

**Tournament & trip report** FAX Page 1 of \_\_\_\_\_

- *It is the responsibility of each team's coach to submit a trip report within 2 days after each tournament.*
- *Fax or email to the respective club president.*
- *Copies will be forwarded to Head Coach and respective Club Presidents, Accounting*

Tournament name \_\_\_\_\_ Tournament dates: \_\_\_\_\_  
City \_\_\_\_\_ Date Departed on: \_\_\_\_\_  
Club / Team \_\_\_\_\_ Date: Returned on: \_\_\_\_\_  
Team Level (A B C Y J Senior) \_\_\_\_\_ Airline / Bus co. \_\_\_\_\_  
Hotel: \_\_\_\_\_

**Names -- Who travelled? (This information is used for billing & payment purposes; it must be accurate)**

Coaches: \_\_\_\_\_

Chaperones: \_\_\_\_\_

**Athletes who attended** this tournament or portion of tournament; (first name & last initial is ok)

**No-shows** – state reason if known (A no show is a cancellation with inadequate or no notice; families may be billed)

**Athletes from this team who did not attend this event** (other than no-shows)

**Your comments – please fill in EACH section (attach a separate sheet if needed)**

Comments in this section only are for inclusion in the newsletter (successes, challenges, and highlights)

Comments on this tournament (used by Head Coach & Board for planning considerations)

Comments on arrangements - travel / hotel / adequacy of communications –  
Used as feedback to improve your next trips, evaluate travel arrangements & manage costs)

Signature (not required if emailed): \_\_\_\_\_ Date: \_\_\_\_\_

Comments on other matters (chaperones, athlete feedback, free-time activities, etc).

<p><b>Were there any reportable incidents or damages?</b> Yes ____ No ____ If yes, send in an incident report form as provided.</p>	<p><b>Days of per diems for coaches. (List coach names and dates they were traveling with the club.</b></p> <p><b>Do you have any additional expenses, and when will they be received?</b></p> <p>_____</p> <p>(Normally within 7 days of the tournament)</p>
	<p>_____ <b>Signature.</b></p>

Signature (not required if emailed): \_\_\_\_\_ Date: \_\_\_\_\_