SUSC Team Tournament & Travel Guidelines



Guidelines for Tournament Participation and Travel

Pre-Tournament / Pre-Travel Planning Activities

Step 1 – Communication with Assistant TD or Technical Director

- Review tournament options based on the time of year and league play.
- **IMPORTANT NOTE: The tournament MUST BE A BC SOCCER SANCTIONED TOURNAMENT - speak to the SUSC TD or BCSPL TD about this requirement if unsure.**
- Once you have a tournament in mind, the team staff must present it to the SUSC TD or ATD for approval before any team communication or planning begins.

Step 2 – Gather information in advance of the parent meeting

- Survey the team and collect feedback on participation in a travel tournament, availability, and interest in chosen tournament(s).
- Tournament participation should be communicated to all players as optional. No player/family should feel obligated to incur additional travel tournament expenses if the tournament is out of town.
- Many US tournaments require application/acceptance. Many tournaments are also stay-and-play meaning you must book accommodations through the tournament organizers. Be aware of any application deadlines and accommodation requirements and their costs.
- US Tournaments are now considered international tournaments by Canada Soccer and require up to 8 weeks for processing of BC Soccer and Canada Soccer player travel permits. Be cognizant of this timeline!
- Team staff should analyze the expected expenses for all sites and tournaments being considered. Team staff is expected to prepare a cost analysis sheet that includes the necessary fees for accommodations, airfare, and meals (see the attached budget example) for review at their parent meeting.

Step 3 – Gather costs/research travel and accommodations

Before registering/applying for a tournament, review the divisions available to confirm you can register your team in the appropriate division.

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Travel Tournament Planning Guidelines

General Guideline and Best Practices Overview

- Hotels that include breakfast are always the best option.
- Determine how the team wants to handle rooming. Suggested options include:
    - Team Rooming: players room together (recommended for ages 12+)
    - Family Rooming: each player stays with their parents (recommended for teams with tight budgets and younger teams)
- If the team chooses Team Rooming, room assignments are to be set by the team coach and/or manager in advance of the trip. It is encouraged to mix up players from trip to trip.
- Review the travel reimbursement guidelines.
- Estimate player food costs at $35-$40 a day per player.
- Estimate some costs for food to be split by the team for eating between games.
- If applicable, include costs such as car rentals, gas, parking, travel insurance, etc.
- List optional extra costs such as entertainment or team dinners/events.
- See the sample Budget attached.

Parent Meeting Guidelines

Discuss Tournament and travel plans set by the team staff and all expectations for players, parents, financial commitments, competition and travel arrangements.

Finances/Team Budget Guidelines

A schedule for payment of airfare, vans, hotels, etc. must be given to parents (see budget worksheet in appendix).

If a travel agent is used, the agent name and contact information should be communicated to parents so they can pay for air tickets directly on their credit cards.

The payment dates for any applicable fees given to parents should be a least one week before the actual date payable to travel entities or when payable. If a parent fails to make a payment on time, they need to understand they may be forfeiting any previous monies paid and possibly forfeiting their child's chance to participate. This needs to be clearly communicated to the parents from the beginning of the planning stage.

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If fundraising activities are necessary, considerable lead time is needed. Please ensure any fundraising activities at Cloverdale Athletic Park should be approved by the club in advance to ensure there are no conflicts or other teams fundraising on the same days.

Fundraising is not the team manager's sole responsibility. Teams rely on managers to assist and help coordinate communications; however, parents need to be active in supporting any fundraising initiatives to meet the team's budget and cost expectations. Discuss the team's fundraising goals in advance.

SUSC teams have had great success with many of the following fundraising activities. PLease note these require the club's approval if any sales or fundraising is being done on site at Cloverdale Athletic Park:

- Bottle Drives
- Krispy Kreme Sales
- Raffles **(requires a *Gaming License* in the TEAM's name only - NOT the Club's name)**
- Pub Nights
- Freezies Sales

If additional SUSC kit items are contemplated for the tournament, be aware of the requirements for purchasing these and the considerable lead time that may be required for group orders. Click here for more.

