



# SSWSC Parent/Athlete Travel Handbook

TABLE OF CONTENTS	
WELCOME TO SSWSC TRAVEL.....	1
TRAVEL PHILOSOPHY & GOALS .....	1
NON-TEAM TRAVEL (12 and under).....	2
TEAM TRAVEL (12 and older) .....	3
TRAVEL CHARGES & BILLING .....	6
CONTACT INFORMATION .....	8

**Date Published: 10/7/2024**

*SSWSC reserves the right to amend and adjust any policies and procedures outlined in this handbook. Any significant changes (either in part or in full) to this handbook will be communicated to membership.*

## WELCOME TO SSWSC TRAVEL

Welcome to SSWSC. This handbook will cover the ins and outs of SSWSC travel program. Travel and lodging policies vary from discipline to discipline and event to event. This handbook is split into two sections; Non-Team Travel and Team Travel.

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

- Alpine & Cross Country: U10 – U14
- Freestyle: U13 – U15
- Ski Jump/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 RMF events
- Ski Jump/Nordic Combined: U14 and older
- Freeski: Senior Team
- Snowboard: Senior Team, Pro-Am, Big Mtn

## TRAVEL PHILOSOPHY and GOALS

- Enhance the SSWSC experience of teamwork and all SSWSC core values by creating healthy learning environments in various locations around the region, country, and internationally.
- Develop consistent travel plans/programs as cost-effectively as possible for all SSWSC programs.
- Provide good communication with the athletes and their parents before, during and after trips.
- Provide transparent financial planning and reporting that represents equity for families and sustainability for SSWSC.

- Comply with SafeSport and MAAPP guidelines while providing proper supervision, social-emotional support, and optimal learning and living environments.

Travel and lodging policies are subject to change throughout the season and will be updated as needed. Travel and lodging are subject to all U.S. Ski and Snowboard athlete safety requirements including SafeSport Code, Code of Conduct, Athlete Safety Policies and Minor Athlete Abuse Prevention Policies. More information can be found at <https://usskiandsnowboard.org/safesport-athlete-safety/safesport-resources>.

## NON-TEAM TRAVEL (12 and under)

Non-Team Travel applies to athletes not eligible to travel with the team due to age requirements or discipline preference. Families are responsible for making lodging reservations and transporting their athletes to and from the venue. The cost of non-team travel is a per day charge that covers the cost of sending a coach(es) to the event. The trip description will state what is included in the cost. In this scenario, the coach(es) is only providing coaching during the event, and other scheduled team activities, and no other supervision.

### TRIP PLANNING & SIGN-UP

When planning an event, the Travel Program Manager will send a sign up with details of the trip to your head coach. The signup will contain trip information, signup deadline and an estimated trip cost. The sign-up is your commitment to cover the cost of your athlete's portion of travel.

### TRIP CHANGES OR CANCELLATION POLICY

Once the sign-up closes, a cancellation or change in travel plans may be subject to a cancellation fee, up to the entire amount of the trip, as we are not always able to recover the costs already paid. All cancellations must be communicated immediately to the travel manager, Laura Graham, [lgraham@sswsc.org](mailto:lgraham@sswsc.org). Coaches may not change or cancel athlete's travel plans.

### ATHLETE TRAVEL CONDUCT

SSWSC athletes represent Steamboat Springs and SSWSC when traveling to an away competition or training camp. All aspects of the SSWSC Code of Conduct apply.

### PARENT COACH NON-TEAM TRAVEL

If a coach is also a parent of an athlete in the age group traveling, the following policies will be followed:

- Expenses: All coach expenses will be divided amongst all athletes attending the event, including the coach's children.
- Lodging arrangements for coaches will follow these guidelines:
  - Coaches of different genders will be assigned separate rooms.
  - If only one coach of a gender travels, the coach will lodge in a single room.

## TEAM TRAVEL (12 and older)

Team Travel refers to athletes and teams that are eligible to travel to an event or training under the supervision of a SSWSC coach(es). There are two types of options at this age, Team Travel and Independent Travel.

- **Team Travel** is an option for athletes that want to travel with SSWSC for the entire trip. The trip description will state what is included in the cost. Athlete meals are usually not included, but some teams coordinate team meals and split the cost.
- **Independent Travel** is an option for athletes that wish to make their own travel arrangements and will meet up with the team at the event. The cost to travel independently is a per day charge. The trip description will state what is included in the cost. In this scenario, the coach is only providing coaching during the event, and no other supervision. If an athlete chooses independent travel but requires van transportation to or from the event a van fee will be billed separately. This fee is a set round-trip price based on mileage and maintenance costs for the vans. We do not offer one-way fares.

### TRIP PLANNING & SIGN-UP

About 30 days prior to the event, watch your email for trip sign-up. The signup will contain trip information, signup deadline and an estimated trip cost. Everyone must respond to the sign-up, even if your athlete is not attending the event. This information helps the travel team and coaches plan for the trip.

