

Club Handbook

Welcome to the San Francisco Glens Soccer Club

The San Francisco Glens Soccer Club is one of the oldest and most respected clubs in the United States. We take pride in offering exceptional value to our members through a wide range of community-based programs that develop local talent and provide a pathway to higher levels of play.

Our club reflects the vibrant diversity of our city, with a coaching staff and membership that represent a broad range of backgrounds and experiences. We offer high-quality coaching, multiple levels of competitive play, and opportunities for both boys and girls to compete at local, regional, and national levels.

This handbook serves as your guide to the structure, values, and standards of the San Francisco Glens. Inside, you'll find important information on expectations for players and parents alike.

As we grow and evolve each season, we remain committed to building on the strong foundation we've established. We challenge our coaches to be innovative and forward-thinking, always keeping player development at the heart of our mission.

When you join the SF Glens, you're becoming part of something greater than just a soccer team. You're joining a community—one made up of families from across San Francisco and beyond. Our club is more than a place to play; it's a network of support and opportunity, both on and off the field.

We value your involvement in our community just as much as your child's development in the game. Welcome to the Glens family—we're excited to have you with us.

Sincerely,

Mike McNeill

Executive Director

San Francisco Glens Soccer Club

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Mission

The mission of the **San Francisco Glens Competitive Program** is to be the premier destination for players seeking the **best environment for player development**.

We focus on developing technically sound, well-rounded soccer players who can compete at the highest levels their ability and determination allow. Our program provides pathways for players to receive exposure and training from top local, collegiate, and international coaches. We emphasize **nutrition, fitness, and professional habits**, while teaching young people to lead by example, engage with their communities, and serve as positive role models.

The **San Francisco Glens Soccer Club** is a community-based organization committed to providing opportunities for players of all levels, backgrounds, and ethnicities—at an affordable rate. We are a **501(c)(3) nonprofit organization**, Tax ID #45-3022817.

Vision

To become a **world-class nonprofit** that cultivates excellence on and off the field by delivering the highest quality administration, coaching, programs, facilities, and a **positive, inclusive environment** for all we serve.

Club Philosophy

To inspire a **lifelong love of the game** for all involved, while reinforcing that the club is **bigger than any one player, coach, or team**. We prioritize the holistic development of our players—both as athletes and as people.

Core Values

TRADITION

Serving as a bridge between those who came before us and those who will follow. For nearly six decades, everything we do as a club honors the past while shaping the present and future.

COMMUNITY

Creating opportunities for San Francisco youth—from the Mission to the Excelsior to the Sunset—to engage with positive role models. We build platforms for fundraising and volunteering to make a difference for the people we represent and to raise awareness for others who share our values.

EXCELLENCE

Providing the best possible experience for every member—whether their goal is to play professionally, earn a college scholarship, or simply reach their full potential as a soccer player. Our **holistic approach** develops individuals on and off the field.

Representation and Conduct

Parents, players, coaches, and spectators represent the **San Francisco Glens Soccer Club** whenever our teams take the field for training sessions, games, or tournaments. This representation extends to social events, team travel, and any time the crest is worn—even at hotels or in public spaces.

The actions of any individual can impact the image of the entire club. The **Codes of Conduct** outlined below encourage players and parents to demonstrate **good sportsmanship, respect for coaches, referees, and others**, and to work together in fostering a positive environment. It also details the potential consequences for failing to uphold these standards.

Code of Conduct – Parents & Spectators

Soccer is a game for the players. While matches are exciting for parents and spectators, their enthusiasm must remain **positive, respectful, and controlled** at all times.

