

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	N
U13B	Calgary Foothills	Calgary Foothills	Y

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	10:00 AM	Riverside	Team 1	Team 2	Round Robin

Tab 3 – 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 Kellin Enslev, Coordinator of Competitions at 306-519-1618 or k.enslev@sasksoccer.com.

Important Deadlines for Tournament Organizers:

Minimum Timeframe	Documents Required
10 days prior to start of tournament	Tournament Schedule
Prior to start of tournament	Travel Permits for Out-of-Province Teams
20 business days (four weeks) after the conclusion of the tournament	Follow-up Report and Financial Statement

