

# Manitoba Soccer Association Inc.

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To: MSA Members  
From: Héctor O. Vergara, Executive Director  
cc: Member Leagues  
Date: June 13<sup>th</sup>, 2024  
Re: Travel Application Process

Dear Members,

It has come to our attention that some teams have travelled out of province without completed travel permits. This is a serious matter that may have consequences for the teams traveling and puts players, coaches, member organizations, boards, volunteers, and the host at risk.

As such, please note that going forward the travel permit application process must be adhered to strictly.

You are reminded that MSA needs to receive the COMPLETED application 15 working days before you are to travel or before you need the application sent to the host of the tournament. This means that the league in question, i.e. WYSA, will require at least five working days to review the COMPLETE application, and furthermore the team's soccer organization, i.e. the Club, needs some time to review the documentation. This translates to the team needing to submit the COMPLETED application to their organization at least 25 days prior to the travel date or before the team needs to submit it to the organizers.

As such, any team wishing to travel must carry out the following steps:

- 1) The team must COMPLETE all the parts of the application with all the required documentation (i.e. CPICs, CARs roster, guest forms, etc.) prior to providing to their organization. This should be done at least 25 working days prior to traveling or needing to submit the application to the host.
- 2) The team's organization should only sign the application once ALL the documents are completed. Do not sign incomplete applications. This is a serious responsibility of the organization, and any incomplete application will be rejected even if signed.

- 3) The COMPLETED application with all the documents and signature of their organization is to be submitted to the league, i.e. WYSA, at least 20 working days prior to traveling or needing the application to send to the host. WYSA has been instructed to reject immediately any incomplete application and send it back to the team's organization.
- 4) WYSA will review ONLY A COMPLETED application, sign it, and send to the MSA 15 working days prior to the team traveling or needing it by the host.
- 5) MSA will review and send the signed application to the team prior to the team traveling or the submission deadline.

Please note that if the team is travelling outside of North America the MSA needs to receive the completed application 90 working days before the travel date. As such, please adjust the timelines accordingly.

Please remember your team is not the only one traveling and the organizations need time to process all the applications. As such, please adhere to the process to avoid issues for your team, coaches, players, and parents. There are many teams wanting to travel creating a busy period for travel applications to be processed. Be proactive.

Not adhering to the process may result in a team not receiving the permission to travel. Traveling without the permission will result in serious consequences, not to mention the high possibility that the team may not be able to participate once they arrive at the venue. Host organizing committees are being reminded by Canada Soccer of their responsibility to ensure teams provide approved travel permits. We can all avoid these issues by adhering to the process.

As the Member you are to provide this correspondence to your teams, and MSA will also post on the MSA website travel permit section.

Thank you for your attention to this matter.

*Hector*