

**ONLINE
TRAVEL PERMITS
**PLEASE MAKE SURE YOU HAVE APPROVAL
AT LEAST 7 DAYS PRIOR TO TRAVELLING****

*****TEAM REGISTRATION NUMBERS AND COACH OSA NUMBERS ARE MANDATORY!*****

TOURNAMENTS IN ONTARIO:

1. Find the tournament of your choice in the OSA tournaments database.
2. Click on the Application to travel link at the top of the page. All of the applicable tournament information will be automatically input into the form.
3. Fill in your club team name and information as required. example **Dorchester**(club)**Diamonds**(team). This is to facilitate the application being found in the database. Teams from different clubs may have the same names.
4. **Write down the ATF#**, Copy and save the file to your computer for your records and press **SUBMIT**.
5. E-mail to your **CLUB REPRESENTATIVE** who approves travel permits at the club level.
6. The club rep then sends an e-mail with just the ATF # to EMSA at emsa@on.aibn.com (The entire file is not required just the application #)
7. EMSA will approve the travel form and inform the club and the OSA of the approval (providing the team is a **registered team** and meets the approval requirements)
8. The tournament can access your approval to travel. The ATF will appear in an approved teams for travel database.
9. You can print a hard copy of the form for your records and to take to the tournament if desired.
10. Payment for the travel form is made to your club and EMSA collects the payment from the club.

TOURNAMENTS OUTSIDE ONTARIO:

1. The travel permit must be accompanied by the **PERMISSION TO HOST** by the governing body, which is found on the tournament website.
2. Fill in an on-line Application to Travel Form found on the OSA site. You will have to fill in all information pertaining to the tournament and your team.
3. **Write down the ATF#** Copy and save the file to your computer for your records and press **SUBMIT**.
4. E-mail to your **CLUB REPRESENTATIVE** who approves travel permits at the club level.
5. The club rep then sends an e-mail with the travel application # to EMSA at emsa@on.aibn.com (The entire file is not required just the application # and attach the **PERMISSION TO HOST**.)
6. EMSA will approve the travel form and inform the club and the OSA of the approval (providing the team is a **registered team** and meets the approval requirements)
7. The form then must be brought to the EMSA office with your club's signature for approval and a copy of the **PERMISSION TO HOST**. EMSA will then stamp the form.
8. You can then send a copy to the tournament.
9. Payment for the travel form is made to your club and EMSA collects the payment from the club.

EXHIBITION GAMES:

1. Travel to exhibition games must be approved. (Not required for exhibition games with teams from within the EMSA district)
2. Complete the application to **travel** or to **host** an exhibition game(s) with all of the host information and your team information. If playing against teams other than the host team, that team's information must also be included.
3. **Write down the ATF# or the AHEG #** E-mail to your club representative who approves travel permits at the club level.
4. The **CLUB REP** then sends an e-mail with the travel application # to EMSA at emsa@on.aibn.com (The entire file is not required just the application #)
5. EMSA will approve the travel form and inform the club and the OSA of the approval (providing the team is a **registered team** and meets the approval requirements)
6. The district in which the hosting team resides will match the travel permission for each team to the application to host the exhibition game(s). If either form is not complete and approved, or if any of the teams are not registered, the exhibition game cannot take place.
7. If the exhibition game is to take place outside of Ontario, OSA must give approval, and the form must be stamped at the EMSA office.

APPROVED TRAVEL PERMITS CAN BE VIEWED ON THE OSA WEBSITE BY THE APPLICATION NUMBER
(SEE REVERSE SIDE FOR INSTRUCTIONS)

*** PROCEDURES ARE SUBJECT TO CHANGE TO IMPROVE THE PROCESS.* REVISED December 2009**

HOW TO PRINT YOUR TRAVEL PERMITS

from the OSA website

www.soccer.on.ca

Go to >COMPETITION >TOURNAMENTS > in the right column click on [Application to Travel](#) > Online Application to Travel Form > under the box you will see a link for Administration..Click on it.> Under Approved Applications, click on ATF's Approved by Application #> enter the Application # and the permit will appear > click on the team name and the entire form will appear.

FOR TOURNAMENTS IN ONTARIO -- Highlight and copy the first permit. Paste it into a word processing program ie Word and print.

FOR TOURNAMENTS OUTSIDE ONTARIO – Highlight and copy the second permit. Paste into program and print. This must be brought to the EMSA office with the club signature and info. EMSA will stamp the permit. The US tournaments usually want an official roster so have the team copy one from the EMSA site and fill it in. EMSA will verify all player registrations and stamp the roster form. We cannot give the official rosters that are given to our clubs since it is against the Privacy Act (too much personal information about minors on them--they are only for club use)