Possible Penalties

Failure to comply with the **Code of Conduct** may result in disciplinary action by the Club, including:

- **Warning**
- **Parental suspension** (temporary or permanent)
- **Player suspension**, ranging from portions of a game to entire seasons or an **indefinite ban**

Our goal is to provide a safe and enjoyable experience for everyone. We expect parents and guests to create a positive environment that allows players to enjoy the game

Players – Expectations

Playing with SF Glens is an opportunity to grow as a soccer player and as a person. Players are expected to:

- Understand and follow the **mission, vision, and values** of the Club.
- Represent **SF Glens** in a positive manner on and off the field.
- Maintain proper fitness through a healthy diet, exercise, and rest.
- Attend all scheduled team events and arrive on time.
- Communicate absences in advance through **Bygå**.
- Show respect to coaches, teammates, referees, opponents, and club staff.
- Follow the **club uniform policy** (Capelli gear, shin guards, no jewelry).
- Demonstrate sportsmanship and avoid abusive language or violent conduct.
- Accept referee decisions without argument.
- Assist in equipment collection after training sessions.
- Commit to the Club for the full season (July–June).

- Not train or compete with another club without DOC approval.
 - Participate in postseason events such as **MLS Next Cup** or **NPL Championships**.
-

Parents & Spectators – Expectations

Parents play a vital role in creating a positive environment for all players. Parents and spectators are expected to:

- Support the Club's **mission, vision, values, and philosophy**.
 - Encourage players without pressure; avoid criticism or sideline coaching.
 - Praise effort and positive play; refrain from negative comments.
 - Communicate concerns to the coach only after a **24-hour cooling-off period**, away from players and the field.
 - Ensure players arrive on time for games and practices.
 - Register with **Byga** and sign up for the Club newsletter for updates.
 - Understand you are responsible for your **guest's behavior** at games and events.
 - Never engage in confrontations with referees, coaches, or other parents.
 - Never verbally abuse referees or players.
 - Avoid shouting instructions like “shoot” or “pass” from the sideline.
 - Notify the coach or manager early if a player will miss a session or game.
 - Avoid disruptive behavior in team chats—direct concerns privately to the coach or manager.
 - Recognize that parental behavior affects the Club's reputation.
 - Request permission from your coach if your child is invited to play with another team during the season.
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Team Organization

- **Head Coach:** Responsible for team selection, training, discipline, tactics, and communication.
 - **Assistant Coaches:** May be assigned as needed for development or scheduling.
 - **Team Manager:** Handles logistics, communication, and tournament planning.
 - **Volunteer Opportunities:** Includes game-day setup, transportation assistance, video recording, and chaperoning during tournaments.
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Uniform & Game Day

- **Official Sponsor:** Capelli (mandatory for training and match gear).
- Players must wear official **SF Glens gear** at all training sessions, games, and during travel.
- Any additional visible gear (cold-weather clothing, sliders) must be **Capelli or non-branded**.
- **Practice Attire:** Green practice tee, black shorts, black socks, shin guards.
- **Game Uniforms:**
 - **Green Kit:** Green jersey, green shorts, green socks.
 - **White Kit:** White jersey, green shorts, green socks.

- **Cold-Weather Gear:** Capelli sweatsuit should be worn uniformly when weather requires.
 - Players should always bring **both game kits**, practice tees, water, and soccer bag to matches.
 - Players represent the Club whenever in uniform and must wear it with pride.
 - No unauthorized alterations to uniforms or creation of unofficial kits without Club approval.
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Personal Gear

- Soccer cleats (any color).
- Goalkeeper gear (gloves, under-shorts, pants).
- Compression or cold-weather gear (must match club colors or be neutral).
- Headbands, leggings, and similar items are allowed if non-distracting.

Jersey Number Policy

To avoid duplicate numbers within an age group (e.g., 2009 MLS Next, NPL, Academy III, Academy IV, and Black teams), the following rules apply:

- No two players in the same age group should have the same number.
- Players are encouraged to resolve conflicts by agreement, with one player selecting a new number that is not taken.
- If no agreement can be reached:
 - The player with a longer **tenure in SF Glens** keeps the number.
 - If both joined in the same season, the decision will be made by a **coin toss**; the loser selects a new number.
 - If neither accepts a coin toss, **both players must choose new numbers** from the available options.
- Any costs for reprinting or replacing jerseys will be **shared equally** by the players involved.
- If multiple players must choose new numbers, they will **draw lots** to determine the selection order.
- If the matter remains unresolved, the **Executive Director** will make the final, binding decision.

