

COQUITLAM METRO-FORD SOCCER CLUB

TEAMS TRAVELING – GUIDE FOR MANAGERS



CREATED AUGUST 2012 – UPDATED FEBRUARY 2016

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Introduction

The following information is a guide to assist teams in preparing to travel to Away Tournaments. You will find information on planning your travel and administrative timelines, responsibilities, resources in managing teams while traveling, expectations of team conduct, preparing itineraries, general requirements, traveling tips, nutrition tips, budgeting and much more.

A successful team is as much about on-field performance as off, so a professional attitude, appearance and mature behavior are expected at all times.

Teams are Representing

- **Our Coquitlam Metro-Ford Soccer Club**
- **Our City of Coquitlam**
- **Our Province of British Columbia**
- **Our Country Canada**



Quick Checklist

Teams Traveling Out of Province Tournaments

- ❖ Register team in the tournament.
- ❖ Head Coach is to confirm team roster.
- ❖ Determine the length of travel dates to help with determining the budget.
- ❖ Determine if players are traveling on their own or with parents.
- ❖ Create budget of the cost of participating in the tournament.
- ❖ Registering for Out of Province Travel Insurance through BC Soccer is Mandatory.
- ❖ **Form must be completed and approved 30 Days prior to departure Date by BC Soccer. See page 7 and 8 for more details of contact information, web site and process**
 - EA Sport BC SPL teams ONLY form required found at www.bcsoccerpremierleague.net
- ❖ Set guidelines of refunds in case a player is injured and can no longer attend/travel see page 7 for some guidelines to consider. Should be reviewed with team right from the beginning of the process and at the first team meeting.
- ❖ Head Coach and Manager to meet with Parents to discuss travel details and cost or information provided by a detailed email.
- ❖ Encourage/recommend parents to purchase out of province extra insurance. It is best.
- ❖ Book hotel
- ❖ Make dinner reservations in advance if required
- ❖ Meet all administrative timelines as provided by the tournament coordinator
- ❖ Create Itinerary
- ❖ Team meeting prior to leaving with Head Coach, Players, Manager and Parents to review Player Conduct, Coquitlam Metro-Ford Dress code, expectations, Itinerary.
- ❖ Have with you a copy of your team roster.
- ❖ Have with you players medical information, which includes parent contact information
- ❖ Player ID Cards
- ❖ Extra game jersey's both sets and any other kit items you may have

Teams Participating in Out of Province Tournaments

1.0 Communication

1.1 Communicating with Club Technical Directors

- Head Coaching is required to communicate with Clubs Technical Director prior to confirming any participation in tournaments to ensure they are sanctioned and is a viable tournament to participate in.

1.2 Communicating with Team

- Once confirmed Head Coach and Manager are to look at the cost in participating in the tournament.
- Create a tentative budget to present to parent in providing a cost per player to participate in the tournament.
- Budget should include the cost of the tournament registration fee, Out of Province Insurance fee, food, hotel, laundry, possible vehicle rentals, gas, refund procedures and so forth.
- The cost per player should factor in the cost of the Coaching staff accommodations and food allowance per day, and any other expenses. Coaching staff accommodations and any other travel expenses should be covered by the team.
- Head Coach and Team Managers should schedule a meeting with the team or send out an e-mail outlining competition dates and ensure players confirm attendance/participation.
- Always a good idea to contact other managers/club members, which may have traveled to the same city as you are, for tips and ideas of what is there.

1.3 Communicate Refunds and Last Minute Cancellations

- Outline what the refund policy will be if any players will no longer be able to participate in tournament due to injury or change their mind.
- Full refunds would only apply if the player can be replaced.
- As soon as the tournament fee is paid for, collect from all players and this will be a non - refundable fee to players along with the Out of Province Insurance fee.

- If a replacement player agrees to attend they should not have to pay for the initial payments (registration fee and insurance). They should only pay for the accommodations, transportation, food
- **If flying**
 - Most airlines will allow for one name change. If player can be replaced then a refund can be issued. If there is a name change fee then the player who no longer is attending should cover the cost of the name change.
 - If the player cannot be replaced then they will receive a flight credit from the airlines, but ensure to ask this question when booking flights if they will provide this.

