



TOURNAMENT PROCEDURES

If your team would like to participate in any tournaments throughout the season, please be sure to follow the steps below:

- All teams must speak with head coach prior to registering for a tournament
- Head Coach must seek approval from their appropriate Technical Director ([Lee Tregonning](#) – HP or [Kevin Julian](#) – Grassroots) prior to registering for any tournaments. Once approved the TD/TD-HP must advise the ED, Operations Manager and Travel Coordinator the request has been approved.
- All fundraising must be approved by the [Sponsor Coordinator](#)
- Coaches and managers travel expenses must be paid for by team fundraising
- Tournaments cannot conflict with BFC tournaments (at the appropriate age level)
- Coaches must invite ALL current players on their roster to participate in the tournament. This must include players whose families are unable to meet the financial obligations for their child to attend. If a parent/guardian is not able to travel and they still wish to send their child, a signed letter (from both parents/guardians) must be provided to both the [Club Coordinator](#) and head of delegation acknowledging they have agreed for their child to travel with the team.
- If/when a team is short players, they will connect with the appropriate Senior Staff Coach to fill the remaining spots as approved by the TDs.

While the Club supports players through financial assistance for league registration it does not have the capacity to provide financial support for tournaments/competitions.

All International Tournament travel requests must be submitted to BC Soccer for sanctioning a minimum of 30 days prior to travelling. This includes BC Soccer requesting permission from Canada Soccer. For tournaments outside Canada and the USA, Canada Soccer requires the application at least 6 months prior to travel.

All teams wishing to travel outside of Canada are required to obtain and (if necessary) pay for sufficient travel insurance.

All parents/guardians of the players as well as team officials (managers, coaches) must complete and sign a waiver form absolving Burnaby FC of any liability due to incidents, injuries and/or medical attention or expenses while outside Canada. You can access the Out of Province waiver [here](#). The completed waivers and a complete delegation list of those traveling must be submitted to the [Club Coordinator](#) two weeks prior to travel.

All out of province travel application forms, waivers and additional travel insurance application forms can be found on our website [here](#).





You can find the BC Soccer Out of Province Travel Policy [here](#).

For more information, please refer to our [BFC Travel Protocol](#).