Enforcement:

If a player does not comply, the **coach will enforce the policy**, including the possibility of reduced playing time for repeated violations. If a coach does not enforce the policy, the Club will determine appropriate sanctions.

Player Tryouts & Evaluation Process

SF Glens groups players by ability to provide the best development environment. Players are evaluated through **In-Season Evaluations** and **Tryout Evaluations** to ensure fair and accurate placement.

Evaluation Factors

- Current SF Glens player status and past-season performance.

- Commitment (practice and game attendance).
- Rankings and evaluations by coaches during the season and tryouts.
- Player's history with the Club (prior opportunities accepted or declined).
- **Key evaluation areas:**
 - Skill and technique
 - Athleticism
 - Attitude and ability to embrace club values

Tryouts

- Held annually in **April/May** for all age groups in compliance with **NorCal** rules.
 - Open to current and prospective players under fair, unbiased conditions.
 - Additional tryouts may be offered during the year if roster spots are available.
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In-Season Evaluation Process

- **Three evaluations per season:**
 - **Fall:** Self-assessment and goal setting.
 - **Mid-season:** Progress update with input from coaches and the Technical Director.
 - **Spring:** Final assessment before tryouts—no surprises for players or parents.
 - Evaluations cover skills, athleticism, attitude, and team commitment, using consistent forms.
 - Coaches provide written comments and recommendations for improvement.
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Registration & Fees

The Club registers all teams and players with **US Club Soccer** and **NorCal Premier**.

- Players are registered with ID cards required for matches.
 - Parents complete **online registration**, pay **annual fees**, and provide:
 - **Medical Release Form**
 - **Birth Certificate** (new players only)
 - Parents agree to follow the rules of SF Youth Soccer, US Club Soccer, NorCal, Girls Academy and MLS Next, including behavior guidelines.
 - **Registration fees** cover Club expenses such as team registration, equipment, insurance, and coaching fees. Additional travel costs may be collected by team managers.
 - Uniforms must be purchased every **two years** or as needed.
 - **Financial aid** is available for families in need.
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Coach Selection

SF Glens seeks to hire and retain **high-quality coaches** who:

- Possess strong soccer knowledge and leadership skills.
- Teach the game and mentor players in life skills guided by Club values.
- Are assigned to teams that fit their expertise, ensuring proper development at all levels, especially for younger players.

Important: California is an at-will state for employment. Coaching assignments may change if deemed necessary by Club leadership.

Coaching Education

All coaches must complete:

- DOJ fingerprinting and background checks
- SafeSport certification
- CPR, First Aid, and AED training
- Continuing education courses for advanced certifications

Coaches are evaluated regularly through **parent and player feedback**, focusing on:

- Teaching effectiveness
 - Positive coaching methods
 - Fair treatment and alignment with Club values
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Weather, Cancellations & Rescheduling

Games and training sessions are played in various weather conditions but may be canceled due to safety concerns.

- Updates are communicated through **Byga team chat** and **Club social media**.
- Canceled games will be rescheduled when possible.
- The Club prioritizes **safety** and will err on the side of caution.

Heat & Air Quality Policy

The Club follows **national standards** for heat and air quality, referencing **PurpleAir.com** (real-time) and **EPA AirNow.gov** (daily averages). Training and games will be modified or canceled if conditions are unsafe

Air Quality Index Levels of Health Concern	Numerical Value	Meaning
Good	0-50	Air quality is considered satisfactory, and air pollution poses little or no risk.
Moderate	51-100	Air quality is acceptable; however, for some pollutants there may be a moderate health concern for a very small number of people who are unusually sensitive to air pollution.
Unhealthy for Sensitive Groups	101-150	Members of sensitive groups may experience health effects. The general public is not likely to be affected.
Unhealthy	151-200	Everyone may begin to experience health effects; members of sensitive groups may experience more serious health effects.
Very Unhealthy	201-300	Health alert: everyone may experience more serious health effects.
Hazardous	> 300	Health warnings of emergency conditions. The entire population is more likely to be affected.

