



Tournament & Travel Policy

Chestermere United FC encourages our teams to enter at least one tournament each season. Getting together at a tournament, whether at home or on the road is a great way to build camaraderie as a team and to challenge the players while they have fun.

We strongly encourage team staff and parents to network with other CUFC teams and try to coordinate to enter some of the same tournaments to strengthen the sense of community and Club pride that goes along with the tournament atmosphere. Some of the best experiences we've seen have been multiple teams of different ages - boys and girls, parents and siblings - all staying at the same hotel, cheering each other on at games, playing and socializing together on their down time. These are the lifelong memories that we want our children to create!

In order to be considered, all tournaments **MUST** be sanctioned by the provincial soccer association, or appropriate body if outside Canada. Tournaments **MUST** be approved by either the CUFC Director of Coaching or the CUFC Assistant Director of Coaching.

Teams should not be placed in a tournament or tier too low or too high for their abilities. Either the CUFC Director of Coaching or the CUFC Assistant Director of Coaching can assist in placing your team in the appropriate tier.

If CUFC are funding the team tournament **ALL** players must sign a Tournament Attendance Agreement to commit to attending the tournament. Commitment to tournaments is taken seriously, as teams can **ONLY** enter with sufficient attendance from their players, in order to be competitive. In the event that the team must withdraw from the tournament due to lack of players, each player will pay an equal portion of the tournament entry fee and any associated fines, which can be substantial.

The entry fees for any tournaments that a team chooses to enter must be paid by the team members (i.e. divided equally between the players) or through Club-approved team fund-raising efforts. All fund-raising must be approved by the Executive Director.

If CUFC is paying for a tournament, arrangements for payment of entry fees must be made between the team and the CUFC office. CUFC will either pay the fees (up to \$550.00 CAD) by credit card or by providing a cheque.

In the event that a payment deadline is imminent, the team may, with approval from the CUFC office, pay the registration fee and submit the receipt to the CUFC office for reimbursement.

All deadlines must be met on time and all information required must be submitted. Head coaches must ensure that there are sufficient coaches with appropriate qualifications for the tournament, and that there is at least one adult on the bench the same gender as the players.

Team staff must be familiar with the tournament rules and ensure that these are followed by the team and its fans.

Coaching staff must provide each player/family with the team itinerary for the tournament and guidelines, such as meeting times, curfews, and nutritional requirements.

All individuals attending the tournament, as players, coaches, parents and guests, are representing CUFC and should be aware that their actions reflect upon the Club, even when they are not on the field. (Please see CUFC Code of Conduct for more information.)

It is recommended that the team have at least one additional parent assist the Team Manager in organizing and booking the tournament details.

Hotels

Hotels should be booked as soon as a tournament has been approved, as they fill quickly on tournament dates. The team should contact more than one hotel near the tournament venue(s) and obtain rates and amenities. Ensure that the hotel will allow families to cancel the last night of the booking if the team does not make it to finals on the last day of the tournament, as most families will want to leave. The coaching team should determine which hotel best meets the team's needs.

Hotels usually offer discounted rates to sports teams and will hold a block of rooms for the team for a specified time period. This information must be distributed to players/parents as soon as it is available, so that families can book rooms before they are released to the general public.

Out of Province Travel

The Club and ASA must be notified of any out-of-province tournaments and the necessary travel permit applications must be submitted, as additional insurance is required. All permit applications are available on the ASA website at www.albertasoccer.com.

Travel permits serve three main purposes:

- They provide protection to the traveling team. Travel permits are only approved if the tournament is sanctioned by the associated Provincial, State or National Soccer Association. Restricting travel to tournaments not affiliated with a parent body reduces the risk to teams, as they know they are travelling to a real tournament with universal standards.
- They provide protection to the tournament. By requiring a travel permit, tournament organizers know who will attend their event. Travel permits reduce the risk to tournament organizers ensuring the team and players are properly registered and in good standing with their league.
- They provide protection to the players. All players and team officials attending a sanctioned event in Alberta are covered under Alberta Soccer's (ASA) insurance policy. Travel permits extend this coverage beyond Alberta's borders for the duration of the tournament.

ASA Permit Approval Process:

- All Required Forms and fees are submitted by the team or club to the District Association.
- The District will approve the Travel Permit and Roster and then send it to Alberta Soccer.
- Alberta Soccer will approve the permit and send it back to the District.
- If necessary, the ASA will obtain permission from the Canadian Soccer Association before returning the approved permit to the District.
- The ASA will forward all necessary documents to the insurance company for coverage.
- Once processed, the insurance company will send an insurance certificate. These certificates are not necessary for travel, but available upon request from the ASA.
- The District will send the approved travel documents back to the team or club.

Please note that permit applications for tournaments within Canada and the U.S. must be submitted to ASA **AT LEAST** fourteen (14) days prior to travel and that forms must first be submitted to CUFC and our District, Canal Links Soccer Federation. Ensure that there is enough time to submit the signed forms to ASA in order to receive approval before your travel date.

Permit applications for tournaments outside of Canada and the U.S. require approval from the Canadian Soccer Association and will be submitted to CSA by ASA. Due to this additional step, this permit takes longer than fourteen (14) days to process, so please allow plenty of time for this to occur.

Anyone travelling outside of Canada requires a passport. It is the responsibility of each individual or their parent or guardian to ensure that all passports are valid and are supported by any other required documentation.

Any player under the age of eighteen (18) who is travelling outside of Canada without a parent or guardian must have a letter signed by a parent or guardian and witnessed by a Commissioner for Oaths, Notary Public, or lawyer, indicating where, when and with whom the child is travelling. Recommended Consent Letter for Children Travelling Abroad is available on the Government of Canada Travel website at www.travel.gc.ca.