1.4 Tournament Coordinator

- Once you register in the tournament you will be receiving emails from the tournament coordinator providing you with
 - Administrative timelines
 - Itineraries
 - Check-in team information
 - Events, schedules, & program information
 - Advance purchasing of merchandise (t-shirts, hoodies and mementos for players).
 - This person will be your main contact for the event prior to and when you arrive at your competition.

2.0 Budget

Here is a guideline of what to take into consideration when determining your team budget

- **Flight cost** – if required call the Airlines directly for group booking.
- **Hotel Cost** – need to determine how many days you will be requiring hotel rooms and how many rooms you will require
- Search the area you are staying and try and determine the going rate for a hotel to guesstimate the cost plus add hotel taxes of approximately 12 – 16%.
- **Food** - Per player, team coaching staff and manager traveling - suggestion
 - \$25 dollars for dinner per day (including tip & beverage)
 - \$15 for lunch per day
 - \$15 for breakfast per day, if it is not included at your hotel
 - \$10 for snacks & water per player for the week

- Food allowance should not be covered on traveling day with the exception if you arrive early and require dinner.
- **Laundry** – purchase of fabric softener and laundry soap plus the cost of washing and drying
- **Vehicle rental and gas**
- **Entertainment** – movie rental, hockey game, any other pre-determined team activities.
- **Misc items** – purchase of new jackets to include coaching staff, parking, possible extra baggage costs.

Notes: Equally divide the cost per player to cover the cost for the above items and also include the cost of the coaching staff flights, hotel rooms and meals, as listed above.

3.0 Accommodations

- With most US tournaments you are required to book through their inventory of properties listed on their tournament web site and submit your request.
- Choose hotels that offer free breakfast, free wireless internet in rooms and laundry facilities.

4.0 Registering for Out of Province Travel Insurance through BC Soccer is Mandatory.

Form must be completed and approved 30 Days prior to departure Date

- Form required is found at www.bcsoccerpremierleague.net
 - Click on Documents
 - Click on Application to Travel/ Technical Approval

4.1 Timeline

- APPLICATIONS WILL NOT BE PROCESSED IF ROSTER IS INCOMPLETE
- If the team is traveling within Canada or the United States, the form must reach the BC Soccer offices at least 30 days prior to the teams scheduled departure.
- Applications received less than 30 days prior to departure may or may not be approved.
- Association approve the application to travel the fee schedule is:
 Received in the BC Soccer office 30 days or more prior to departure date: \$75.00
 Received in the BC Soccer office within 29 days prior to departure: \$100.00
 Received in the BC Soccer office less than 48 hours prior to departure: \$150.00

4.2 Process of submitting and making payment

Signatures Required

- **Before sending in the completed form to BC Soccer Office you will require the following signatures:**
 - CMFSC Technical Director – Dale Mitchell
 - Matt Holbrook – District Registrar for all BCSPL Players
 - Guest players added to roster that are MSL players will require District signatures.
 - Please forward to Linda Hallam to coordinate.
- Once all above signatures are completed forward to BC Soccer.
- **Make Payment** – by mailing a cheque or credit card payment by calling the office.
 - Linda Hallam will confirm BC Soccer contact person responsible to be receiving the completed form for approval and payment.
- Once submitted to BC Soccer you will be provided with a sign copy for your records. If you do not hear from the office within a week of submitting the form please contact the BC Soccer contact person just incase they have forgotten or didn't receive it.

5.0 Code of Conduct

- Players and parents have received and signed off on the Club's player conduct at the beginning of the season.
- Head Coach is to review this information with players and parents prior to leaving.

6.0 Advance Planning

- Keeping players properly fed, fully hydrated, well rested and focused/relaxed during the competition is essential.
- The first order of business is determining your travel dates with your coach. Without knowing when you are leaving it will be difficult to determine your budget and event plan.
- You most likely know your players fairly well by now, but it is a good idea to have your players complete a survey for what they like to eat for:
 - Snacks,
 - Pre-game foods
 - Post-game foods
 - Preferred beverage for breakfast, pre-game, post-game
 - Make sure you are aware of any food allergies

- It is good to know in advance, as it will allow you to ensure that you have these items on hand for players to access at any time.