Air Quality Policy

- Practices and games will continue when AQI is 0–100.
- Practices and games may be canceled for players under 10 years old when AQI exceeds 100.
- Practices and games will be canceled for all ages when AQI is 150 or higher.
- Players who choose not to attend practices or games when the AQI is above 100 will not be penalized.

Note: It is always a parent's choice to keep their child home if air quality is a concern, especially for those sensitive to AQI levels between 100–150.

Tournaments

Tournaments are an important part of the SF Glens SC program.

- Before each season, directors and coaches meet to plan which tournaments teams will attend.
- Most teams participate in one tournament in the fall and one in the spring; additional tournaments may be added for competitive teams.
- Some tournaments are mandatory, such as those tied to NorCal NPL and MLS NEXT leagues.

Expectations:

- All SF Glens players are expected to participate in scheduled tournaments, as they play a significant role in player development and, at older ages, college recruiting.
 - All players share team tournament expenses, unless injured and unable to attend.
 - Families should plan ahead for participation in these events, as they are essential to the team schedule.
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Safety / Medical / First Aid

SF Glens prioritizes the health and safety of all players. We follow **CDC guidelines** for concussion prevention and management through the **Heads Up: Concussion in Youth Sports** initiative.

- When in doubt, we sit them out. Any player suspected of a concussion will **not return to play that day**.
- Players cannot resume participation until evaluated by a **licensed healthcare provider** and cleared in writing.
- A graduated return-to-play protocol (minimum **7 days**, per California law) must be followed.

Resources:

- [CDC Heads Up Program](#)
 - [Parent Fact Sheet \(English\)](#)
 - [Parent Fact Sheet \(Spanish\)](#)
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Concussion Protocol Summary

Immediate Removal from Play if:

- Loss of consciousness
- Seizure
- Vomiting
- Confusion or memory loss
- Neurological symptoms: numbness, weakness, dizziness

Additional Red Flags During Testing:

- Balance issues (unable to stand toe-to-heel for 20 seconds)
 - Abnormal pupil size or eye movements
 - Double vision
 - Inability to answer simple questions
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Return-to-Play Steps *(per CDC & California law)*

1. Return to school/work
 2. Light aerobic activity (5–10 min, no contact)
 3. Moderate aerobic activity (no contact)
 4. Heavy aerobic activity (no contact)
 5. Full practice
 6. Game play
 7. **Note:** Any recurrence of symptoms requires restarting the progression
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Player Participation Levels

SF Glens offers multiple levels of play to match age, ability, and commitment.

(This section needs expansion: Do you want me to add descriptions for Recreational, Academy, NPL, and MLS NEXT?)

Playing Time Guidelines

Playing time is a frequent concern. SF Glens emphasizes **player development** and **fair play**, with the following guidelines:

- **In-house scrimmages:** Equal playing time for all players.
- **Friendlies/scrimmages vs other clubs:** Approximately equal playing time.
- **League & Cup Games:**
 - **U6–U12:** Approximately equal time across the season.
 - **U13–U14:** Approximately equal time across the season.
 - **U15–U19:** Fair playing time (except **MLS NEXT** and **NPL** teams).
- **MLS NEXT, Girls Academy & NPL:** Playing time is earned due to league performance requirements.

Key Points:

- Actual time may vary per game, but balance should exist across the season.
 - Coaches must **communicate** with players and parents if playing time consistently falls below expectations.
 - Deviations are allowed for **extenuating circumstances** (e.g., missed practices, injuries, behavior issues).
-

Private Training Policy

- Coaches may not charge current rostered players for extra training outside regular team sessions.
- Coaches may not charge players preparing to try out for their team.
- Any private training must be approved by the player's current coach to avoid overuse or schedule conflicts.

