



POLICIES

Tournament Travel Policy

All teams under the St. Charles Soccer Association banner must adhere to the following policy as well MSA's Team Travel administrative procedures, with respect to team travel.

[Manitoba Soccer Association – Team Travel Application \(out of Province tournaments\)](#)

Coaches and Manager prior to submitting Team Travel Application and applying to the tournament please Communicate with your team (players and parents) of the following:

- Cost associated with tournament (see budget template below)
- Expectations of tournament (playing time, level of play, etc.)
- Expectations of players at the tournament (on and off pitch)
- Expectations of parents at the tournament (responsibilities of chaperones vs. no parental involvement)

If these are not communicated in person and written documentation of the information is not sent out SCSA cannot support complaints, players dropping out or recovery of funds.

SCSA Team Staff must:

- Complete the Team Travel Application and submit it to the office **30 days prior to the departure date for tournaments in North America** to ensure completion of application.
- Complete the Team Travel Application and submit it to the office **100 days prior to the departure date for tournaments outside of North America** to ensure completion of application.
- Have valid Respect in Sport Certificate, CPIC and CAR prior to submission of application
- Guest player forms must be completed with Technical Director or Technical Programs Coordinator signatures



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SCSA Team Officials – Travel and Per Diem Policy

Purpose

To lessen the burden on coaching staff travelling to tournaments with youth teams, SCSA defines and enforces this travel and per diem policy. The policy is in place to ensure that coaches can travel to tournaments with their teams at a nominal cost to the coach and sets out the financial responsibilities of the families.

Each family of a rostered player is responsible for their share of the travel and per-diem costs, regardless of whether they are travelling or not. If a family is upfront about not being able to attend and the coaches can find an alternate player to travel in their place the rostered player is then not responsible.

SCSA – SC Force Teams

X3 Team Officials

Head Coach, Assistant Coach & Team Manager

Food Per Diem \$35.00 per day

Accommodations (Max 2 rooms)

Example: 1 Non-Parent Coach, 1 Parent Coach & 1 Parent Manager

Parent Coach & Manager stay with their family or another team parent.

The Non-Parent Coach gets 100% of room paid for and the Parent Coach/Manager get 50% each for their hotel costs

Transportation Costs

- Travel by land (private cars) – team officials are expected to travel together. Fuel reimbursement will reflect receipts provided. Individuals should not profit from their gas allowance.
- Travel by land (team vans) – up to three (3) team officials receive one complimentary seat each.
- Travel by bus– up to three (3) team officials receive one complimentary seat each.
- Travel by airplane– up to three (3) team officials receive one complimentary seat each.



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SC Force Travel Guidelines

Purpose

Travelling to tournaments is for teams to develop and compete in an environment that is meant to push the players and coaches. Specifically working towards a goal. The objective of a tournament is to compete to ultimately win first place, to create a team bond and for coaches to push players outside their comfort zones in order to help the development of the team and individual players.

Teams **MUST** enter in a tournament and in turn a bracket where they will be challenged. Coaches shall not seek out lower quality tournaments to gain a Championship for themselves or players. Tournaments must be approved by Technical Staff.

Tournaments do not fall under the WYSA 50/50 playing time rules. Coaches will ensure that players receive fair playing time over the duration of the tournament. In final brackets of the tournament (Semi-finals and Finals) playing time could be restricted based on tournament play for each individual player.

Travel Expectations by Age – Parental involvement

- | | |
|-----------|---|
| U9 – U10 | no tournaments out of town |
| U11 – U12 | 1 tournament max per season out of town, parental accompaniment in hotels. Players staying with other families must have written consent from parents. |
| U12 – U17 | 1 tournament max per season out of town, no parental accompaniment in hotels. Chaperones <i>can</i> be utilized by coaching staff for meals, driving and other various responsibilities (see parent expectations) |



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Transportation Expectations

Travel by land – Parents driving, Rental vans – all must have extra MPI Insurance. Players driving without their family members are the responsibility of the adult driving the vehicle they are in.