If you have questions related to fundraising guidelines, contact your age group coordinator.

Travel Reimbursement Guidelines

These travel reimbursement guidelines require reimbursements to be discussed between the team staff and player parents before costs are incurred and are shared transparently with the team.

Teams are to review and approve how they want to cover such expenses in advance of travel confirmation and preparation. Each team must have an upfront discussion on travel costs for team staff and chaperones, rooming arrangements, etc. with their parent group before finalizing any participation in an out of town tournament. The RULE OF TWO applies to all travel arrangements and must be followed. Click Here for the Child Safety and Welfare Policy

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Travel Dates

- Once you have set travel dates, confirm who is invited and who is going. All players from your SUSC team should be invited to join any tournament before filling spots with guest players.
- Determine the number of players, coaches, team manager, and any parents. This determines the number of hotel rooms needed.

BC Soccer and Canada Soccer Permit Requirements – Out of Town Travel

- **BC Soccer requires travel permits that may take up to 8 weeks to process.**
- Once the form is completed send to the SUSC Sporting Director or SUSC Technical Director for BC Soccer (and Canada Soccer if outside Canada) approval and processing.

BC Soccer Travel Application

Communicate Refunds and Last Minute Cancellation Guideline

- IMPORTANT: Outline what the refund process (if any) will be if any players will no longer be able to participate in the tournament due to injury or change their minds.
- Full refunds would generally only apply if the player can be replaced/costs are recovered.
- As soon as the tournament fee is paid for, collect from all players, and this will be a non- refundable fee to players along with the BC Soccer Travel Permit.

Medical Form Guidelines

- Please ensure every player has completed a SUSC medical form (attached in appendix). This is required for every player traveling (even if parents are traveling too). A copy must be kept with the Team Manager.
- The Team Manager or Coach must be aware of any prescription medicines for players.
- Allergies, chronic illnesses, and special requirements such as aspirin, Motrin, and Ibuprofen must be communicated to the Coach or Team Manager on their medical form.
- All players are encouraged to purchase additional out of Province medical insurance for any travel outside of BC if they do not have this through their parent's employer or other benefit coverage.

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Transportation Guidelines

- The team must agree on how to travel (drive, fly, Uber, car rentals, etc.).
- Remember to bring a picture ID/Passport for check-in at the air gate, and a valid driver's license is required for any rentals (must also be over the age of 25). Confirm if additional insurance is required for any rentals.
- Parents are required to have letters of permission to travel from the other parent or both parents where the player is traveling without their parents.
- All drivers are responsible for driving safely and ensuring they are not impaired or under any influence (drugs or alcohol). All drivers must have a criminal record check on file with the Club. Contact riskmanagement@surreyunitedsoccer.com for information on obtaining this in advance of travel. This may take several weeks, so identify who is driving, if any is required, well in advance of travel.
    - Club and team unity are strengthened by flying together and staying together.
    - Coaches and/or managers determine flights.

Manager/Chaperone/Parent Duties Guidelines

- **Laundry:** Suggest purchasing individual laundry bags for players' uniforms—pre-purchase laundry soap.
- **Team Meals:** Plan for restaurants, costs, and times available to serve the size of your group. Coaches and parents need to decide before the trip on preferences for what and when to eat, relative to the game schedule. Consider the location of restaurants with respect to location of fields and hotel and MAKE RESERVATIONS given the size of the group.
- **Rentals/Drivers:** If the team chooses to rent vehicles, determine which drivers will be responsible, as you must pick up and drive from the airport. No players or anyone under the age of 25 is permitted to drive.
- Valid driver's licenses are required. A credit card with room for the entire van rental will be required. See criminal record check requirement above.

