

# **Calgary Foothills Soccer Club Travel Policies and Procedures**



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# **Foothills Soccer Travel Policies and Procedures**

Overnight travel to soccer tournaments or regular season games is an exciting, challenging and broadening experience for players, coaches and parents. The following travel policy and guidelines provide a foundation for planning and organizing safe and successful team travel.

The Calgary Foothills Soccer club has worked hard to build relationships with many clubs & associations worldwide, especially in Canada & USA.

It is a privilege to be able to participate in Foothills club training tours & team tournaments to continue and increase participation in these programs. We ask that any member of the Calgary Foothills Soccer Club that is participating in club training tours or team tournament act as a good will ambassador for our club.

## **Tournament Selection:**

Teams should travel to competitions where they will get the best competition for their level of player. Older teams are encouraged to participate in post-secondary showcase events to increase exposure to post-secondary coaches. The Phase leads, along with the girl's academy director and boy's academy director will work with the team coaches and managers on selecting age and level appropriate tournaments. An estimated travel budget, along with tournament itinerary must be submitted for each tournament, and once approved, must be submitted to the team.

## **1. Tournament Goals and Objective**

Coaches and parents must both recognize and agree with the goals and objectives of choosing to travel to a tournament. Mutual understanding of these goals and objectives and their communication to the players is critical for successful travel.

These goals include:

- Experiencing a higher level of competition and/or different style of play.
- Building team chemistry and morale.
- Preparing for Provincial or National competitions.
- Exposure to Post Secondary coaches.
- Learning responsibility while away from home and family.

These objectives include:

- The objective of the trip is to experience a premier soccer competition and cultivate an experience with unforgettable memories.
- This will allow players to showcase their talents and gain valuable knowledge to improve their own game.
- Players will be granted some "free time", in order to develop team bonding and partake in injury prevention and recovery time.
- Playing time is based on a combination of the following factors: Match fitness, Performance, Ability to contribute in the predetermined Tactical Match Plan and the player's attitude on and off the pitch.

### **Out of town travel:**

- An itinerary will be submitted to team parents and appropriate phase leads 5 days prior to departure for teams traveling out of province.
- When out of town tournaments require air travel, it is preferable that all players, coaches, manager and chaperones travel together as a team. However, if the cost of group air travel is prohibitive, the coach may allow players to travel outside of a group to take advantage of less expensive options. Regardless, players must always be accompanied by an adult.
- When traveling as a group, players will wear similar Club attire.
- All players, coaches, and chaperones must stay at the same hotel. Some tournaments require that all traveling teams stay at certain hotels. Be sure to check **BEFORE** reserving rooms.
- If vehicles are rented for team transportation, all players must travel to and from games in the team vehicles. A consistent van assignment for players is suggested, as approved by coach. No player can drive a team car or van.
- If the tournament is in a foreign country, check with the provincial governing body to understand any travel requirements (vaccinations, passports, visas, travel alerts, etc.).

### **Team Meeting:**

A team meeting should be held to disseminate information to the team parents and players about travel plans. The coach and/or team manager should prepare for the meeting by having information on the recommended tournaments and transportation and hotel options. During the meeting the team should finalize tournament travel decisions.

- Review the purpose and objectives for traveling to the proposed tournaments.
- Discuss transportation and lodging options.
- Review player and chaperone responsibilities including the Player Code of Conduct document. Make it clear the players can be sent home, at the parent's expense, if club or team rules are broken.
- Distribute estimated cost sheets and payment schedule to parents so they can make decisions. Fundraising ideas should be discussed if costs are prohibitive.
- Distribute "what to pack" and/or equipment list for players.

