

CHECKLIST FOR TEAM MANAGERS FOR GB TEAM TRIPS

Ongoing Tasks

- ⤴ Communicate about logistics and arrangements with players and staff at regular intervals, so everyone knows what's happening.
- ⤴ Communicate with tournament organisers on a regular basis; provide all information they require in a timely fashion and hassle them as required for the information you need.
- ⤴ Communicate regularly with the Head Coach. You and the Head Coach should be working together as the main planners and decision-makers for the trip.

After Tournament Dates and Location are Confirmed

- ⤴ Get names and contact details for the tournament organisers (normally from the ESF or ISF for official tournaments).
- ⤴ Draw up a budget for the tournament; discuss with the Head Coach; refine the budget as more costs (and income) become known.
- ⤴ Set up a schedule for deposit payments (before final selections) and payment of trip cost balances (after selections) to the BSF (National Teams Travel) account, designed to provide as much working capital as possible. If necessary, explore the possibility of a loan from the BSF to cover initial outlays such as travel and accommodation deposits or payments.
- ⤴ With the Head Coach, ascertain requirements for uniforms, clothing and equipment for the tournament and for training. Include these in your budget and take steps to meet these requirements.
- ⤴ Discuss with Head Coach who should be part of the support staff and allocate roles. If additional support is needed from supporters/parents, ask the specific people and define the required tasks.

Pre-Tournament Period

- ⤴ Ask organisers for information on:
 - Accommodation and food options and costs.
 - Transport (from/to port of entry and during the tournament) and any costs involved.
 - Laundry facilities and costs.
 - Supermarkets and pharmacies etc accessible from the accommodation or the fields.
- Keep hassling them until you get the information you need.
- ⤴ Search the internet for nearby amenities, restaurants, tourist attractions etc.
 - ⤴ Ask the Head Coach about the types of food he or she would like the players to have for breakfast, lunch, dinner and for dugout snacks and make arrangements as appropriate.

- ✦ With the Head Coach, make decisions about accommodation (how many players and staff per room) and book the necessary rooms.
- ✦ Sort out and book transport to and from the tournament (flights, train, minibus, whatever). Book as early as possible to get the best fares.
- ✦ Advise players and staff of any inoculations needed for the trip and any other medical considerations, including random drug tests at World Championships.
- ✦ If the team has a physio, establish who is purchasing medical items, what is required and the budget. If there is no physio, establish First Aid kit requirements with Head Coach.
- ✦ If flying to the US, ensure that all non-US citizens apply for and get ESTA visa waivers.
- ✦ Submit the long roster/license request to ESF no later than 45 days before the tournament (include anyone who could conceivably play on this form), or submit ISF roster information as required. The License Request Form can be downloaded from the ESF website (www.europeansoftball.org).
- ✦ If you are working with a youth team, send BSF travel forms and Codes to all players and make sure you have a full set of signed hard copy responses to take to the tournament.
- ✦ Buy group insurance for all GB-based players and staff who require it from PS Sports Travel Insurance, and make sure overseas-based players get insurance that will cover them for playing softball. They need to bring proof of insurance to the tournament.
- ✦ Gather information from players and staff to fulfil various official, travel and media requests:
 - Full name as it appears on passport.
 - Date of birth.
 - Postal address, phone numbers, email addresses.
 - Passport number, date of issue, place of issue, expiry date.
 - Clothing size and uniform number preference.
 - Any food issues (vegetarian?) and ongoing medical problems.
 - Blood group.
 - Softball CV (with GB and elsewhere) to fulfil tournament media requests.
 - Head shot photograph.
- ✦ Check to make sure that no one's passport is due to expire less than six months after the tournament. If so, they may need a new passport in order to travel.
- ✦ Communicate the need for pre-tournament practice fields and scrimmage games at the tournament site to organisers in good time. Ask whether there will be any charges (eg, for umpires for scrimmage games or transport to practice sessions).
- ✦ Make sure organisers know how long before a game your team wants to arrive at the venue and how long you need after the game (for cool-down etc) before you will want to leave. These timings are up to the Head Coach, but a rule of thumb is to arrive at the venue at least 90 minutes before the game.
- ✦ Consider whether transport needs to be hired during the tournament, either for the team or for staff needs and, if so, book the required vehicle(s). Ensure suitable insurance cover and breakdown service and comply with any local country rules (e.g. breathalysers in France).

