

4.0 NEW MEXICO YOUTH SOCCER ASSOCIATION TRAVEL MANUAL
(replaces section 4.08 of the NMYSA Travel & Tournament Manual of 28 Oct 07)

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4.00 Introduction

The purpose of the New Mexico Youth Soccer Association Travel and Tournament Manual is to provide guidelines to understanding the procedures for hosting tournaments or traveling to tournaments. NMYSYA has adopted the United States Youth Soccer Association Travel and Tournament Policies in full. The current USYS Travel Procedures are included in full as Section 4.01. Section 4.02 adds policies specific to NMYSYA. Section 4.03 provides information for accessing the NMYSYA electronic permission forms.

4.01 General Travel Policies

The following policies have been approved by US Youth Soccer in order to assist State Associations in addressing matters relating to travel and to establish a level of standardization.

US Youth Soccer recognizes and affirms the right of each State Association to have control over its rights and property, including, but not limited to, the right to determine whether and under what circumstances the State Association will sanction any event.

State Associations in adopting these policies must consider all potential risk management and other liability issues in order to avoid and minimize risk to the participants, the State Association, US Youth Soccer and US Soccer.

Section 1: DEFINITIONS

- 1.1 **Travel:** Travel is the participation by a player, coach or team in an event, which is conducted outside the State Association in which the player, coach or team is registered.
 - 1.1.1 **Sanctioned Travel** is travel that has been sanctioned by the State Association so that the benefits of affiliation with the State Association apply to the travel.
 - 1.1.2 **Non-sanctioned Travel** is all travel not sanctioned by a State Association.
 - 1.1.3 **Participation** of any kind, including travel to and from events and participation in events not sanctioned by a State Association, is entirely the responsibility of those deciding to participate.
 - 1.1.4 No person, group, or entity shall by affirmative misrepresentation or by the failure to disclose material facts mislead any other person into believing that travel to or participation in non-sanctioned events or any non-sanctioned travel is authorized, approved, or otherwise sanctioned by a State Association or by US Youth Soccer.
- 1.2 **Travel Sanction Form:** The standard form on which a team, player or coach requests their State Association to sanction their travel. The form may be either a hard copy or on electronic media. A Travel Sanction Form must contain at least the information as provided in the accompanying guidelines. State Associations may use the US Youth Soccer Travel Sanction Form or approve a Travel Sanction Form for use by coaches, players and teams from their State Association.

- 1.2.1 Such Travel Sanction Form will include provisions governing the use of guest players, where allowed, to insure that all participating players and team officials are duly registered with the sanctioning State Association.

Section 2: SANCTIONED TRAVEL

Neither a State Association, US Youth Soccer nor US Soccer is required to approve any application. Any application, notification or request for sanctioned travel that does not meet the requirements of the State Association's policies need not be approved. The team must contact its State Association for its specific policies and fees. Any application that is not submitted in a timely manner may be subject to late fees if it is approved. Only a team that is a member in good standing of a State Association and traveling to a tournament or games that have been sanctioned by a State Association, another US Youth Soccer Organization member, US Youth Soccer, US Soccer or organization member, an Affiliate or FIFA will be sanctioned to travel.

- 2.1 All State Associations shall recognize the travel sanctioning process and Travel Sanction Form that has been approved by the US Youth Soccer State Association that is sanctioning the travel.
- 2.2 Participation of any kind, including travel to and from events and participation in events not sanctioned by a State Association, is entirely the responsibility of those deciding to participate.
- 2.3 The State Association that sanctions the travel shall indemnify and hold the host State Association and US Youth Soccer harmless from all claims, including defense costs and attorney fees resulting from its sanctioning of travel.
- 2.4 State Associations shall publish and make available their travel sanctioning policies. State Associations also will make available their travel form.
- 2.5 US Youth Soccer will, in cooperation with the State Associations, post links on its web site to the travel policies of each participating State Association.

