



How To Apply For Foreign Travel
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TRAVEL OUTSIDE THE UNITED STATES

- A. **US SOCCER Policy & Procedures**
- B. **TED STEVENS Olympic and Amateur Sports Act**
- C. **US YOUTH SOCCER Policy & Procedures**
- D. **NYSWYSA Procedure Outline for Foreign Travel Paperwork**

A. US SOCCER PROCEDURES FOR FOREIGN TRAVEL (3/1/01)

PROCEDURES FOR FOREIGN TRAVEL

Procedure information taken from the back of FORM 1001 (Rev 2/01), US Soccer Federation, Inc., Application For Foreign Travel.

No later than ninety (90) days prior to your departure date, submit to US Soccer for approval:

1. A completed Application for Foreign Travel (Must be the original – NO FAXES). (Form title is **USSF APPLICATION FOR FOREIGN TRAVEL, Form 1001 (Rev 2/01)**).
2. A copy of the official brochure, pamphlet, invitation or other applicable material of the tournament or Games host;
3. A copy of the official Roster of applying team which is in good standing which includes all players and team officials, signed and/or stamped by the appropriate registrar;
4. Checks for the following travel processing fees:
 - a. \$25 (per team) made payable to US Soccer.
 - b. Any applicable US Soccer Federation late fees;
5. The Ted Stevens Olympic and Amateur Sports Act signed compliance statement.

Please detach the goldenrod copy for the application and send it to your State Association (District Commissioner) along with a copy of your official roster. After ensuring that your team or organization is in good standing with your State Association (District Commissioner will sign and stamp), US Soccer will notify the national association in the country or countries to which your team is traveling - indicating that your team is properly affiliated and has permission to travel.

LATE FEES

US Soccer is not required to accept or approve any application submitted less than ninety (90) days in advance. If an application is submitted less than ninety (9) days in advance of your desired travel dates, the following non-refundable late fees must be enclosed, made payable to US Soccer.

1. less than ninety (90) days but more than sixty (60) days - \$25.00 plus application fee of \$25.00;
2. less than sixty (60) days but more than thirty (30) days - \$50.00 plus application fee of \$25.00;

3. less than thirty (30) days - \$100.00 plus application fee of \$25.00.

Submit application Form, Required Documents, and Fee (include late fee) to:

US Soccer Federation
Membership Services Department
1801 S. Prairie Ave.
Chicago, IL 60616

B. TED STEVENS OLYMPIC AND AMATEUR SPORTS ACT

Para. 220525. Granting sanctions for amateur athletic competitions.

- (a) PROMPT REVIEW AND DECISION – For the sport that it governs, a national governing body promptly shall –
 - (1) review a request by an amateur sports organization or person for a sanction to hold an international amateur athletic competition in the United States or to sponsor United States amateur athletes to compete in international amateur athletic competition outside the United States; and
 - (2) grant the sanction if –
 - (A) the national governing body does not decide by clear and convincing evidence that holding or sponsoring an international amateur athletic competition would be detrimental to the best interest of the sport, and
 - (B) the requirements of subsection (b) of this section are met.
- (b) REQUIREMENTS – An amateur sports organization or person may be granted a sanction under this section only if the organization or person meets the following requirements –
 - (1) The organization or person must pay the national governing body any required sanctioning fee. If the fee is reasonable and nondiscriminatory.
 - (2) For a Sanction to hold an international amateur athletic competition in the United States, the organization or person must –
 - (A) submit to the national governing body an audited or notarized financial report of similar events, if any, conducted by the organization or person; and
 - (B) demonstrate that the requirements of paragraph (4) of this subsection have been met.
 - (3) For a sanction to sponsor United States amateur athletes to compete in international amateur athletic competition outside the United States, the organization or person must –
 - (A) submit a report of the most recent trip to a foreign country, if any, that the organization or person sponsored for the purpose of having United States amateur athletics compete in international amateur athletic competition, and
 - (B) submit a letter from the appropriate entity that will hold the international amateur athletic competition certifying that the requirements of paragraph (4) of this subsection have been met.
 - (4) The requirements referred to in paragraphs (2) and (3) of this subsection are that –

- (A) appropriate measures have been taken to protect the amateur status of athletes who will take part in the competition and to protect their eligibility to compete in amateur athletic competition;
- (B) appropriate provision has been made for validation of any records established during the competition;
- (C) due regard has been given to any international amateur athletic requirements specifically applicable to the competition;
- (D) the competition will be conducted by qualified officials;
- (E) proper medical supervision will be provided for athletes who will participate in the competition; and
- (F) proper safety precautions have been taken to protect the personal welfare of the athletes and spectators at the competition.

