



## FC Northwest Team Travel Checklist - B

**\*Based on the team travel being organized by the team and/or team manager\***

Timelines listed are recommendations and items may not be applicable to every team – with the exception of items highlighted in red – these are mandatory. It is still expected that the GM will be updated on a regular or ongoing basis.

### **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).
- Transportation and hotel plans should be initiated, confirmed and completed.
- All players complete applicable tournament registration & travel forms and payments are collected and submitted by the indicated deadline.
- Chaperone fee and copy of CPIC collected.
- Team is registered with the tournament (if not done prior).

### **45 days prior to travel:**

- Team coaching staff will finalize rooming list with chaperones assigned (if applicable).
- Online travel rosters completed by coach (pending on tournament).
- If applicable, online player waivers completed (pending on tournament).
- Travel roster, travel papers and CPIC copies submitted to WYSA and MSA.

### **30 days prior to travel**

- Chaperone Code of Conduct forms due.
- Team meals are confirmed with hotel catering (pending on tournament or restaurants).
- If traveling to the US by bus, all border crossing documentation (passport spreadsheet and letter) should 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 should create 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.

- Provide an absentee letter for parents to submit to the school.
- Confirm game schedule with team/parents.
- Submit team contingency fee cheque to the FCNW office.

7 – 14 days AFTER travelling:

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