Resolution Chain

When a problem arises that a parent/player needs to resolve, SF Glens recommends the following chain of communication:

1. Discuss the problem with the Head Coach. If not resolved, then...
2. Discuss the problem with the Girls / Boys Director of Coaching of that respective age. If not resolved, then...
3. Escalate the problem with the Club Technical Director. If not resolved, then...
4. Bring the issue to the Executive Director.

If a problem arises between a parent or player and the coach, the parent and player must abide by the 48-hour rule. Do not approach a coach during a training session or game. You may contact the coach 48 hours after the problem to give everyone involved that cooling off period.

Emails and chats should be used to distribute factual information to the teams. They should not be used to air problems and opinions or distribute complaints. Please follow the chain of communication, and do not skip steps as Directors and Board Members will not respond until the proper chain of communication has been adhered to.

Club Communication

- The primary source of communication from the club will be through Byga.
- You can also find other important information like game schedules and information contained in this handbook by going to our website sfglensacademy.com
- Email (club newsletters, updates, and information) will be used as a follow up when necessary. For this purpose, it is very important that we have a valid Email address for each player.
- All team specific communication will usually be originated and forwarded by the coach or manager.
- If a player is going to miss a training session, game, or other event he/she must indicate on the Byga Attendance tab as far in advance as possible.
- Any cancellation of training or home games due to weather or field conditions will first be posted via Byga.

- We realize at times that communication must come from parent to coach outside of practice or game time. In which case we would ask that this communication is respectful and held at a reasonable hour.

Player/Adult Protection Guidelines

At San Francisco Glens, we strive to provide an environment that is fun, developmentally appropriate and will help your child be the best that she/he can be. But no item is of greater concern than the safety of every player involved with our club. To that end, we want to reiterate some of our key safety policies as we begin our season. These policies are designed to protect your child. Your support of the policies is not only appreciated but necessary to ensure that we keep kids safe.

I. Pick-up Policy

Our coaches are required to stay on the field until the last player has been picked up. This policy is designed to ensure your child's safety. We ask that all parents work with us to ensure your child's safety by dropping off and picking up your child on time. While we understand that many parents have hectic schedules and getting to and from practices can present challenges, it is important to note that we have professional coaches who similarly have demanding schedules and often need to leave immediately following your child's practice. Should a coach need to leave the field area while children are still present, children may only be left with a staff member. In the event of an emergency involving a staff member during training or games, the player's parents will be contacted immediately.

II. Stranger Danger

It is unfortunate, but children could be approached by unknown adults at both practice and game facilities. Should such an occasion occur, please err on the side of caution and report any such incidents or suspicious behavior to your coach, to us here at the club and to the police. If a player is approached by a stranger, she/he should report it to a coach immediately. If you see a suspicious person please report it to the coach, to the police and to club staff immediately. Please speak with your child about these procedures and tell them not to get in a car or to leave the field area with another adult without your permission.

Medical Protocol and Emergency Procedures

- Medical history forms and copies of insurance cards will be collected for all players prior to the beginning of the season. Families must notify the club if their player does not have health insurance.
- The SF Glens training sessions will not be covered by athletic trainers, therefore, the coaching staff will act as the primary assessment and communication point in case of an on-field injury in these situations.
- If a parent is present, they will be immediately consulted. In cases where parents are not present the coaching staff will assess the situation and call in appropriate medical experts.
- Parents will then be notified of the situation using the emergency contact number on file.
- Any player who has been seen by a doctor for an injury should be cleared in writing before they will be permitted to return to activity.

Guest Players

From time to time, there is a need to utilize *Guest Players* to ensure a team can compete in each game or tournament. The use of guest players should not be the norm, but rather the exception and simply provides a solution for instances of sickness, injury, scheduling conflicts, etc. In some instances, guest playing can also be a part of a player's individual development plan.

