



www.illinoisyouthsoccer.org

Procedures for Obtaining Travel Permits

USE THE QUICK & EASY e-TRAVEL ON-LINE PROCESS!

Submit to Illinois Youth Soccer office no later than 30 days from your departure date or use the on-line e-travel application process on our website www.illinoisyouthsoccer.org.

Use separate application for each tournament and team.

Residents of Illinois must obtain an Illinois Youth Soccer authorized Travel Permit to participate in U.S. Youth Soccer sanctioned tournaments, including friendly tournaments or games outside of Illinois. Any application that is received incomplete at the Illinois Youth Soccer Office will be returned. Accompanying the returned application will be a form that will ask for specific information/documentation or payments that are required for completion. The Application for Travel and the Guest Player Permit can be retrieved from the Illinois Youth Soccer website www.illinoisyouthsoccer.org or request to have the forms mailed or faxed to you. Incomplete applications will not be held at the Illinois Youth Soccer Office.

No later than thirty (30) days prior to your departure date, submit the following to the IYSA for approval:

1. One (1) original with three (3) unstapled copies of the US Youth Soccer Application for Travel. Incomplete applications will be returned;
2. Copy of US Youth Soccer tournament host sanctioning agreement indicating that it is sanctioned by the US Youth Soccer National State Association;
3. Completed and signed copy of currently registered Illinois Youth Soccer Affiliated League's Team Roster, Add/Release Form(s) and Guest Player Form(s);
4. (1) original and two (2) unstapled copies of the completed and signed Illinois Youth Soccer Guest Player Permit Form for tournament that permits guest players;
 - a. If the guest player is currently registered with another IYSA/USYSA team, permission must be obtained from the player's registered team coach via signature on the Illinois Youth Soccer Guest Player.
 - b. Only the players listed on the Illinois Youth Soccer Team's Roster, Add/Release Form(s) and Guest Player Form(s) that are submitted to Illinois Youth Soccer with the Application for Travel will be insured during their participation in the tournament listed on the Application.
 - c. If the player is not currently registered with Illinois Youth Soccer, the player must obtain a Tournament Pass from Illinois Youth Soccer and be listed on the Guest Player Form.
5. Self-addressed, stamped envelope;
6. Check for the following processing fee:
 - A. \$20 (per team and per tournament) Application Fee made payable to IYSA-Travel Permit
 - B. Add special mailing, handling and rush charges.
7. For tournaments outside of the United States, follow instructions listed in Procedures for Foreign Travel and submit application to Illinois Youth Soccer no later than ninety (90) days prior to departure date.

By mail send to: Illinois Youth Soccer – Travel Permit
1655 S. Arlington Heights Road, Suite 201, Arlington Heights, IL 60005
847-290-1577 847-290-1576(F) e-mail: iysa@iysa.org

TRAVEL PERMIT PROCEDURES.wpd

official marketing partners:



www.theantidrug.com
www.freevibe.com
Office of National
Drug Control Policy



official member of:



U S Youth Soccer
Proud Member of US Soccer
Affiliated with the Federation Internationale de Football Association

**Submit One (1) Original and Three (3) Copies of this Application, Copy of League Roster with Add/Release forms, Guest Player Permit, Tournament Host Sanctioning Agreement, Self-addressed, Stamped Envelope with appropriate processing fees to the Illinois Youth Soccer Association.
PRINT CLEARLY - DO NOT STAPLE!**

I. APPLICATION FOR TRAVEL

Everyone requesting permission to travel **must** complete this section.

Team Name _____ Age Division U- _____ Type of Team (see reverse side) _____ B / G (circle one)
League/Home Association _____ National State Association: Illinois Youth Soccer Association
Team Manager/Coach _____ Telephone (_____) _____ W
Address _____ Email _____ (_____) _____ H
City _____ State _____ Zip Code _____ Country _____ (_____) _____ Fax

I the undersigned certify that I am the official representative of the team and have the authority to act on behalf of the team, its coaches, players and representatives. I hereby state that during the dates below, the team has no playing commitments at home. If I am participating in a tournament in the United States, I have enclosed the required documents with a \$20 check made payable to the IYSA. If I am traveling outside the U.S., I have enclosed the U.S. Soccer Application for Foreign Travel with the appropriate documents and fees. I agree to comply with and be bound by the rules, policies, procedures and requirements of Illinois Youth Soccer, its affiliated associations and US Youth Soccer. I certify that the team, coaches and players listed are currently and properly registered with Illinois Youth Soccer/US Youth Soccer and rostered according to the rules of Illinois Youth Soccer, its affiliated associations and US Youth Soccer. I certify that the team, coaches and the players listed are currently in good standing with and meet all of the requirements of Illinois Youth Soccer, its affiliated associations, and US Youth Soccer. I assume responsibility for this content and certify that the information provided in my submission to Illinois Youth Soccer Association is accurate. I understand that false, misleading or inaccurate information and/or noncompliance with Illinois Youth Soccer Association rules, policies, procedures, and requirements will void the permission, insurance coverage and other benefits granted by Illinois Youth Soccer Association to the team, its coaches, players and representatives and that I, the team, coaches, and/or players may be placed in bad standing with Illinois Youth Soccer Association/US Youth Soccer. I hereby indemnify and hold harmless Illinois Youth Soccer Association, its officers, sponsors, agents, employees, directors, coaches, managers, associated personnel, other partners, their heirs or next of kin from any and all injuries and/or damages incurred by the issuance of this permission from Illinois Youth Soccer Association. I further agree that this indemnification shall extend to all costs incurred by the issuance of this permission from Illinois Youth Soccer Association including but not limited to transportation, lodging, injury to persons or property and attorney's fees.