Section 3: REQUIRED DOCUMENTS FOR SANCTIONED TRAVEL

In addition to any requirements imposed by the State Association with which a team, player and/or coach is registered, US Youth Soccer requires that when traveling, the following documents shall be available for review by the authorized hosting organization. It is the responsibility of the team, player or coach to provide these items.

- 3.1.1 A copy of the State Association's Travel Sanction documentation approved by the State Association;
- 3.1.2 A validated roster, as issued in the manner approved by the team's State Association; or a copy thereof;
- 3.1.3 A US Youth Soccer member pass as approved by the State Association, for each player, guest player and team official listed on the approved roster and traveling with the team. Each player's member pass must have on it the team information,

the valid seasonal year, the player's name and the player's VERIFIED birth date as required by Rule 204 of US Youth Soccer Policy on Players and Player Rules;

- 3.1.4 An authorization properly executed with original signatures to allow emergency medical treatment of each player;
- 3.1.5 Copies of any required permissions for a coach or player who is listed as a guest.
- 3.2 The team shall also carry a list of contact numbers for players, parents, league, club and State Association offices or officers who may be contacted in the event of an emergency.

Section 4: INTERNATIONAL TRAVEL

International travel by members of US Youth Soccer shall comply with the requirements of the team's State Association and of US Soccer, with the additional requirement that copies of all applications for international travel shall be sent to the State Association at the same time as application is made to US Soccer.

- 4.1 In addition to the forms required to be submitted to the State Association for sanctioned travel, the following items must be submitted to US Soccer no later than thirty (30) days prior to the team's departure in order to request approval for international travel:
 - 4.1.1 US Soccer Application for Foreign Travel which has been authorized by the team's State Association (must be the original, NO FAXES);
 - 4.1.2 A copy of the official roster for the team which includes all players and team officials and which has been signed and/or stamped by the appropriate registrar;
 - 4.1.3 A signed copy of the Ted Stevens Olympic and Amateur Sports Act Compliance Form;
 - 4.1.4 A copy of the official brochure, pamphlet, invitation or other applicable material of the Tournament or Games authorized host;
 - 4.1.5 A check for \$50 (per team) made payable to U.S. Soccer.
- 4.2 If approval is granted, US Soccer will forward the approved application to the team and will notify the national association in the country or countries to which the team is traveling, indicating that the team is properly affiliated and has permission to travel.

Section 5: RETENTION OF TRAVEL RECORDS

Each State Association shall adopt procedures that comply with its local and/or state regulations regarding the retention of travel applications and related information for insurance, risk management or corporate records retention purposes.

Section 6: ENFORCEMENT AND PENALTIES

Failure by teams, players and coaches to follow the policies of the State Association with which they are registered may result in the imposition of penalties by the State Association.

Section 7: EXCLUSIONS

- 7.1 This travel policy does not apply to teams participating in the US Youth Soccer National Championships Series or the US Youth Soccer ODP National Championships (including qualifying games held at the Regional level).
- 7.2 This travel policy does not apply to teams participating in a league-sanctioned by one or more State Associations, a Region or US Youth Soccer in which teams from multiple states participate and travel from one State Association to another for regularly scheduled league matches.
- 7.3 State Associations may enter into agreements with other State Associations to waive the necessity for individual teams to obtain approval for teams playing in an interstate playing league or participating in friendly matches. Teams participating in these leagues and/or friendly games must follow whatever procedures their State Association has approved.
- 7.4 A Region may, if the State Associations in the Region agree, waive the travel approval or notification process as indicated in this policy for teams from State Associations within the Region traveling to US Youth Soccer sanctioned tournaments within the Region.

4.02 Rules Specific to New Mexico

4.02.01 Purpose of Travel Documents

A Permission to Travel certificate and a Permission to Guest Play certificate are insurance documents. They certify to all other USSF members that participants are duly registered, insured and eligible to participate fully in sanctioned events.