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- **Grocery Duty**: Coaches may want the team to eat between games if games are scheduled close together. Please consider planning for a grocery trip for snacks, water, etc. and assign specific individuals to complete this.

- **Medical Kit/ Balls/Equipment**: The manager is responsible for stocking a team medical kit with the Coach's required items and bringing it to the field before a game. It is best practice to have the medical kit remain in the same van as the Coach or Manager. This is also best practice for team equipment (balls, cones, pinnies).

- **Lights out/Phones:** The coach and/or manager will determine curfews/lights out timelines and guidelines for cell phones/devices. Some coaches may want player phones collected on the evening of early games. The coach should review this with the team before travel and ensure everyone is aware of the team's cell phone/technology plan.

Travel Information & Requirements

Packing List/Travel Bags

Have a packing list for all players of required items to be carried onto the plane (not checked) or brought with them (for road trips), such as uniforms, and cleats. All bags should be labeled with an identifying tag (name, phone number).

- The carry-on soccer bag should not weigh over 10 pounds. A checked bag should not weigh over 23.5 pounds (check with your airline carrier). Encourage players to travel light and leave room for purchases.
- Determine who will be responsible for packing the ball bag, equipment and uniforms.
- An itinerary including hotel names, addresses, and telephone numbers should be distributed to all players and parents, especially those not travelling with the team in advance of travel.
- Determine how you will communicate on the trip, will you use an app (What's app or TeamSnap/Team Linkt).
- For out-of-country trips it is customary to exchange token gifts during International matches. Ideas for token gifts would be pins, patches or postcards. Consider contacting your local MLA or the City of Surrey for free Canada Pins to provide to your opponents as a friendly gesture.
- Consider bringing a Canada Flag for some great photo opportunities!

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Team Travel Behavior Rules

The head coach has the right to set behaviour rules in addition to Surrey United's Code of Conduct and Ethics and the SUSC Out of Town Player Travel Code of Conduct (attached). At the coach's discretion, players may be sent home at the parent's additional expense if they violate the Code of Conduct and Ethics.

Team Official Code of Conduct

Team officials assume the overall responsibility for the well-being and safety of the players from the moment they are turned over into their care until they are safely returned to the care of the parents.

Chaperoning - Team Officials/Player Ratio

- We recommend one staff member to 5 players or part thereof. Keep in mind a gender rep must be with players of the same gender at all times.

- All chaperones must complete a CRC with the Club before travel. Please review SUSC "Rule of 2" Policy Rule of 2 Policy Found Here

- Please get in touch with riskmanagement@surreyunitedsoccer.com for the CRC application. In addition, please ensure the club TD is aware of officials traveling and designated chaperones and drivers.

Consumption of Alcohol

Team Officials are not to consume any alcohol in the presence of any players (i.e., team meals). There must be a sober team official or chaperone available at all times and of the same gender as the players to comply with the Rule of Two – no exceptions.

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Injuries / Health & Safety / Risk Management

- All injuries must be reported to the SUSC TD or age group technical lead. Any injury that requires medical attention must have a medical form completed within 30 days for insurance coverage. BC Soccer Player Insurance details and submission requirements are found here: Insurance | BC Soccer Association.

- Ensure all players have the coach and managers phone numbers in the event they are separated from the group. Create a group chat for easy communication during your tournament.

- Ensure players are familiar with the hotel evacuation plan and meeting spots. Have an emergency plan circulated beforehand.

