

TOURNAMENT SCHEDULE SUBMISSION FORMAT

The below information shall be used from the planning process and shall provide a minimum standard for all SSA Sanctioned Tournaments.

Tournament Schedule sent for Approval must be on Excel form with the required Tabs as outlined below

Tab 1 – List of Teams with the information as per below:

Division	Team Name	Member Organization	Out of Province Y/N
U13B	FCR Pink	FC Regina	
U13B	Calgary Foothills	Calgary Foothills	Yes

Tab 2 – Master Schedule by Date/Time/Game # - same formatting as Individual Division Schedules is recommended:

Game #	Date	Time	Field	Home	Away	Type
1	01-May	10:00am	Riverside	Team 1	Team 2	Round Robin

Tab 3 -20 – Individual Division Schedules must list Teams as divided within Pools (**please see Schedule Template**) with the same formatting of the schedule with the Master Schedule recommended.

If you have any questions, please contact Octavian at ccd@sasksoccer.com.

Important Deadlines for Tournament Organizers:

10 days before the start of the tournament =
Prior to the start of the tournament =

Submission of Tournament Schedule
Submission of Travel Permits for out-of-province teams
Submission of Follow up Report and

20 business days after the conclusion of the tournament =
Financial Statement/Follow-Up Report