Travel by Bus – Two teams minimum to travel via chartered bus. U12+ Players are the responsibility of the coaches the entire duration of travel. (Departure – Drop off)

Travel by airplane – U12+ Players are the responsibility of the coaches the entire duration of travel. (Departure – Drop off)

Player Expectations

- Adhere to SCSA Player Contract
- Adhere to coach's rules and guidelines with respect to tournament
- Come prepared for tournament (player check list)
- Keep hotel room clean and tidy
- Treat all facilities and people with respect (you are representing the Club and Province)
- Work with teammates to create a positive environment for all players
- Players must limit their time on their cell phones (Team staff can take away privileges)
- Understand that playing time may be limited based on tournament play
- Do not undermine coaches

Parent Expectations

- Adhere to SCSA Parent/Spectator Policy
- Adhere to coach's rules and guidelines for players/parents with respect to the tournament
- Follow the tournament itinerary
- While travelling if a family would like to take the player for a family event or outing this must be submitted in writing prior to departure from the tournament (this includes: family reunions, family dinner with the family from out of town. This does not include: shopping events, dinner with immediate family, etc.)

Parents Shall not:

- Enter players' hotel rooms without team staff present
- Contact players after lights out (indicated on itinerary)
- Take player(s) without staff's knowledge
- Consume alcohol while driving players to and from events



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Complaint procedure – we can appreciate that the 24hr rule cannot be enforced to the full extent, instead we ask that parents wait 4-6 hours post event (or the next morning if the event occurred after 6pm) to discuss their concerns in the hotel with the coach and manager or parent liaison present.

Manager Expectations

Prior to tournament

- Create Itinerary
- Coordinate majority of meals prior to departure of tournament
- Set budget
- Ensure paperwork is completed and in hand (and digital copies)
- Player cards are all accounted for (including guest player cards)
- Request hotel blocks (parents are not to stay on the same floor as players)
- Passports/Medical Card coordination

During Tournament

- Communicate changes of itinerary to parents/players (usually done at night)
- Handle the per-diem for players
- Check in at the tournament
- Check in at the hotel (request a list of player rooms and/or a master key/keys to all the players' rooms)
- Ask the hotel front desk staff to send you/coaches any and all noise complaints (do not call kids' rooms)
- Assist with coordination of team activities

Post Tournament

- Ensure all ID gets returned to players
- Ensure that players are all picked up by families
- Return guest player cards

Coaches Expectations

Prior to tournament

- Discuss with Technical Staff about selection of tournament
- Have a parent meeting (Technical Staff can be present if coach wishes) to discuss expectations of players, parents and coaches
- **Make note to players and parents about playing time guidelines**
- Send email to recap meeting to families with Technical Staff cc'd
- Follow tournament application guidelines as set out in Travel Policy



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During Tournament

- Coaches **MUST** do an itinerary for entire tournament duration (in conjunction with manager)
- Coaches are responsible for players' room allocations
 - o Set Room Captains
- Coaches shall not leave the premises unless chaperones are in place and notified
- Coaches shall not drink alcohol beverages in excess
- Plan team activities outside of the hotel
- Team Activities can include families
- Have daily meetings to discuss game, games played, individual play, collective play
- Review game film (if possible)

Post Tournament

- Make sure all players are picked up
- Submit report to Technical Staff of outcomes
- Submit report to players and parents of outcomes

Refund policy (if player drops out)

- No commitment to tournament
 - o No fees lost – team bases budget off players travelling less players not willing to travel
- Initial commitment but pulls out prior to confirmation of tournament
 - o Expected to cover fees IF coaches cannot find replacement player
- Pulls out after confirmation of tournament
 - o Expected to pay coaches fees + tournament fee, IF coaches cannot find replacement player
- Pulls out less than month before
 - o Full fees non-refundable