



Competing in tournaments and showcase competitions is an enriching, exciting opportunity for players, coaches and our club. It offers a chance to build camaraderie, deepen team chemistry and create valuable memories for all participants.

Edmonton Scottish United SC (“ESUSC”) continues to foster relationships with clubs and competitions around North America, and hopes to do similarly worldwide. Teams entering local tournaments as well as those traveling out-of-town are ambassadors for ESUSC, and we trust that all participants will embrace fair play, demonstrate respect for opponents and officials, and conduct themselves with honesty and integrity at all times.

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## 1. TEAM MEETING

Before any tournaments are selected, we ask that a Team Meeting is hosted, focused on sharing information and ideas with families (and players, especially for older teams). This will provide an opportunity to discuss options and opportunities.

The meeting should discuss and review:

- The purpose and objectives for the tournament;
- Transportation and lodging;
- Budget, costs and payment schedule;
- Fundraising (please consult the [ESUSC Fundraising Guidelines](#));
- Curfews;
- Items to pack;
- Participant Code of Conduct.

## 2. SELECTION OF TOURNAMENTS

Teams should select competitions which best reflect their current level of development, especially in situations where travel is required. We encourage coaches to discuss with Technical Staff what tournaments are appropriate, and for older teams, we prefer seeking out post-secondary showcase opportunities where players have the chance for identification and recruitment.

### **Competition Goals and Objectives**

Agreement with the goals and objectives of tournament play - whether local or out of city / province / country - is key. Players, parents and coaches need to be aligned to ensure the experience is enjoyable and enriching.

The aims include, but are not limited to:

- Building team camaraderie and chemistry;
- Gaining experience with different levels competition and styles of play;
- Pre-season and post-season (i.e. Provincials, Nationals or PDP integration tournament) preparation;
- Offering players an opportunity for identification by post-secondary school coaches and scouts;

- Increasing independence while away from home while fostering friendships with teammates.

Additionally, participants should agree with the following:

- The tournament / showcase is an opportunity to experience competition and create lasting memories;
- Players will be provided a chance to demonstrate their abilities while being introspective about areas on which they can improve;
- Tournaments, especially away from Greater Edmonton, offer participants a chance to learn more about their destination - as such, free time must be provided to allow chances to sight-see, be entertained, etc.;
- Playing time should be developmentally-appropriate and be consistent with our club's philosophy. If injuries occur during tournament play, the team must provide athletes a chance to get appropriate treatment.

### **Out of City Travel**

When travelling outside of Greater Edmonton when lodging is required, the Club requires the following information:

- Estimated budget, outlining costs (i.e. fees, travel, lodging, food, entertainment, etc.)
- Outline of any fundraising initiatives (e.g. bottle drives, gift card sales, sponsorships);

Once the above is received and approved, the required Travel Permit will be signed by the ESUSC President or designate (details below in Section 3, Documents & Forms).

Additionally, no less than 7 days before departure, the Club requires:

- All participants to sign the **ESUSC Traveling Participant Code of Conduct**. These forms will be collected by the Team's Staff and submitted electronically (e.g. scanned) to the Executive Director;
- The tournament itinerary (open for revision if tournament schedule changes).

If travel to the competition includes flights, we recommend all participants (players, coaches, managers and chaperones) travel together as a team. However, we recognize that costs are a consideration, and that some families may wish to use reward programs. Families need to be offered flexibility in these situations.

We ask that during travel, participants wear Club-approved attire, available through our **On-Line Store** (powered by Macron). The password is ScottishUnited2021.

In order to enjoy the full benefits of out-of-city tournaments, we strongly suggest all players stay at the same hotel. As with air travel, there may be some situations where a family requests to stay at another location (e.g. with family) - this requires approval by the Team Staff. All coaches, managers and chaperones need to stay at the team hotel. Please note that some competitions, especially those described as showcases, often require teams to book at tournament-approved hotels. We recommend confirming this before reserving rooms.

If vehicles are rented for transportation, all players should travel to and from matches in the team van / microbus unless permission is granted by the Team Staff. Players should not drive any rented vehicles at any time during team travel events.

