

## Frequently Asked Questions about the new Travel and Tournament Policy

This document should not be construed as the definitive word pertaining to the Travel and Tournament policy. This is only an attempt to hit the highlights. Always consult the USYSA Travel and Tournament Policy, and the USSF Travel and Tournament Policy for exact wording and requirements.

A complete copy of the USYSA Travel and Tournament Policy is available for download at the NYSWYSA website ([nyswysa.org](http://nyswysa.org)) and the USYSA website ([youthsoccer.org](http://youthsoccer.org)).

### Policy Effective Date

- 1) When does the new USYSA Travel and Tournament Policy go into effect?

*The new policy goes into effect on March 1, 2001.*

- 2) Does the new policy affect those tournaments that have already been granted a permission to host prior to the effective date of the new policy?

*No, those tournaments that have already been granted a permission to host may do so under compliance with the old rules. However, it is highly suggested that they review the new rules and see if they can incorporate them.*

### Permission to Travel

- 3) When do I need a permission to travel?

*In New York State West you need a permission to travel if you are traveling to participate in a tournament or games outside the jurisdiction of New York State West. This is defined to mean both outside the territorial boundaries of NYSWYSA and outside of USYSA affiliated organizations.*

4) Do I need permission to travel to go to Canada or Mexico?

*Yes, under the new policy you must apply for travel to a foreign country. Foreign travel is now defined as travel outside the 50 states of the United States and the District of Columbia.*

5) Do I need a permission to travel to play in Snickers® US Youth Soccer National Championships?

*No, games conducted as part of the Snickers® US Youth Soccer National Championships do not require a permission to travel.*

6) Do I need permission to travel if I am playing in a league outside my state?

*No, permission to travel is required only for games outside of regular league play. However, you would need to secure permission on the NYSWYSA Player/Team Status form to participate in such a league. However, if the league held a post season tournament, you would need permission to travel.*

7) How soon before I travel do I need to file for permission?

*If you plan to travel within the United States, not later than 30 days before you plan to travel. Permission requested closer than 30 days to the actual travel date, may or may not get approved, and it is required by NYSW that they be accompanied by a check for \$25 as a late filing fee.*

*If you are planning to travel outside the United States, a different timeline applies.*

*It should be noted that an incomplete application will be returned and considered as not having ever been submitted.*

- 8) What paperwork must I file to travel within the United States or the District of Columbia?

*Not later than 30 days before you plan to travel, the following paperwork must be submitted to your district commissioner for approval:*

- a) A completed USYSA “Application to Travel”*
- b) A certified roster, signed, stamped or both by your district registrar which includes all players and team officials that will be traveling*
- c) A copy of the **APPROVED** “Application to Host a Tournament or Games” for the competition you plan to attend*

- 9) What paperwork must I file if I am planning travel outside the United States or the District of Columbia?

*For travel outside the United States or District of Columbia, no later than 90 days prior to your departure, the following paperwork will need to be submitted to your district commissioner and USSF for approval:*

- a) A completed USYSA “Application to Travel”*
- b) A copy of the official brochure, pamphlet, invitation or other applicable material of the tournament or games host*
- c) 4 copies of a certified roster, signed, stamped or both by your district registrar which includes all players and team officials that will be traveling*
- d) Copies of the completed USSF forms, “Application for Foreign Travel” and “Certification Regarding Compliance with the Ted Stevens and Olympic Amateur Sports Act”*

*When traveling outside the United States, a team must fill out two sets of applications: 1 set for NYSWYSA/USYSA and 1 set for USSF.*

***It is the responsibility of the team traveling to file the USSF forms directly to USSF. USSF also requires a \$25 filing fee, this fee increments upward if the application does not arrive 90 days prior to the departure date.***

***Both sets of applications must be approved before a team may travel outside the United States.***

*An incomplete application will be returned and considered as not having ever been submitted.*

10) Where do I get the Permission to Travel forms?

*The USYSA “Application to Travel” form is available on the New York State West Youth Soccer Association website, it is available at the United States Youth Soccer Association website. The form is also available from your district commissioner or from the state office.*

*The USSF forms, “Application for Foreign Travel” and the “Certification Regarding Compliance with the Ted Stevens and Olympic Sports Act” are available from the state office and the USSF website.*

### Hosting Games or Tournaments

11) When do I need to fill out an Application to Host?

*All tournaments or games that are conducted by a hosting organization that involves one or more teams from outside that hosting organizations jurisdiction, and the tournament or games are not part of regularly scheduled league play or part of the Snickers® US Youth Soccer National Championships require an Application to Host.*

12) Who from my club or league can sign the Application to Host?

