

Pickering Football Club 1975 Clements Road Pickering ON LIW 4C2

Tel: 905-831-9803 Fax: 905-239-0067 www.pickeringfc.ca

PICKERING FOOTBALL CLUB

TRAVEL TO THE USA GUIDELINES

The following information has been prepared to help teams with travel to the USA. This information should be used in conjunction with any specific tournament rules and procedures. It is also important to check with the PFC Competitive Directors/Competitive Administrator to ensure that the most current Ontario Soccer (OS) and club rules for team travel to the USA are followed.

- Obtain a copy of the US tournament sanction form. The USA tournament sanction form can usually be found on the tournament web site or request a copy from the tournament director.
- Secure player/coaching staff travel insurance (mandatory). Travel insurance should be purchased from
 Ontario Soccer's Insurance broker. Go to the OS web site to get the process and form. Remember the
 team MUST purchase insurance for every player and member of the coaching staff regardless of whether
 they have personal insurance. Remember to include the total number of traveling days and not just the
 days of the tournament.
- Complete the CTMS process (at https://ctms.ontariosoccer.net). Complete an OS travel permit well in advance of the travel date (at least 8 weeks in advance). Travel permits are available on the OS website and must be submitted via email to the club.
- Email the OS travel permit and drop off the proof of insurance and the US tournament sanction form at the Clubhouse for processing. Once approved a copy of the travel permit will be emailed back to the
- Insist that all players have passports. If there is insufficient time to secure passports ensure that players have the right travel documents. Check both the Canadian and US border policies. Check that everything is in order well before the departure date, especially if players are not traveling with their parent(s).
- Parents must obtain a notarized letter if a player is not traveling with BOTH parents. A sample is attached. The notarized letter is required even if a player is traveling with one parent. Ensure that the traveling parent or guardian has the letter well in advance of the travel date. The letter also ensures that the parents have secured a guardian for their child. The letter provides assurance to the team that the player will not be prevented from crossing the border.
- Some tournaments ask for a notarized medical release form for each player. Contact the tournament director and explain that Ontario players are insured as part of their OSA registration and that the team also holds additional travel insurance for each player. If the tournament agrees that medical release forms are not required, get a confirmation email and bring the email with you.
- Ensure that ALL tournament paperwork is completed and packed, along with your player books, official OS
 roster and travel insurance. You do not want to arrive at the tournament and find that you forgot the
 necessary paperwork!!!
- Ensure that the team has travel / carpooling arranged while attending the tournament. The Pickering Football Club does not permit coaches, assistant coaches, trainers or managers of the team to drive players, other than their own children.
- Arrange for hotel accommodations early. Check the tournament policy for hotel bookings. Some tournaments have a policy that insists that you book through the tournament travel agent.
- Teams like to exchange pins. Canada pins or City of Pickering pins are a good idea and can usually be obtained from your local MPs office or City Hall.

Be firm with the parents about these policies. They may tell you their child does not require a notarized travel letter or player insurance. If a parent continues to be unsupportive, then explain that these are the travel policies of the Club. A player should not be allowed to travel unless the parents are willing to abide by the Club's policies.

Finally, have fun, enjoy the tournament and bring home a medal!!!



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PERMISSION TO TRAVEL EXAMPLE

TO WHOM IT MAY CONCERN:

I (we) am (are) the parent(s)/legal guardian((s) of	I (we) hereby give p	ermission for my (our)
child,, age, to travel wit	:h	_, to and back from	
between (departure date) and (return date),	to attend and particip	pate in the	Tournament.
I (we) confirm that my (our) child is not the s			
Sworn before me this day of	, 20xx)))))	Name: Relationship:	
Barrister & Solicitor and Notary Public for the Province of Ontario)))	Name: Relationship:	
		Address and phone no Parent(s)/Legal Guard	