

# TRAVEL PERMIT PROCEDURES

All teams traveling outside the jurisdiction of Indiana Youth Soccer must obtain an authorized travel permit in order to do so. Friendly games played outside of the state fall into this category as well as tournaments.

On January 26, 2002 the IYSA Board of Directors passed the following procedure change for the processing of travel permits in Indiana. Effective April 1, travel permits must be authorized at the State Office ONLY. **District commissioners or registrars will no longer be permitted to authorize team travel.** If in some rare instance the state office is unreachable for a last minute processing of a travel permit, a District Commissioner is permitted to sign the form, but must have the form in the office within 24 hours.

## **IYSA Rostered Teams may obtain travel permits by following any of the below:**

- Call or email the office for a copy to be mailed or faxed to you
- Download the travel permit from the IYSA website under **FORMS** and mail with the appropriate fee
- Fax the completed application into the office along with the necessary forms and charge the fee to a credit card
- Mail the completed application along with the necessary forms

## **Travel Permit fees are as follows (effective August 1, 2003)**

- Submitted MORE THAN 7 days before the tournament **FREE**
- Submitted between 0-7 days before the tournament **\$50 late fee**

Teams may pay late fee by check, cash or credit card (Mastercard or Visa only)

## **Necessary forms to submit with your completed Travel Permit:**

- A copy of the tournament's approved "Permission to Host" form
- A copy of your team's **IYSA** state roster

**Your travel permit will be approved and returned promptly if submitted with the form properly filled out, the necessary paperwork.**

If you have any questions about travel permits, please contact Sarah at [sarah@indianayouthsoccer.org](mailto:sarah@indianayouthsoccer.org) or 317-829-0560.