

USCTA Travel Policy

When a USCTA team travels to competitions within the state, national and international, it is the policy of USCTA that athletes will travel and room together as a group with their coach, assistant coach and the appropriate number of drivers needed to transport the team while on the trip. If chaperones are needed, parents who chaperone will not be allowed to have family members or friends join them in the team reserved room.

All players are expected to conduct themselves in a responsible and sportsmanlike manner, both on and off the range while traveling with their team. Assigned drivers will work with the team coach to transport the team to training, competitions, meals, and etc. during the trip.

Team Travel Obligations

Before accepting a position on the USCTA Shooting Team, athletes and parents should consider the level of commitment required, both in time and finances. Our team does travel and it is expected that all team members travel to competitions with the team. This ensures that the individual team members develop to perform at maximum potential. Personal or educational conflicts with trainings and/or competitions occasionally arise and need to be addressed with the Coaches.

The USCTA policy is that if a player does not compete in the competition they are not subject to the fees associated with the costs of that tournament. However, the following applies:

The Coaches will send out notification of the intention to attend specific competition(s) along with an *estimated* budget. A deadline will be set and athletes/parents will notify the Coaches of their intentions by that deadline. Once they have indicated they will be participating, they are obligated to pay the associated fees. The reason for this is that the Coaches set a budget based on the number of athletes who have indicated they will participate. After this budget has been set and information disseminated, the result of an athlete withdrawing from the competition is an increase cost to the rest of the athletes. Because of this, no modifications can be made to it for any reason.

Payment for travel must be made prior to the purchase of airfare, rental car, etc. per time frames specified in the Athlete Participation forms for each competition. If players have not made payment, then they cannot travel. There will be opportunities for fundraising efforts or the potential of partial funding through donations, which will help offset the cost of the individual athletes.

Athletes 13 and older will stay three per room with no adult chaperone. Any child under traveling age will have one parent traveling with the team, under the advice of the Coaches. Parents may not be housed with athletes other than their own.

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Approval

Travel by a USCTA team to a competition must be approved through the USCTA office prior to the trip.

Team Travel

USCTA athletes, in uniform, travel as a team in order to ensure that all team members arrive at the destination of the competition in a timely manner, prepared to train, etc. All team members will remain together in the event of delays and changes to the posted travel schedule. Parents can travel with their children who are ages 12 and under, and may stay with their athlete if they are a chaperone with the team. Accommodation will be divided equally among all athletes.

Reservations

The Travel Director will make all travel arrangements for the team.

Budget

The Travel Director will prepare an estimated team budget for each competition. The budget breaks down competition costs and fees, meals, coach fees and expenses, including spending money and recreational activities. All fees and expenses, including coach fees and expenses, will be divided equally among participating athletes. No special dispensation is made for families with more than one child participating in the program.

On the basis of this budget, the Coaches will create a competition specific **Athlete Participation Form**. Said form will show complete competition budget, per athlete, as well as deadline for return of the form and for payment. The Coaches will be responsible for collecting the Participation Forms and payment prior to the stated deadline. The budgeted amount must be paid by each athlete by the specified deadline.

Once payments for the team have been received (i.e. after all participation forms and athlete payments are in), the USCTA Office will book airfare, transportation, accommodation, etc.

The budget for each travel tournament might include funds for the following as applicable:

- Athlete/Coach accommodation
- Money needed for meals, snacks, recreation
- Airline tickets for athletes and Coaches
- Transportation and fuel
- Tournament entry fees, ammunition, practice rounds
- Coach expenses and fees, including team recreational activities

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Once the budget has been set changes* cannot be made to it unless approved by the USCTA. This includes an athlete who sustains an injury, etc. and has to withdraw from the competition. This is unfortunate, but once the budget has been set then all parties need to pay their portion of the competition fee regardless of whether or not the athlete travels. If entry fee/airfare, etc. has a refundable amount, those funds will be refunded, minus any cancellation penalties.

**Upon cancellation, USCTA cannot cover the cost of athletes not traveling (and paying) nor can the other participants be expected to cover the additional unfunded amount because of cancellation.*

Fees associated with the competition must be paid in full prior to travel in order for the athlete to travel with the team.

