

RULES AND PROCEDURES TO COMPLETE A.T.F. FOR TRAVEL TO A TOURNAMENT WITHIN CANADA AND THE U.S.A.

HOW TO COMPLETE THIS FORM

A. SECTION A

a) Provide the following information in SECTION A

- Club Name
- Club Registration Number
- Name of Team Traveling
- Team Registration Number

b) Check (✓) either YES or NO box to indicate whether the tournament (in which your team is applying to play) is included in the O.S.A. tournament List.

c) If NO, you must attach the authorization form or letter of approval indicating that approval has been granted by the governing organization in whose jurisdiction the tournament is being played.

B SECTION B

a) By checking the appropriate boxes, indicate the **Tournament Season**, **Tournament Jurisdiction**, **Tournament Type**, **Tournament Team Type** **Permitted Entry**.

b) Provide the Name of Tournament, Tournament Dates, Tournament Location, Tournament Age Division, Tournament Gender Division.

C SECTION C

a) Provide the following Information about the **Host Organization** for the tournament:

- its name
- its Organization Registration Number (if it is an Ontario Organization)
- the name of the contact person
- the OSA Registrant Number if the contact person is an OSA Registrant
- its address (including street address or P.O. Box, city/town, province/state, zip/postal code, country)
- telephone numbers (daytime and evening)
- fax number, lotus notes e-mail address and internet e-mail address

D SECTION D

a) In this section, the applicant Club must provide information about its team. It must provide the team's:

- age division (including when players were born)
- team gender (male, female, or mixed)
- team classification (ie., Competitive Outdoor, Recreational Outdoor, Professional Outdoor, Amateur Indoor, Professional Indoor)
- tournament team type (ie., Competitive Club, Competitive All-Star, Recreational Club League, Recreational Club League All-Star, Recreational Select)

b) The following information required about BOTH the coach and manager of the team:

- name
- OSA Registrant Number

E SECTION E

a) Only a Club may apply for permission to travel to a tournament. Consequently, the Club is the applicant and a Club Official must sign the application form, as well as provide his/her name and OSA Registrant Number.

b) In addition to the Club Official's signature, the application form must also be signed by either the Team Coach or the Team Manager.

c) By signing the application form, the Club Official and the Team Official both acknowledge the jurisdiction of the various governing organizations and agree to abide by all Published Rules of these organizations and specifically, the rules governing team travel and competitions. The officials also acknowledge the requirement for accident and LIABILITY insurance if the team is traveling outside of Canada. Finally, the officials also agree to comply with all of the competition rules of the approved tournament.

d) Team Travel Insurance is available from the O.S.A. Contact your District Association for forms and/or additional information.

F SECTION F

a) For all team travel (whether it be to another District, Province, or Country) to play in a tournament, the District Association must approve the travel. Failure to obtain District Association approval on this A.T.F. form, is unconstitutional, nullifies the O.S.A. insurance coverage, and renders the Club and its officials subject to disciplinary action for participating without required sanction.

b) If the team is traveling inside of Canada and the United States of America, only the approval of the District Association is required.

c) If the team is traveling outside of Canada and the United States of America, the approval of the Canadian Soccer Association and The Ontario Soccer Association is required; and your Club must use the **A.T.F. for travel to a tournament outside Canada and the U.S.A.**

RULES FOR TRAVEL TO TOURNAMENTS

1.0 Any travel outside a team's District, except for a scheduled league game, league playoff game, or cup game, shall be considered to be **Team Travel**.

2.0 Approval for **Team Travel** is required from the following organizations:

- District Association approval for:
 - ✓ travel to another District
 - ✓ travel to another Province
 - ✓ travel to the U.S.A.
 - ✓ travel to another Country
- O.S.A. and C.S.A. approval for:
 - ✓ travel to another country (Other than the U.S.A.)

3.0 The governing organization in whose jurisdiction the tournament will be played must approve or sanction the tournament. The applicant Club is required to attach the written proof (ie. Letter of approval/sanction or the authorization form) to this application form.

4.0 The applicant Club must supply to its District Association, a copy of all documentation pertaining to the competition and rules governing the Tournament.

5.0 The Application To Travel Form (A.T.F.) must be completed and returned to the applicant's District Association (accompanied by the appropriate team travel fee, written sanction as per 3.0 above, and a copy of the competition rules as per 4.0 above):

- in the case of a tournament in another District or in the Club's District:
 - ✓ prior to the team participating/traveling to the tournament
- in the case of a tournament in another Province or in the U.S.A.:
 - ✓ 15 days before the team travels to the other Province or the U.S.A.

→ in the case of a tournament in another Country (other than the U.S.A.):

- ✓ 45 days before the team travels to the other Country

6.0 The team is only permitted to play in the tournament named in Section B of the ATF. If the team plays in any other game(s) or tournament(s), it is without O.S.A. and its District Association's sanction, and all insurance coverage is nullified.

7.0 A Club Official of the applicant Club AND either the Team Coach or Team Manager MUST sign the A.T.F. and in so doing:

- acknowledge the jurisdiction of the FIFA, CSA, OSA and its District Association during the time period authorized by the A.T.F.
- agree to abide by the rules for team travel and the rules for competitions of the FIFA, CSA, OSA, and its District Association
- agree to abide by the Published Rules of the FIFA, CSA, OSA, and its District Association
- agree to comply with all of the rules of the approved Tournament.

8.0 Each player playing for the team in the Tournament MUST be registered with the O.S.A.

9.0 The team playing in the Tournament shall only use players who are registered with it, except that, subject to the Tournament Rules, the team may:

- in the case of a Club's Youth Team:
 - a) play up to three registered players from another youth team within the same Club, and/or
 - b) play up to an additional three registered youth player from any Club,

Providing that each player meets the age eligibility requirements of the Tournament.

- in the case of a Club's Senior Team:
 - a) play up to three registered players from another team within the same Club
 - b) play up to an additional three registered players from any Club.