This policy will help players and parents who are considering accepting a guest player opportunity, make a well-informed decision. In addition, the guest player policy will guide coaches and directors when they are determining whom and when to ask guest players to join their teams. Finally, it will also provide clarity regarding the expectations for the other players and parents on a team, who will be the beneficiaries of guest players.

SF Glens should make every effort to only utilize players from within the club as guest players. It will be the rare exception, where an outside of club player is offered a guest play opportunity. SF Glens is aware that there are scenarios where players who are interested in joining the club may want to experience a guest playing opportunity, players may be relocating, or someone who is currently not aligned with a club is deserving of an opportunity. All of these instances will be considered, but the request still needs to go through the Director to ensure we are doing the right thing for the right reason and protecting everyone involved.

The following process should be followed:

1. Coaches are responsible for determining the need of a guest player or players. This responsibility should not be delegated to the team manager or anyone else. *(Items to take into consideration: weather, number of existing players available, event length, number of games, position (goalkeepers) distance to travel versus opportunity to play minutes, financial commitment.)*
2. When in need of a player or players, please confirm with your director as to the potential availability of specific players, as there may be other discussions/considerations regarding player involvement going on within teams or the club that would impact a particular player's inclusion.
3. As previously mentioned, it is imperative that we always look within SF Glens first for guest players. One of the first considerations will be to keep players within an age group, followed by providing play up opportunities.
4. Although it may seem a great solution to utilize the same guest players over and over, we should make every effort to utilize various players to guest. This allows the benefits of guest playing to be spread to as many players as possible throughout the club.
5. Finally, coaches must get approval from the relevant Director before inviting a player to guest play. There also may be "player loan paperwork" that needs to accompany the request depending on where the player comes from.

*****The approval of SF Glens players that want to guest play for other teams outside of our club must be granted by the Director. If another coach or club wishes for you to guest play, please have them contact your current SF Glens Coach or Director to ensure the appropriate release/loan paperwork is provided and the guest appearance is documented correctly.**

IMPORTANT NOTE: It is up to the discretion of the coach as to how many minutes guest players will play while with the team. With that said, the coach and player/parents need to have clear expectations as to the reason or opportunity for the guest playing experience. For instance, it could be that a goalkeeper is needed and will play every minute. It could also be that a backup goalkeeper is needed in case of emergencies, and the guest player/parents are aware that they may not get playing time, but then can determine if they are willing to accept the invite.

In other instances, it may be important for the coach to spread the minutes around evenly between guest players and regular team players to protect against fatigue, due to inexperience in positions, injuries, or to support strategic/tactical effectiveness. Again, that is why the coach will make the determination as to how many minutes all players (regular and guest) will play.

NO GUARANTEES of minutes played should be made by coaches, and none should be anticipated by guest players and their parents.

This policy should be shared with the regular team players and their families...and **MUST** be shared with potential guest players and their families prior to agreeing to any guest player appearances.

Prior to accepting a guest player, the player and parents need to acknowledge this policy and understand that they may make time and financial commitments without the guarantee of receiving a specific amount of playing time.

If a player or their family does not wish to accept the guest player opportunity due to the commitment versus possible playing time dynamic, the club will be understanding and not penalize the player, but future guest playing opportunities may be offered to other players.

Guest playing opportunities are a privilege, not a right.

Factors to consider for Guest Playing:

- Numbers of current players on roster available
- Emergency (last minute sickness or injury)
- IDP plan of each player – is it best for Individual Development for player (s)

Please note: The Club will always strive to work within the Guest Player Policy. But there may be instances where due to the lack of time, ability to communicate properly with specific parties, team scheduling conflicts or availability (example: a sibling or coaches' child is attending a tournament, but not scheduled to play when a need arises) that the SF Glens Directors can make an “in the moment” decision which they feel is best for the player/s, team, family, and club.

Fundraising

Throughout the year, the Club, as well as individual teams will participate in fundraising events to offset the cost of participation. A new fundraising policy will be in place soon and included in this handbook to ensure all parties are protected when undertaking any fundraising activity.

