

Manitoba Soccer Association Inc.

211 Chancellor Matheson Rd | Winnipeg, MB | R3T 1Z2
mbsoccer@manitobasoccer.ca | P: 204.594.5809 | F: 204.594.5139
www.manitobasoccer.ca



TEAM TRAVEL APPLICATION

All Manitoba Soccer Association (MSA) affiliated teams must have approval from the MSA prior to playing in any exhibition or tournament games outside of Manitoba. This policy is in place to ensure all teams travelling outside of Manitoba to participate in exhibition and tournament games have proper sanctioning and insurance. Sanctioning is necessary to comply with Canada Soccer and FIFA regulations for teams participating outside the jurisdiction in which they are registered.

All travelling teams are under the jurisdiction of the Manitoba Soccer Association and under the secondary jurisdiction of the Association in whose territory the game or games are to be played and shall abide by the rules and regulations of the specific competitions entered. Traveling teams shall also remain subject to the rules and regulations of the Manitoba Soccer Association and their soccer organization/league as far as disciplinary matters are concerned. Suspended players are not eligible to participate.

Players may not play with a team they are not assigned to for tournament purposes unless tournament rules permit guest players. If guest players are used it must be noted on the team roster and permission (using the Guest Player Release Form) from their soccer organization and league/association must be submitted with the Team Travel Application to the MSA for approval.

PROCEDURE

1. All teams participating in out of province tournaments and exhibition games must complete a Team Travel Application. Team Travel Applications must be approved by the team's soccer organization, and league/association prior to applying to the MSA for approval. If the team does not play in a league, it must be approved by the team's soccer organization and the MSA.
2. All teams must submit a roster of all travelling players and coaches/managers with their travel application that is approved by their soccer organization, and league/association. This roster must include first name, last name, address, postal code, phone number, date of birth and the soccer organization that they are registered with.
3. All teams requesting guest players must submit a guest player release form approved by their soccer organization and league/association.
4. All Team Travel Application must be submitted with documentation from the host indicating the tournament is sanctioned by the Provincial or State Association. Teams traveling to an exhibition game must provide documentation that the opposing team is affiliated with their Provincial or State Association.

5. All teams must submit C.P.I.C forms for all team coaches and managers listed on the team roster. Team officials must have a C.P.I.C valid within 36 months of the event.
6. All Team Travel Applications must be received by the Manitoba Soccer Association 15 working days prior to the departure date to ensure the application can be processed in time. Any applications submitted less than 15 working days prior to departure may not receive approval.
7. All teams requesting travel outside of North America must submit a Team Travel Application to the MSA 90 working days prior to the departure date. The request must be forwarded to Canada Soccer and applying teams must attach a cheque for \$150.00 payable to the Manitoba Soccer Association.

TRAVEL APPLICATION CHECKLIST

The following are required when submitting a Team Travel Application to the M.S.A.:

- ☐ Soccer Organization and League / Association approved travel application
- ☐ Soccer Organization and League / Association approved team roster
- ☐ Provincial or State Association documents that confirm the tournament / exhibition game(s) are sanctioned
- ☐ Guest Player Release Form(s) (if needed)
- ☐ C.P.I.C. forms for all team officials (valid within 36 months)

Process through RAMP System

From now on, we will be transitioning Team Travel Applications to our RAMP system. This move marks a pivotal step towards reducing paper waste, improving accessibility, and simplifying the way we handle documentation within our organization.

Please see the whole process with important notes below:

1. Team Coach needs to login into their RAMP account. Here is the [LINK](#).
2. Find "Permits, Sanctions and Forms" on the dashboard. Click it and choose "Submit a Permit/Sanction/Form"
3. You'll see a permit with Form Type "Team". Please click "Manage"
4. Click "Manage" again (or "Add Response" if you need to fill out this form for the second time).
5. Please read MEMO and Procedure process carefully!
6. Fill out the form.
7. Upload your guest player forms if applicable. Please note that you can upload only one file. If you have a question how to convert multiple files into one, please contact mbsoccer@mbsoccer.ca.
8. Sign your application.
9. Please note that coaches must upload their C.P.I.C and CAR to their RAMP account. If C.P.I.C and CAR isn't uploaded to the RAMP account WYSA and MSA will not be able to see it and application will be rejected.
10. Click "Save Response and Submit".
11. This form will be sent to your Club, Region and MSA for approval automatically. You will receive three notifications says "Approved by Club/Region/MSA" when your form has been approved.

We believe this change will simplify our administrative processes. Thank you in advance for your support and cooperation throughout this transition.

Should you have any immediate questions or concerns, please do not hesitate to reach out mbsoccer@manitobasoccer.ca

GUEST PLAYER RELEASE FORM

PART 1: TO BE COMPLETED BY THE PLAYER

I hereby request permission from _____ Organization,
in the _____ (Male/Female and Age Division) with which I am a registered player,
to participate in the _____ Tournament / Exhibition
Game(s) as a guest player with _____ Organization,
on the following date(s) from: _____ to: _____.

Player Name (Print): _____
Player signature: _____
Date: _____

PART 2: TO BE COMPLETED BY THE PARENT/GUARDIAN

Parent/Guardian Name (Print): _____
Parent/Guardian Signature: _____
Date: _____

PART 3: APPROVAL

ORGANIZATION	LEAGUE	MANITOBA SOCCER ASSOCIATION
Name: _____	Name: _____	Name: _____
Title: _____	Title: _____	Title: _____
Signed: _____	Signed: _____	Signed: _____
Date: _____	Date: _____	Date: _____