*The Club or League President or Chief Officer must sign the completed Application to Host. The Tournament Director can no longer be the signatory unless the tournament director is also the Club or League President or Chief Officer.*

13) Are there are specific rules I must comply with as the hosting organization?

*Hosting organizations must comply with the terms of its approved Tournament or Hosting Agreement and its invitation to the visiting teams. Some specific items that must be complied with follow:*

*a) If the tournament or games are being held during the month of August of a seasonal year ---*

- The tournament may authorize the teams playing in the tournament or games to use its team roster for the current seasonal year, the next seasonal year, or either seasonal year.*
- It must be specified in the invitation to teams which seasonal year roster may be used to participate in the tournament or games*

*b) The hosting organization is prohibited from ---*

- Requiring a team to use only accommodations approved or provided by the hosting organization or other organization*
- Advertising by any means the tournament or games it is hosting until it has received all approvals required by this policy. This is interpreted to mean date specific advertising.*
- The hosting organization shall **NOT** modify or mark in any way the original rosters or members passes of the visiting teams*
- The hosting organization shall **NOT** register any player, coaches, or team officials or issue any members passes in association with participation in the event.*

14) What forms do I need to fill out if I am only inviting teams from inside the United States?

*No later than 90 days in advance of the proposed date of your tournament or games, the following paperwork needs to be submitted to your district commissioner for approval:*

- a) A completed USYSA “Application to Host a Tournament or Games”, signed by the president or chief officer of the hosting organization*
- b) A completed “Tournament or Games Hosting Agreement”, with appropriate supporting documents, signed by the president or chief officer of the hosting organization*
- c) A copy of the Rules for the Tournament or Games*

*An incomplete application will be returned and considered as not having ever been submitted.*

*Once approved, NYSWYSA will return a copy of the approved application to that hosting organization and submit a copy to US Youth Soccer.*

15) What forms do I need to fill out if I am inviting teams from outside the United States?

*No later than 150 days in advance of your proposed dates the following paperwork must be submitted to your district commissioner and USSF for approval:*

- a) A completed USYSA “Application to Host a Tournament or Games”, signed by the president or chief officer of the hosting organization*
- b) A completed USYSA “Tournament or Hosting Agreement”, signed by the president or chief officer of the hosting organization*
- c) A copy of the Rule of the Tournament
  - 1) The Rules must provide for a point system of 3 points for a win, 1 point for a tie, and no points for a loss*
  - 2) In any Under 17 or older age group, the Rules **MUST** specify FIFA limited substitution rules**

d) *A copy of USSF Forms, “ Application to Host a Tournament or Games Involving Foreign Teams”, and “Certification Regarding Compliance with the Ted Stevens and Olympic Amateur Sports Act.”*

*When hosting teams from outside the United States, two sets of applications must be filed: 1 set for NYSWYSA/USYSA, and 1 set for USSF.*

***It is the responsibility of the hosting organization to file the required USSF forms directly to USSF. USSF also requires a \$25 filing fee. This fee increments upward if the application does not arrive 150 days prior to the intended host date.***

***Both sets of applications must be approved before an organization may host teams from outside the United States.***

*An incomplete application will be returned and considered as not having ever been submitted.*

*Once approved, NYSWYSA will return a copy of the approved application to that hosting organization and submit a copy to US Youth Soccer.*

16) Where can I get the Hosting forms?

*The USYSA “Application to Host a Tournament or Games” and the “Tournament or Games Hosting Agreement” forms can be found on the NYSWYSA website, the USYSA website, or from your district commissioner or the state office.*

*The USSF forms “ Application to Host a Tournament or Games Involving Foreign Teams”, and the “ Certification Regarding Compliance with the Ted Stevens and Olympic Sports Act” can be found on the USSF website or obtained from the state office.*

## Quick Guide to which forms are needed

	Travel within United States or Distirct of Columbia	Travel outside the United States or District of Columbia	Host tournament or games with team only from the United States	Host tournament or games with teams from outside the United States
USYSA Application to Travel	X	X		
Copy of certified roster	X	4 Copies		
Copy of approved USYSA Application to Host	X			
USSF Application for Foreign Travel		X		
Copy of the Official Brochure or Invitation		X		
USYSA Application to Host a tournament or Games			X	X
USYSA Tournament or Games Hosting Agreement			X	X
Copy of the rules of the tournament or games			X	X
USSF Application to Host a Tournament or Games Involving Foreign Teams				X
USSF Certification regarding compliance with the Ted Stevens and Olympic Sports Act		X		X