6.1 Fundraising

- It is up to individual teams to decide how much fundraising you would like to take on and what is your goal for raising funds.
- The Club will provide a donation letter to support approaches to local businesses. You will find a sample at the end of this document.
- Corporate or business donations requesting receipts
 - Coquitlam Metro Ford Soccer Club is not able to provide receipts for donations.
 - The Club is a non-profit organization but does not qualify as a Charitable Organization.
 - Community sports organizations are not eligible for charitable status in Canada.
 - Businesses may be able to deduct donations as a business expense, but should consult their accountant for appropriate guidance.

Tip:

- Purchase a receipt book and issue receipts by indicating the amount the donor has provided and the reason. For example:

“[Company Name/Individual] provided sponsorship fundraiser to “CMFSC [Team Name] [Age] [Gender]” attending the Canadian National Soccer Championship in [City, Province].

Thank you for your support!

Signed: [Team Manager/Fund Raising Manager]”

Place amount provided in the column as indicated on the receipt page. This can also be done with duplicate letters – one for each party.

6.2 Planning Lunches and Dinners

- Google map the area you are staying to locate restaurants, grocery stores, pharmacies, etc.
- Make reservations for at least the first two or three days and then you can decide when you are there where else to go.

Tips:

- If you are staying at a hotel that does not include breakfast:
 - Tim Horton’s or Mc Donald’s are great if you call the night before and pre-order breakfast egg sandwiches, muffins, bagels and they will have them ready for you to pick up in the morning at the time you request. Have these items on site and available for players to eat at the hotel.

- Fruit platters, individual Cereal boxes with Milk, Yogurt
- Have players provide you, in advance, with either Subway or Quizino's orders; depending on what is around your area. Then all you have to do is drop it off the day before. Makes it easier – same goes for pizza order's.
- Any pre-orders, such as sandwiches, ask the restaurant to place player's number on the packaging to make it easier to distribute.
- You can also ask for tomatoes, pickles on the side to avoid sandwiches from going soggy.
- Save money on dinner – purchase BBQ chickens. Budget 2 players per chicken (each player gets half). Pre-washed bagged salad, bread, potato salad to compliment. Costco or Safeway or any grocery stores would have these items.
- Purchase instant noodles such as Kimchi's and ask hotel to provide you with hot water flasks – they usually never charge you for hot water. Add cut up chicken for protein. Everyone loves noodles. Great snack as well.

6.3 Itineraries

- Provide Players and Parents with a tentative Itinerary that is organized with coaches input prior to leaving and email your team so they are aware.
- Once at hotel, make copies and post in each room for players to see what their day will look like.
- Include key contacts room and cell phone numbers

7.0 Booking of Rooms and Special Requests

Manager's Room

- You can request for the manager to have a suite or a larger room or a room with just a king bed will provide you with extra space.
- Request an extra table for your room to place all snacks on, for players to come in at anytime to access and if you are required to serve breakfast.

Players' Rooms

- Room phones and TV should have a block on them to avoid incidentals and extra unnecessary costs.
- Players can at anytime ask if they could order a movie with the head coach's permission. Either players pay for it or it can be factored into your budget to have that as an option for downtime for players.
- Have coach assign room captains to ensure rooms are kept clean and to assist manager with check-in and check-out.

Hotel Room Keys

- Request hotel to provide you with one extra room key per players' room to have in case of any emergencies that the coach or manager are required to access players' room.
- Also good to have to spot check for curfew and the like.

Wake Up calls

- Manager to confirm with coach and set up each day with hotel front desk to all players and coaching staff rooms.

8.0 Prior to Leaving Home

- Mandatory team meeting to review expectations for coaching staff, players, manager, Technical Director BCSP and parents.
- Player conduct - Expectations of parent and player conduct on and off the field.
- What to wear when traveling (to and from tournament, to and from fields, to meals/functions/events) – CMFSC issued team training kits and tops.
- Disciplinary action if any issue arises while away.
- Itinerary

Tips:

- Have your daily breakfast/ lunch and dinner allowances in separate envelopes per day so you know how much you have to spend.
- If Flying - Purchase flagging tape – find it at Home Depot or Rona. This really helps to identify your team luggage when arriving at the baggage claim area. Place/tie strips of this flagging tape on all teams baggage to identify it quickly. They come in fluorescent colors. About \$3/roll.