Just Before the Trip

- ✦ If flying outside Europe, ensure that all required passenger information is added on the airline website.
- ✦ If flying anywhere, make sure players are aware of baggage allowances. Make allowance for extra baggage charges for team clothing and equipment in the trip budget. If necessary, divide equipment and clothing between players to minimise these charges.
- ✦ Confirm arrangements with organisers for pick-up at port of entry, any practice fields and scrimmage games arranged previously, and transport to those practices or scrimmage games.
- ✦ Make up an outline programme for the trip, based on the practice/playing schedule, which includes the major events for each day. Having done this, see if any meals need to be arranged outside normal hours. Make special arrangements with meal providers if necessary.
- ✦ With the Head Coach, draw up room assignments for players and staff at the tournament. Establish curfew requirements.
- ✦ Supply information as required by tournament organisers, which can include names, basic player details, uniform numbers, positions, photos, GB history etc.
- ✦ Make sure you have the means to pay for all costs at the tournament, whether by cash or card. Make sure that costs to be charged to a credit card will not exceed the card limit.
- ✦ If travelling in Europe, remind GB-based players about having up-to-date EHIC cards before they travel. Check the EHIC website for the health provision provided by EHIC cards in the countries you are visiting.
- ✦ Decide, with the Head Coach, which of you will be responsible for overseeing team discipline on the trip.
- ✦ Obtain spare paracetamol and ibuprofen tablets and, for girls' trips, spare sanitary provisions.
- ✦ Obtain / print out street maps of the accommodation and playing areas and a pocket translation dictionary if travelling to non-English-speaking country.

At the Tournament

- ✦ Keep track of all expenditures that are made on behalf of the team, by you or other staff members, once you arrive in the host country. Keep lists of cash and card payments separate. Keep receipts.
- ✦ Establish contact with tournament organisers as soon as possible after arrival.
- ✦ Establish timings for team transport before (for practice sessions) and during the tournament (for scheduled games).
- ✦ Attend the Technical Meeting with the Head Coach. Bring all player passports and bats for inspection and submit tournament roster. Ask any questions about logistical arrangements that are not clear or not satisfactory. The ESF Roster Form can be downloaded from the ESF website (www.europeansoftball.org).
- ✦ Ask the organisers for a full set of team rosters for the Head Coach and for media

purposes. It may take a day or so for the organisers to produce this; keep checking with them.

- ✦ Make sure the Head Coach has received sufficient line-up cards from the organisers.
- ✦ Establish sources for ice (for medical purposes) at or near the field and at or near the accommodation.
- ✦ Find suitable space at the accommodation for team meetings (hopefully free!) and book the space as required by the Head Coach.
- ✦ Establish locations for an accessible supermarket and pharmacy (how will you get there?).
- ✦ Make sure the team is supplied with dugout snacks each day for practices or games (fruit, cereal bars etc) and with water and Gatorade powder or similar to make up energy drinks.
- ✦ Carry tape or Blu-Tack to stick up batting line-ups and other dugout information.
- ✦ Where the team might be having a sandwich lunch with supermarket ingredients (a fairly common occurrence), buy and set out all the ingredients (including paper plates and cups, plastic cutlery, condiments etc) for players to make their own sandwiches. Remember that vegetarians need protein and carbs.
- ✦ If not previously ascertained, establish a means for doing team laundry.
- ✦ If food is not being provided (or not completely) at the accommodation, establish other sources (local restaurants, food at the ground) that will enable players to eat nutritionally decent food most of the time.
- ✦ Establish a central bulletin board point at the accommodation and post daily schedules for players.
- ✦ Establish laundry schedules for players based on the playing schedule: times when laundry should be handed in and times when clean laundry will be distributed. Establish guidelines for team and personal laundry (you do the former, the players do the latter). If the Head Coach is agreeable, you might set up a rota for players to help with laundry.
- ✦ Make sure you set aside a time each day sufficient for doing laundry. Be aware that there may be competition for machines at certain times.
- ✦ Liaise with the physio on the need for medical supplies as the tournament progresses and purchase as necessary. If there is no physio, ensure that there is sufficient quantities of basic stocks in the First Aid kit.
- ✦ Ensure you know where First Aid or medical support is located at the ground.
- ✦ For each game, hand in completed line-up cards when and where required and bring the game ball back to the Head Coach.
- ✦ At the end of games, ensure players take all belongings, rubbish, line-ups, signals lists etc from the dugout.

After the Tournament

- ✦ Settle any outstanding payments or invoices.

- ✦ Make refunds to players (if budget was underspent and a decision is made to do so).
- ✦ Send thank-you emails as warranted, including to organisers and hosts.
- ✦ Finalise accounts for the trip and send to the BSF Treasurer and the Chair and Treasurer of the GB Management Committee.
- ✦ Write a report on the trip (separately or with the Head Coach) for the GB Management Committee and the BSF.