Board Members

President – Paddy Coyne

Secretary – John McCormack

Treasurer – Sebastiano Tevarotto

At Large – Roderick Jones

At Large – Leo Cassidy

At Large - Ryan Maquinana

At Large – David Kao

Club Administrative Staff

Executive Director – Mike McNeill

Director of Operations – Kay Lesperance

Registrar - Josephine Mong

Academy Technical Director - Steve Sosa

11v11 Boys DOC – Alberto Millan

11v11 Girls DOC / Academy Director - Jessica Hewins

7v7 / 9v9 Boys DOC - Jakob Kirschenbaum

7v7 / 9v9 Girls DOC – Kierra Scalercio

Grassroots Director - Matt Favela

Director of Communications - Kyle Kenney-Dunham

Social Media

SF Glens utilizes primarily three platforms for social media interactions, Instagram, Twitter and Facebook. At times the club will ask that you # hashtag your posts to help bring recognition to a player

Sponsorships

Details on sponsorship opportunities and benefits will be provided soon. Sponsors play an important role in supporting our programs and helping us provide the best possible experience for our players and families.

Hall of Fame

The Hall of Fame will recognize individuals who have made outstanding contributions to the SF Glens Soccer Club and community.

Location: Irish Cultural Center – Details to follow.

Annual Events

The Club hosts annual events throughout the year, including:

- Season Kick-Off Meetings
 - Fundraising Events
 - End-of-Season Celebrations
 - Hall of Fame Induction Ceremony (future)
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Club Calendar

The new Club Calendar will be posted shortly on the website and will include important dates for:

- Tryouts
- League Schedules
- Tournaments

- Special Events
Website: sfglensacademy.com
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Facilities

[Details to be added – list of training and game facilities, addresses, and any specific guidelines for use.]

League Affiliations

SF Glens teams compete under the following affiliations:

- NorCal Premier Soccer
 - National Premier League (NPL)
 - US Club Soccer
 - MLS NEXT
 - SF Youth Soccer
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Coach Reimbursement Policy

Teams are expected to reimburse reasonable, actual expenses for their coaches when traveling outside of Sonoma County for games, tournaments, or showcases.

Hotel Expenses

- Coaches are expected to stay in the same hotel, or one of comparable cost, as their team.
- The team will cover hotel costs for the same number of nights as the team; additional nights require director approval.
- No reimbursement for personal room charges (movies, mini-bar, etc.).

Meal Expenses

- For out-of-county travel, coaches may be reimbursed for **one meal per day** (whichever aligns with game time).
- For multi-day events, reimbursement is capped at **\$50 per day** (including tax and tip).
- Deduct \$10 for breakfast, \$15 for lunch, and \$25 for dinner when meals are provided by hotel or team.

Personal Vehicle Use

- Reimbursement applies for mileage beyond 20 miles each way from San Francisco at the current IRS rate (**\$0.56 per mile**).
- Example: A Sacramento game (95 miles away) = 75 excess miles each way x \$0.56 = **\$84.00 total reimbursement**.
- Tolls and parking will be reimbursed with receipts.
- No reimbursement for fuel, maintenance, or insurance costs.

Airline Travel

- Coach airfare should be economy class and booked through the club account whenever possible.
- Coaches should seek the lowest reasonable fares.
- Personal schedule changes are at the coach's expense.

Rental Car

- If flying, a mid-size rental car may be booked (or full-size if transporting multiple individuals).
- Use the team account when possible and purchase additional insurance.
- Compare costs; sometimes renting a car may be cheaper than using a personal vehicle for long-distance travel.

Travel Costs with Multiple Teams

- Expenses must be **apportioned evenly between teams** if a coach is traveling for more than one team.

Coach Reimbursement Process

- Teams should make reservations and payments using the **club account** whenever possible.
- If reimbursement is required:
 - Coach must submit **reimbursement form** and all receipts to the team manager within **15 days of the trip**.
 - Team manager reviews and forwards to the team treasurer for payment.
- For fee questions not addressed here, contact the **Executive Director**.

