



# TRAVEL INSTRUCTIONS for ATHLETES, PARENTS, CHAPERONES and COACHES



**Managers, Coaches, Chaperones, and Athletes must check-in at the Heritage Victoria Community Centre, located at 950 Sturgeon Rd in Winnipeg on Saturday, July 15<sup>th</sup>, 2017 at their specified time.**

CONTACT MASRC or your Coach if you have any questions and/or concerns. Please ensure you have read this document thoroughly and understand what is being asked. Good Luck and Enjoy NAIG 2017.

- July 15 - Departing to Toronto
- July 23 – Return to Winnipeg

## MANAGERS/COACHES

- Please make sure all your parent(s) and the athletes have received a copy of these travel instructions.
- Make sure a parent or athlete has confirmed with the coach that they understand what time they have to be at the community centre and that they have printed a copy of these instructions for themselves to bring with them.
- Ensure all of your athletes have paid registration fees. Contact MASRC for assistance.
- Review the medical information and emergency contact numbers that your athletes provided. Please identify any changes or additions to MASRC immediately or to the person working at the registration table at the community center.
- Provide a list of athletes and cell numbers to MASRC prior to leaving Winnipeg. Please be advised that MASRC will not pay for cell phone bills. If you are using a cell phone, it will be at your own expense. Talk to your cell phone provider about coverage across Canada before going to Toronto.
- Help your team register, assist with carry-on bags, keep athletes entertained and in the community center until it is time to leave. There will be signs on the wall for your team indicating where you will wait.
- An athlete cannot leave the community club once they are registered.
- There is a canteen that will be providing basic snacks throughout the day at the community centre.
- Managers, Coaches, and Chaperones will be provided lunch on July 15<sup>th</sup> whether it is before they leave the community center or after their flight when they land in Toronto.

## PARENTS

- Please ensure that the athlete's fees have been paid for.
- **The deadline for fee payments is Friday July 7, 2017 at 4:00 p.m.** If the fees are not paid, the athlete will be unable to go to NAIG.
- Athletes without valid ID for travel will be sent home
- Please be advised that MASRC will not pay for cell phone bills of the athletes.
- Parents can also order food at the community center, but they must pay for their food.
- Once athletes are registered at the community center, they **CANNOT LEAVE** the main registration room.
- **Drugs and alcohol are prohibited.** If athletes are caught with drugs or alcohol, they cannot participate in NAIG, the police will be involved, and a parent will be contacted to pick up the athlete.
- **We suggest that Parents/Guardians stay in Winnipeg for at least 2 hours after their child leaves the community centre in case athletes do not board the plane.**
- On July 23, all athletes must be picked up by a parent/guardian at the Winnipeg airport upon the athlete's arrival.
- The athlete must be picked up within **one hour** of arriving to Winnipeg.

## ATHLETES

- All athletes must confirm with their coach that they have seen this information package.
- Valid ID is mandatory – ensure you have proper identification
- Talk with your coaches and parents and ensure you fees have been paid and your forms have all been handed in.
- Athletes will be asked for their cell numbers if they are bringing their phones to Toronto.

## PACKING – WHAT TO BRING

- Athletes are allowed to bring **ONE suitcase** to Toronto that will be checked-in.
- Your suitcase will be weighed at the community centre. It must weigh UNDER 50 lbs.
- After it is weighed, you will receive a yellow MB bag tag to attach to your suitcase.
- Your suitcase will be weighed again when it is checked in at the airport. If your suitcase weighs over 50lbs at the airport, you will have to take items out.
  - If you are in box lacrosse, softball, golf, badminton, archery, or canoe, you are allowed a second bag for your equipment.
- When you register, you will get a Team Manitoba bag – this is your **carry-on bag.**
- Review the Canadian Air Transport Security Authority website to understand what you can and cannot pack in your carry-on bag. For example, you cannot pack liquids, aerosols, or gels that are more than 100mL or 100g. <http://www.catsa.gc.ca/how-to-pack-your-carry-on>

## REGISTRATION – WHAT TO EXPECT

- There will be a GREETER at the door to guide you through the process.
- The athlete will CHECK-IN at the REGISTRATION TABLE inside the community center.
- Present the **VALID ID** that you will be traveling with.
- You will receive your Team Manitoba bag when you register. This will be your carry-on bag that you take onto the airplane. In this bag you will receive:
  - Athlete's Team Manitoba apparel (1 uniform, 1 jacket, 1 hoodie, 2 t-shirts, 1 pair of shorts, 1 hat and 1 pair of sandals)
  - Team Manitoba pin
  - Team Manitoba water bottle. (TIP: Do not fill up your water bottle before boarding the plane. If you do, airport security will confiscate it and you will not get it back.)
- There will be a little bit of room left in your carry-on bag to fit your wallet or a small purse. Do not bring a big purse.
- Your carry-on bag that you receive will have a bag tag with your name and your sport on it. Please **do not remove this tag from your carry-on bag** as it will distinguish it from the other athlete's bags.
- You will receive a yellow wrist band with your flight number, your chaperone's name and phone number written on it
  - **The wrist band must be worn for the entire week while you are at NAIG.**
  - If it comes off during the week, request a new one from your Sport Manager/Coach.
- When registration is complete, you will be sent to a marked location within the community center to rest with your team/flight. There will be signs on the wall for your team indicating where you will wait.
- It is at this point that the athlete **CANNOT** leave the registration room.
- If athletes arrive earlier than their designated arrival time for registration, there will be mats in another room for them to rest or nap while they wait for their turn to register.

