



Travel Instructions

2007 – 2008

North Texas Soccer Travel Instructions

Travel will not be accepted without ALL of the following paperwork: Travel will be done while you wait if possible, if you can not wait, you may leave and you will be called when complete.

1. Application for Travel.
2. Copy of Original Roster and any Add/Transfer/Delete form(s). (For the Spring season include the add/transfer/delete sheet, even if there are no changes or a computer generated roster that season says Spring 200?). The coach and Home Association Registrar must sign these forms.
3. ID Cards with pictures (head shot cut in 1" by 1" (no caps or sunglasses) attach picture, printed clearly or typed, and separated (send the white card only). If using cards for State Cup they must be typed or printed from Home Association computer.
4. Sanctioned Tournament Application (NOT your application or Acceptance, but the tournament's Application to Host Tournament).
5. Travel fees are \$25.00 to travel plus \$0.25 for each ID card (lamination), as well as any applicable late fees (\$5.00per day, including weekends). All checks for US travel fees should be made out to NTSSA.

All Travel must be received by NTSSA at least 30 days prior to departure. If traveling outside the US, all paperwork must be turned in no less than 90 days prior to departure. See attached instructions for International Travel and fees.

Soccer Academy teams may not travel out of NTSSA as a team to play in tournaments.

NTSSA Office physical and mailing address:

**North Texas Soccer
1740 S. I-35, Suite 105
Carrollton, TX 75006
Attn: Travel**

North Texas Soccer Travel Instructions

Print Clearly or type all information

I. Application to Travel

- Team Name** - Your team name
Age Group U - Age of your team, (Example U12)
Type of team - Check back of form to find the type of team (Example: F means classic team)
Gender of team - Must circle B or G
- League/Home Association** - Where Team registers **not** where team plays.
State Association or Affiliate - North Texas Soccer
Team Departure Date - Date your team will leave for Tournament
- Team Manager/Coach** - Print name and indicate position; this person will receive all approved paperwork.
Telephone - Managers/Coach Work phone number including area code
- Address** - Complete street address of Manager/Coach including Apt. #
Email - Manager/Coach email address
Telephones - Managers/Coach Home, Work and Fax phone number including area code
- City** - Town where Manager/Coach lives
State - TX
Zip - Town zip code
- Signature of Team Manager/Coach** - Mgr. or Coach must sign and date

II. Travel to a Tournament

Name of Tournament
Where tournament is being played at Town, and State, complex if known
Dates of Tournament

- Tournament director or Contact Person** - Contact person at tournament
Telephone numbers - Work, Home and Fax numbers including Area Code
Address - Email - Address and email address of Tournament contact
City, ST and Zip - Tournament contact information
Country - Country in which tournament is being held

III. Travel to Participate in Games

This section is filled out if the team is going to play friendly games in another State.

Approval

Approval - done at NTSSA office only, by NTSSA Youth Commissioner Assistant

What do I turn into NTSSA for Travel

North Texas Soccer does not do ID cards for League play, your travel cards can be used for League play, you must be traveling for NTSSA to stamp and laminate your cards. If you are doing ID's for league play you must get them sign and laminated through the League (these are not good for travel.)

NTSSA will not accept incomplete paperwork for Travel. It will be returned to you and you may have to pay a late fee. You will need to turn in all of the following:

- ◆ Travel Application
- ◆ Travel Fee \$25.00 (Make check payable to NTSSA)
- ◆ ID Cards for the current soccer year (send only the white portion and \$0.25 per card for processing and laminating)
- ◆ Copy of Original Roster & any Add/Transfer/Delete Form(s) or computerized roster from Home Association with current season, both must be signed by Home Association and Coach,
- ◆ Copy of the Sanctioned Tournament Application, from the tournament to which you are traveling.

***All of the above must be turned in THIRTY (30) DAYS before your tournament,** or you will incur a late fee of \$5.00 per day starting at 30 days before departure including weekends.

If you do not have travel ID cards they must be processed.