## **2. Documents & Forms**

### **Outside of Alberta (within Canada)**

- The Travel permit to travel outside Alberta (within Canada) must be completed.
- Travel permit documents can be found at [www.calgaryminorsoccer.com](http://www.calgaryminorsoccer.com)
- Team Roster (Please provide release letters for any player not registered with your team)  
**Handwritten rosters not accepted)**
- Payment for permit is payable to Calgary Minor Soccer Association (CMSA)
- Requests need to be submitted to CMSA a minimum of 2 weeks prior to departure
- Late Travel permits will be subject to a \$50 administration charges
- No changes permitted to rosters two weeks before departure. (\$50 fee may apply)
- Completed forms may be submitted in person, faxed to 403-236-3669 or scanned/e-mailed to [Admin3@CalgaryMinorSoccer.com](mailto:Admin3@CalgaryMinorSoccer.com) or [info@CalgaryMinorSoccer.com](mailto:info@CalgaryMinorSoccer.com).

- Payment in person by cash, Visa, MasterCard, Debit card or over the phone during regular office hours by Visa, MasterCard

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### **Outside of Canada**

- The ASA Travel Insurance Form - Outside of Canada must be completed for all teams travelling outside of Canada.
- Travel permit documents can be found at [www.calgaryminorsoccer.com](http://www.calgaryminorsoccer.com)
- Official team roster must be submitted (Please provide release letters for any player not registered with your team) - **Handwritten rosters not accepted.**
- USA destination(s) require a payment for \$120 plus mandatory Insurance Fees payable to Calgary Minor Soccer Association (CMSA)
- USA requests need to be submitted to CMSA a minimum of 4 weeks prior to departure
- All other destination(s) require a cheque for \$230 plus mandatory Insurance Fees payable to Calgary Minor Soccer Association (CMSA)
- All other destination(s) need to be submitted to CMSA a minimum 8 weeks prior to departure
- Late Travel permits will be subject to a \$50 administration charges
- No changes permitted to rosters four weeks before departure. (\$50 fee may apply)
- Completed forms may be submitted in person, faxed to 403-236-3669 or scanned/e-mailed to [Admin3@CalgaryMinorSoccer.com](mailto:Admin3@CalgaryMinorSoccer.com) or [info@CalgaryMinorSoccer.com](mailto:info@CalgaryMinorSoccer.com).
- Payment in person by cash, cheque, Visa, MasterCard, Debit card or over the phone during regular office hours by Visa, MasterCard or Debit card.

## **Acknowledgment of risk, Consent to travel & Medical Authorization form**

Please complete the Foothills acknowledgement or risk, consent to travel & medical authorization form. Please have this document completed with relevant medical information in case of an emergency or injury while traveling. This document can be found at [www.gofoothills.ca](http://www.gofoothills.ca), under the "coaches/managers" section of the website

### **The following expenses will be paid for by the team.**

- Tournament Entry Fees
- Coach Airfare - If team is traveling by airplane, the team will cover the coach's airfare for each tournament.
- Coach Hotel Room - One room for coach.
- Coach with Multiple Teams - If coach has more than one team in the tournament, teams will equally share the costs of coach travel expenses.
- Vehicle Rentals & Gas - Rental and gas costs for coach vehicle if team vehicles are not rented and players ride in parent vehicles. Mileage and fuel allowances for driving tournaments and league games are outlined in section.
- Team Meals/Snacks/Water - If a coach eats with the team, the cost will be covered by the team otherwise the coach will be reimbursed for actual cost of meals based on submitted receipts up to the allowed daily per diem outlined in section. Alcohol expenses will not be paid.
- Player Laundry Expenses
- Player Hotel Rooms - See options below.
- Chaperone Expenses - Three required chaperones, typically the team manager and 2 other parents for ages U15 and up will have their expenses (one hotel room, food-team meals only, and ½ airfare, if required) paid by the team.
- A minimum of 3 chaperones are required for out of province travel.
- Guest Players - Guest players may be asked to pay their share of tournament expenses.
- Exceptions - Any deviation from the travel policy must be approved by either the

girl's academy director or the boy's academy director.

The team manager and/or treasurer will do a cost estimate for all additional team costs and prepare a summary of expected expenses (per player) that will be distributed to parents.

