

## Tournament Logistics – Puerto Rico

### Roles & Responsibilities:

<b>Team Manager</b> <i>(Sabum Fung &amp; backup)</i>	<b>Team Head Coach</b> <i>(GM Seely &amp; assistant coaches)</i>
<ul style="list-style-type: none"> <li>provide logistic information on travel &amp; accommodations</li> </ul>	<ul style="list-style-type: none"> <li>provide tournament competition information such as event types, rules &amp; regulations, safety equipment, etc.</li> </ul>
<ul style="list-style-type: none"> <li>clarify questions regarding travel to tournament host country</li> </ul>	<ul style="list-style-type: none"> <li>organize team training/coaching sessions to support/enhance student's competition preparation</li> </ul>
<ul style="list-style-type: none"> <li>provide travel suggestions</li> </ul>	<ul style="list-style-type: none"> <li>provide/clarify tournament competition details such as event types, weigh-ins</li> </ul>
<ul style="list-style-type: none"> <li>maintain centralized team communications (e.g. WhatsApp group chat)</li> </ul>	<ul style="list-style-type: none"> <li>design/source supplier on Team Canada outfit</li> </ul>
<ul style="list-style-type: none"> <li>coordinate Team Canada outfit</li> </ul>	<ul style="list-style-type: none"> <li>Coach competitors on tournament day(s)</li> </ul>
<ul style="list-style-type: none"> <li>document/video training and competition highlights</li> </ul>	
<ul style="list-style-type: none"> <li>update CHITF website with tournament results</li> </ul>	

### Budget:

<b>Expense Type</b>	<b>Estimated Cost</b>	<b>Comments</b>
Travel	\$600-700 CDN	<ul style="list-style-type: none"> <li>return airfare: Ottawa to Puerto Rico</li> <li>depends on seasonal pricing</li> </ul>
Accommodation	\$250 US/night <i>(tournament days)</i> \$300+ US/night <i>(outside tournament days)</i>	<ul style="list-style-type: none"> <li>accommodates 2-4 adults (see Hotel Reservation guide below)*</li> <li>group rate for Nov 13-17 nights only</li> </ul>
Food	\$100-200 CDN/day	<ul style="list-style-type: none"> <li>Depends on exchange rates</li> </ul>
Uniform	\$140+ CDN	<ul style="list-style-type: none"> <li>May require dobok with CHITF logo &amp; CANADA embroidered on the back</li> <li>See <a href="#">CHITF merchandise</a></li> </ul>
Sparring Equipment	\$80+ CDN	<ul style="list-style-type: none"> <li>Head/hands/feet sold separately</li> <li>See <a href="#">CHITF merchandise</a></li> </ul>
Team Canada outfit	\$150 CDN	Depends on supplier & printing costs
Team Training	\$250 CDN	fees, travel, accommodation, etc.
Competition Fees	\$65-130US/competitor	fees depend on event type, see tournament info package

## Tournament Logistics – Puerto Rico

### Timeline / Due Dates:

Add school to tournament website	due March 30 2025 (required before competitors/umpires can register online)	<a href="#">School Registration</a>
Book flight(s)	Official travel agent: Annie Wong Travel Unique anne@traveluniqueinc.com 1-416-801-4328	<ul style="list-style-type: none"> <li>assist and coordinate Team Canada travel to Puerto Rico</li> <li>Website: <a href="http://www.traveluniqueinc.com">www.traveluniqueinc.com</a></li> </ul>
Book accommodations* (Hyatt Place San Juan)	<ul style="list-style-type: none"> <li>before July 31 2025 or when flights confirmed</li> <li>credit card payment accepted</li> </ul>	<a href="#">Hotel reservation Guide</a> <ul style="list-style-type: none"> <li>Group rate is only available at this hotel</li> <li>Transportation to tournament site is included</li> <li>Reserve in advance, no cancellation fees</li> </ul>
Register competitors, umpires/Judges	<ul style="list-style-type: none"> <li>opens April 18 2025</li> <li>need to upload picture for host to create ID badge</li> <li>pay fees with credit card</li> </ul>	<a href="#">Register link</a>
Complete Waiver form	required for competitor registration	<a href="#">Waiver</a>
Book celebration Party	<ul style="list-style-type: none"> <li>opens April 18 2025</li> <li>purchase celebration party tickets</li> </ul>	<a href="#">Register link</a>
Passport	ensure passport is valid for 6+ months after intended travel dates (many countries may require this)	<a href="#">Canadian Passport travel documents</a>

### \*Additional information on Hotel Booking:

- Pricing is in US \$\$, per night for 4 adults. Child is considered 12 years and younger.
- When booking online, use Hyatt Place hotel [link](#) provided in “hotel reservation package”.  
Tournament group rate not available if selected dates are outside Nov 13-17. E.g. Nov 12- Nov 18.  
Website will say “no rooms available”.

