



CC United Tournament Guide

As a team manager, you will be working with your coach on the tournament selection and then registration of the team. The following information is a reference guide for tournaments.

Deciding Tournaments:

- As early as January, request families to send you dates that will and will not work from May-mid-July.
- On the MYSA site there is a link to www.thetournamentcenter.com. This is a great tool to locate a tournament for your age group and level.

To Register for Tournaments:

Each team is responsible for selecting, registering and paying for their own tournaments. Once the selection is made, the team manager registers and pays for the tournament online. This is done online on the tournament's website.

Tournament Fees:

- Each team is responsible for their own tournament fees. Team managers can either pay for the tournaments upfront using their own credit card and collect from the families later, or collect tournament fees before registering for the tournaments.
- The majority of teams handle tournament fees as a team expense and divide the fees equally amongst all players, whether or not a player is able to attend. There are a few tournaments that charge per player, however, most charge a flat fee.
- **It is important to discuss AND AGREE at the team meeting how your team will handle tournament expenses (team expense/all pay vs only players who can attend pay).**
- If you have a scholarship player and the family cannot afford the fees, it is customary for the team to cover their portion.

Out-of-Town Tournaments:

Lodging:

- Secure lodging as soon as your team selects an out-of-town tournament. Hotels fill up quickly on tournament weekends, be sure to secure a block of rooms ASAP.
- Block of Rooms- most hotels will hold a block of rooms under the team name so each family can contact the hotel to reserve their room under their own credit card.
- Be sure to get all details on the hotel's cancellation policies in case of bad weather, etc.

Paid Coach Travel Expenses:

- If you have a paid coach, the team is responsible to reimburse the coach for meals/gas/lodging expenses.
- Managers, discuss with your coach on how expenses will be handled. It is customary for coaches to provide receipts for their expenses and then be reimbursed. It is reasonable to set limits on per meal costs and per mile reimbursement.

Out-of-State and Pre-Season Tournaments:

(The following does not apply to most WI tournaments - however, double check before registering for any out-of-state tournaments):

- If your team decides to participate in an out-of-state tournament, apply online for a permit to travel through Affinity.
- There is a fee paid to MYSA when you submit the request to travel form. It is important to submit the request more than 30 days prior to the date of travel - the permit gets more expensive if you submit a request less than 30 days prior to travel.

Printed Passes:

If you are participating in a tournament and need printed passes, fill out the CC United online form located under the Manager tab to submit a request. The passes will be emailed to you in a pdf file for you to print, laminate and assemble.

Tournament Day Information and Check-In:

- Most tournaments post the game schedules online about a week before the tournament.
- Double check the online game schedule a day or two before the tournament - schedules are known to change as teams add or drop last minute!
- Review all online information listed on the tournament's website.
- Make sure you have all necessary paperwork with you when you check in at the tournament's headquarters.
- Verify all medical release forms are dated for the current year.
- Keep copies of your and your coach's concussion training certificate - more and more tournaments are requesting to see a copy at check-in.