

# APPLICATION TO TRAVEL GUIDELINES

## USYSA SANCTIONED EVENTS:

### USYS Application for Travel (Domestic and Foreign)

#### Domestic Travel

If your team is planning on playing games out-of-state, you must submit the official USYSA "Application for Travel" form to the State Registrar at least 30 days prior to travel. The Club Registrar can provide these forms, or you can download the form from the USYS web site ([www.usyouthsoccer.org/downloads/national\\_office/travel.pdf](http://www.usyouthsoccer.org/downloads/national_office/travel.pdf)). Incomplete applications will not be approved. Copies of the team roster must be included as well as a copy of the "Application to Host a Tournament or Games" for the competition in which you wish to participate. Teams are not permitted to travel without an approved "Application for Travel." This form covers tournaments in the US only.

Procedures: Fill out the application and mail the following to the State Registrar:

- Three (3) copies of the travel application
- three (3) travel rosters of all players and team officials along with their registration numbers
- a copy of the approved Application to Host a Tournament (you receive this from the tournament)
- a Self Addressed Stamped Envelope to yourself
- SASE to the tournament director

#### **Incomplete packages will not be processed until all the paperwork is received.**

In the section labeled "Travel to Participate in Games" where you "request permission to engage in games in the following locations," you list "friendly games." This will cover games that are not a part of the tournament. These games must be with USYSA affiliated teams ONLY. *There is a different form and fee for teams attending non-USYSA affiliated tournaments and events.*

The State Registrar will forward a signed copy of the application to the tournament director as long as you include the SASE to the tournament. If that is not included, you must forward the approved application to the tournament yourself, after you receive the signed copy from the State Registrar.

Without signed permission to travel, your team will be unable to participate in the outside tournament. Teams going to the regional tournament do not need travel papers, but if you are going to play "friendly games" with non-regional teams, you do need to fill out a travel application noting that you are going to Regionals and planning to participate in "friendly games."

**Travel request submitted to the State Office less than thirty (30) days will have a 50.00 late fee imposed. Checks must be made out to AYSA.**

Tournaments have their own special registration requirements. You should obtain applications for each tournament, fill them out and return them to the tournament director along with a team check covering the registration fees.

**Fees: *Application to Travel:***

- Within the United States (per team payable to AYSA) \$25.00
- Late Fee (less than 30 days from travel date) \$50.00
- Fee to travel to a non-USYSA affiliated tournament \$100.00

**Foreign Travel**

Same procedures and care as with domestic travel plus:

Travel to foreign countries (**including Mexico and Canada**) requires an Application for Foreign Travel and completion of the Ted Stevens Amateur Act statement. These forms and two (2) required fees of 25.00 (one check made payable to AYSA for \$25.00, one check made payable to USSF \$25.00.) should be mailed a minimum of 60 days prior to planned travel. Checks for foreign travel should be made out to USSF.

US Youth Soccer is not required to accept or approve any application submitted less than sixty (60) days in advance. If an application is submitted less than sixty (60) days in advance of your desired travel dates, the following non-refundable late fees must be enclosed, made payable to U.S.S.F

1. Less than sixty (60) days but more than thirty (30) days -\$25.00
2. Less than thirty (30) days- \$50.00

**Fees: *Application to Foreign Travel (includes Canada and Mexico)***

- AYSA fee \$25.00
- US Soccer fee \$25.00
- Late fee (less than 60 days but greater than 30) \$25.00
- Late fee (less than 30 days before departure) \$50.00

**NON-USYSA SANCTIONED EVENTS:**

**Use the form provided:** *AYSA Permission For Team Travel to a Non-Sanctioned Tournament or Event*

Each Application should include:

- ❖ 2 copies of Permission to Travel Form
- ❖ Team Roster
- ❖ Tournament Information
- ❖ SASE to team manager of coach
- ❖ 50.00 Fee (additional 25.00 late fee applied to applications 30 days or less from date of departure)

**Incomplete packages will not be processed until all the paperwork is received.**