



Eastern Iowa United

Tournament Guidelines and Procedures

Table of Contents

Tournament Recommendations	1
Tournament Selection.....	1
Tournament Commitment	2
Team Communication.....	2
Late Fees	2
Guest Players	3
Replacement Players.....	3
Pro Coach Attendance.....	3
Coaches Fees & Expenses	4

Tournament Recommendations

Upon communicating team rosters, the EIU coaching staff will provide each team a list of “Recommended Tournaments” for the upcoming soccer year (Sept 1 – Aug 31).

The list of Recommended Tournaments will consist of events the coaching staff believes are the most appropriate for each team’s abilities and are most conducive to their development.

The list is a recommendation. The team does NOT have to attend all or any of the recommended events. If the team or individuals, who have interest in the team, have other events they wish to explore they are to present their recommendations to the Team Coach (Coach). If the Coach feels any of the recommended events are conducive to the team’s development, the event will be added to the list.

Tournament Selection

After receiving the Recommended Tournaments list, each team is to schedule a Team Parent Tournament Meeting. The objectives of the meeting are to:

- Decide which, if any, of the tournaments the team will be attending.
- Decide who will attend. Not all rostered players are required to attend, for the team to attend.
- Determine if guest players are needed to fill out the tournament roster. Most tournaments allow up to three guest players.
- Collect funds to cover the expenses for each tournament the team chooses to attend. These costs are based on estimates from past tournaments and should not be considered the final cost.

After the Team Parent Tournament Meeting, the Team Manager will send the Coach a list of tournaments selected, along with the roster for each tournament and any requests for guest players.

It is the responsibility of the parents to review the Recommended Tournament list. AT LEAST ONE PARENT OR LEGAL GUARDIAN for each player should attend the Team Parent Tournament Meeting. Prior to the meeting you should consider the following:

- The maximum number of tournaments you are willing to have your son/daughter attend during the soccer year.
- Your child's availability for all of the recommended tournaments. There may be tournaments that you prefer over others, but as there are multiple families working through their own personal schedules, a tournament less preferred may be one that the team can attend.

Be prepared to share which tournaments you PREFER your child attend. It is recommended that the tournaments that your child can attend be ranked by preference.

If you are unable to attend the Team Parent Tournament Meeting, PRIOR TO THE MEETING you should provide your comments and suggestions in writing to the team manager.

General guidelines for the number of tournaments selected by teams

The makeup and goals of each EIU team are unique; players, parents, and coaches should work together to determine the number of tournaments their team will attend

When determining which tournaments your child can attend, please keep in mind that although having parents attend tournaments with their children is desired, it is not required. Parents should consider car-pooling / room-pooling opportunities when appropriate.

Tournament Commitment

Each rostered player is expected to make commitments to the selected tournaments at the Team Parent Tournament Meeting. **Expenses for each tournament will be estimated and collected at the meeting.** The collection of the fees confirms the player's commitment to the tournament. If a player doesn't pay the fees within two weeks of the meeting, they forfeit their place on the roster and a guest player will be asked to participate or the team participation in the tournament may be canceled.

Players are committed to a tournament when tournament payments are collected. If a player cannot attend a tournament after payment is made, those parents with children attending the tournament will determine if a refund will be made.

If at the Team Parent Tournament Meeting it is decided that a rostered player declines attending a selected tournament, but later finds that they are able to attend, they are obligated to cover fees and expenses equal to what any other individual player paid for that tournament. The team manager and team treasurer will decide how to redistribute any excess funds.

Team Communication

Email is the primary form of communication between team managers and the players and their parents/guardians. If a player and their parent/guardian don't have access to email, they are responsible for making alternative arrangements. It is the responsibility of each player to keep their contact information up-to-date and/or to follow-up with the team management.

It is the responsibility of each Team Manager to forward all relevant communication to all members of their team, using email as the primary tool and agreed upon alternatives as the secondary.

Late Fees

Players and/or their parents/guardians are responsible for submitting tournament payments to their team manager. Fees and expenses are required to be paid within TWO weeks of the Team Parent Tournament Meeting.

A late fee of 25% of the total estimated expense will be assessed to all players who pay after the two week deadline. Late Fees will be used at the discretion of the team.

Guest Players

Guest players are defined as players that are not officially rostered on your team, but are asked well in advance to participate in an event with your team.

If it is identified that guest players are required for a given tournament, the team players or parents, may recommend player(s) to the Coach. The Coach will make the final decision on guest players.

If a guest player is registered with a club other than EIU, the Coach will initiate contact with the DoC of their club in order to receive their approval. Players not receiving the DoC approval will not be allowed to guest play.

Guest Players are responsible for covering the same fees and expenses as a rostered player and should be given advance notice of their obligation to participate.

The team manager is responsible for obtaining the player card for a guest player and ensuring that they have the appropriate uniform for the event.

Replacement Players

Replacement players are defined as players that are not officially rostered on your team but are asked to play with your team with little advanced notice. This occurs when a previously committed player must pull out of the event at the last minute.

If it is identified that replacement players are required for a given tournament, the team players or parents, may recommend player(s) to the Coach. The Coach will make the final decision on replacement players.

If a replacement player is registered with a club other than EIU, the Coach will initiate contact with the DoC of their club in order to receive their approval. Players not receiving the DoC approval will not be allowed to play.

Replacement players will NOT be asked to cover expenses for the tournament. Expenses will be covered by the team. This may be from the previously committed player's payments or from the team. Each team will be expected to evaluate the circumstances and decide from there.

The team manager is responsible for obtaining the player card for a replacement player and ensuring that they have the appropriate uniform for the event.

Pro Coach Attendance

Teams are required to travel to tournaments with their pro coach staff. Players and/or their Parent/Guardian are responsible for the coaches' expenses (travel, lodging and per diem). Estimated coaching expenses will be collected when tournament commitments are made. Any expense above the estimates will be charge to the players, equitably. Any surplus, from the funds collected, will be returned, equitably.

Coaches Fees & Expenses

Teams are responsible for ALL expenses related to tournament play. These include but are not limited to:

- Tournament Fees
- Player Expenses
 - Travel
 - Lodging
 - Meals
- Pro Coach Expenses
 - Travel
 - Lodging
 - Per Diem
 - Breakfast = \$6.00
 - Lunch = \$10.00
 - Dinner = \$14.00
 - Coaching Fee (Based on matches coached)
 - Rate: \$20 / hr
 - U17 – U18 Matches = 2.25 hours

Other than any Coaching Fee, which is based on the number of matches coached, pro coaching expenses are shared between teams that go to the same tournament. Game expenses are calculated by dividing the number of matches the coach coaches per team by the total number of matches coached during the event.

For example, if the coach works 10 games during a tournament weekend and they are divided as follows: 3 for U17G, 4 for the U18B, and 3 for U18G, the expenses would be:

U17G – 30% of the total
U18B – 40% of the total
U18G – 30% of the total

Plus coaching fees as follows:

U17G - \$135 (3 games @ 2.25 hrs @ \$20/hr)
U18B - \$180 (4 games @ 2.25 hrs @ \$20/hr)
U18G - \$135 (3 games @ 2.25 hrs @ \$20/hr)

Upon receipt of the Tournament Expense Form, and receipts from the coach, EIU will reimburse the coach for their expenses. EIU will in turn bill each team for their portion of the expenses.

Teams maintaining a balance due for pro coach tournament expenses will have tournament pro coach privileges suspended until balance is paid.