

Tips for Trip Planning

Presentation by Joan Nash, SSA Coordinator of High Performance – Administration

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Summary:

- **How to choose an event/competition?**
 - Format? Time of Year? Fit for your program? Cost vs. benefits?

- **Steps for planning (chronological)**
 - 8 months to 1 year in advance:
 - Research events & approximate costs (meals, accommodation, transportation, registration)
 - Communication with players and staff about interest availability
 - 4 to 6 months in advance:
 - Confirm player roster & communicate this to players/parents, register for competition, book flights early as possible, book ground transportation, book accommodation, determine cost per player, fundraising plans,
 - 3 months in advance:
 - Communication emails – players and team staff; initial trip details, roster, withdrawal policies, fee payment process, travel authorization form, deadlines
 - Submit travel permit to sport governing body
 - 1 month to 2 weeks in advance:
 - Review tournament rules and requirements again
 - Room list to hotel & flight list to travel agent (1 month prior) with payment
 - Schedule received for event, Create detailed trip itinerary (travel times, competition, meals, meetings) for team staff
 - Final information email to parents/players – competition schedule, maps, hotel, transportation, what to bring, what to where for travel, contact for team staff, expectations for trip
 - Departure day review

- **Tips for Trips learned over the years:**
 - Accommodation & Transportation – who to contact, cost comparisons, staying in budget, alternate options for accommodation, on-line bookings versus in person over the phone
 - Communication to staff, parents, players – detail increases closer to event, point form emails, provide details to avoid repeating yourself!
 - Risk Management – tips for keeping everyone safe and having fun!
 - Feedback from everyone (post event debriefs)!