



CALGARY ROCKIES F.C.

AFFORDABLE EXCELLENCE
WHERE KIDS COME FIRST

ROCKIES TRAVELLING TEAM 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 Rockies FC (CRFC) President, Director of Football and/or Technical Director.
- c. Submit a Rockies Travelling Team Application form as soon as possible to the GM, including the names of the players wishing to travel, and wait for GM approval prior to making any formal announcements. Rationale for travel should be specified, along with plans of 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. The Rockies Team Financial Policy has to be accepted and signed by all parents of the team. No alterations or changes can be made to the policy unless it is approved by the President or Technical Director of CRFC.
- 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. The Team Coach may suggest players to be added to the squad from other Rockies Teams. Approval by the CRFC President, Director of Football or Technical Director is required for the player to be allowed to play at the tournament.
- b. An application to travel should consist of mainly those players on the league team in the season the application is submitted.
- c. Members of a team can choose not to travel but will not lose their place on the team based on this decision. In this case, alternate players may be allowed to travel with the team upon prior approval by the President.
- d. Should any discrepancy arise, an appeal may be made to President first. If not resolved, an appeal may be made to the CRFC Technical Staff, in writing.

- e. When traveling to an international tournament, or a tournament in the United States, the team should travel together wherever possible.
- f. CRFC 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 all team members and the President are kept well informed throughout the process.

Finance:

1. Determine how the money required for this program will be raised and accounted for.

- Elect a treasurer. The treasurer must be someone other than a coach or team manager.
- Open a bank account in the team's name. There must be two signing authorities. The second may be a coach or team manager.
- Create a budget, plan fundraising events and ensure financial viability.
- The treasurer must maintain records detailing fund raising activities, contributions and expenses. A financial summary (including bank statements if requested) must be distributed to the team at regular intervals and when requested by team members, the President, or the CRFC Staff.
- As these initiatives are outside the regular operational budget of the CRFC, no CRFC money will be available for individual teams choosing to participate in these programs.

2. Special Tournament Travel Costs:

- Any team traveling 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 as required. This form is available on the CMSA/ASA website.
- The team is responsible for the transportation, accommodation and food costs of the coaching staff, within reason.
- The team is responsible for checking how far in advance to apply for the permit.

3. Additional Training and/or Tournament Costs:

- Funds for this travel will be the responsibility of each individual team and not the CRFC.

Code of Conduct:

All CRFC teams must always represent our Club and Club values. The CRFC has worked hard to build relationships with organizations in other countries and does not want these relationships to be jeopardized in any way. It is a privilege to be able to participate in additional training and travel and the CRFC 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 traveling. (Please refer to the coaches, player and parent Code of Conduct Agreements signed prior to league play.) In addition, the CRFC asks the following:

1. Attire:

- a. All players and coaching staff must wear Club sanctioned Rockies Wear when playing, training and otherwise representing our club as a team in any capacity.

- b. When traveling, especially internationally, it is advisable to wear Rockies Wear for easy identification of team members.
- c. This Rockies Wear must be regularly available in the Rockies Club Store.

2. Conduct:

- a. All players, coaching staff and chaperones must represent our 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 behavior 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 CRFC.

Rockies Logo Usage:

Note that the usage of the Rockies logo in any format must have prior approval of the President of CRFC.