **in advance**
- Coach does not front personal funds
- Any unused funds are reconciled within 7 days post-event
- Any additional costs require parent approval

Reimbursements are not standard practice. Exceptions, if any, must be approved in writing in advance.

5. Coaching Travel Fees

Daily Competition Coaching Fee

- **\$400 per competition day**
- Travel days billed at **50% rate (\$200/day)**

A travel day is defined as a day in which the coach is traveling to or from the competition and is not providing on-site competition coaching services.

Group Cost-Share Model

For multiple athletes attending the same meet.

- Coaching fee divided evenly
- Minimum of 2 athletes required
- Expense split determined in advance

6. Lodging, Transportation & Safety Standards

To maintain professionalism and athlete safety:

- Coach maintains **separate lodging** from athletes
- No shared hotel rooms with athletes
- No one-on-one private transportation with athletes unless parent-approved
- Parents retain custody outside competition hours

All conduct aligns with USATF SafeSport standards. All interactions will occur in observable and interruptible environments consistent with USATF SafeSport guidelines.

7. Supervision Boundaries

Coach Responsibilities

- Competition-site supervision only
- Warm-ups, technical feedback, and competition support
- Performance debriefs

Parent Responsibilities

- Transportation to/from hotel
- Meals outside competition windows
- Evening supervision
- Medical decisions unless emergency protocol applies

The Coach is not a chaperone or guardian.

8. Required Documentation

Prior to travel, athletes must have on file:

- Active USATF membership (or other governing body as required by the event)
- Signed liability waiver
- Emergency contact form
- Medical authorization
- Travel Agreement Addendum

9. Cancellation & Contingencies

- Non-refundable travel expenses remain the family's responsibility
- Coaching fees refundable only if:
 - Coach cancels, or
 - Event is canceled
- Weather delays do not constitute cancellation