

## **Application Process:**

1. Determine, as a team, that you would like to travel.
  - a. Determine the team's primary reason/need for this program.
    - i. Training
    - ii. Competition
    - iii. International or College Showcase Exposure
  - b. Discuss options/ideas with the Calgary Blizzard Soccer Club (CBSC) General Manager (GM).
  - c. Submit an application form<sup>1</sup> as soon as possible to the GM, including the names of the players wishing to travel, and wait for GM approval prior to making any formal announcements. An application can be submitted no earlier than the season prior to the season of travel. Rationale for travel should be specified, along with plans of how to support players who may not be able to afford the trip.
  - d. Secure a location and travel dates
  - e. Ensure all necessary paperwork is completed
  - f. A financial agreement<sup>2</sup> must be established and approved by the GM or in his absence the CBSC Treasurer or CBSC Board designate. The policy needs to outline how raised funds will be allocated to team players and how refunds will be allocated if a player will not be travelling with the team.
  - g. The application should include the financial agreement. The application must also include a signature list, signed by at least one guardian of each player indicating that they have read and agree to both the application and the financial policy.
  
2. Determine who will travel.
  - a. At the Competitive level, the Coach may choose players to form a pre-formed team—the pre-formed team policy applies. Once selected, the player will remain on the team unless it is the player's choice to leave or there are other serious issues that cannot be resolved.
  - b. At the Premier level, league teams are selected through the regular try-out process, as no teams can be pre-formed at this level. An application to travel should consist of only those players on the

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<sup>1</sup> The traveling team application form can be found on the website.

<sup>2</sup> See financial policy guideline can be found on the website.

league team in the season the application is submitted. If an application to travel is made in the season prior to the season of travel, players who do not make the league team in the season of travel can still have the option to be members of the travelling team. Players new to the team in the season of travel are not guaranteed to be members of the travelling team. However, the travelling team should make best efforts to accommodate those new players who wish to travel—this is not always possible due to possible team size restrictions. The financial agreement needs to address what contributions need to be made by these new players if any. Ideally, the traveling team would consist of players on the league team during the season of travel.

- c. Members of a team can choose not to travel but will not lose their place on the team based on this decision. In this case, alternate players may be allowed to travel with the team upon prior approval by the GM.
- d. Should any discrepancy arise, an appeal may be made to GM first. If not resolved, an appeal may be made to the CBSC Board in writing.
- e. When traveling to an international tournament, or a tournament in the United States, the team travel together wherever possible. Permission from the GM is required should a player need to travel separately.
- f. CBSC will not sanction the rental of any 15 seater passenger vans for its travelling teams in accordance with recommendations made by Transport Canada and Canadian Standards Association.

### 3. Communication.

- a. Ensure all team members and the GM are kept well informed throughout the process.

## **Finance:**

1. Determine how the money required for this program will be raised and accounted for.
  - a. Elect a treasurer. The treasurer must be someone other than a coach or team manager.
  - b. Open a bank account in the team's name. There must be two signing authorities. The second may be a coach or team manager.
  - c. Create a budget, plan fundraising events and ensure financial viability.
  - d. The treasurer must maintain records detailing fund raising activities, contributions and expenses. A financial summary (including bank statements if requested) must be distributed to the team at regular

intervals and when requested by team members, the GM, or the CBSC Board.

- e. As these initiatives are outside the regular operational budget of the CBSC, no CBSC money will be available for individual teams choosing to participate in these programs.

2. Special Tournament Travel Costs:

- a. Any team traveling outside the Province of Alberta to a tournament must obtain approval, and cover the cost of the permit, for travel from CMSA and/or ASA as required. This form is available on the CMSA/ASA website.
- b. The team is responsible for checking how far in advance to apply for the permit.

3. Additional Training and/or Tournament Costs:

- a. Funds for this travel will be the responsibility of each individual team and not the CBSC.

### **Code of Conduct:**

All CBSC teams must represent our Club and Club values at all times. The CBSC has worked hard to build relationships with organizations in other countries and does not want these relationships to be jeopardized in any way. It is a privilege to be able to participate in additional training and travel and the CBSC would like to continue and increase participation in these programs. Therefore, our Club counts on each person to be a good-will ambassador for our Club when traveling. (Please refer to the coaches, player and parent Code of Conduct Agreements signed prior to league play.) In addition, the CBSC asks the following:

1. Attire:

- a. All players and coaching staff must wear Club sanctioned Blizzard Wear when playing, training and otherwise representing our club as a team in any capacity.
- b. When traveling, especially internationally, it is advisable to wear Blizzard Wear for easy identification of team members.
- c. This Blizzard Wear must be either regularly available Blizzard Wear or GM approved if non-standard.

2. Conduct:

- a. All players, coaching staff and chaperones must represent our Club, our City and our Country positively.
- b. All property and persons will be treated with respect.
- c. Coaching staff and chaperones will be held responsible for the behavior of the players.

- d. Any inappropriate incidents will result in evaluation and appropriate action from the Discipline Committee and may result in suspension of team travel and, in severe cases, suspension of the person in question from the CBSC.

### **Blizzard Logo Usage**

Note that usage of the Blizzard logo in any format must have approval of the GM.