



Official Club Policy on Team Travelling

The official position at Albion Football Club regarding team travelling (within Canada or abroad) is to support the team as a Club by sharing their fundraising efforts to engage the public and other Club Members and by providing general guidelines for a successful and organized event.

Albion Football Club Sponsorship Policy

Albion Football Club will not sponsor any team (including but not limited to parents, players, chaperones) coach or club official financially to attend the trip, including and not limited to:

- Covering airline tickets or hotels
- Meals
- Travel Expenses
- Administrative efforts
- Advertising Costs
- Reaching out to Sponsors on behalf of a team

Team Apparel and Sponsors Policy

We understand that teams will need to seek out individual sponsors to fund their tournament or travel expenses. Many sponsor companies will request that their company logo is placed on team apparel. Please follow the rules below to avoid conflict with Albion Football Club Sponsors:

- The team will need to submit the mock design to Albion Football Club Board of Directors (through info@albionfc.ca) for approval. **Please do not order any apparel until approval is received from the Board.** We have agreements with our Club sponsors that need to be adhered to. Our Club Sponsors account for a large part of our budget and the Club's sponsorship could be jeopardized if we do not follow the guidelines established.
- The following company logos **will not** be permitted on any team apparel:
 - Car Dealerships

- Other Soccer Stores

Please make sure to follow the policies above to prevent conflict with our Club Sponsors who kindly help us keep our costs and fees low.

Please do not approach the following companies / groups for Fundraising:

- Soccer SX (Ordering teamwear from them is permitted)
- Volkswagen Maple Ridge
- Chrysler Maple Ridge
- Kelly Fry
- Morning Star Homes

Traveling as a Team Philosophy

The purpose of playing in travel tournaments is to provide teams the opportunity to compete against new and different competition, to aid in the maturing of players and teams in the world of soccer. For the team to be mentally focused throughout the tournament, it is imperative that the players and their families understand that the purpose of the trip is to play soccer.

The environment for the players should be one which encourages team unity and focus on the job at hand. During tournaments, the team should act like a team not only on the field, but also off the field. Traveling together, staying in the same hotel rooms together, meals together, and traveling to and from games together create a focused environment for the team and the tournament. With these goals in mind we've put together some guidelines as well as our official Club policy (above) when it comes to outside travel for any AFC team.

Guidelines

(Please note that these are guidelines and recommendations for team travel. The Coach and Team manager are welcome to use the guidelines below and modify as necessary)

Selecting and Applying to a Tournament

As a team begins preparation for its fall or spring season, tournaments should be decided upon by the team coach. If assistance with tournament selection is needed, the Coach or Team Manager should contact Albion FC through email (info@albionfc.ca). We will email coaches about upcoming tournaments and opportunities as they come available.

Once this is done you should submit your application to the tournament ASAP. Please be sure to fill out the application completely and respect the tournament-imposed deadlines. Depending on the tournament, payment may be made with a credit card or by sending in a check. Payment is the team responsibility and the Coach and Team Manager will be

responsible for allocating, collecting and paying for tournament fees and any other amounts required. Be sure to note that applications often are not accepted and processed until the fees are paid in full.

Preparing for a Travel Tournament

The team should appoint a Tournament Coordinator who will handle all aspects of team travel, such as flight selection and reservations, hotel reservations, car rentals, meal planning, necessary paperwork, and to generally assist the Team Manager in travel planning. Whoever handles these tasks should begin work on them ASAP after an application has been submitted. Before committing to any contracts (for airfare or hotels, etc.), it must be certain that the team has been accepted into the tournament, or that the likelihood of acceptance is very great.

Team Communication and Finances

The Team Manager should keep the team updated regarding all aspects of the tournament plans from start to finish. The Team Manager / Team Coordinator must assist with collecting appropriate fees, airline deposits and balances, etc. Revise the guidelines and deadlines for the event to avoid disappointment and out of pocket expenses. Planning is key!

Team Meeting

Prior to departure for a travel tournament, a team meeting should be held with all parents and players to discuss coach expectations, coach rules for travel, representation as a team, etc. AFC recommends preparing a proposed itinerary and all hotel, flight information, tournament website, game schedule (if available) etc. for parents not attending, so they may know where their players will be and when. There should be ample opportunity for all questions to be asked and answered.

Travel Arrangements

AFC Philosophy for Group/Team Travel

AFC's philosophy regarding group/team travel by air has always been that, absent extenuating circumstances, competitive teams should travel as a group by air (as appropriate per distance). There are reasons for this philosophy:

- √ Safety of players
- √ Level of responsibility placed on chaperones
- √ Team training and preparation for tournament play
- √ Logistics and respect for schedule required when dealing with large numbers of children
- √ Team camaraderie and unity

√ Guarantee of group rate with the airlines

In the event that a player can use frequent flyer miles or the benefits of a parent who works for the airlines, the player may seek permission from the Coach to travel individually, assuming the following conditions are satisfied:

- √ The request is made when the tournament opportunity is first presented to the team.
- √ The team's ability to obtain a group rate from the airline is not compromised.
- √ The team has not already purchased a ticket for the player.
- √ The player, regardless of age, is accompanied to and from the tournament by an adult taking full responsibility for the player.
- √ That adult takes full responsibility for getting the player to the team at the time and location provided by the Coach or chaperone, and following the tournament, picks the player up when and where the Coach or chaperone indicate.