Factors to consider are:

- Travel distance and options - Cost of driving vs. flying. Do you need to add extra days on each end of the tournament to get the best rates?
- Hotel selection - Consider distance to playing fields and restaurants as well as any fees for parking and other amenities (refrigerators, pool, continental breakfast, etc.).
- Rooming arrangements.
- Transportation - Rental expenses should include estimate for gas.
- Food costs - Estimate \$30/day per player. • Entertainment (movies, arcades, souvenirs) costs are the responsibility of each player. Players should bring enough money to cover their personal expenses.

#### **Chaperones for Travel Outside of District 4**

All chaperones travelling with the team requires that the CMSA police check (CPIC) be completed, unless only travelling with their own child. Team Coaches are NOT PERMITTED to be considered as chaperones

**U12** - Parent/Guardian(s) must travel with their child unless written permission is provided to the club allowing their child to travel with another chaperone/parents or family.

**U14** - One chaperone per every three players. Chaperone must be of same gender of players (or where not the same gender, parents of the affected players should agree in writing to this arrangement) and present in room assignment at the 1 :3 ratio.

**U16/18** - One chaperone per every four or five players. Chaperone must be of same gender as players (or where not the same gender, parents of the affected players should agree in writing to this arrangement).

Any changes to the above must be agreed upon by the parent group.

Travel reimbursement for chaperones is determined on a team by team basis by the team's parent group

## **Player Responsibilities:**

- Participation in an out-of-town soccer tournament is an opportunity for players to gain valuable playing experience and for teams to compete against different styles of soccer. However, players must be aware, always, that their behavior reflects Calgary Foothills Soccer Club and as such must always conduct themselves in the most appropriate manner. In addition, players are to follow all the coach's and chaperone's expectations related to playing soccer, team activities, and free time.
- Players will adhere to check-in, game and activity times and places established by the coach and chaperones. A buddy system is always required. Players will remain in groups of no less than three whenever leaving the hotel, field, or away from the rest of the team. No one goes anywhere alone.
- Soccer balls are not to be kicked in rooms or halls. Do not run or yell in the halls. Do not "joy ride" in elevators or roam the hotel halls.
- Team "sleepovers" will not be permitted, regardless of whether the team has been eliminated from the tournament. Player get-togethers should take place in meeting rooms, lobbies, lobby restaurants or other spaces large enough for the whole team.
- Players will receive prior approval from the coach, manager, or chaperone for all excursions away from the team. Information will be clear about which players will be together, where they will be going, where and when they will be returning.
- Players will attend and be on time to all team functions unless previously excused by the coach, manager, or chaperone.
- Players will adhere to all curfew expectations.
- No consumption or possession of alcohol, tobacco, or illegal substances, including marijuana, is allowed.
- Players who participate in inappropriate or illegal behavior are subject to disciplinary action by the coach or Club Board of Directors.
- Coaches may choose to collect player cell phones and electronics each night before curfew. If phones are not collected, players agree to keep them turned off overnight.
- Laptops and other electronic devices with internet access should be turned off at curfew and remain off overnight.
- No charges (including telephone or pay-per-view movies) to a team room are allowed unless there is prior approval by the coach or team manager. Cell phones or



pre-paid calling cards are recommended to facilitate calls home.

## **Chaperones Responsibilities:**

- Trip chaperones assume a major responsibility for player organization, safety, and supervision. By agreeing to accompany a team to an out-of-town tournament they should be fully aware of their duties.
- Please ensure there is a same sex adult present in ALL team meetings.
- No team meetings are to be held in coach or player rooms. Team meetings to be held in common area, or specific team room with chaperones present.
- EACH adult must submit to a background check and obtain appropriate CPIC clearance through CMSA prior to travel.
- Ensure players travel in groups of no less than three
- Ensure the location of players under their supervision and time of return.
- Enforce all curfew expectations set by the coach.
- Ensure players attend all organized team functions including departures, arrivals, games and practices.
- Enforce all expectations and policies for players set by the coach and the club
- Post a copy of the team itinerary inside each room and update with any changes
- Be fully available, always, to assist players.
- Hold all copies of emergency and medical forms for players under their supervision.
- Be aware of all medical needs and prescription medications of players under his/her direct supervision
- No consumption or possession of alcohol or illegal substances, including marijuana, is allowed. Chaperones may not use tobacco while in the presence of players and must always follow the Calgary Foothills Soccer Club Code Parent Code of Conduct. same.