Hotel & Travel Etiquette

1. Athletes are expected to be respectful to coaches, chaperones and team members at all times. They must treat drivers, hotels, restaurants and ranges visited with equal respect. Do not damage the property of others. Athletes shall clean up after themselves and behave in an appropriate manner while in vehicles, hotels, restaurants, etc.
2. Athletes must stay in groups of three or more during rest stops and free time – this includes going to dinner, walking around a mall or city (should we go to one) or stopping for meal while traveling to and from competition.
3. Under no circumstance may athletes go anywhere alone.
4. The coaches will designate and chaperone a ‘common room,’ which will be a location for meetings and socializing by the team; except for the common room, athletes are not to visit others’ hotel rooms. The door of this common room must remain fully propped open. Athletes are not to be alone in a room with a member of the opposite sex at any time.
5. Room assignments will be set in advance. You must stay in the room you are assigned. If you have a personal reason for not wanting to room with someone, please address it for consideration with Coach Bonnie or Coach Marvin. There is no switching of rooms unless authorized by the coach.
6. All athletes must attend team meetings held the evening before and during the competition. The location of this meeting will be announced upon arrival at the hotel.
7. At the team meeting, curfew time will be announced – all athletes must be in their assigned rooms at curfew.

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8. A curfew, all athlete rooms are expected to be quiet and athletes to sleep by 10:00 PM. Remember – we are traveling for an athletic competition, so any athletes who create unnecessary noise or keep their roommates awake will bear the consequences as determined by the coaches.
9. “Lights Out” means telephones, televisions, etc. No calling from room-to-room and no electronic device use after curfew. “Lights Out” means go to sleep!
10. At lights out all electronic devices – cell phone, IPAD, IPOD, etc. will be given to the coach and will be returned the following morning to contact parents. During competition all electronic devices will be kept in the Coach Range bag.
11. Athletes are not allowed to drive themselves or others to competitions.
12. Be considerate of others, no excessive noise, roaming the halls, horseplay, etc. in the hotel or elevators.
13. Chaperones and coaches have the right to enter and inspect a room at any time. ALL rooms will be kept clean and organized. Athletes will spend their free time cleaning their rooms, if required.
14. No strangers are allowed in any room at any time

Infraction of the following rules (Rules 14-16) by a competitor is a major infraction, resulting in the athlete being sent home at his/her parents' expense.

14. During free time at the hotel, athletes may ONLY be in the following places:
 - a. Assigned rooms (see rule 3 above)
 - b. Pool
 - c. Hotel Lobby / Recreation Room
15. No athlete may leave his/her room after curfew. Rooms and hallways will be monitored after lights out. Athletes must remain in rooms until leaving to meet the team in the morning. In case of illness/emergency call the Coach – cell phone and/or room.
16. At no time are USCTA athletes to be in possession of alcohol, drugs or tobacco products. Failure to follow this rule will result in removal from the team.
17. Physical or verbal aggression toward ANYONE will result in removal from the competition.

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Competition/Range Etiquette

1. At the team meeting the night before the competition days, athletes will be given meeting times for breakfast and departure times for the range. Squad assignments and estimated competition times will be announced – it is expected that all athletes will abide by these times. Failure to do so can result in target penalties and/or the athlete being disqualified.
2. Athletes are expected to show sportsmanlike conduct on and off the range.
3. Athletes should be dressed in USCTA uniform at all times. Shirt style and color information will be given out the night before training/competition. In inclement weather athletes should be prepared with multiple layers and rain gear.

REMEMBER – We are traveling to compete on behalf of the United States Clay Target Academy. To be the best you can be, your preparation the night before competition day is just as important as your pre-competition training.

I _____ (print parent's name) have read the above rules and have reviewed them with my child _____ (print athlete's name). I am aware that if my child breaks one of the major rules (Part A: #14-16), he/she will be immediately sent home as an unaccompanied minor. I will be responsible for paying the cost of transportation – including airline tickets – necessary to return my child immediately.

I have read the United States Clay Target Academy Travel Rules and understand the rules and the implications for infraction.

Signed by Athlete: _____ Date: _____

Signed by Parent: _____ Date: _____

******* KEEP THIS HANDBOOK *******

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I have read the United States Clay Target Academy Travel Rules and understand the rules and the implications for infraction.

Signed by Athlete: _____ Date: _____

Signed by Parent: _____ Date: _____

******* SIGN THIS PAGE AND RETURN TO COACH BONNIE *******