EDMONTON SOUTHWEST UNITED

soccer club | established 1982

BEST PRACTICES FOR TOURNAMENTS & TRAVEL

Approved July 6, 2025
Review on July 6, 2026 or before, as required

Introduction

Competing in tournaments and showcase events is a valuable and exciting experience for Edmonton Southwest United SC ("SWU") players, coaches, and families. These opportunities promote team bonding, development, and the creation of lasting memories, while also serving as a platform to represent SWU with pride, respect, and sportsmanship.

Teams participating in local, provincial, national, or international events are ambassadors for SWU. All participants are expected to embrace fair play, respect opponents and officials, and uphold the highest standards of conduct on and off the field.

Pre-Tournament Planning & Team Meeting

Before committing to a tournament, teams must host a mandatory Team Meeting to ensure transparency and alignment between coaches, families, and players (especially for older age groups).

The meeting should cover:

✓ Tournament objectives (developmental, competitive, identification opportunities)
✓ Travel, accommodation, and transportation plans
✓ Budget, costs, and payment schedules
✓ Fundraising options (refer to SWU Fundraising Guidelines)
✓ Curfews and player expectations
✓ Required documentation and Code of Conduct
✓ Player safety policies, including the Rule of Two

Tournament Selection & Objectives

Tournaments should match the team's competitive level and developmental stage. Coaches are encouraged to consult SWU Technical Staff when selecting tournaments, with a focus on:

- Team building and camaraderie;
- Exposure to different competition levels and styles of play;
- Pre-season, post-season, or championship preparation;
- College showcase events for player identification; and
- Personal growth, responsibility, and cultural experiences

Tournaments should balance competition with educational and social experiences, including reasonable free time for sightseeing or team activities.

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Travel Protocols & Club Requirements

When traveling outside Greater Edmonton, teams must comply with the following:
✓ Provide a detailed budget outlining all estimated expenses (travel, lodging, meals, entertainment, etc.);
✓ Submit fundraising plans for approval;
✓ Obtain a Travel Permit (see Section below);
✓ Ensure all participants sign the SWU Traveling Participant Code of Conduct at least 7 days prior to departure;
✓ Submit tournament itineraries to the SWU Club Administrator

Flights & Accommodation:

- Group travel is recommended but flexible, recognizing some families may use rewards programs;
- Club attire is required during team travel;
- Teams should stay at the same hotel when possible. Exceptions require approval from Team Staff;
- For "Stay and Play" tournaments, confirm hotel requirements before booking;
- Only adults may drive rented vehicles. Players are strictly prohibited from operating rental cars or vans; and
- Review international travel requirements (e.g., passports, visas, immunizations).

Travel Documentation & Permits

Teams must follow Alberta Soccer Association (ASA) and SWU procedures for tournaments outside Alberta or Canada:
Travel Within Canada (Outside Alberta):

- Mandatory ASA Travel Permit
- Required forms: Travel Permit Application, Team Roster, Guest Player forms (if applicable)

Travel to the United States:

- ASA Travel Permit & Excess Travel Insurance Coverage ($3 per participant/day)
- Same required forms as domestic travel

International Travel (Outside the U.S.):

- ASA Travel Permit & Excess Travel Insurance Coverage
- Same required forms

Submission Process:

- Submit completed forms to SWU Club Administrator for approval
- SWU forwards to EMSA for final endorsement
- Permits returned to Team Staff upon approval

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Travel Documentation & Permits *(continued)*

Submission Deadlines to Alberta Soccer

Travel Type	Standard Deadline	Late Fee (<Deadline)	Rush Fee (<72 Hours)
Canada (Outside AB)	2+ weeks: Free	<2 weeks: $105	<72 hours: $262.50
United States	2+ weeks: $131.25	<2 weeks: $215.25	<72 hours: $372.50
Other International	6+ weeks: $236.25	<6 weeks: $325.75	

Budget & Expense Considerations

Tournaments require careful financial planning. Discussion points include:

✔ Tournament allowances (per SWU policy)
✔ Airfare, lodging, transportation, and meals for coaches
✔ Player lodging arrangements and rooming lists
✔ Laundry costs for player kits
✔ Entertainment expenses (e.g., cultural outings)
✔ Cost-sharing with guest players
✔ "Stay and Play" hotel requirements
✔ Meal options (per diem, free breakfasts, etc.)

Please note: Full team agreement on budget items is required during the Team Meeting.

Chaperones & Player Supervision

Chaperones are essential for player safety and supervision:

- Ages 12 & Under:
  - Parent/guardian must accompany the child, or arrange alternate supervision (communicated to Team Staff)
- Ages 13-15:
  - Players may stay with teammates; families may opt for private lodging
  - Recommended chaperone ratio: 1 adult per 4 players
- Ages 16+:
  - Players may room together; families may opt for private lodging
  - Recommended chaperone ratio: 1 adult per 5 players

Chaperones should be of the same gender identity as the players whenever possible. Reimbursement for chaperones is at the team's discretion, agreed upon during the Team Meeting.

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Participant Responsibilities

All participants must uphold SWU's standards and codes..

Players

- Represent SWU with respect, integrity, and sportsmanship
- Follow team itinerary and curfews
- Use the buddy system—never alone, groups of at least three
- Respect hotel spaces; no running, yelling, or ball play in hallways
- Attend all scheduled team functions
- Room charges (e.g., room service, pay-per-view) require Team Staff approval
- Team Staff may collect electronics overnight (if agreed upon at Team Meeting)

Chaperones

- Supervise players at all times
- Enforce curfews and team expectations
- Know player whereabouts; ensure players travel in groups
- Adhere to the Rule of Two for all interactions
- Be aware of medical needs and hold emergency contacts

Team Managers

- Coordinate travel, accommodation, meals, and itinerary
- Maintain emergency contacts and health records
- Communicate logistics and updates to families
- Oversee budget and team expenses

Coaches

- Create detailed itineraries
- Select chaperones and player room assignments
- Ensure adherence to schedules, curfews, and policies
- Supervise players during competition and team functions
- Avoid private meetings in hotel rooms or secluded spaces

Breaches of Policy or Conduct

Violations may result in:

- Reduced playing time or removal from the event at the family's expense (players)
- Dismissal from the event or disciplinary action (adults)
- Mandatory appearance before the SWU Discipline Committee for serious breaches

Final Notes

Tournaments are a privilege that enhance development, camaraderie, and personal growth. By working together—players, families, staff, and chaperones—SWU ensures a safe, respectful, and memorable experience for all.