

## **Tournament Procedures**

Determine which tournaments you plan to attend. You can check with KCSG to see if there are any KCSG Club Events in which your teams should participate.

**Gather your information from the tournament website and input in to the KCSG Tournament Request Form available [HERE](#).**

**Failure to fill out this form will result in your tournament not being paid.**

Register for your tournament, selecting **PAY BY CHECK** and forward the registration confirmation to Sandy Engeman at [sengeman@kcsgsoccer.org](mailto:sengeman@kcsgsoccer.org). **KCSG will not register your team for the tournament and we will not pay for the tournament unless we have your tournament confirmation which confirms for us that you actually registered for the tournament.** If your tournament does not provide the option to pay by check then contact Sandy to work out alternative ways to complete the payment.

If at all possible, you should **REGISTER EARLY** so that payments can be made to the tournament on a timely basis. Tournaments will be paid for as a club and we will work with the tournament directors to coordinate payment for all teams. It is possible that the payment for the tournament will be made after the deadline. If that occurs, we will have already coordinated that with the tournament.

If you are **registering late for a tournament** (on the deadline date or after), please contact Sandy Engeman at [sengeman@kcsgsoccer.org](mailto:sengeman@kcsgsoccer.org) instead of paying by credit card on your own. We strongly discourage doing reimbursements to coaches or team managers. Reimbursements will be given a low priority so it will take a minimum of four weeks to receive your reimbursement.

**Tournaments Covered in Fees** - The standard policy for the club is to cover two in-town tournaments (including travel permits if required) per fall and spring season as part of player fees. If your coach has planned to do an alternative schedule that does not necessarily include two in-town tournaments, then we will still cover the cost of an out of town tournament up to the amount that a normal in-town tournament would cost. The amount that is covered will be left to the club's discretion.

**Tournaments Not Covered in Fees** - The following tournaments are NOT included in club fees and will be added on to your player's Demosphere accounts by the club: State Cup, President's Cup, Showcase Events and other Travel Events and any tournament in excess of the two per season covered in the annual fees. **All of these tournaments/events should still be registered using the Tournament Request Form the same as other tournaments. You should not be collecting fees directly from your parents for any tournaments.**

## **Travel Permits**

Travel permits are required for a team any time they leave the state to play in a tournament or event outside of the state.

**For Kansas carded teams**, Sandy Engeman or the KCSG Office Staff will request the travel permit for you at [www.thetournamentcenter.com](http://www.thetournamentcenter.com), pay for the permit and send the permit to you. This will be done the week prior to the tournament.

**For Missouri carded teams**, you will need to log in to your Affinity team account and request your permit on the Travel Roster page by no later than Monday prior to the tournament start date. Select to submit the request but **do not pay for the permit**. Jennifer Mathis will complete the payment for the permit for you. MYSAs have to approve all travel permits which can take several days. If you wait to submit the request then you may not have it by the deadline for tournament registration. Travel permits should be requested after you have received confirmation that you were accepted to the tournament.

## **Travel Events**

If you will be participating in an out of town tournament or travel event, please fill out the Tournament Expense Form [HERE](#) .

Travel expenses are not covered as part of the Club fees that were collected. **Teams do not collect travel fees on their own. Travel fees will be applied to player accounts in Demosphere.** An email will go out to each player when the fees have been applied that will notify them that the amount is due in their account. Questions regarding charges in Demosphere can be directed to Jennifer Mathis at [jmathis@kcsogsoccer.org](mailto:jmathis@kcsogsoccer.org) .

Coaches will receive an estimated \$450 per diem per travel event if there are no comped rooms for the event. **This will be paid out directly to the coach via direct deposit during the week prior to the tournament.** Only one coach per team will receive a per diem amount. If a team has a co-coach situation then the coaches will be required to split the per diem amount. The per diem amount is provided to offset the cost of meals, gas or rental car and two hotel nights and may not fully reimburse a coach for the costs. State Cup or events that require more than two nights stay or tournaments that require less than two nights will be adjusted accordingly. If multiple teams are taken to the same tournament then all teams will share the cost of the coach per diem.

