



FC Northwest Team Travel Checklist - A

Based on the team travel being organized by the General Manager

60 - 90 days prior to travel:

- Submit team travel request form to the FCNW office. Note: the Team Manager or team contact listed will be the contact person for the FCNW Office. Registration forms and any other applicable forms will be sent to this person to distribute to the team and they are responsible for collection of ALL completed paperwork and fees by the deadlines.
- Create and review budget template with FCNW Office.
- Coaches to meet with parents and discuss/create budget and timelines for payments.
- Coaches to review Chaperone Code of Conduct with parents and initiate choosing chaperones as CPIC's are required (valid for 3 years).
- Bus and hotel contracts should be initiated, confirmed and completed.
- All players complete applicable tournament registration & travel forms and payments are collected and submitted to the office by the indicated deadline. DO NOT SUBMIT INCOMPLETE ITEMS - IT IS THE TEAMS RESPONSIBILITY TO ENSURE ALL INFO, FORMS AND PAYMENT ARE COMPLETED & DONE.
- Chaperone fee and copy of CPIC submitted.
- Team(s) are registered for the tournament (if not done prior).
- Parent requests for hotel rooms are finalized.

45 days prior to travel:

- Team coaching staff will finalize rooming list with chaperones assigned. List given to FCNW Office to submit to hotel.
- If applicable, online travel rosters initiated by FCNW Office and then monitored and completed by coach (pending on tournament).
- If applicable, online player waivers completed (pending on tournament)
- Travel roster completed.
- Travel roster, travel papers and CPIC copies submitted to WYSA and MSA.

30 days prior to travel

- Hotel rooms, as per hotel contract, are released.
- Chaperone Code of Conduct forms due.
- Team meals are confirmed with hotel catering (pending on tournament or restaurants). Note, if teams choose to deviate from the meal plan then the FCNW Office MUST be notified in advance.
- If traveling to the US by bus, all border crossing documentation (passport spreadsheet and letter) will be faxed in for players, coaches and chaperones.
- Approved travel papers and rosters are submitted to the tournament.

7 – 14 days prior to travel:

- Coach/team manager/team travel rep will pick up a duotang with player registration forms, approved travel papers, travel roster and chaperone signed code of conduct forms. If teams have requested and budgeted for FCNW banners and pins then these will be available for pick up at this time.
- Will provide an absentee letter for parents to submit to the school.
- Game schedule will be sent once received from tournament headquarters.
- Master bus and game spreadsheet will be provided (if available ahead of time) or at time of departure.
- Submit team contingency fee cheque to the FCNW office.
- Submit administrative fee cheque to the FCNW office.

7 – 14 days AFTER travelling:

- Post-tournament report and final budget copy must be submitted to the FCNW Office.