



## Total Futbol Academy Tournament, Travel and Guest Player Policy

### Tournament Recommendations – per season

*Specific Tournaments will be communicated by the Coach and approved by the Age Group Director*

### Coaches Travel Expenses

Coaches travel expenses are included in the team budget.

**Mileage:** Teams should budget mileage costs at a rate of the current IRS posted rate (\$.56 cents per mile for 2021) for any trips that exceed 100 miles one way or 200 miles round trip, using the Harrison training complex as the starting point and team playing location as the end point. Traveling by automobile is the preferred method of travel. Travel by air is acceptable but reimbursement will be either the airfare actual cost (plus rental car if applicable) or automobile rate whichever is least expensive.

**Lodging:** Teams should budget hotel expenses at a rate of \$175 per night for any trips that exceed 100 miles one way or 200 miles round trip. However, the coach is expected to be reimbursed for actual lodging expenses and will provide receipts for that reimbursement. The team will pay any actual lodging expenses at the same rate as the team hotel. Coaches may accrue hotel points and benefits even though the team is paying the bill.

**General:** Teams should only pay for one coach per event. If the coach has more than one team traveling to the same event, each team should only be responsible for ½ of the travel expenses described above. Hotel rate based on whichever team hotel the coach utilizes. Meals are not included in travel expenses and should not be covered by the team budget.

### Tournament Guest Players

1. Coaches should ask players from within the club to guest play prior to looking outside the club.
2. Coaches looking to utilize a guest player shall contact the coach prior to contacting the family. Coaches must include the Age Group Director in the correspondence.
3. Guest players should not start over rostered players unless a guest goal keeper is subbing in for a missing rostered goal keeper.
4. Guest players should not receive more playing time than a rostered player except for a guest goal keeper and in cases of injuries or behavior problems.