## SNACKS

- There is a canteen that will be providing basic snacks and will be available throughout the day at the community centre.
- All athletes will be able to order one free meal from the canteen at the community centre before they leave to board the plane.
- Parents can also order food at the canteen, but they must pay for their meal.
- Managers, Coaches, Chaperones, and Athletes will be provided lunch on July 15<sup>th</sup> whether it is before they leave the community center or after their flight when they land in Toronto.

## AT THE AIRPORT

- When the transportation bus arrives at the community center, your flight/team will load your suitcases onto the bus and you will be transported to the Winnipeg Airport for your departure.
- Once you arrive at the airport, it is important to stay with your team/coaches/chaperones. You will check-in at the airport together.
- You will receive an official suitcase tag from WestJet – please attach it to your suitcase beside the yellow MB tag that you already have.
- You will also receive a boarding pass. This is your plane ticket. **Do not lose this.**

## AIRPORT SECURITY

- You will go through airport security as a team.
- Have your IDs ready to present to the security guard.
- **Drugs and alcohol are prohibited.** If you are caught with drugs at an airport, the police will be involved. The international airports we are visiting have drug dogs and sophisticated scanning equipment. Your Team Manitoba gear will be taken away and you will not compete at NAIG. The police will hold you until your parents arrive to bring you home.
- Once you are through security, stay together at your flight terminal until you depart.

## VALID IDENTIFICATION – WHAT DO YOU NEED

- **Athletes 18 years of age and older** must present have a **PHOTO ID** card
  - Examples of a valid Photo ID are:
    - Passport
    - Driver's License
    - Status Card
- **Athletes between 12-17 of age** must present at least one valid ID card
  - Examples of valid IDs are:
    - Passport
    - Driver's License
    - Manitoba Health Card
    - Birth Certificate
    - Status Card
- **Proof of Indigenous ancestry** – Bring a copy of your status card or Metis card.
- **Manitoba Health Card** - Bring a photocopy or picture of your **Manitoba Health Card** with your 6 digit and 9 digit Medical Numbers. This is very important! If you get injured while in Toronto and you do not have a photocopy or picture of your Manitoba Health Card with you, you will have to pay out of pocket for the health care services you receive.
- **IMPORTANT** - If your status card or any other IDs are expired, they are **NOT** considered valid and will not be accepted. The athlete will not be able to participate.

## TEAM MANITOBA

### DEPARTURE ITINERARY for all FLIGHTS to TORONTO

The athlete should bring a copy of this document with them on July 15<sup>th</sup> so they have this information.

Flight Number	Time for athletes to arrive at Heritage Victoria Community Centre	Time the bus is leaving from Community Centre to Airport
1	1:00 AM	2:15 AM
2	5:15 AM	6:45 AM
3	7:15 AM	8:30 AM
4	11:45 AM	1:00 PM
5	2:00 PM	3:00 PM

**IMPORTANT NOTE:** Teams may be split onto two different flights, so please confirm with your coach as to which flight you will be on.

## **RETURN ITINERARY for all FLIGHTS to WINNIPEG**

Athletes will be leaving Toronto and coming back to Winnipeg on Sunday, July 23, 2017

<b>Flight Number</b>	<b>Time the athletes will be leaving Toronto Airport</b>	<b>Time for athletes to arrive at Winnipeg Airport</b>
1	7:00 AM	8:34 AM
2	10:15 AM	11:49 AM
3	1:10 PM	2:44 PM
4	5:15 PM	6:49 PM
5	6:15 PM	7:49 PM

**IMPORTANT NOTE:** Teams may be split onto two different flights, so please confirm with your coach as to which flight you will be on.

**All parents/guardians must be at the airport to pick up their child upon their arrival listed below.**

## CHECK LIST

	Ancestry documents	Bring a photo copy/picture of status card or metis card
	Manitoba Health Card	Bring card or photo copy/picture
	PHOTO ID	If you are 18 years of age and up, you will need photo ID to board the plane (driver's license, passport, status card)
	VALID ID	If you are between the ages of 12-17 years old, you will need a valid ID to board the plane (birth certificate, Manitoba Health Card, passport, driver's license, status card)
	SUITCASE	Make sure when you are packing your suitcase with clothes and personal items, the suitcase must weigh less than 50lbs before coming to community center. While packing, keep in mind of the Team Manitoba Apparel you will be receiving (carry-on bag).
	SPORT EQUIPMENT	If you are in 3D Archery, Badminton, Box Lacrosse, Canoe, Golf, and Softball, pack your sporting equipment into your second sport bag [golf clubs, bows, rackets, bats, etc]  If you are in Athletics, Basketball, Soccer, Swimming, Volleyball, and Wrestling, pack your sporting equipment in your personal bag [shin guards, extra black shorts, long socks, etc]
	COIN	Make sure you have change (coins) for your laundry for at the dorms.
	SUNSCREEN	Pack sunscreen as we will be outside almost every day.
	SNACKS	Snacks for at the dorms or at the competition venues