Olympic & Amateur Sports Act
page 2 of 2.

**US SOCCER
LOGO**

I hereby certify that by my signature below, I have read and understand the attached conditions contained in the Ted Stevens Olympic and Amateur Sports Act, which will be met during our foreign travel.

Name Printed & Signature of Team Manager/Coach

Date

C. US YOUTH SOCCER TRAVEL AND TOURNAMENT POLICY 3/1/01

Section 205. TRAVEL OUTSIDE THE UNITED STATES

- (a) Not later than the date established by New York State West Youth Soccer Association (NYSW) for submitting an Application to Travel (30 days prior), 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 for approval –
- (1) a completed *Application To Travel*; **an incomplete application will be returned and considered as not having ever been sent**;
 - (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 (by you) directly to US Soccer**; and
 - (5) Any fees required by the State Association or Affiliate for processing.

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 AND APPROVED BY NYSW, 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.

- (b) **It 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.**
- (c) NYSW is not required to approve any application not timely submitted. If an application is not timely submitted, NYSW may accept the late filing of the application and charge a late fee. The team shall consult NYSW for its specific policies and fees. (NYSW charges a late fee of requests to travel that are received within 30 days of an event).

- (d) If the documents submitted under subsection (a) of this section are in order and in compliance with NYSW requirements, appropriate fees paid, and the team and the club or league of which the team is a member, are in good standing, NYSW shall approve the application. On approval, NYSW will return a copy of the approved application to the team coach or manager.

D. NYSWYSA PROCEDURES FOR FOREIGN TRAVEL (3/1/01)

To obtain approval to travel to a foreign country; including Canada, Mexico, Puerto Rico; you must comply with policies and follow the procedures established by US Soccer, US Youth Soccer. As an affiliate of US Youth Soccer, New York State West Youth Soccer Association has established a procedure outline to help make submission a little clearer.

1. Obtain the proper forms.

- a. **US Youth Soccer, APPLICATION TO TRAVEL (3/1/01)**
From Club Registrar, District Commissioner, State Office
- b. **MEDICAL RELEASE FORMS (it is not required that they be notarized)**
From Club Registrar
- c. **CERTIFIED TEAM ROSTER FORM (get 4 copies)**
From District Registrar
- d. **USSF, APPLICATION FOR FOREIGN TRAVEL Form 1001 (Ref 2/01)**
From Club Registrar, NYS West Office, USSF
- e. **TED STEVENS OLYMPIC AND AMATEUR SPORTS ACT**
From Club Registrar, NYS West Office, USSF

2. Procedure guide.

- a. Plan early! US Soccer requests submission to arrive 180 days prior to departure.
- b. US Soccer employs fines for submission after 180 days. NYS West will assess a \$25 late fee if the US Youth Soccer paperwork is submitted less than 30 days prior to the event.
- c. Read policy statements by both US Soccer and US Youth Soccer. You are responsible for getting the paperwork correct.
- d. Complete all forms as required.
- e. Submit completed forms to your District Commissioner:
 - (1) USSF, APPLICATION FOR FOREIGN TRAVEL
 - (2) Copy of USSF, Certification regarding Compliance with the Ted Stevens and Olympic Amateur Sports Act
 - (3) USYSA, APPLICATION TO TRAVEL
 - (4) Copy of your CERTIFIED ROSTER, signed and stamped by the District Registrar
 - (5) Copy of hosting/tournament information as required by US Soccer.
 - (6) NYSWYSA Late Fee if required

Providing all paperwork is in order, The USSF, Application for Foreign Travel and the USYSA, Application to Travel will be returned to you ASAP.

- f. Submit to US Soccer (see USSF's Policy and Procedures)

- (1) USSF, APPLICATION FOR FOREIGN TRAVEL with certification from NYS West (District Commissioner's signature & stamp) indicating team is in good standing.
- (2) USSF, Certification regarding Compliance with the Ted Stevens and Olympic Amateur Sports Act
- (3) Appropriate number of certified rosters required by US Soccer.
- (4) Required hosting/tournament information as required by US Soccer.
- (5) Processing fee to US Soccer.
- (6) Late fee to US Soccer as required.