For competitions outside of Canada, please ensure you have reviewed all applicable travel requirements (e.g. passports, visas, vaccinations / immunizations, travel alerts).

### 3. DOCUMENTS & FORMS

Team Staff need to be aware of the processes, policies, documents and forms involved with tournament entry and travel outside of Alberta.

#### **Tournament Entry**

- Review all rules related to the competition, including tier, birth year and maximum roster size;
  - NOTE: many tournaments outside Alberta have rosters restricted to 18 players, while Alberta Soccer allows rosters of 20 players. Some tournament organizers are flexible while others are very strict.
- Become familiar with milestone dates, including registration deadline, early-bird discounts, roster submission, etc.;
- Please ensure that your registration is completed in its entirety, including payment;
- If your team has specific travel arrangements (flight arrival, departure), alert the tournament organizer well in advance of the competition;
- Confirm if the tournament has lodging requirements (i.e. staying at specific hotels, minimum number of rooms, etc.).

#### **Travel Outside of Alberta but within Canada**

- Travel Permits are mandatory when attending Canadian tournaments outside of Alberta;
- Required forms (available at Alberta Soccer):
  - **Travel Permit Application**
  - Team Roster - **Excel** or **PDF**
  - If your travel roster includes players not properly registered with Alberta Soccer, a **Guest Player Registration Form** for each guest player met be included.
- Submission sequence:
  - After completing the required forms, please email the Permit Application to the ESUSC Executive Director (**exdir@scottishunited.com**) who will liaise with the ESUSC President for approval;
  - Upon Club endorsement, the Travel Permit Application will be sent to the EMSA Executive Director for signing;
  - Once both required signatures have been received, the Application will be returned to the Team Staff (typically to its manager).
- Submission timelines (to Alberta Soccer, so please ensure that the endorsements have been received in advance of the two week requirement):
  - 2+ Weeks prior to Travel: NO COST
  - < 2 weeks before Travel: \$105.00 administrative fee (includes GST)
  - < 72 hours before Travel: \$262.50 administrative fee (includes GST)

Additional questions or concerns? Please email Alberta Soccer (**competitions@albertasoccer.com**)

## **Travel to the United States of America**

- Travel Permits and Excess Travel Insurance Coverage are mandatory when attending tournaments in the United States of America;
- Required forms (available at Alberta Soccer):
  - **Travel Permit Application**
  - Team Roster - **Excel** or **PDF**
  - If your travel roster includes players not properly registered with Alberta Soccer, a **Guest Player Registration Form** for each guest player met be included.
- **Excess Travel Insurance Coverage** (\$3.00 per member per day)
- Submission sequence:
  - After completing the required forms, please send the Permit Application to the ESUSC Executive Director who will liaise with the ESUSC President for approval;
  - Upon Club endorsement, the Travel Permit Application will be sent to the EMSA Executive Director for signing;
  - Once both required signatures have been received, the Application will be returned to the Team Staff (typically to its manager).
- Submission timelines (to Alberta Soccer, so please ensure that the endorsements have been received in advance of the two week requirement):
  - 2+ Weeks prior to Travel: \$131.25 administrative fee (includes GST)
  - < 2 weeks before Travel: \$215.25 administrative fee (includes GST)
  - < 72 hours before Travel: \$372.50 administrative fee (includes GST)

## **International Travel (outside of the United States of America)**

- Travel Permits and Excess Travel Insurance Coverage are mandatory when attending tournaments in the United States of America;
- Required forms (available at Alberta Soccer):
  - **Travel Permit Application**
  - Team Roster - **Excel** or **PDF**
  - If your travel roster includes players not properly registered with Alberta Soccer, a **Guest Player Registration Form** for each guest player met be included.
- **Excess Travel Insurance Coverage** (\$3.00 per member per day)
- Submission sequence:
  - After completing the required forms, please send the Permit Application to the ESUSC Executive Director who will liaise with the ESUSC President for approval;
  - Upon Club endorsement, the Travel Permit Application will be sent to the EMSA Executive Director for signing;
  - Once both required signatures have been received, the Application will be returned to the Team Staff (typically to its manager).
- Submission timelines (to Alberta Soccer, so please ensure that the endorsements have been received in advance of the two week requirement):
  - 6+ Weeks prior to Travel: \$236.25 administrative fee (includes GST)
  - < 6 weeks before Travel: \$325.75 administrative fee (includes GST)