9.0 Coquitlam Metro-Ford Dress Code

Travel Days

- Team players, Manager, Coaching staff are to travel wearing Club issued kits, to and from Competition – **this is mandatory**

Breakfast

- Team players are to only wear club issued t-shirts and or shorts/training pants ONLY
- **Players are NOT to wear**
 - PJ bottoms
 - Ugs

- Slippers
- Altered club t-shirts (i.e. cut off t-shirts)

To and From Games

- Players, Managers and Coaching staff are to wear club issued kits only

Hotel

- Players are to wear club issued t-shirts at all times.
- This helps to identify our players to the hotel staff and if there are any issues hotel staff can identify they are not of our group.
- Hotel staff has provided feedback that they really appreciate this and helps them with having to address any concerns or compliments as well due to many teams staying on the same property.

Team Dinners

- Minimum requirement club issued jackets and tops, but it will be up to Coaches discretion.

10.0 Directions

- Google map or map quest all of your destinations prior to leaving so you know where everything is.

11.0 Travelling Day and Packing

- Packing list is provided as a guide for use – found at end of document.

If you are flying

- If you are flying deflate soccer balls and distribute to players – pack max 4 soccer balls for training and warm up.
- Coaching staff to bring ball bag and pump.
- Players are to purchase their own food for travel.
- Checking team through - have Head Coach go ahead. Manager last to check through to ensure everyone has gone through and nothing left behind.
- Team (Coaching staff, manager, and players) to be wearing Club Issue training kits (training jackets, pants, training shirts to and the same when returning home.
- Passports are not required to travel within Canada.
- Passports are required if traveling outside of Canada.
- Ask players to provide you with 2 photocopies of their passport. Have 1 set of copies with you at all times and another set left with a parent in case of an emergency.
- Once players are check through collect all passports for safe keeping.
- Picture ID - School ID cards are OR drivers license – must check with airlines.

12.0 You Have Arrived

12.1 What to have with you at all times – Documents

- Have a copy of your team roster.
- Have players medical information, which includes parent contact information
- Player Cards
- Have copies of player Passport with you at all times.

12.2 Purchase what you need for the week

- Have a member of the coaching staff or a player shop with you to pick up all items you require for the week.
- You will find a sample list of items that you can consider at the end of this document.

12.3 Game Days

- Bring extra game kits - both sets.
- Complete game roster – you can do ahead of time. Blank roster are provided when teams check in.
- Bring a pen
- Bring water
- Bring zip lock bags with ice for injuries – ice available at hotel
- Bring snacks, bananas

12.4 Managing the Laundry

- Ask housekeeping if they would do your team laundry at a cost.
- Ensure they know that all they have to do is wash and dry it - no folding.
- Ask them how much they would charge and I'm sure you can work out a deal. If you can give them the wash and ask for it for the morning they will gladly take care of it through the night.
- Some hotels staff may not be able to do this for you.

Tips:

- Find a drop off laundry service in the area. If all else fails you will have to do it along with all of the other teams.
- Have player label all clothing items.
- Game jersey are not an issue due to player numbers.
- Have game shorts players place their player number on tag in side shorts.
- White socks - Have players place their names or player number on sock toe piece.
- Black socks – have players place player number or players initials on the white line top of sock the gets folded over.

- Have players provide you with mesh laundry bags with their names printed on. Players to place their compression shorts, socks and game shorts. Makes it easier to return to players.

13.0 Coming Home

- Have room captain help you with room clean up.
- Have players flip the door latch so that you can go into rooms and do a final check.
- Place all left over food in one room (Manager's room) with a note to hotel housekeeping letting them know they can take it.
- Suggestion: Have players provide \$5 maximum each (\$20) for housekeeping with a thank you note.

Coquitlam Metro-Ford Players Team Traveling Code of Conduct

TRAVEL

- A successful team is as much about on-field performance as off, so a professional attitude, appearance, and mature behavior are expected at all times. You are representing, your family, your team and the club when you travel, and should conduct yourself accordingly.
- The team is to travel to and from games as a group, including players, coaches, and manager.
- All players are to travel to and from games in CMFSC Metro tracksuits.
- Personal information, care card #, and other emergency service information must be up-to-date before the players travel.
- If no parent is traveling, players should be provided with sufficient funds for incidentals by the parent.

