



## **TRAVEL POLICY FORMS**

The following Travel Policy forms are provided for use in carrying out the US Youth Soccer Travel Policy:

The *Application for US Youth Soccer Travel to Tournaments and Games*, with the attached procedures, is to be completed only if the team is a team rostered by US Youth Soccer or one of its State Associations and is traveling to a tournament or games of another State Association or outside the United States as a team so rostered. The Form is to be used only if all 4 requirements stated on the Form apply. (See part II of the Travel Policy.)

The second form, *Notification of Non-US Youth Soccer Travel*, is to be completed by a team rostered with US Youth Soccer or a State Association and the team is going to a tournament or games not approved by US Youth Soccer or a State Association—and the State Association requires prior notification. (See Rule 302 of the Travel Policy.)

The third form is the *Team Player Form*. This form is to be used when a team is rostered with US Youth Soccer or a State Association and is planning to participate in a tournament or games conducted by youth soccer organizations within the United States that are not members of US Youth Soccer or any of its State Associations. US Youth Soccer member passes and rosters may not be used for the tournament or games. However, the team may need certain basic player information to participate in such a tournament or games. This Form provides the basic player information that the State Association has verified: the names and dates of birth of the players in good standing as of the time the State Association completes the Form. (See Rule 303 of the Travel Policy.)

The last form is the *Alternate Player Pass*. This pass is to be provided on request for a player on a team traveling to an international tournament or game that has not been approved by US Youth Soccer or any of its State Associations. (See Rule 303 of the Travel Policy.)

### APPLICATION FOR US YOUTH SOCCER TRAVEL TO TOURNAMENTS OR GAMES

This Application to Travel is to be completed and submitted only if—

- (1) your team is rostered with US Youth Soccer or a US Youth Soccer State Association;
- (2) your team is traveling to a tournament or game as a team so rostered;
- (3) your team is traveling to a tournament or game (A) approved by a State Association other than the State Association where the team is rostered, or (B) outside the 50 States of the United States and the District of Columbia; and
- (4) your team’s State Association, State Associations within the Region, or US Youth Soccer requires that this Application to Travel be completed and approved.

**IF YOUR STATE ASSOCIATION OR STATE ASSOCIATIONS WITHIN YOUR REGION DO NOT REQUIRE APPROVAL TO TRAVEL TO CERTAIN STATE ASSOCIATIONS, OR PROVIDES FOR AUTOMATIC NOTICE INSTEAD, THEN DO NOT FILE THIS FORM.**

A copy of the approved Hosting Agreement or official brochure or invitation for the tournament or games must be attached.

#### I. TRAVEL TO A TOURNAMENT

The \_\_\_\_\_ requests approval to play in the  
 [Insert Name of Team] \_\_\_\_\_  
 \_\_\_\_\_ Tournament, to be held in \_\_\_\_\_  
 \_\_\_\_\_ during the dates of \_\_\_\_\_.

Tournament Director or Contact Person \_\_\_\_\_ Telephone C ( ) \_\_\_\_\_ - \_\_\_\_\_

Address \_\_\_\_\_ E-mail \_\_\_\_\_ H ( ) \_\_\_\_\_ - \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_ FAX ( ) \_\_\_\_\_ - \_\_\_\_\_

Tournament approved by \_\_\_\_\_ (State Association)

The tournament is restricted \_\_\_\_\_ or unrestricted \_\_\_\_\_ as defined by USSF policy 601-7, Section 2.

#### II. TRAVEL TO PARTICIPATE IN GAMES

The \_\_\_\_\_ requests approval to play between the dates  
 [Insert Name of the Team] \_\_\_\_\_

from \_\_\_\_\_ to \_\_\_\_\_ in the following locations (and attach a separate sheet, if necessary):

| OPPONENT | CITY  | STATE OR COUNTRY |
|----------|-------|------------------|
| 1. _____ | _____ | _____            |
| 2. _____ | _____ | _____            |

Hosting Organization (Association/Club) \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone C ( ) \_\_\_\_\_ - \_\_\_\_\_

Address \_\_\_\_\_ E-mail \_\_\_\_\_ H ( ) \_\_\_\_\_ - \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_ FAX ( ) \_\_\_\_\_ - \_\_\_\_\_

(For Official Use Only)

STATE ASSOCIATION \_\_\_\_\_ Date \_\_\_\_\_

By \_\_\_\_\_ Title \_\_\_\_\_

## I. PROCEDURES FOR US YOUTH SOCCER TRAVEL WITHIN THE UNITED STATES

1. Review your State Association's travel policies. Certain travel does not require approval. When approval is required, you must comply to receive approval to travel and the benefits of membership in your State Association. You may be able to complete this process on your State Association's web site.
2. The State Association is not required to approve any application not timely submitted. If an application is not timely submitted, the State Association may accept the late filing of the application and charge a late fee. Consult the team's State Association for its specific policies and fees.

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## II. PROCEDURES FOR US YOUTH SOCCER TRAVEL OUTSIDE THE UNITED STATES

1. International travel (travel outside the 50 States of the United States and the District of Columbia) by members of US Youth Soccer shall also comply with the requirements of **US Soccer (the United States Soccer Federation)**, with the additional requirement that copies of all applications for international travel shall be submitted to the State Association and to US Soccer. **FOR TRAVEL TO BE APPROVED, PLEASE REVIEW YOUR STATE ASSOCIATION RULES.**

**NOTE:** When traveling outside the United States, a team must file **2 sets** of applications and have **BOTH** approved:

- (1) An *Application To Travel*, including attachments, must be filed with its State Association and approved by the State Association, and
- (2) a US Soccer *Application For Foreign Travel And Certification* must be filed with US Soccer and approved by US Soccer.