If mailing paperwork, please allow 1-2 weeks for processing.

All paperwork must be turned into NTSSA Office and will be processed while you wait. If you are traveling during a very busy season, the wait can be a long one, you might want to leave the paperwork, be sure you leave a phone number you can be reached, to notify you of completion of paperwork.

Travel will be completed while you wait if possible.

Important Information!

US Travel

Application must be filed no later than **30 days prior to departure** for travel outside the North Texas Area, including South Texas. **NTSSA charges a \$25.00 administrative fee plus \$0.25 per ID card for travel.** All travel papers, (Travel Application, Home Association Roster, Sanctioned Tournament Application), fees, and ID cards, must be submitted 30 days prior to departure or you will incur a late fee of \$5.00 per day before departure including weekends, (penalty fee must accompany application). All checks for travel fees for US travel are made payable to NTSSA.

When US Travel is approved, you will receive a copy of the Application from the State Office. If you need to make changes or add guest player(s), contact Jackie at the State office.

International Travel

Please contact North Texas Soccer office for the NEW International Travel Forms.

Note: When traveling outside the United States, a team must file 2 sets of applications:

1. A US Soccer Application to Travel, including attachments, must be filed with NTSSA and approved.
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 any team may travel outside the United States.

Application must be filed **90 Days Prior to Departure**. The following paperwork must be included:

1. Completed Application to Travel
2. Completed Application For Foreign Travel and Certification Regarding Compliance with the Ted Stevens and Olympic Amateur Sports Act signed by coach or manager
3. 4 copies of the Home Association Roster and any Add/Transfer/Delete forms or generated computer roster with adds/transfers/deletes at the bottom of roster and current season at top.
4. Copy of official brochure, pamphlet, invitation or other applicable material of the tournament or friendly games
5. Guest Player Releases (if applicable)
6. ID cards (if not previously completed),
7. Fees ** (see below).

***International Travel Fees**

****\$25.00 filing fee made out to NTSSA**

****\$50.00 filing fee to US Soccer.**

**US Soccer
1081-1811 S. Prairie Ave.
Chicago, IL 60616**

When your International Travel is approved, you will receive your necessary paperwork and approval from US Soccer.

NTSSA Travel Instructions
USYS Travel Rules

Section 204. TRAVEL WITHIN THE UNITED STATES

- (a) **Not later than the date established by the State Association or Affiliate for submitting an *Application to Travel***, a team traveling within the United States (within the 50 states of the United States and the District of Columbia) must submit to its State Association or Affiliate for approval—
- (1) a completed *Application To Travel*; **an incomplete application will be returned and considered as not having ever been submitted;**
 - (2) a *Roster* that has been signed, stamped, or both, by the appropriate registrar and includes all players and team officials;
 - (3) for the competition in which the team is to participate, a copy of the **APPROVED *Application to Host a Tournament or Games*** (if hosted by an Organization Member of US Youth Soccer) or the approved hosting form used by
 - (A) a member of an Organization Member or the Organization Member itself that is not a member of US Youth Soccer, or
 - (B) US Soccer; and
 - (4) any fees required by the State Association or Affiliate for processing the application.
- (b) **A State Association or Affiliate is not required to approve any application not timely submitted.** If an application is not timely submitted, the State Association or Affiliate may accept the late filing of the application and charge a late fee. The team shall consult its State Association or Affiliate for its specific policies and fees.
- (c) If the documents submitted under subsection
- (a) of this section are in order and in compliance with State Association or Affiliate requirements, appropriate fees paid, and the team and the club or league of which the team is a member are in good standing, the State Association or Affiliate shall approve the application. On approval, the State Association or Affiliate will return a copy of the approved application to the team coach or manager.

