



TEAM TRAVEL AND TOURNAMENTS

INTRODUCTION

The following policies have been approved by FC NOVA in order to assist in addressing matters relating to travel and to establish a level of standardization.

STAFF TRAVEL

Teams are responsible for: Per team, per travel (travel defined as any event that requires overnight stay) tournament/event 1 (one) Head Coach and 1 (one) Assistant Coach are covered in players attending costs. Costs are split equally among participating players, and will be included in player tournament assessment.

Items included/covered by age group members attending:

- Travel; flight or drive (rental car and gas receipts for duration of event); for each coach, per team.
 - Whenever possible, the least expensive mode of transportation should be utilized.
 - IF driving is selected via staff (utilizing car rental), cost of rental/gas is the only expense incurred by the team traveling (NOT mileage AND cost of rental/gas).
- Rental car when flying to event.
 - Per team (including gas); 1 car rental per team (to be shared by team staff); should be reasonable and less expensive option whenever possible.
- Hotel Room for duration of event.
 - **If Head Coach and Assistant Coach are same gender they will share room.*
- Daily per diem of \$40 (dollars) per day as based on national average provided by GSA (General Securities Act).
- Parking costs; if parking fees are charged at event and/or parking.

ROOMING POLICY

Though it is recommended that when traveling all teams stay in player assigned rooms, the following age group outline is approved by the FC NOVA board:

U10-U12 SuperNova and NovaClub - Age Group Teams -

- Team attending votes on player rooms/chaperones vs. players staying with families in hotel.
- NOTE - This is per each tournament and event as these age groups often vary in players attending from event to event.

U13 - U19 SuperNova - Age Group Teams -

- Players stay in assigned player rooms.

U13 - U19 NovaClub - Age Group Teams -

- Follow U10-U12 age group recommendations.

Rooming Expectations

Rooming in the team manner (U13-U19 SuperNova - 3-4 players per room) is beneficial for the following purposes, to name a few:

1. Cost effective
2. Immediate/timely contact with players
3. Team bonding/team management
4. Ensures all on same itinerary, including potential changes
5. Teaching life skills of time management/accountability/trust.

TOURNAMENT PAPERWORK

For those teams playing under USYSA, coaches and team managers will be familiar with the following procedures to avoid last minute embarrassments and the potential for teams to not be allowed to play in the tournament.

The NOVA tournament coordinator handles the following paperwork.

- Out of state and in-state tournament rosters and other required paperwork
- Out of state travel applications
- Guest player authorization forms

OUT OF STATE TOURNAMENT TRAVEL

To be communicated based on tournament requirements. Set by hosting organization.

IN-STATE TOURNAMENT

To be communicated based on tournament requirements. Set by hosting organization.

ADDING NEW PLAYERS TO YOUR ROSTER OR TO REGISTER WITH NOVA TO GUEST PLAY

Contact the FC NOVA Directors of Coaching and Club Registrar and allow adequate processing time.

Notify the tournament coordinator after your player has been added to have your roster re-run or to have guest player paperwork processed.

GUEST PLAYERS

Guest players must be registered with an affiliation for insurance purposes.

The receiving team must have authorization from the player's coach. You will need the player's pass card and IYSA or US Club (whatever is applicable) Membership form to be able to complete the guest player form. Print two copies to take to tournament check-in. If you have a guest player from out of state, please contact the Club Registrar.

TEAMS TRAVELING UNDER US CLUB SOCCER

- Contact the tournament director at the tournament you will be attending and inform them that you are traveling under US Club Soccer.
- Pass cards, and US Club registration forms/medical release will be needed for each player at the tournament check-in.
- NOVA recommends that teams use one notebook for USYSA and US Club info and to have it divided in the middle. This ensures all paperwork is in one book.
- Team manager/coach will print out an official roster from the US Club website for your team check-in.
- Guest players must be registered with US Club. Tournament team roster will be formed and printed out for that particular tournament from the US Club website.

US Club Soccer Website: www.usclubsoccer.org

NOVA Contact: Club Registrar

FC NOVA GUEST PLAYER POLICIES

When guest players are needed for tournament play, all are encouraged to consider players from within the age group pool first, then another NOVA team outside your pool (e.g. Super picking up a Select) age or from a team a year below within the Club (play-up opportunity). When doing this, please make sure that contact with the Directors of Coaching and all age group associated coaches is made before approaching the player or his/her parents to seek permission for the player to guest.

Approved (7-8-2010) by the FC Nova Board .