Signature of Team Manager/Coach _____ Date _____

II. TRAVEL TO A TOURNAMENT

If you are requesting permission to travel to a TOURNAMENT, you **must** complete this section.

We request approval to play in the _____ Tournament, to be held
in _____, during the dates of _____
Tournament Director/Contact Person _____ (_____) _____ W
Address _____ Email _____ (_____) _____ H
City _____ State _____ Zip Code _____ Country _____ (_____) _____ Fax

III. TRAVEL TO PARTICIPATE IN GAMES

If you are requesting permission to travel to participate in games, you **must** complete this section.
A copy of the approved hosting form must be attached.

We request permission to engage in games between the dates from _____ to _____ in
the following locations and attach a separate sheet, if necessary:

OPPONENT	CITY	STATE/COUNTRY
1. _____		
2. _____		
3. _____		

Host Organization _____
Contact Person _____ (_____) _____ W
Address _____ Email _____ (_____) _____ H
City _____ State _____ Zip Code _____ Country _____ (_____) _____ Fax

ILLINOIS YOUTH SOCCER ASSOCIATION APPROVAL

(For official use only)

By _____ Title _____ Date _____

In granting this permission to travel, neither US Youth Soccer, US Soccer nor the National State Association (Illinois Youth Soccer Association) or its officers, employees or representatives shall be liable for transportation, lodging or injury to persons or property sustained in the course of the sanctioned event.

SEND TO: IYSA - TRAVEL PERMIT, 1655 S. ARLINGTON HEIGHTS ROAD, SUITE 201, ARLINGTON HEIGHTS, IL 60005

I. PROCEDURES TO TRAVEL WITHIN THE UNITED STATES

1. Not later than the date established by the State Association or Affiliate for submitting an *Application to Travel*, the team must submit to its State Association or Affiliate for approval—

- (1) a completed *Application To Travel*; **an incomplete application will be returned and considered as not having ever been submitted;**
- (2) a *Roster* that has been signed, stamped, or both, by the appropriate registrar and includes all players and team officials;
- (3) for the competition in which the team is to participate, a copy of the **APPROVED** *Application to Host a Tournament or Games* (if hosted by an Organization Member of US Youth Soccer) or the approved hosting form used by (A) a member of an Organization Member or the Organization Member itself that is not a member of US Youth Soccer, or (B) US Soccer; and
- (4) any fees required by the State Association or Affiliate for processing the application.

2. **The State Association or Affiliate is not required to approve any application not timely submitted. If an application is not timely submitted, the State Association or Affiliate may accept the late filing of the application and charge a late fee. Consult the team's State Association or Affiliate for its specific policies and fees.**

3. **If the documents referred to in paragraph 1 are in order and in compliance with State Association or Affiliate requirements, appropriate fees paid, and the team and the club or league of which the team is a member are in good standing, the State Association or Affiliate shall approve the application. On approval, the State Association or Affiliate will return a copy of the approved application to the team coach or manager.**

II. PROCEDURES TO TRAVEL OUTSIDE THE UNITED STATES

1. Not later than the date established by the State Association or Affiliate for submitting an *Application to Travel*, the team must submit to its State Association or Affiliate for approval—

- (1) a completed *Application To Travel*; **an incomplete application will be returned and considered as not having ever been submitted;**
- (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 directly to US Soccer**; and
- (5) any fees required by the State Association or Affiliate for processing the application.

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 ITS STATE ASSOCIATION OR AFFILIATE AND APPROVED BY THE STATE ASSOCIATION OR AFFILIATE, 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.

2. **The State Association or Affiliate is not required to approve any application not timely submitted. If an application is not timely submitted, the State Association or Affiliate may accept the late filing of the application and charge a late fee. Consult the team's State Association or Affiliate for its specific policies and fees.**

3. **If the documents referred to in paragraph 1 are in order and in compliance with State Association or Affiliate requirements, appropriate fees paid, and the team and the club or league of which the team is a member are in good standing, the State Association or Affiliate shall approve the application. On approval, the State Association or Affiliate will return a copy of the approved application to the team coach or manager.**

RECOMMENDED DEFINITIONS OF TEAMS (Place corresponding letter in appropriate space on application.):

- A INTRA-CLUB TOURNAMENT TEAM:** a team which is put together for the sole purpose of playing in a tournament or other sanctioned non-league competition, whose roster includes only players who are members of one club.
- B INTER-CLUB TOURNAMENT TEAM:** a team which is put together for the sole purpose of playing in a tournament or other sanctioned non-league competition, whose roster includes players who are members of more than one club.
- C RECREATIONAL TEAM:** a team which participates in a RECREATIONAL LEAGUE.
- D RECREATIONAL PLUS TEAM:** a team which participates in a RECREATIONAL PLUS LEAGUE.
- E RECREATIONAL ALL-STAR TEAM:** an INTRA-CLUB TOURNAMENT TEAM whose roster only includes players selected from teams which participate in the same RECREATIONAL or RECREATIONAL PLUS LEAGUE.
- F CLASSIC TEAM:** a team which participates in a CLASSIC LEAGUE.
- G LEAGUE TEAM:** a team which participates in regularly scheduled league play.
- H PREMIER TEAM:** a team which participates in a PREMIER LEAGUE.
- I SELECT TEAM:** the official SELECT (all-star) TEAM of US Youth Soccer, any of its regions, a State Association, an Affiliate, other Organization Member, or any district or geographical subdivisions thereof, or any league.
- J OTHER:** attached description of team if it does not fit any of the above definition