Section 205. TRAVEL OUTSIDE THE UNITED STATES

- (a) **Not later than the date established by the State Association or Affiliate for submitting an *Application to Travel***, a team traveling outside the United States (outside the 50 states of the United States and the District of Columbia) must submit to its State Association or Affiliate for approval—
- (1) a completed *Application To Travel*; **an incomplete application will be returned and considered as not having ever been submitted;**
 - (2) a copy of the official brochure, pamphlet, invitation, or other applicable material of the tournament or games host;
 - (3) 4 copies of the *Roster* that has been signed, stamped, or both, by the appropriate registrar and includes all players and team officials;
 - (4) a copy of the completed US Soccer forms *Application For Foreign Travel* and *Certification Regarding Compliance with the Ted Stevens and Olympic Amateur Sports Act*, **submitted directly to US Soccer**; and
 - (5) any fees required by the State Association or Affiliate for processing the application.

NOTE: WHEN TRAVELING OUTSIDE THE UNITED STATES, A TEAM MUST FILE 2 SETS OF APPLICATIONS AND HAVE BOTH APPROVED: (1) A US YOUTH SOCCER APPLICATION TO TRAVEL, INCLUDING ATTACHMENTS, MUST BE FILED WITH ITS STATE ASSOCIATION OR AFFILIATE AND APPROVED BY THE STATE ASSOCIATION OR AFFILIATE, 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.

- (a) **is the responsibility of the TEAM to contact the appropriate officials in each of the countries to which the team is traveling to determine which documents (such as passports, visas, proof of age) are required before members of the team will be admitted into each of those countries.**
- (b) **A State Association or Affiliate is not required to approve any application not timely submitted.** If an application is not timely submitted, the State Association or Affiliate may accept the late filing of the application and charge a late fee. The team shall consult its State Association or Affiliate for its specific policies and fees.
- (c) If the documents submitted under subsection
 - (a) of this section are in order and in compliance with State Association or Affiliate requirements, appropriate fees paid, and the team and the club or league of which the team is a member are in good standing, the State Association or Affiliate shall approve the application. On approval, the State Association or Affiliate will return a copy of the approved application to the team coach or manager.

NTSSA Travel Instructions

Please use these Examples of Player and Coaches Cards as a guide for completing your Travel ID's.

Send only the **white card** for laminating. Use the current year picture and attach it in the top left corner. **Must be a Head shot, no sunglasses or hats cut 1" by 1"**. Do Not cover the signature.

Player ID Card

FRONT	BACK
<p style="text-align: center;">MEMBER PASS</p> <p>STATE: NORTH TEXAS Region III MEMBER: PLAYER</p> <p>NAME: First name Last name BIRTHDATE: 00/00/00</p> <p>TEAM: Complete Team Name TEAM Jersey Number AGE GROUP: U-00B/GC</p> <p>SEASONAL YEAR: 2005-2006 I.D. #: Mandatory # (Get form your Home Assoc.)</p>	<p>ATTACH PHOTO HERE</p> <p style="text-align: center;"><u>Signature of Player</u> PLAYER SIGNATURE</p> <p style="text-align: center;"><u>NTSSA Youth Commissioner Stamp</u> REGISTRAR SIGNATURE/STAMP</p>

Call your Assoc. for cards

FRONT	BACK
<p style="text-align: center;">MEMBER PASS</p> <p>STATE: NORTH TEXAS Region III MEMBER: COACH (or Asst. Coach, Mgr.) [License]</p> <p>NAME: Last name, First name BIRTHDATE:</p> <p>TEAM: Team Name TEAM #: AGE GROUP: U-00B/G C/R</p> <p>SEASONAL YEAR: 2005-2006 I.D. #: Mandatory # (Get form your Home Assoc.)</p>	<p>ATTACH PHOTO HERE</p> <p style="text-align: center;"><u>Signature of Coach</u> COACH SIGNATURE</p> <p style="text-align: center;"><u>NTSSA Youth Commissioner Stamp</u> REGISTRAR SIGNATURE/STAMP</p>

Picture must be a Head shot, no sunglasses or hats cut 1" by 1". Do Not cover the signature. Glue in the top left corner on back of card.

Revised 08/05