

AISA Chaperone Notes: **Yokohama** <http://sabers.senri.ed.jp/coaches.html>

General notes for all AISA teams traveling to Yokohama. AD will provide more details, too.

1. **Sub request form and business trip form:** Fill out and submit, please.
2. **Payment and permission:** remind players.
3. **Health insurance:** Please tell (remind) players to bring national health insurance cards.
4. **Travelling championship plaques:** Take (if we have) and bring back, please.
5. **Taxis from school to Shin-Osaka, Thursday:** Depart early afternoon, 13:15ish. Students attend classes periods 1–4, then eat lunch, then gather in genkan. *Jumbo taxis reserved. Heimer will give you taxi money. Keep and return receipts and change (separate from other money).*
6. **Shinkansen itinerary:** Listed in final information letter (online) and on ticket sheets.
7. **Shinkansen group tickets:** Given to you. Use all the way to/from Ishikawa-cho station.
8. **Cancellation:** Need to handle this at the station or on the train – explain to ticket guy; he will scribble something on the back of the group ticket sheet and stamp it.
9. **Directions to YIS:** Detailed directions at <http://sabers.senri.ed.jp/coaches>.
Also: <http://www.yis.ac.jp/page.cfm?p=13>
10. **YIS AD:** Mr. Brinya Tananone, 080-4090-4242
11. **Tourney info, schedule:** E-mailed to you. Will receive copies in Yokohama.
12. **Money:** Heimer will give envelopes of tournament expense money to you before you depart. Keep separate each envelope of this money, and use the money separately for its intended purpose.
Keep all receipts, including those for **tournament entry fees**, coaches t-shirts, and coaches futons. **(If you do not have a receipt for something, you will be liable for payment – business office policy.)**
You do NOT need receipts for student futons or t-shirts.
13. **Emergency money:** ¥30,000, separate envelope. Let's hope you do not use this, but receipts, please, if you do.
14. **Entry fee:** Given to you, separate envelope. Receipt, please.
15. **T-shirt, futon money for coaches:** Separate envelope. Receipt, please.
16. **T-shirt, futon money for students:** Students pay. Please collect cash from each student before the trip or on the *shinkansen* and give to AD. It's better if you do not give a lot of small change to the AD. Do not need receipt for student t-shirts.
17. **Sleeping situation:** Coaches might get separate room (don't ask for one, please) – but please keep a close eye on our players. Keep sleeping rooms very tidy. Vacuum, if possible. No food or drink in rooms.
18. **Coaches lunches, Friday coaches dinner, hospitality room food and drink:** Provided.
19. **Personal food, drink, shopping:** Not reimbursed by school; comes from per diem.
20. **Per diem money, ¥4500 per day:** Please fill out white “request for payment” form and yellow “supplemental travel expense” form (by yourself) either in advance or after you return. Department #41. Sign, submit to me. You will not get cash now; money deposited into your bank account later.
21. **Train return to Shin-Osaka:** Students dismissed at station to return home on their own.
22. **Championship & sportsmanship plaques:** Bring back, please.

What have I missed? Please just let me know if you have questions. Bon voyage.

THANK YOU! Go Sabers!