The responsibility of the Coach and/or chaperones for the player begins and ends only when he/she is in physical presence of the team. If a player and a family ask to travel separately from the team, the family may be held responsible for payment of a full ticket or penalties associated with retaining the group rate for the rest of the team.

If, during a trip, circumstances arise that may require a player to travel separately, the Coach may use his/her own discretion in allowing a player to change travel plans. The Travel Coordinator will be responsible for securing reservations for the Coach, chaperones and team players. Parents going to the tournament will make their own travel arrangements. The team is NOT responsible for paying for the Coach's airfare or hotel.

Driving to the Tournament

Driving arrangements will be coordinated by the coach and team manager and communicated to the players attending.

Other Ground Transportation

For certain tournaments, the Coach may decide if the team will use one the following options to travel together. The coach may ask the Travel Coordinator to research these options for cost and viability: renting team vehicles, caravanning using family/chaperone vehicles, charter bus service. Any costs associated with these arrangements will need to be discussed directly with the team, in advance. If there is a fee to be paid per player this should be communicated to parents prior to the event date.

Albion FC will not be responsible for any fees associated with transportation arrangements or transportation coordination.

Team Travel Attire

The Coach will determine what the whole team will wear when traveling as a group. All players are expected to conform. **Please make sure to read the section under [Club Policy: Teamwear and Sponsors Policy](#) before ordering any team apparel.**

Hotel Accommodations

The Travel Coordinator will make all hotel arrangements for the players, Coach and chaperones. He/she will not be responsible for parent arrangements. All players are expected to stay in the team hotel and in the player rooms. Players should be on the same floor (if possible) with adult supervision. Many teams make it a policy to turn off room service, pay-per-view, and local/long distance calling in all player rooms upon check-in.

The Coach has the discretion, when a majority of the parents have agreed to travel with the team, to determine whether players will room with parents rather than assigning formal chaperones for the trip.

The cost of the Coach's hotel room is the responsibility of the Coach. The costs of the chaperones' rooms are the responsibility of the chaperones.

Expenses

Coach Expenses

The Coach is responsible for all his/her travel and other expenses, including meals.

Team Meals

We recommend all teams eat all meals as a group. The Coach is expected to participate in team meals.

Food Expenses

It is recommended to determine a rough estimate of what all meals will cost and charge each player prior to the tournament / trip so that money is in the team account in advance of the expenditure. This will be up to the Coach and Team Manager to decide together with parents.

Please note that the Club can provide guidance but the Team Coordinators together with the Coach are the ones who will be in charge of completing any requirements to make attendance to the tournament or trip possible. This includes and not limited to:

- Application process
- Fundraising
- Approaching Sponsors
- Sponsor Contributions (we recommend a separate bank account is set for the event)
- Travel arrangements

Letters of Sponsorship

We recommend the team drafts a letter to ask for sponsorship from companies to subsidize the trip. Albion Football Club does not have a standard letter for this purpose and each team is welcome to draft one on their own. Fundraising efforts are solely team based.

Bank Account

The team should open a bank account specifically for the trip so a report can be produced at the end of the trip for parents and any other stakeholders. All sponsorship checks and monies related to the trip should be deposited on the team bank account. If receipts are required by the Sponsors we suggest creating your own receipt system to provide. AFC will not provide official receipts to team sponsors as we will not be managing or accessing this funds in any way.

Fundraising Efforts

AFC will be happy to assist with communication through our social media channels. Please email info@albionfc.ca with the advertisement poster for publishing. Ideas for fundraising:

- Neufeld Farms
- Pub Night
- Krispy Kreme
- Purdys Chocolates
- Bottle Drive
- Company Sponsorship
- Domino's Pizza Coupons Fundraising
- Love that Deal coupon Fundraising
- Meridian Meats Fundraiser Program

AFC does not have an account or any affiliation with the companies mentioned above however they've proven effective when it comes to fundraising.

Other Resources

- viaSports Grants: <http://www.viasport.ca/grants>
- BC Sport Funding: <http://www2.gov.bc.ca/gov/content/sports-culture/sports/sport-funding#Travel>
- Canadian Sport Institute: <http://www.csipacific.ca/athletes/benefits/grants-bursaries/>
- CAAWS: <http://www.caaws.ca/grants-and-recognition/other-funding/>
- Government of Canada: <http://canada.pch.gc.ca/eng/1427741123839?wbdisable=true>
- Canada Soccer: <http://canadasoccer.com/>
- BC Soccer: <https://www.bcsoccer.net/grants-program>