

E-TRAVEL APPLICATION PROCESS

Travel within the United States but outside South Texas Youth Soccer Assn

The twelve State Associations within US Youth Soccer Region III have agreed to simplify the travel process for teams wishing to travel to tournaments or friendly games within the Region. As a result of these efforts, the e-Travel Notification process was conceived and adopted by Region III. South Texas Youth Soccer has opted to adopt and apply the e-Travel Notification process to all travel within the United States (including Alaska and Hawaii).

Currently all e-Travel requests must be processed through the Affinity program. An individual designated on the roster as a coach or manager has access to their team data with their login and password set up on their application. If for some reason, a coach or manager does not have a login, one can be set up for them by the Club or Association Registrar or the State Office.

To file an Application for Travel to a tournament or games outside the boundaries of South Texas:

- ◆ Log into your Account using your user name and password - All coaches or managers should have been given a user name/password by their club or when the individual registered online. Clubs should also have a link on their website for adults to register and/or access their account. If not, this information is available from your club or association registrar or the State Office.
- ◆ Go to the Teams section on the page.
- ◆ Find the team for which travel is to be requested and click on the word "Edit"
- ◆ On the roster page, click on the Travel Roster tab
- ◆ Click on "Create a New Request"
- ◆ The first page includes information about the tournament. Fill in the all information. Hosting entity can be the state in which the event is being held or the organization name. If traveling to one of the 12 Region III states, enter Regional in the Travel Request Type. Travel to other states will require the selection of USYS. Be sure that the event is sanctioned by US Youth Soccer; travel to events not sanctioned through US Youth Soccer do not require approval and players / coaches are not covered as STYSA insurance is not in effect for non-sanctioned events.
- ◆ Move to the next page which allows the creation of the Travel Roster. Players already rostered to the team will be included. Those not traveling with the team can be removed and additional players added if the team is taking guest players. If players being added are registered in the Affinity program, they can be pulled onto the roster with their player ID number. Outside players, guest players from

another state association, must be entered but be sure that the appropriate interstate permission has been obtained for such players.

- ◆ Continue to move through the pages of the Travel Request process. On the final page, the coach or manager will have the option of paying the \$25 processing fee by credit card or by mailing a check to the State Office. After indicating the choice, the system will guide the user through the process. If mailing a check to the State Office, the Payment Coupon can be printed to send along with the check for identification purposes.
- ◆ When completed, the individual submitting the request will be able to Print the Acceptance forms by using the button at the top of the final page of the application. An email notification will be sent to the individual confirming that the travel request has been submitted. This notification and the forms printed from the final page should be retained by the coach or manager and taken with them to Tournament Check-in.

It is the responsibility of the coach or manager to comply with the rules and guidelines of South Texas Youth Soccer, US Youth Soccer, the US Soccer Federation, or those of the State Association or tournament to which you are traveling. Failure to comply may result in sanctions or fines or both being charged to the team, players and/or team officials.

Teams should take the following documents with them to tournament check-in:

- 1) e-Travel notification confirmation form
- 2) Standard league or tournament team roster
- 3) Player cards / coach card
- 4) Medical release forms as required by the host event
- 5) Any other documents or forms required by the host event

The e-Travel Notification process is not applicable for travel outside of the United States (including to Canada and Mexico). All travel outside of the United States requires that the standard paper forms for international travel be submitted to the State Office at least 6 weeks prior to the departure date to allow sufficient time for processing and receiving approval from the US Soccer Federation. Note: The US Soccer Federation does **not** notify the State Office when, or if, a request for international travel is approved or denied. It is the responsibility of the Coach or Manager to follow-up to assure that they have all the proper approvals in hand prior to leaving the country.