4.02.01.01 An NMYSA Permission to Travel certificate is required for any travel. Travel is defined as participation by a coach or team in an event, which is conducted outside the State Association in which the player, coach or team is registered.

4.02.01.02 An NMYSA Permission to Guest Play is required when a player is playing for a team with which he/she is not currently rostered.

4.02.01.03 It is the responsibility of each team to ensure that all of the instructions shown on the tournament invitation are followed. Send the necessary materials to the appropriate address immediately to assure prompt consideration of the application.

4.02.02 Travel to In-State Tournaments, Friendlies or Scrimmages

NMYSA registered teams may participate in New Mexico tournaments, scrimmages or friendlies without notice, so long as the players and coaches are registered for the current seasonal year and

are in good standing. In order to participate in these events, the team coach must have an official NMYSA roster, individual player/coach pass cards, original NMYSA Membership forms, (with medical release information for each player), and the individual proof of age documents as outlined in rule 204 of the US Youth Soccer policy manual.

4.02.03 Player Permission to Guest Play with a Team in Another State

For NMYSA players wanting to guest play with another US Youth Soccer affiliated State Association's team, a "Player Permission to Play in a Neighboring State" form must be approved and accompany the participating coach. In addition to the "Player Permission to Play in a Neighboring State" form, the participating coach must also have the guest player's original US Youth Soccer/NMYSA player pass card, the player's original membership form with medical release information, and the player's proof of age document as outlined in rule 204 of the US Youth Soccer policy manual.

4.02.04 Penalties for Non-sanctioned Travel

Head coaches are responsible for compliance with the travel policies of NMYSA and will be held responsible for the actions of their assistant coaches and team managers. Head coaches found guilty of forging any travel document listed in Section 3: Required Documents for Sanctioned Travel, either through their actions or the actions of assistant coaches or team managers, may be suspended from all participation in NMYSA activities for a period of up to two years and placed on the USYS Disciplinary Action Report for that period. The suspension may include, but not be limited to, team management, coaching or training activities; employment in activities that involve USYS registered players; and registration, refereeing, field management or other similar duties. Leagues may make more strict sanctions for forging these travel documents. The original hearing for violations under this provision will be a Level 2 hearing in front of the District Commissioner.

Head coaches found guilty of non-sanctioned travel, or of traveling without current travel documents may be suspended. Travel documents must be obtained for any tournaments as described above, and for any scrimmages or friendlies involving any team not registered with NMYSA. Required travel documents should be obtained prior to departure for an out-of-town event or prior to the first game for a local event. The original hearing for violations of this provision will be a Level 1 hearing conducted under the rules of the member league.

4.02.05 Validated Roster

Roster requirements for travel may be met by any official NMYSA roster. Teams that have not added or deleted players may use the same roster for multiple tournaments.

4.02.06 Individual Travel Rules

Contact your league office and subsequently the NMYSA office for any individual travel procedures that do not involve playing with a United States Youth Soccer Association registered team.

4.03 Electronic Travel System

The New Mexico Youth Soccer Association has adopted an electronic travel approval system that allows coaches and team managers to apply for and receive travel sanctioning and guest player travel approval electronically. The electronic system 1) provides a Permission to Travel certificate which meets the requirements for sanctioned travel described above and in the US Youth Soccer Travel Policies Manual, 2) provides a Permission to Guest Play certificate which meets the requirements for sanctioned travel described above and in the US Youth Soccer Travel Policies Manual, 3) provides leagues and the NMYSA means for blocking travel for teams and individuals not in good standing, and 4) assures host State Associations and tournament officials that New Mexico teams are properly registered, insured and eligible for travel.

4.03.01 Certificate for Travel

Procedures for obtaining Permission to Travel certificates are found on the NMYSA web site at www.nmysa.net .

4.03.02 Guest Player Certificate

Procedures for obtaining Permission to Guest Play certificates are found on the NMYSA web site at www.nmysa.net .