## Tournament Logistics – Puerto Rico

- If booking 4 nights under tournament group rate ((G-TKWD) using their link, website displays:

The screenshot shows the Hyatt Place San Juan website. The room type is "Two Queen Beds (With Sofa Bed)" for the dates "Thu, Nov 13, 2025 - Mon, Nov 17, 2025" for 1 room, 3 guests. The price summary shows a total cost per room of \$1,000.79 for a 4-night stay. The nightly rates are \$194.00 for each night. Taxes and fees total \$224.79.

Price Summary	
<b>Total Cost Per Room*</b>	<b>\$1,000.79</b>
<b>4 Night Stay</b>	<b>\$776.00</b>
Thu, Nov 13	\$194.00
Fri, Nov 14	\$194.00
Sat, Nov 15	\$194.00
Sun, Nov 16	\$194.00
<b>Taxes &amp; Fees</b>	<b>\$224.79</b>
Destination fee	\$124.16
District fee	\$18.00
Occupancy tax	\$82.63

- If booking for non-TKD related nights, normal rates apply. See example:

The screenshot shows the Hyatt Place San Juan website. The room type is "Accessible Two Queen Beds/Tub (With Sofa Bed)" for the dates "Wed, Nov 12, 2025 - Thu, Nov 13, 2025" for 1 room, 4 guests. The price summary shows a total cost per room of \$340.47 for a 1-night stay. The nightly rate is \$264.00. Taxes and fees total \$76.47.

Price Summary	
<b>Total Cost Per Room*</b>	<b>\$340.47</b>
1 Night Stay	\$264.00
Taxes & Fees	\$76.47

- To stay at the same hotel for additional days (before or after tournament), suggest to book separately if using "online" website.  
If calling to book hotel, agent can assist with non-TKD days (rates may be higher than online room rates, since hotel do not have access to these rates)

## Tournament Logistics – Puerto Rico

### References:

Tournament Invitation	<a href="#">Puerto Rico invitation letter</a>	
Tournament info package	<a href="#">Tournament Information</a>	Contain events, accommodations, visitor info
Tournament Website	<a href="http://www.prtkdwc.com">www.prtkdwc.com</a>	
Event poster	<a href="#">CHITF Events</a>	scroll down to view Nov Puerto Rico poster
Travel & Entry requirements	<a href="#">Puerto Rico travel advisory</a>	
VISA Requirements	<a href="#">US Travel requirements</a>	Ensure passport is not expired
Tournament Overview	<a href="#">CHITF Tournaments</a>	
Fundraising	<a href="#">Tournament Fundraising Guide</a>	found on CHITF Tournament webpage
Currency Exchange	<a href="#">Currency Conversion</a>	check current exchange rates
Team Communication in Puerto Rico	<ul style="list-style-type: none"> <li>• setup “Team Canada in PR” WhatsApp group, need cell #</li> <li>• ensure cell has Wi-fi/data access</li> </ul>	<ul style="list-style-type: none"> <li>• Download and install <a href="#">WhatsApp</a> app on cell phone</li> <li>• Setup contact list</li> </ul>

### Packing Suggestions:

First Aid Kit	Include basic supplies: <ul style="list-style-type: none"> <li>• Bandages</li> <li>• Moleskin (for blisters)</li> <li>• Antiseptic/alcohol wipes</li> <li>• Face masks</li> <li>• Hand sanitizers</li> <li>• Prescriptions (extra dosage)</li> <li>• common drugstore remedies such as Tylenol, Imodium, antihistamine, cold/flu tablets, Tums</li> </ul>
Energy food bars/mix nuts	granola/nut bars to maintain energy levels, as required
Electrolyte powder	<ul style="list-style-type: none"> <li>• add to bottled water to replenish lost electrolytes after exercising/training</li> <li>• e.g, <a href="#">Organika</a></li> </ul>
Portable Power Bank Charger(s)	<ul style="list-style-type: none"> <li>• charge electronic devices</li> <li>• e.g. <a href="#">Power Bank 25800mAh Charger (Amazon)</a></li> <li>• must pack power bank in carry-on bag, not check-in luggage</li> </ul>
Cell phone travel data plan	purchase pre-paid data packages before departure: <ul style="list-style-type: none"> <li>• eSim (e.g. <a href="#">Keepgo.com</a>), or</li> <li>• physical SIM cards (eg, <a href="#">Amazon Prepaid SIM USA</a>)</li> </ul>
Luggage Packing cubes	<ul style="list-style-type: none"> <li>• Keep contents of luggage organized</li> <li>• e.g. <a href="#">compression packing cube set (Amazon)</a></li> </ul>