Best Practices

- Set a departure meeting time and place for all players, coaches, and parents to gather before check-in or driving to the tournament.
- Make certain players carry on their soccer bags with the necessary kit, etc. when travelling by air.
- Designate a team official who will maintain the team account/credit card to register and pay for rooms & vans and maintain a record of all expenses for final reconciliation following the tournament.
- Ensure the designated rental drivers have credit cards with dollar limits equal to the expected rental price. Confirm they have the required CRC on file with the club.
- The coach/manager should plan and communicate departure times & meeting place for all games.
- The coach/manager should plan eating schedules around game times.
- The coach will communicate if there are any activity limits (e.g., no swimming or other physical activity limitations in advance)
- Coach to set practice or team walk schedule upon arrival at hotel check-in.
- Coaches control players' schedules - when to eat, sleep, rest, practice, shop, etc. This is intended to support the best rested and mentally prepared team possible
- Parents must be directed to consult the coach first before taking their player for activities.
- Plan to pack for unknown weather conditions - umbrellas, gloves, extra socks, etc.
- Calls home - Players should have a cell phone, prepaid telephone card, or credit card to make long-distance calls.
- Remind parents not to send large amounts of cash with players.
- Bring any special first aid products according to your team's requirements
- Have the players put their name on all items of value. i.e., cameras, clothes.

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***Sample Budget Worksheet**

A	B	C	D
GENERAL EXPENSES	BUDGET $USD	BUDGET $CDN	ACTUAL $CDN
FLIGHTS - Group Booking with Air Canada			
TEAM EXPENSES	BUDGET $USD	BUDGET $CDN	ACTUAL $CDN
Tournament Fee			
Travel Permit Insurance			
Hotel Booking - Reserve Fee			
Air Canada Booking Fee -			
Minivans - 1 x 7 passenger vans			
Minivans - 1 x 7 passenger vans			
Minivans - 1 x 7 passenger vans			
Parking and Gas (Approx. $100 gas per van, $75 insurance, Field Parking possibly, Hotel Parking is free)			
1 x Coach Flight - 100%			
1 x Coach Hotel - 100%			
1 x Coach Incidentals (meals, airport parking)			
1x Manager/Chaperone role - Flight at 50%			
1 x Manager/Chaperone role- Hotel at 50%			
Players - Room 1 (5 rooms based on 17 players)			
Players - Room 2			
Players - Room 3			
Players - Room 4			
Players - Room 5			
Team Dinners (Friday, Sat and Sunday $30 per meal x 19)			
Team Incidentals (Laundry, Gatorade, Water)			
TOTAL EXPENSES (less paid)			
TOTAL TEAM EXPENSES PER PLAYER (divided by 17 players)			
ADDITIONAL MEALS AND ENTERTAINMENT			
Entertainment - do we go to show/Acitivities			
Breakfast and lunches - players bring their own food allowance and will pay their own way for breakfast and lunches and one dinner Thurs.) $40/day			
Spending Money/Shopping			

- Create a draft budget and track all expenses - identify who is responsible for this. A copy should be shared with the families, so there is complete transparency with all expenditures.
- Create a schedule for payments and provide due dates.

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Packing Checklist SAMPLE

ID:

- Care cards
- Student picture ID
- If traveling into the USA – Passport

Team apparel:

- Running shoes
- Club training kit
- Extra pair of shorts for team walks

Game Kit (*manager to bring jerseys/Canada Flag/Pins)

Goalkeepers

- Goalie game jersey/Shorts
- Goalie gloves

Players and Goalies

- Game day apparel: Shorts / Jersey / Socks
- Cleats (confirm if grass or turf fields)
- Shin guards
- Under armor long sleeves if required
- Optional Club tracksuit – most likely will be wearing while travelling
- Optional Club Hoodie (red or black)
- Optional Club branded t-shirts to wear around hotel and at breakfast
- Rain Jacket or Stadium Jacket (if needed)
- Water bottles/wrap/hair elastics

Other

- Spending money
- Bathing suit / towel / PJs /
- Flip flops / slides / running shoes
- Personal stuff (toothbrush, toothpaste, sunscreen, etc.)
- Cell Phones / chargers
- Snacks/water bottle

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Travel - Player Code of Conduct

Players/Parents are to review and acknowledge the Player Code of Conduct Guidelines.

Strict curfew

All players must be in their rooms with the door locked by the assigned curfew of 11.00 pm or earlier. Under no circumstance will any player leave their hotel room after 11:00 pm.