#### 4. EXPENSES & BUDGETARY CONSIDERATIONS

Tournaments carry expenses and decisions have budgetary implications - please consider the following:

- Each team is provided a tournament allowance. For teams participating in the Caledonia Cup (our own competition), fees are covered once per season (indoors and outdoors).
  - For teams not registered in the Caledonia Cup, tournament allowances are as follows:
    - Under 9: up to \$500.00 per season (if a tournament fee is less than \$500.00, the remaining balance will not be transferred to the team)
    - Under 11 - 17: up to \$600.00 per season (if a tournament fee is less than \$600.00, the remaining balance will not be transferred to the team)
- While the club does not have a policy with respect to covering the costs for coaches, teams should discuss:
  - Airfare - If the team is traveling by plane, will the team cover the coach's airfare? What if there are multiple coaches? What if the coach is a parent? What if the coach has more than one team in the tournament?
  - Lodging - will the coach(es) hotel costs be covered?
  - Vehicle - if travel is by car, will the coach be reimbursed for fuel? Is a rental required? If so, who is paying for the rental car / van?
  - Meals - is a per diem provided for the team staff?
- Travel distance - air travel vs. driving to the competition. To get the best rates, do you need to look at adding a day? If so, does the cost of another night of rooms and meals negate the savings?
- Hotel selection - is the competition a 'Stay and Play' tournament? How far are the fields from the hotel? Do they offer a free breakfast? Are rooms with kitchenettes available? Will they provide a meeting room? Do you need A/V equipment to review match footage?
- Player lodging - how many players per room (for teams who are old enough to consider players staying with each other)?
- Laundry expenses - how will player kits be washed? How is the cost covered?
- Food costs - are players offered a per diem? If so,
- Entertainment - is the team looking to visit a museum, go to an amusement park, see a game?
- Guest players - how are they sharing in the costs?

It is very important to discuss these issues at your Team Meeting, and gain agreement (acknowledged by all members) on tournament expenses and budgetary implications.

## 5. CHAPERONES FOR OUT-OF-CITY TRAVEL

Chaperones are essential for teams lodging overnight. Before traveling, each team needs to identify responsible adults who can assist with supervising players while they are out-of-city.

The Club does NOT recommend counting coaches as chaperones as they may not always be with the team (e.g. they could have another team in the tournament, they may be attending a competition meeting, scouting opponents, etc.).

- **12 years of age and younger:** Parent(s) / Guardian(s) must travel and lodge with their child, unless the family has made an arrangement with another family. That arrangement is between those families, and they should notify the Team Staff of this decision. For teams 12 years of age and younger, the parent / guardian will function as the player's chaperone at all times, or will arrange with another family to act as a chaperone if required (this will be communicated to the Team Staff).
- **13 - 15 years of age:** Teams may choose to have players stay with one another; however, no family should be forced to have their child stay with other players if they wish to have their child lodge with their own family.
  - The club recommends one chaperone per 4 players (e.g. team of 16 players has 4 chaperones). Ideally, these chaperones should be of the same gender identity as the players.
- **16 years of age and older:** Teams may choose to have players stay with one another; however, no family should be forced to have their child stay with other players if they wish to have their child lodge with their own family.
  - The club recommends one chaperone per 5 players (e.g. team of 20 players has 4 chaperones). Ideally, these chaperones should be of the same gender identity as the players.

Reimbursements for chaperones is at the discretion of the team, but should be decided at the Team Meeting.

## 6. PARTICIPANT RESPONSIBILITIES

In addition to the [ESUSC Traveling Participant Code of Conduct](#), players, coaches, managers and chaperones have responsibilities to uphold. These commitments will help ensure that the event is enjoyable and memorable.