PLAYER PROTOCOL AND GUIDELINES

- Head Coach's responsibility to decide room assignments.
- Players are to be on time for all team meetings and follow team itinerary.
- All players are to remain on hotel property unless approved by the coaching staff.
- Games, training, dinners, and team excursions will be pre-planned for players.
- Players leaving hotel property must be in the company of a coaching staff or have permission to leave.
- Player functions (TBA) outside of the hotel are as a team, in conjunction with supervision.
- Use of hotel facilities (i.e. pool, fitness rooms, etc.) is to be cleared through the coaching staff.

ROOM CONDUCT

- Curfews will be set by each individual team and to be respected.
- During down time/free time at the hotel; players are expected to rest or hang out in their rooms and not hang out in the hallways.
- No alcohol, drugs or members of the opposite sex to be allowed in the player rooms.
- No team members will be permitted to go to the room of players from another club.
- Players should be quiet and respectful of their roommates, as well as hotel guests & staff.

DRESS CODE

- Players are required to wear CMFSC Metro kit tracksuits and or tracksuit jackets for all team events (dinners; etc).
- Players are required to wear CMFSC Metro kit to all practices & games (inclusive of tracksuit, shirts, shorts and socks).
- Please bring alternate white jerseys and any alternate foot wear to all games or practices

SPORTSMANSHIP AND RESPECT FOR THE OPPOSITION AND OFFICIALS

- Realize that a team's reputation is built not only on its playing ability but also on sportsmanship.
- Players are to respect their opponents and reserve any comments regarding decisions by officials.
- Players are representing their team, their soccer club and their Province and their conduct (on and off the field) should be exemplary.
- As per any games, parents are not to provide on field direction and are to refrain from commenting on decisions during the play of the game

NON COMPLIANCE

- If the conduct rules are not followed, suspension and possible removal from the team may result, depending on severity.
- If there is no parent traveling with the team, options for non-compliance could include the player being sent home (at parent's expense) by regional transit (i.e. bus or train) with another team parent or a request for the player's parent to come and pick them up

✂ ✂ ✂ ✂ ✂ ✂ ✂ ✂ ✂ ✂ ✂ ✂ ✂ ✂ ✂ ✂ ✂

Please return this portion

I have read and full understand the CMFSC Players Team Traveling Code of Conduct outlined

Players Signature : _____

Parent Signature: _____

Traveling Teams

Ideas of What to Pack Check List

ID:

- Care cards
- Student Picture ID
- If traveling into the USA – Require Valid Passport

Team runs:

- Running shoes
- Training or other club t-shirts issued by club
- Extra pair of black shorts for team runs

Game Kit:

Goalies

- Goalie game jersey
- Goalie Gloves

Players and Goalies

- White & Black shorts issued this season
- White & Black socks issued this season
- White game jersey
- Blue/Black Game jersey
- Black tape for black socks
- White tape for white socks
- Grass cleats or your preferred choice of cleats
- Shin guards
- Short sleeve under armor
- Compression shorts white for white shorts & black for black shorts
- Club Warm up track suit issued – most likely will be wearing while traveling
- Water bottle
- Club training t's
- Club t-shirts to wear around hotel and at breakfast – no cut off – self altered t-shirts

Other

- Spending money – \$30-\$40 dinner Saturday and Lunch Sunday
- Bathing Suit
- Flip flops
- Sunscreen
- Personal stuff (tooth brush, paste, etc...)
- PJ's
- Towel
- Travel board games
- Deck of cards
- Homework
- DVD for bus ride
- Pillow for the bus
- Snacks
- Lunch for the way up
- Lot's and lot's of water/powerade/gatorade

Sample Letters / Forms



July 6, 2012

To Whom It May Concern:

Coquitlam Metro-Ford SC (CMFSC) teams participate in the highest level of amateur soccer through the EA Sports BC Soccer Premier League (BCSPL). The Coquitlam Metro-Ford U18 Boy's Ajax team is one of our top teams in the BCSPL and will be fundraising for their Nationals tournament in Nova Scotia, October 2012.

This letter confirms their fundraising activities. Thank you for your anticipated support of our sport and request. If you have any questions regarding our CMFSC teams, please feel free to contact me directly.

Sincerely,

A handwritten signature in black ink, appearing to read 'Alex Barnettson'.

