

**Calgary Blizzard
Soccer Club
Policies &
Procedures**

Chapter:
**SCHEDULING & TEAM
MANAGEMENT**

Subject:
TRAVELLING TEAM POLICY

Authorization:
N/A

White Paper:
N/A

Date:
February, 2019

POLICY NUMBER: 08-1

REFERENCE:

- [Government of Canada – Recommended consent letter for children travelling abroad](#)
- [CMSA Travel Permit](#)

POLICY: **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 as soon as possible to the GM, including the names of the players wishing to travel, and wait for the GM approval prior to making any formal announcement. Any application can be submitted no earlier than the season prior to the season of travel. Rationale for travel should be specified, along with plans on 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 must be established and approved by the GM or in their absence, the CBSC Treasurer or CBSC Board designate. The policy needs to outline how raised funds will be allocated to team players and how



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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 a Competitive level, the Coach may choose players from a pre-formed team – the pre-formed team policy application. 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 are pre-formed at this level. An application to travel should consist of only those players on the 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 travelling 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



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- 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 travelling 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 team members and the GM are kept will 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 manger.
 - c. Create a budget, plan fundraising events and ensure financial viability.
 - d. The treasurer must maintain records detailing fundraising activities, contributions and expenses. A financial summary (including bank statement if requested) must be distributed to the team intervals and when requested by team members, the GM or the CBSC Board.



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- 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 travelling 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 required. The form is available on the CMSA/ASA web-site.
 - 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 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 travelling. (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.



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- b. When travelling, 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 the 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 behaviour 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 CBCC.

Blizzard Logo Usage

Note that usage of the Blizzard logo in any format must be approved of the GM.

INTERPRETATION: N/A

- Related documents:**
- Travelling Team Application Form
 - Financial Agreement for Fundraising
 - Code of Conduct for Coaches
 - Code of Conduct for Players
 - Code of Conduct for Parents