### **Player Responsibilities**

Players must always remember that they are ambassadors for Edmonton Scottish United SC.

- Players must follow the expectations set forth by coaches, managers and chaperones.
- Athletes will abide by the team's itinerary, and will always get prior approval from the Team Staff if they wish to deviate from the itinerary (e.g. not attend an off-field event like a team meal, and instead visit family).
- Use a buddy system - no player should go anywhere alone, and ideally, remain in groups of no fewer than three players when leaving the hotel or away from the rest of the team. Approval must be granted by the Team Staff if a group is leaving the hotel, and the staff must be apprised of where the group is going, who is included and when they will return.
- While in hallways, players must be respectful of others - do not roam, run, yell or kick soccer balls, please.

- Player meetings and get-togethers should happen in meeting rooms, hotel lobby, restaurants or spaces large enough to accommodate everyone.
- Players will adhere to the itinerary, and must be on-time to all team functions (unless permission has been granted by the Team Staff or Chaperone).
- Team Staff may choose to collect cellular phones or electronics each night (this decision must be agreed upon at the Team Meeting before the tournament) - if they are not collected, players will agree to turn them off overnight.
- Charges to the room (e.g. room service, pay-per-view movie) are not allowed unless the Team Staff has provided approval.

### **Chaperone Responsibilities**

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 gender adult present in all team meetings, and always adhere to the [Coaching Association of Canada's Rule of 2](#).
- 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.
- Ensure players travel in groups of no less than three, and know the location of players under their supervision and time of return.
- Enforce all curfew expectations set by the coach, and ensure players attend all organized team functions including departures, arrivals, games and practices. Post a copy of the team itinerary in each room, and update with any changes.
- Enforce all expectations and policies for players set by the coach and the club.
- Be aware of the medical needs of players under their care, and hold copies of emergency contacts / medical information for each athlete.

### **Manager Responsibilities**

As a key member of the Team Staff and the lead liaison with families, the manager is tasked with ensuring compliance with the tournament regulations, travel requirements and hotel rules.

- As the team's travel coordinator (unless another individual is appointed to this specific role), they will assist with travel details, booking team meals, player outings and other events.
  - If flying, they will set a departure meeting time and place for all participants to gather before check-in.
  - Confirm with all travellers that they have the appropriate identification (and if applicable) and immunization records.
  - Keep electronic records of all boarding passes in the event a player does not have theirs on their person.
  - Confirm baggage limitations - carry-on, checked luggage, oversize bags
- Assist the coach(es) with creating the itinerary, and communicate any deviations to players / families.
- Work closely with Chaperones to ensure player safety and supervision.
- Communicate with the competitions committee / tournament organizer, and in advance of travel, obtain and distribute tournament information to all families.
- Manage the budget and control costs while remaining focused on creating an outstanding experience for participants.
- Assure that first aid supplies are adequate.

## **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 behaviour. Responsibilities include:

- 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 to their age group.
- Decide player room assignments, where applicable.
- Be fully aware of all game times and locations and communicate such information to players and chaperones.
- Be available always to assist players and chaperones, and inform the team manager / chaperone if they are away from the team / hotel.
- Set expectations and activity limits (for example, swimming in hotel pool) to ensure that players are rested and mentally prepared for tournament competition. Curfew and bedtime should be suggested by the coach and agreed upon at the Team Meeting - deviations to this should be communicated to all participants.
- Ensure the team attends in opening and closing ceremonies (if applicable) and medal presentations. Failure to attend these events (unless travel plans preclude participation) will be considered a breach of participant responsibilities and may require the coach to attend a hearing with the ESUSC Discipline Committee.

## **7. FAILURE TO UPHOLD CODE OF CONDUCT, PARTICIPANT RESPONSIBILITIES, CLUB POLICIES**

- If a player violates their code of conduct, responsibilities as a participant or does not represent the club appropriately, they may receive a reduction in playing time, or in serious situations, be sent home at the family's expense.
- If a responsible adult fails to uphold club policy or codes of conduct, they may be asked to leave the competition at their own expense and / or may be required to attend a hearing with the ESUSC Discipline Committee.