



COMPETITIVE TEAM TRAVEL/EXHIBITION PROCEDURES

This procedure should be used for SSU Competitive Teams that would like to participate in sanctioned non-league tournaments or exhibition games either within the Huronia District, Provincial or International.

APPLICATION TO TRAVEL (ATF)

This OSA electronic form must be filled out when a Team is requesting to play in a non-league tournament or event held outside of the Huronia District but within Canada or the United States.

It is the responsibility of the applicant and the Club to ensure that approval to host the event has been granted to the Host Organization by the appropriate governing body, and that all Registration and Applications are included with the Application to Travel Form.

The form must be completed online and a copy submitted to the Club Administrator, preferably by Email to admin@southsimcoeunited.ca who will forward it to the District for Approval.

This form should accompany the Tournament Application form. If the Tournament is sanctioned in Ontario, the Tournament Application form should be completed on the OSA Website electronically and submitted to the Club Administrator as well. If the Tournament is outside of Ontario, complete the Organizers Tournament Application form and submit this to the Club Administrator.

APPLICATION TO TRAVEL FORM SUBMISSION

It is important to note the different submission times for Applications to Travel to a tournament. See the table below to determine the minimum number of days you need to submit your ATF to the Club Administrator:

<u>Location of Tournament</u>	<u>Minimum # of Days before Travel</u>
Within Ontario	15
Within Canada or the United States (excluding Ontario)	30
Outside of Canada or the United States	45

For Out-of-Province or International events it is the team's responsibility to provide clear proof that the tournament they are applying for has been sanctioned by the appropriate bodies. This form is needed to track where teams are playing and that they only play in sanctioned tournaments.



All Application to Travel Forms for tournaments outside of Ontario must be accompanied by the tournaments Application to Host Permit.

ONLINE APPLICATION TO TRAVEL FORM

Online Application to Travel Permit for Tournaments within Ontario

1. Go to <http://ontariosoccer.ca/Lists.htm>
2. Click on appropriate Approved Tournaments and Festivals link to locate your Tournament.
3. Click on the specific Tournament Application to Travel Link
4. Complete the form in full.
5. Copy and paste the form onto the body of an email.
6. Send Email to the Club Administrator at admin@southsimcoeunited.ca
7. Once approved by the District, you will receive an approval email from the Club.
8. Print the Approval and take to your game or tournament.

Online Application to Travel Permit for Tournaments Outside of Ontario

1. Go to <http://ontariosoccer.ca/Forms.htm>
2. Click on 'ATF - Application to Travel'.
3. Complete the form in full.
4. Copy and paste the form onto the body of an Email.
5. Send Email to the Club Administrator at admin@southsimcoeunited.ca
6. Once approved by the District, you will receive an approval email from the Club.
7. Print the Approval and take to your game or tournament.

INTERNATIONAL TOURNAMENTS OR EXHIBITION GAMES

All Teams that would like to participate in International Tournaments or Exhibition Games must request in writing and get approval from the Club Executive before registering to the Tournament or completing the Application to Travel. The request must include the details of the trip as follows: Team Roster, Dates, Tournament Entry documents (not filled in), potential accommodations and transportation mode, list of Chaperones (over and above Team Officials).

APPLICATION TO TRAVEL FORM (EXHIBITION GAME)

This form is used to cover any games being played outside of the Huronia District not covered by a separate Application to Travel form. This form is for unscheduled games that are non-league and/or non-sanctioned games.

A copy of the Host teams approved Application to Host Exhibition Game(s) form must accompany the ATF to the Club for approval.

All submission times for Exhibition Games are the same as for their corresponding Tournament ATF.



APPLICATION TO HOST EXHIBITION GAMES (AHEG)

This form can be used for single exhibition games or for mini-tournaments not organized by South Simcoe United FC.

This form is to be completed by the Host Team only. If other Teams are involved as Hosts, they are each individually responsible for their Application to Host. All required Soccer Fields for the game(s) must be arranged prior to submitting this form to the Club along with Referees booked. Teams must contact the Club Field Scheduler as well as Club Head Referee to arrange these.

Once approval to Host has been obtained, it is the team's responsibility to ensure all participants have an approved ATF. Copies of all ATF's must be provided to the Club in within five business days after the event. Copies of all relevant applications and travel forms referring to the event will be forwarded to Huronia for their records.

Process to Complete the Online Application to Host Exhibition Game

1. Go to <http://ontariosoccer.ca/Forms.htm>
2. Click on 'AHEG - Application to Host Exhibition Game'.
3. Complete the form in full.
4. Copy and paste the form onto the body of an Email.
5. Send Email to the Club Administrator at admin@southsimcoeunited.ca
6. Once approved by the District, you will receive an approval email from the Club.
7. Print the Approval and take to your game or tournament.

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