### TRIP CHANGES OR CANCELLATION POLICY

Once the sign-up closes, a cancellation or change in travel plans may be subject to a cancellation fee, up to the entire amount of the trip, as we are not always able to recover the costs already paid. All cancellations must be communicated immediately to the travel manager, Laura Graham, [lgraham@sswsc.org](mailto:lgraham@sswsc.org). Coaches may not change or cancel athlete's travel plans.

### ATHLETE TRAVEL CONDUCT

SSWSC athletes represent Steamboat Springs and SSWSC when traveling to an away competition or training camp. All aspects of the SSWSC Code of Conduct apply.

### BEHAVIOR EXPECTATIONS

Athlete behavior can impact our future access to hotels and other services, as well as contribute to or diminish from SSWSC travel goals. Coaches take on the tremendous responsibility to help ensure athletes' safety and well-being when traveling, so athletes must strictly adhere to both the behavioral expectations and SSWSC Code of Conduct while traveling. If an athlete is unable to follow the rules for appropriate behavior when traveling with the team, they may lose the privilege to travel with the team and may be sent home at the parent's expense. In addition to all SSWSC expectations outlined in the athlete/parent handbook, behavioral expectations while traveling include, but are not limited to:

- Use appropriate levels of noise in common areas and in hotel rooms (both conversation and music.)
- Use appropriate language and behavior in public facilities.
- Abide by all coach rules regarding room check, curfew, study hall, etc.
- Respect for all facilities and properties utilized by the team on trips.
- Athletes should not leave the lodging establishment without the permission of a coach and observe all supervision policies below.

## ALCOHOL/DRUG OR TOBACCO USE

All SSWSC athletes must follow the code of conduct signed during registration. The use of alcohol, drugs or tobacco is NOT permitted at any time and will result in immediate suspension for the remainder of the trip and may result in the loss of future travel privileges.

## INTIMACY POLICY

SSWSC recognizes that genuine feelings of affection may exist between two individuals. However, athletes should refrain from public displays of affection during SSWSC training, travel, or events. Sexual intimacy is not allowed during SSWSC training or travel.

## MISCONDUCT

The coaches in charge of each out-of-town trip have the authority to call an emergency disciplinary meeting with the Athletic Director or Executive Director to determine if the behavior has violated SSWSC policy and warrants the immediate removal of the athlete by their parents/guardians. 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 thievery at lodging or other locations, or additional travel expenses.

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 will terminate his/her ties with the SSWSC for the remainder of the season. No refunds will be issued in this situation.

## TEAM TRAVEL SPECIFICS

### ATHLETE SUPERVISION

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 athlete's curfew.

For example: Alpine athletes may go to lunch before the coaches have pulled their training course. Ski Jumping athletes will get ready in the locker room while coaches are prepping the hill. Freeski and Snowboard athletes will also make laps alone or in small groups while coaches work with others and maintain the training venue, etc.

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.
- 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 are allowed to stay in SSWSC accommodations unless prior approval from athletic director is granted.

### LODGING ARRANGEMENTS

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

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 the minor athlete.

### VAN BEHAVIOR

When traveling in an SSWSC van, all athletes are required to wear seatbelts whenever the vehicle is in motion. 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.

Athletes are responsible for cleaning the van upon arrival back in Steamboat. Athletes should not leave until dismissed by a coach. Generally, athletes should be ready to go home about 15-20 minutes after arriving back at Howelsen.

### PERSONAL VEHICLES

Athletes are allowed to use their own vehicles to travel to and from camps and races. However, during the camp or race, athletes are not allowed to use their vehicles unless given permission by the coach on the trip. Athletes are not allowed to transport other athletes while they are away at a camp or race unless given permission by both parties’ guardians and the coach on the trip.

## PARENT CHAPERONES FOR ANY SSWSC TRIP

On some occasions a coach will ask for assistance chaperoning a trip. This must be approved by the Athletic Director prior to any arrangements being made. All chaperones will be required to complete SafeSport training (90 min online) in order to travel with SSWSC athletes.

Work deposit can be earned for hours cooking food for the team, driving a van to the airport, or proctoring study hall. In these instances:

- When cooking, receipts should be submitted to SSWSC and food costs will be divided between all athletes.
- The chaperone/driver of vehicle will not be charged a van fee for their child.

## TRAVEL CHARGES & BILLING

### TRAVEL CHARGES

It is club policy that athletes/participants are responsible for their incurred expenses from any races, camps, competitions or other organized activities with their team or SSWSC. Travel expenses are not included in the program fees. Travel expenses may include, but are not limited to, team lodging, transportation, food, lift tickets or other items purchased by the coach on the athlete's behalf at or during an event.

All athletes are billed the same rate/amount for team accommodations regardless of bed arrangements, room assignments and gender.

