Eastern Pennsylvania Youth Soccer Association
Foreign Travel Policy

Part I - General

Section 101. PURPOSE AND APPLICATION
(1) The purpose of this policy is two-fold:
   (a) To recommend reasonable procedures so that parties who participate in Eastern Pennsylvania Youth Soccer
       Association events are provided training and timely information in an attempt to reduce the inherent risk of
       travel outside of the United States.
   (b) To provide a standardized set of guidelines that can be utilized for Eastern Pennsylvania Youth Soccer
       Association international programs and events
   (c) This policy is recommended for all member travel (i.e., clubs)

(2) For the Purposes of this policy also reference the US Youth Soccer Travel Policy Rule 203. International Travel
    Outside The United States.

Section 102. DEFINITIONS
(1) The definitions of Bylaw Article III of USYSA apply to this policy. Those definitions include the following:
   (a) “Board of Directors” means the Board of Directors of USYSA established Under Article XIII.
   (b) “Federation” means the United States Soccer Federation, Inc.
   (c) “Organization Member” means an organization that is classified as such a member of USYSA as provided by
       Article IV.
   (d) “Region” means one of the regions established under Article VIII.
   (e) “USYSA” means the United States Youth Soccer Association, Inc.
   (f) “Member Clubs” means an organization this is classified as such a member of EPYSA as provided by Article II of
       EPYSA’s Constitution and Bylaws
   (g) “EPYSA” means Eastern Pennsylvania State Youth Soccer Association
   (h) “United States” means the 50 states and the District of Columbia.

(2) In this policy—
   (a) International Travel: travel by a team and its players and team officials to participate in a tournament or set
       of friendly games or games by the US Youth Soccer Team outside the United States.
   (b) Centers for Disease Control (CDC) is a federal agency under the Department of Health and Human Services
       and is headquartered in unincorporated DeKalb County, Georgia.
(c) **Event Organizer**: entity that organizes the arrangements for travel outside of the United States all things equal to or above the following: games, hotels, meals, land and air transportation and cultural experiences.

(d) **U.S. Department of State (DoS)**: the United States government department in charge of foreign affairs.

**Section 103. FUNDAMENTAL PRINCIPLES**

WHEREAS Eastern Pennsylvania Youth Soccer Association has considered the safety of youth soccer players and others involved while traveling overseas, the following fundamental principles are highly recommended and should be considered by member clubs when planning to travel internationally:

1. Stringent risk management policies and practices are being implemented to promote the safety and security of our players, team officials, and spectators. Eastern Pennsylvania Youth Soccer Association works in close cooperation with its member clubs to protect and increase the safety of youth soccer players statewide.

2. The National Office of US Youth Soccer will review and monitor the most current travel information advisories and bulletins from the DoS regarding worldwide and individual country alerts and warnings for U.S. citizens traveling abroad, and will communicate this information to Eastern Pennsylvania Youth Soccer Association prior to and for the duration of time that teams, players and other participants are traveling abroad.

3. All EPYSA members are encouraged to register its international trips online with the DoS Smart Traveler Enrollment Program (STEP)

4. Security training and protocols should be provided by the Event Organizer to all players, adult administrators, including head coaches, assistant coaches and chaperones who accompany teams traveling internationally.

5. All members of Eastern Pennsylvania Youth Soccer Association are recommended to submit to the National office within 21-days prior to departure for their overseas trips, the following information on each person traveling:
   - (a) Event itineraries
   - (b) Flight itineraries (i.e., flight numbers, departure locations, arrival information)
   - (c) Hotel teams will be staying at (i.e., phone number, address, email, etc.)
   - (d) Emergency contact information for each person traveling (i.e., name, phone number and email address)
   - (e) Copy of STEP registration confirmation.

6. Travel Suspension Conditions

   A travel suspension condition is defined for any city, country or region for which one of the following conditions applies:

   (a) DoS has issued a warning that orders departure of U.S. dependents and non-emergency personnel; recommends that U.S. citizens depart a specific city or country; advises U.S. citizens against all travel to a specific city or country; or recommends that U.S. citizens defer non-essential travel to a specific city or country. All travel within 200 miles or 322 kilometers of any specific city noted will be suspended.

   (b) If the CDC has issued a stage three (3) warning to avoid all non-essential travel to this specific city, country or region. All travel within 200 miles or 322 kilometers of those areas will be suspended.