## **Tournament Hotels**

KCSG is proud to announce its partnership with Team Sports Travel by Martin Sourcing. We are excited and looking forward to the opportunity to work with this organization and the benefits it will provide for our club and our families. To use their services, please refer to their flyer below.

## **KCSG Club Events**

For tournament and events that the club will be traveling to in large numbers, I will be your point of contact. Once you register for your event please email me the information below. Getting this submitted early is essential to get the best rates for our club.

## **Submitting Travel Arrangements**

Email Nacole Neuendorf at [nac@kcsogsoccer.org](mailto:nac@kcsogsoccer.org)

Subject Line: KCSG Club Travel

In the email please copy, paste & complete the below.

**Team Name-**

**Age Group-**

**Team Manager Name-**

**Team Manager Phone-**

**Team Manager Email-**

**Head Coach Name-**

**Head Coach Email-**

**Dates of Stay-**

**Number of Rooms needed (we always request double/doubles unless instructed otherwise)**

**City of Tournament-**

**Complex Name and Address-**

**If you have any preference to hotel brand-**

### **KCSG Club Fall Events**

- SLSG Fall Festival - Creve Coeur Park Soccer Complex, St. Louis MO, Oct 5-7: For Boys birth years 08-04.
- SLSG Girls Fall Classic & College Showcase - Creve Coeur Park Soccer Complex, St. Louis MO Nov 2-4: For girl's birth years 08-00.

### **Stay And Play Events**

Stay to Play Events - If the stay to play event offers a buyout option here is the process to follow: (events that do not have a buyout they will not allow Martin Sourcing to get involved)

Team Manager contacts the tournament director to advise they want to explore the option of buying out, and what the buyout amount would be.

Team manager advises Martin Sourcing what that buyout number is.

Martin Sourcing will then reach out to our hotel partners and negotiate in the hotel agreement a rebate to KC Gallagher that will cover that buyout amount.

### **Individual Team Travel Events**

For travel events that we have fewer teams participating in, team managers and coaches can go to Martin Sourcing on an individual basis for assistance. We do encourage connecting with us prior to contacting them so we can confirm if there is an opportunity to book teams together.

### **Submitting Travel Arrangements to Martin Sourcing**

Email Robert Martin at [rob@martainsourcing.com](mailto:rob@martainsourcing.com)

Subject Line: KCSG Club Travel

In the email please copy, paste & complete the below.

**Team Name-**

**Age Group-**

**Team Manager Name-**

**Team Manager Phone-**

**Team Manager Email-**

**Head Coach Name-**

**Head Coach Email-**

**Dates of Stay-**

**Number of Rooms needed (we always request double/doubles unless instructed otherwise)**

**City of Tournament-**

**Complex Name and Address-**

**If you have any preference to hotel brand-**

**KC SCOTT GALLAGHER HAS FORMED A PARTNERSHIP WITH TEAM SPORTS TRAVEL BY MARTIN SOURCING TO HELP OUR COACHING STAFF WITH HOUSING NEEDS FOR OUR TEAMS TRAVELING TO OUTBOUND TOURNAMENTS**



*AND*

**Team Sports Travel**  
by Martin Sourcing and Logistics

### **Advantages of our teams using Martin Sourcing:**

- Teams can save up to 10-30% off group room rates
- 95% of hotels accept their terms and conditions so no contract for our organization to sign
- Their service is no cost to you as they get paid by their hotel partners
- Martin Sourcing has National Account status with all hotel brands which helps them drive price and comp ratio's for coaches
- Incredible complimentary room ratio for coaching staff
- Dedicated team travel specialist to work with all of our teams
- State of the Art Technology - allows them to search all area hotels at a touch of button
- They handle all sourcing, negotiating and contracting of hotel block space
- 25 years experience buying and blocking hotel space for groups
- They are an IATAN certified travel company
- They can handle all of our MRL events
- Stay to Plays will be handled on case by case basis if there is a buyout opportunity

**Martin Sourcing is focused on getting our teams a great deal at quality properties while making the booking process easy for our teams & staff**



314-620-3337 [www.martinsourcing.com](http://www.martinsourcing.com) [rob@martinsourcing.com](mailto:rob@martinsourcing.com)