

STEP by STEP E-TRAVEL APPLICATION PROCESS

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

The twelve State Associations that make up US Youth Soccer Region III have agreed to and adopted an e-Travel Notification process for teams wishing to travel to tournaments or friendly games within the Region. 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)**.

All e-Travel notifications / 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 or [click here](#) to login using your user name and password.
- ◆ 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. The Soccer Federation Sanctioning Body should be the name of the entity sanctioning the event (such as US Youth Soccer) or the name of the name of the organization hosting the event. If traveling to one of the other 11 US Youth Soccer Region III states, select "Regional" in the Travel Request Type. Travel to any other US Youth Soccer state will require the selection of "USYS". Once all the fields have been completed click "Save Continue."
- ◆ 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 by clicking on the red X on the right side of the roster. Additional players added if the team is taking guest players by clicking on either the "Add Player Outside Org" or "Add Player / Coach Inside Org" buttons. (Note: Removing or adding players to the travel roster **does not** alter the official league roster.) If a player being added is registered within STYSA, they can be pulled onto the roster by entering their player ID number. Players from outside of STYSA (i.e. guest players from another state association) may be added as well by entering the required information but make sure that the appropriate **interstate permission** has been obtained for such players.
- ◆ Click "Review and Submit" to review the completed notification and travel roster and if all is in order click "Submit Application." Here 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 payment choice, click "Continue" to finish the process. If you are mailing a check to the State Office, a copy of the Payment Coupon can be printed and sent along with the check for identification purposes.
- ◆ Once the payment has been accepted, 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. The appropriate Region III Travel Notification or the USYS Travel Application will be automatically e-mailed sent to the Tournament Director confirming that the travel request has been approved. 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 travel 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

Note: 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.