Lights Out

All players must be in bed by midnight or any earlier pre-determined time by team staff. At this time, all electronics (iPods, laptops, cell phones) are not allowed.

Gender Restrictions

Under no circumstance shall any member of the opposite sex be in a player's hotel room at any point during the trip.

Hotel Premises

Under no circumstances shall a player leave the hotel unless accompanied by a member of the team staff. Out-trips with parents/chaperones will be permitted but only with the prior approval of an official staff member.

Hotel Rooms

- Players must treat their hotel room as they would their home.
- Players are to keep their room clean and respect all amenities (players will be responsible for all damages)
- There are other guests in the hotel; players must keep noise to a minimum (no loud music) and no foul language at any time.
- All charges to the room are the players' responsibility (phone calls, movies, damages etc.)

Garbage

Players must pick up after themselves, both at the field and hotel

Recreational Substances

There will be NO vaping, smoking, drugs or alcohol consumed by any player at any time.

Timeliness

Players are to be on time for all games, meetings and meals.

ANY PLAYER THAT BREAKS ANY OF THE ABOVE RULES WILL BE SUBJECT TO STRICT DISCIPLINE, WHICH COULD INCLUDE BEING SENT HOME IMMEDIATELY AND/ORCLUB SUSPENSION/DISMISSAL.

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Additional Player Responsibilities

- Adhere to check-in times and places set by coach/manager.
- Adhere to SUSC Social Media & Team Chat Guidelines. Be aware of your social media posts and ensure you represent yourself and Club appropriately at all times.
- Good sportsmanship and conduct are expected on and off the field.
- A buddy system is required at ALL times – no player is to leave their rooms alone and must always ensure they communicate where they are going.
- Room Captains - The room captain is responsible for leading their roommates by:
    - Establishing that everyone has a BUDDY every time they leave the room.
    - Designating who has room keys and keeps rooms locked at all times.
    - Ensuring roommates are up on time for breakfast at designated times.
    - Establishing shower schedules and making certain roommates stay on schedule.
    - Ensuring roommates have their laundry ready at preset times.
    - Ensuring roommates get prepared to meet for van departure and games.
    - Ensuring roommates get prepared for dinner and other activities at set meeting times.
    - Making sure all curfews are met and all roommates are in the room before curfew.
    - Ensure rooms are organized so personal items can be found and are safe.
    - Communicating problems to the coach/manager.

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MEDICAL CONSENT FORM

Team Information	Team Name	Team Age Group	Head Coach Last Name

PLAYER (Child) NAME	SURNAME	GIVEN NAME	MIDDLE NAME OR INITIAL

NON-PRESCRIPTION MEDICAL CONSENT

**If Surrey United Soccer Club is unable to reach a parent or legal guardian in an emergency and immediate medical attention is necessary for the player identified on this form, our procedure is to take the child to the nearest emergency medical service.*

1. I hereby give consent for my child,_____when ill or injured to be taken to the nearest emergency centre by the Team Staff when I cannot be contacted.
2. I hereby give consent for my child,_____to receive medical treatments deemed medically necessary by the emergency centre.

_____ _____

Parent / Guardian Signature ***Date***

NON-PRESCRIPTION MEDICAL CONSENT

**On occasion, a child may not be ill enough to go to an emergency centre, however, they may require non-prescription over-the-counter medication such as Advil, Tylenol, Gravol, Pepto-Bismol, Imodium, Claritin, etc. to relieve pain and/or discomfort. If we cannot contact a parent/guardian of the player listed above and we feel it is necessary to give the child relief from pain and/or discomfort that is not considered an emergency, our procedure would be to give the child the appropriate non-prescription over-the-counter medicine.*

1. I hereby give consent for my child,_____to receive non-prescription over-the-counter medicine deemed necessary by the Team Staff when I cannot be contacted.

_____ _____

Parent / Guardian Signature ***Date***