



## **2018 Sub-Regional Policy and Procedure**

**Effective immediately, the ODP Sub-Regional Policy has been put into place to clarify and define event responsibilities between West Region and the State Association. Only the West Region GM can approve any changes to the set policies and procedures pertaining to the West Region Sub-Regional events.**

### **Establishing the Event**

Sub-Regional Application to Host must be submitted to the West Region ODP Administrator by a deadline established by West Region ODP Region Staff. All sub-regional event applications will be reviewed by the Regional Head Coaches and submitted to the GM for final approval.

### **Event Planning, Administration and Marketing**

Once the sub-regional event is approved, West Region ODP shall be responsible for the following:

- Providing the state association with letter of approval
- Promoting a sub-regional according to the needs of each event. This would include but not limited to:
  - Social media publications on the West Region social media sites. This would include Region Website, Facebook, Twitter and Instagram
  - Email blasts to all West Region state associations within the events defined geographical area.
  - Advertisement of all events will include specific age groups, registration costs and event contact information
- West Region Head Coaches will work with the TD of the state to establish appropriate curriculum
- Provide staff to meet the needs of the state to appropriately train and scout players

The Host State shall be responsible for the following:

- Providing West Region ODP Administrator complete and accurate contact information for all players attending the sub-regional event
- Providing West Region ODP with complete and accurate information on:
  - age groups and player numbers,
  - costs and number of needed coaches to appropriately train and scout all players at the event
- Work with the West Region Head Coaches to establish curriculum
- Player event registration and collection of player fees
- All costs associated to the sub-regional event

## **West Region Coach Travel and Compensation**

Host state shall be responsible for all costs of regional staff attending the sub-regional event. The host state shall be solely responsible for the following:

- Booking all flights to and from event for all regional staff
  - Special flight requests with costs above the set fee shall be the responsibility of the regional staff coach who is requesting it.
- Airport parking up to \$15.00 per day while at the event or reasonable transportation from home to airport and return airport to home not to exceed the parking costs established above
- Hotel or agreed upon housing for all regional staff for the duration of the event
- Per diem or meals for the regional staff for the duration of the event
- Meals not provided will result in the states reimbursing for the following:
  - Breakfast shall be \$15.00
  - Lunch shall be \$20.00
  - Dinner shall be \$30.00
  - Meal reimbursement shall include the day of travel and the return day
- Labor costs for the duration of the event including day of travel and day of return
  - If the flight arrival to the event in is a late flight, the regional staff will then not be paid a labor fee for that day traveling in.
    - Regional Head Coach at the rate of \$170.00 per day paid by USYS and reimbursed by the state.
    - Region age group coaches at the rate of \$160.00 per day
    - Region staff coach at the rate of \$145.00 per day
  - It is preferred that host state provides payment for services to all region staff before departure at the end of an event. If the host state is unable to provide payment at this time, host state must provide payment to all region staff no later 14 calendar days from the last day of the event.

## **West Region ODP Event Reports and Fees**

Host states will be responsible for the following:

- Report of player details attending sub-regional with complete and accurate contact information
  - Player Report due 3 business days after last day of event.
- Final report including details of participant numbers, age group and gender of players.
  - Final Report due 30 calendar days after last day of event.
- \$25.00 per player fee for each sub-regional event.
  - Fees due with submission of final report no later than 30 calendar days after last day of event.
  - If the event is based on tournament player, only the teams being scouted shall be subject to the \$25.00 fee.
    - West Region coaching staff attending the event will provide the host state with details of teams scouted for all tournament play events to assist with accurate reporting.