**BOTH APPLICATIONS MUST BE APPROVED BEFORE A TEAM MAY TRAVEL OUTSIDE THE UNITED STATES**

2. The State Association is not required to approve any application not timely submitted. If an application is not timely submitted, the State Association may accept the late filing of the application and charge a late fee. Consult the team's State Association for its specific policies and fees.

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A team will travel with the following:

- ✓ a copy of the approving State Association's travel approval form approved by the State Association;
- ✓ a validated roster, or copy thereof, as issued in the manner approved by the team's State Association;
- ✓ a US Youth Soccer member pass as approved by the State Association, for each player, guest player, and team official listed on the approved roster and traveling with the team. Each member pass for a player must include the team information, the valid seasonal year, the player's name, and the player's verified birth date as required by Rule 204 of the US Youth Soccer Policy on Players and Playing Rules;
- ✓ an authorization properly executed with required signatures for each player to allow emergency medical treatment;
- ✓ copies of any required permissions for a coach or player listed as a guest; and
- ✓ emergency contact information.

**YOUR STATE ASSOCIATION IS \_\_\_\_\_, AND PROVIDES THE FOLLOWING ADDITIONAL INFORMATION:**

### NOTIFICATION OF NON-US YOUTH SOCCER TRAVEL

This Notification is only required if (1) your team is going to participate and compete in a tournament or games not approved by US Youth Soccer or any of its State Associations, and (2) your team’s State Association requires prior notification of your team’s intention to participate in any such tournament or games. US Youth Soccer member passes and rosters may not be used when participating in the tournament or games. Check with your State Association on whether the State Association’s insurance policy provides coverage for your team when participating in the tournament or games. Please make sure that you inform the players on the team and their parents that the tournament or game(s) have not been approved by US Youth Soccer or your State Associations; the rules of another organization will govern the competition; US Youth Soccer and the State Association do not have any control or supervision over the tournament or games or its participants; and certain benefits of your State Association and US Youth Soccer will not be available to you, which may include no insurance coverage of the State Association’s insurance policy does not provide coverage.

Team Name \_\_\_\_\_ Age Group U- \_\_\_\_\_ Type of Team \_\_\_\_\_ B/G (circle one)

League or Home Association \_\_\_\_\_ State Association \_\_\_\_\_

Team Manager or Coach \_\_\_\_\_ Work Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_ Home Phone ( ) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_

We are traveling to \_\_\_\_\_ on the following dates \_\_\_\_\_

in order to compete with the following teams or in the following tournament or games \_\_\_\_\_

This event has been approved by \_\_\_\_\_

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**ALL MEMBERS OF US YOUTH SOCCER AND THE STATE ASSOCIATIONS ARE FREE TO PARTICIPATE IN ANY NON-US YOUTH SOCCER TOURNAMENT OR GAMES. IF YOUR TEAM IS TRAVELING TO PARTICIPATE IN A NON-US YOUTH SOCCER TOURNAMENT OR GAME AND YOUR STATE ASSOCIATIONS REQUIRES NOTIFICATION, YOU NEED GO NO FURTHER THAN TO COMPLETE AND SUBMIT THIS FORM. WHILE THE STATE ASSOCIATION MAY ACKNOWLEDGE RECEIPT OF THIS FORM, THAT IS NOT NECESSARY FOR YOU AND YOUR TEAMS TO PARTICIPATE IN THE TOURNAMENT OR GAME.**

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## TEAM PLAYER FORM

This form is to be provided by a State Association for a team going to a tournament or games that are not approved by US Youth Soccer or any of its State Associations.

TEAM NAME: \_\_\_\_\_

Following is the information requested about the players of the team named above registered with the [Insert the name of your State Association] as of [Insert date this form is being completed] for the seasonal year [Insert seasonal year, such as 2009-2010]:

Name of Player:

Date of Birth:

[Provide only the printed name and address of the State Association at the end of the form. Do NOT use State Association letterhead or logo.]

**THE INFORMATION PROVIDED ON THIS FORM IS BEING PROVIDED SOLELY BECAUSE OF THE REQUEST OF THE TEAM FOR PURPOSES DETERMINED ONLY BY THE TEAM. PROVIDING THIS INFORMATION DOES NOT CONSTITUTE AUTHORIZATION OR ENDORSEMENT OF ANY EVENT OR ACTIVITY FOR WHICH THE TEAM MAY USE THIS INFORMATION.**

# ALTERNATE PLAYER PASS

**FRONT OF  
PLAYER PASS:**

|  |
|--|
| <p style="text-align: center;"><b>PLAYER PASS</b></p> <p>PLAYER'S NAME: _____</p> <p>BIRTHDATE: _____</p> <p style="text-align: center;">[ATTACH]<br/>[PLAYER'S]<br/>[PHOTO]<br/>[HERE]</p> <p style="text-align: center;">_____<br/>PLAYER'S SIGNATURE</p> <p>TEAM: _____</p> |
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**BACK OF  
PLAYER PASS:**

|   |
|---|
| <p style="text-align: center;"><b>REGISTERED WITH:</b></p> <p style="text-align: center;">_____<br/>STATE ASSOCIATION</p> <p style="text-align: center;"><b>FOR THE FOLLOWING PERIOD:</b></p> <p>FROM _____ THROUGH _____</p> <p>This player is in good standing as of the following date:</p> <p style="text-align: center;">_____, 20__</p> <p style="text-align: center;">This player pass is issued for use in playing<br/>in activities outside the jurisdiction of US Youth Soccer<br/>and its State Associations</p> |
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