



Travel Protocol

General:

BFC teams travel via bus and/or ferry several times each year to play League or Playoff games in the BC SPL. As members of their BFC team, players may also travel to tournaments or team functions presently not specified or identified. This informational document is a guideline covering all BFC Travel but some of this content is specific to the trip between Vancouver and Kelowna via the Coquihalla Highway.

Burnaby Football Club Staff:

Even though BFC Staff don't accompany teams when travelling they are integral to set up and communication of these trips.

Check Road Conditions / Weather:

- Prior to Travel: BFC Travel Coordinator will contact the bus company the day before travel (or earlier) to assess road / weather conditions for day of travel. If conditions are severe, travel may be delayed or even cancelled. BFC Travel Coordinator will advise Team Managers and Coaches of any changes.
- Day of Travel: Conditions will again be assessed and if warranted travel may be delayed or even cancelled. BFC Travel Coordinator will advise Team Managers and Coaches of any necessary changes.
- BFC Club Coordinator will assist if direct parent notification via email is required.

Manager & Coach Protocol:

Managers (or designate) will be the main point of contact with BFC Staff in all communications.

Communications:

- Prior to Travel: Managers will broadcast any travel updates including departure locations & times to their teams.
- Day of Travel: Managers will broadcast any travel updates to their teams.
- Incidents: Contact one or all of these persons to advise them of the situation and discuss actions to follow: BFC Travel Coordinator, BFC Club Coordinator, BFC TD – High Performance.
- Charge Phones: Remember to fully charge phones prior to travel. Some buses don't have AC outlets and some of the playing fields don't have anywhere to plug in and charge your phone.





- Cellular coverage: There is at least one hole in cellular coverage which extends north and south of the snow shed on the Coquihalla. Just be aware there are blackout areas.

Travel Procedure:

- Day of Travel: Managers will travel with the team or will have designated another adult to take their place.
- Create an accurate listing of all players present on the bus for both departure and return trips.
- Bus Etiquette: Managers will ensure players behave in an orderly fashion and inform them of any bus rules are to be observed.
- Where there are 2 teams travelling on a bus at least one of the team's managers or coaches will be seated mid-bus.
- Where there is a boys and girls team travelling together, the girls' team will board the bus first followed by the boys' team.

Team & Player Bus Protocol:

All teams must have a minimum of 1 Coach & 1 Manager travelling on the bus with players. If two teams on the bus have the same coach it is acceptable to have 1 Coach and 2 Managers on board for the trip.

- Bus Etiquette: Players, Coaches and Managers will observe any charter bus rules which are to be observed.
- All persons to wear seat belts (we will always ask for newer buses but some of the older ones may not have seat belts).
- Do not distract the bus driver but it may be prudent to chat with them from time to time.
- **Boom Box music on Buses and Ferries.** Please be respectful of others when choosing and playing your favorite entertainment.
- Videos and songs with inappropriate language / content shouldn't be played on buses and ferries.
- Keep the volume reasonable. Remember, the driver needs to concentrate, and others may not be interested in sharing.





Incident Protocol while travelling:

Typical bus trips and related games will not initiate a need for these procedures. For example, if the bus is running 10 minutes late or is stopping for a bathroom break which is not going to extend the trip more than a few minutes there is no need to start notifying parents.

These are examples of events which warrant notification. Generally, this will be precipitated by a time delay of more than ½ hour or something severe enough to warrant notification to immediate team(s) or the whole Club:

- Severe Weather / Road warnings, delays, closures, as well as significant ferry delays.
- Serious injury or medical condition at any time during the trip, either at the game, on the bus, restaurant etc.
- Bus accident.

Procedure:

- Managers will phone / email / text at least one of; Coach, Club Coordinator, TD and advise them of the incident.
- Managers should advise travelers on their bus to refrain from sending texts / emails / phone calls regarding the incident or at least instruct travelers of the content of any communication.
- Depending on the incident severity BFC will notify parents of the individual team(s) or the whole Club as well as notify charter bus lines and league or others as necessary.