   (c) If a travel warning is issued or goes into effect after the team has departed overseas, then Eastern Pennsylvania Youth Soccer Assoc. reserves the right to terminate the trip at that time, and require that the team immediately vacate the designated city, country or region. Such determinations will be made on a case-by-case basis.
Section 104. ENFORCEMENT

(1) Any travel issues, security concerns or threats that arise, with respect to players, parents, coaches, administrators or staff traveling outside of the United States on behalf of EPYSA, shall be referred to the EPYSA Executive Director.

Members of EPYSA are strongly encouraged to ensure that the following guidelines are established for teams traveling outside the United States for games or tournaments.

Details
The Event Organizer shall coordinate and provide all necessary services including but not limited to the following:

a. Games
The Event Organizer shall:
- Confirm in writing that they will arrange for a certain number of games to be played overseas and shall provide a list of those teams 21 days prior to travel.
- Advise trip organizers when a US Youth Soccer tournament or game(s) is cancelled while in route or on location at the international venue. Trip organizers will alert parents of the change and, in the event of cancelations, no refunds will be provided. Further if, in the event flights are cancelled due to weather or for any other reason, refunds will not be issued.
- Use a FIFA licensed agent to properly arrange all matches.

b. Lodging
The Event Organizer is responsible for providing accommodations for the following dates and times and must provide notice in writing before the group boards the flight.

From, to: (#_Nights)
At: (hotel) Arriving:
Departing:

c. Ground Transportation
A charter bus or other method of ground transportation will be reserved by the Event Organizer with the following requirements:
- Event Organizer will provide US Youth Soccer with a current Safety and Fitness Electronic Records (SAFER) System report 30 days prior to travel.
- All vehicles used by the delegation must have all licenses and permits up to date.
- Transportation will be used for all games, training sessions and all programmed activities. This includes pick up/drop off at the airport and any round trip travel to other cities. All parking, fees, and tolls should be included in the overall cost, if available.

d. Meals
The delegation should be provided three (3) meals each day with the following requirements:
- All meals should be provided in a buffet style and follow the suggested menu for athletes that is provided by Team Manager or Coach. (*Flexibility applied for teams/programs who may opt for alternative meal plans)
e. Training Facility
At least one training field will be available each day with the following requirements:

- The field will be a regulation size field, properly marked and equipped. (*Flexibility applied for teams/programs who may opt for alternative training field arrangements)
- EPYSA member clubs will provide a training schedule to the hosting organization at least 2 weeks in advance to allow organization of the training facility.

f. Tour Assistance
The Event Organizer is responsible for providing 24/7 trip assistance with the following requirements:

- Event Organizer will provide a full-time tour guide who will travel and stay with the delegation throughout the duration of the tour.
- The tour guide must have a background check on-file with the Event Organizer.

g. Insurance and other important risk management items
It is recommended that parents and / or players take with them medical and insurance information for each person traveling (i.e., blood type, allergies, other).

It is advisable for participants to have, either through personal policies or purchased policies, primary medical insurance (including evacuation, repatriation and overseas medical case management coverage), lost or delayed baggage insurance, and cancellation insurance. As with any insurance decision, review the terms and coverages carefully and get professional assistance as needed.

Event Organizer overseeing the itinerary of the trip which includes all functions, teams involved, venues, hotels, air and ground transportation, and programmed activities must provide liability insurance coverage with limits of $50,000,000 per occurrence* and your organization should be named as an “additional insured.” You should obtain a Certificate of Insurance which reflects your additional insured status and states that the Event Organizer’s liability insurance coverage is primary and non-contributory.

* Many Event Organizers are increasing their liability insurance limits after recent jury awards, to include the 2013 jury award against a private school in excess of $40 million to a student injured on a foreign tour (Munn vs The Hotchkiss School, 933 F.Supp.2d 343 (D.Conn.2013) and 2013 $8.3M jury award as a result of litigation filed on behalf of two individuals killed in a bus crash in France traveling as part of a Soccer Olympic Development Program in 2004.

Event Organizer will maintain an appropriate amount of consumer protection coverage to mitigate loss risk of participant’s advance deposits resulting from Event Organizer’s insolvency.

Event Organizer is a company properly registered to do business legally in the Unites States and is compliant with all US Seller of Travel laws.

Event Organizer will maintain an appropriate and verifiable risk management plan with established safety and security procedures. Event Organizer should be able to fully support the Eastern Pennsylvania Youth Soccer Association’s stringent risk management policies and procedures including:

- Medical and other types of emergency procedures and the competence and 24x7 availability of the staff that will be called upon in case of an emergency.
- Crisis management procedures and the ability of the Event Organizer to respond to developing situations of all kinds in the foreign localities where travel is planned.
- Federal, State and other local required travel registrations and permissions including those of athletic governing bodies.
- Appropriate behavioral or code of conduct policy.