### Billing items include:

- **Coach travel:** is the cost for a SSWSC coach to travel to and coach during an event. This expense is split by all athletes who attend the event, even if they don't travel with the team. Coach travel can include transportation, lodging and meals.
- **Other expenses:** during a trip that are not listed in the trip description and that are incurred by coaches or athletes are billed separately. These expenses can include lift tickets for the athlete, parking, wax room, and team meals.
- **Team entries:** Some competitions require a team entry rather than individual entries. In these cases, team entries are paid for by SSWSC before the competition. If an athlete cannot attend the competition, it is the athlete/parent's responsibility to contact **their coach** to "pull" them from the team entry. If the athlete has not requested that they be "pulled" from the team entry, or their request comes too late to be "pulled" the athlete/parent will be responsible to pay the full amount of that entry fee.
- **Coach per Diem:** Travel coaches are allowed a meal per diem of \$60/day that will be split between all athletes participating in the event.
- **Van fee:** Van fees are calculated based on the fuel, maintenance and replacement cost related to the destination. It is pre-determined for each venue.
- **Administration fee:** Travel expenses are subject to a 7.5% administrative fee to cover the club's costs which include staffing and some trip variances. Expenses tied to an individual such as their lift ticket or an entry fee are assessed as a reduced 5% administrative fee. The admin fee for airfare is 7.5% up to \$50. Set fee of \$50 for tickets up to \$1000 and 5% for tickets over \$1000.

## BILLING

When a trip returns, coaches turn in a report which details each athlete's expenses for the event. From that report a travel invoice will be generated and emailed to each athlete within 30 days.

Travel invoices come from Mimi Witcher, the travel department accountant. Invoices contain athlete expenses as well as a date the invoice is due. The designated payment method in your SSWSC online account will be charged automatically on the invoice date. An E-check discount does not apply to travel costs. Billing questions should be directed to Mimi at [mwitcher@sswsc.org](mailto:mwitcher@sswsc.org).

### Sample Bill:

SSWSC Travel Department  
P.O. Box 774487  
Steamboat Springs, CO 80477

### Travel Invoice

Date	Number
4/15/2024	m22241

SSWSC Athlete Name
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Description	Due Date	Amount
	4/22/2024	
March 13 and March 15 Copper day trips-transportation and coaches' meals		129.00
March 19-24 FIS Sun Valley- van fee		179.00
March 19-24 FIS Sun Valley- coaches' travel expenses including transportation, lodging and meals		365.00
Total		544.00
March 30-April 3 Spring Series WP-team meals		42.00
March 30-April 3 Spring Series WP-coaches' travel expenses		80.00
Total		122.00
Subtotal		795.00
Administration fee		59.63
March 30-April 3 Spring Series WP-coaches' travel expenses over billed refunded		-12.00
Administration fee		-0.90
<b>Invoice Total</b>		<b>\$841.73</b>

Please look over this invoice and contact me by e-mail if you have any questions. All travel disputes must be made within 15 days, from the date on this invoice, to be considered for adjustment. The credit card in your online account will be charged automatically on the due date. You will receive a SSWSC advisory e-mail when your card is charged.

Thank you for supporting SSWSC.  
Mimi Witcher  
Travel Program Billing  
[mwitcher@sswsc.org](mailto:mwitcher@sswsc.org)

## PAYMENT RESPONSIBILITY

By signing up to attend an offsite training or competition through the SSWSC, athletes/parents acknowledge and agree that they are financially responsible for the payment to SSWSC of all fees and expenses associated with such travel including, without limitation, program fees, athlete and coach expenses, uniform expenses, equipment expenses, vehicle fees, hotel fees, competition entry fees, SSWSC administration fees and cancellation fees (if applicable). Traveling athlete families must have a credit card in their SSWSC online account for travel charges.

In the event that any such fees are not paid when due, athlete may be suspended from participating with the SSWSC until such fees are paid, and athlete/parent agrees and consents to the SSWSC taking any and all steps available at law or in equity to collect such fees and expenses and further agrees to reimburse the SSWSC for any and all costs associated with efforts to collect such fees and expenses. Athletes/Parent further agree that these matters will be governed by the laws of the State of Colorado and hereby consents to the personal and subject matter jurisdiction of the state courts sitting in Routt County, Colorado.

#### BILLING DISPUTES

All travel disputes must be made to Mimi Witcher ([mwitcher@sswsc.org](mailto:mwitcher@sswsc.org)) within 15 days from the date on the invoice to be considered for adjustment.

#### FINANCIAL SUPPORT FOR TRAVEL

There are a few options for financial support. Please contact the SSWSC Office Manager for details.

- Athletic Achievement scholarships and Carl's Cup Scholarship

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#### CONTACT INFORMATION

For travel questions please contact:

**Laura Graham – Travel Program Manager** [lgraham@sswsc.org](mailto:lgraham@sswsc.org)

For billing questions please contact:

**Mimi Witcher – Travel Accountant Manager** [mwitcher@sswsc.org](mailto:mwitcher@sswsc.org)