## **Coach Responsibilities:**

- The prime responsibilities of a coach encompass all activities related to soccer including player safety. In addition, they are required to work closely with the manager and/or chaperones regarding team activities, supervision and player behavior. Their responsibilities are:
- Create a detailed itinerary to coordinate travel plans, meeting times, team functions, meals, group departure for game times, free time,
- Decide which parents will be acting as chaperones, if applicable. In addition to the coach, the minimum is three chaperones per team (typically team manager or acting manager and another parent).
- Decide player room assignments, where applicable
- Be fully aware of all game times and locations and communicate such information to players and chaperones.
- Inform all players and chaperones of pre-game meeting and practice times and locations.
- Be available always to assist players and chaperones.
- Always inform manager/chaperone of their whereabouts. • Plan departure times and meeting places for all games.
- Set expectations and activity limits (for example, swimming in hotel pool) to ensure that players are rested and mentally prepared for tournament competition. The "Lights Out" time is determined by the coach.

## **General Travel Tips:**

- Prior to travel, obtain, copy, and distribute to parents and players all available tournament information.
- If the team is to be traveling together by air, the team travel coordinator should reserve a block of seats at the best rate available for the team, coach, manager, chaperones and any parents who will be traveling with the team.
- When flying, set a departure meeting time and place for all players, coach and parents to gather before check-in. Find out in advance what type of photo ID will be needed for check-in. Player cards may be enough.
- Have the manager or a chaperone hold all tickets for group check-in and boarding

- passes, if applicable. Do not allow players to keep their own tickets.
- Allow adequate time for security clearance, etc.
  - Confirm in advance carry-on baggage limitations. Players should put uniforms and all other game related equipment in carry-on soccer bag.
  - Find out about other big events in the same area as the travel destination. This might affect cost and lodging availability.
  - The team travel coordinator should reserve a block of rooms at the best rate available, well in advance of the travel dates, for the players, coach, manager, chaperones and any parents who want to stay at the hotel. Try to find hotels that include breakfast.
  - Parent room confirmations may require personal credit card numbers to be called in to the hotel in advance. Team (player, coach and chaperone) rooms can be reserved using the team debit card.
  - When players travel without their parents, the coach should assign roommates.
  - Players and parents should check and double check that players packed soccer uniforms and all game related equipment, (i.e. tape, shoes, shin guards, etc.)
  - Players should also pack for diverse potential weather conditions (e.g. gloves, hats, extra socks, etc.).
  - Team manager and coach will plan eating schedules around game times.
  - For telephone calls, players should have a prepaid telephone card or cell phone.
  - Players should not carry large amounts of cash.
  - Assure the team has adequate first aid supplies.
  - Player's name should be on all items of value, including clothes, cameras, etc. Have all bags marked for easy identification?
  - After arriving at the hotel, have someone do a test drive to the game location to get a good idea of travel time.
  - Call ahead to restaurants to decide for team meals.
  - Have three keys made per room. One copy for chaperone/coach and two for players.
  - Coach, chaperones, and players should always keep a roster with cell phone

numbers with them.

### **3. Violation of Travel Policies and Procedures**

- Any players who violates team travel policies or procedures may receive a reduction of playing time or be sent home from the tournament/team at their parent's expense depending on the nature of the violation.
- All team personnel, which includes players, parents, coaches and chaperones will act in an appropriate manner to positively represent their Province, City and Foothills Soccer Club.
- All team personnel which includes players, parents, coaches and chaperones will abide by the rules and regulations of the tournament in which we are playing.

### **4. Club Attire**

All players & coaching staff must wear club approved Foothills gear

- When travelling, playing, training and otherwise representing our club as team in any capacity.
- When traveling, especially internationally, it is advisable to wear Foothills gear for easy identification of team members as well as to market
- All players will be respectful of the officials, opponents and referees always.