Alex Barnettson
President
Coquitlam Metro-Ford Soccer Club
abarnetson@mac.com
www.cmfsc.ca

Sample Subway Order

[illegible]

Sample Restaurant Pre – Order

| BOSTON PIZZA | | | | | | | | | |
|----------------------------|--------|------------------|--|-----------|---------|---------|---------|-----------|-----------|
| ORDER FOR Insert Team Name | | | | | | | | | |
| DATE: | | | | | | | | | |
| # Player | Player | Starter | Entrée | Drink | Starter | Meal | Drink | Total | Collect |
| D 10 | | 1/2 Caesar Salad | Spaghetti with meat sauce | AJ | \$ 4.25 | \$ 9.50 | \$ 2.50 | \$ 16.25 | \$ 18.00 |
| D 16 | | 1/2 Caesar Salad | Fettucine with Alfredo sauce | water | 4.25 | 9.50 | - | 13.75 | 18.00 |
| D 8 | | 1/2 Caesar Salad | Fettucine with Alfredo sauce | water | 4.25 | 9.50 | - | 13.75 | 3.00 |
| D 19 | | 1/2 Caesar Salad | Chicken Ciabata sandwich | ice-tea | 4.25 | 9.50 | 2.50 | 16.25 | 18.00 |
| D 22 | | 1/2 Caesar Salad | Chicken Ciabata sandwich | ice-tea | 4.25 | 9.50 | 2.50 | 16.25 | 3.00 |
| D 4 | | 1/2 Caesar Salad | Fettucine with Alfredo sauce | water | 4.25 | 9.50 | - | 13.75 | 3.00 |
| D 11 | | 1/2 Caesar Salad | Fettucine with Alfredo sauce | water | 4.25 | 9.50 | - | 13.75 | 18.00 |
| D 3 | | 1/2 Caesar Salad | Fettucine with meat sauce | water | 4.25 | 9.50 | - | 13.75 | 3.00 |
| D 9 | | 1/2 Caesar Salad | Fettucine with Alfredo sauce | water | 4.25 | 9.50 | - | 13.75 | 18.00 |
| D 7 | | 1/2 Caesar Salad | Fettucine with Alfredo sauce | water | 4.25 | 9.50 | - | 13.75 | 18.00 |
| D 2 | | 1/2 Caesar Salad | Fettucine with Alfredo sauce | AJ | 4.25 | 9.50 | 2.50 | 16.25 | 18.00 |
| D 13 | | n/a | Boston's Lasagna | water | - | 9.50 | - | 9.50 | 18.00 |
| D 12 | | 1/2 Caesar Salad | Fettucine with Alfredo sauce | water | 4.25 | 9.50 | - | 13.75 | 18.00 |
| D 17 | | 1/2 Caesar Salad | Fettucine with Alfredo sauce | water | 4.25 | 9.50 | - | 13.75 | 3.00 |
| D 1 | | 1/2 Caesar Salad | Spaghetti with meat sauce | water | 4.25 | 9.50 | - | 13.75 | 18.00 |
| D 14 | | 1/2 Caesar Salad | Fettucini Pomodoro | lemonade | 4.25 | 9.50 | 2.50 | 16.25 | 18.00 |
| D 5 | | 1/2 Caesar Salad | Boston's Lasagna | OJ | 4.25 | 9.50 | 2.50 | 16.25 | 18.00 |
| D 6 | | 1/2 Caesar Salad | Fettucine with Alfredo sauce | water | 4.25 | 9.50 | - | 13.75 | 18.00 |
| Staff Name | | 1/2 Caesar Salad | Chicken Parmesan Sandwich | diet coke | 4.25 | 11.75 | 2.50 | 18.50 | 18.00 |
| Staff Name | | 1/2 Caesar Salad | Individual Cheese Pizza, easy on the sauce | water | 4.25 | 9.00 | - | 13.25 | 18.00 |
| | | | | | | | | \$ 290.00 | \$ 285.00 |
| | | | | | | | | | |
| | | | | | | tax | 5% | 14.50 | |
| | | | | | | tip | 15% | 44.00 | |
| | | | | | | tip | 20% | 60.00 | |

Sample Rooming List

| TEAM ROOM LIST | | |
|-----------------------------|-----------|------------|
| Team Name: Insert Team Name | | |
| | | |
| Room # | Last Name | First Name |
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