

# Application to Travel Out of Province

CONTACT INFORMATION	
Name of Team:	Age Group:
Youth District/Adult League:	
Team Coach or Manager's Name:	
City:	Postal Code:
Home Telephone:	Mobile:
Email:	

We request permission to play games against opponents outside of British Columbia between the dates of:
Departure Date (dd/mm/yy):
Return Date (dd/mm/yy):

If you are entering a tournament, please provide the name and location of the event:	
Host Association Name:	
Host Association Contact Person:	
Contact Phone Number:	Mobile:
Location:	
Email:	

If you are engaging in Exhibition Games, please list opponents and the location of the games:	
Opponents Team Name	Location

I hereby declare that the team has cleared all league/district and Provincial Cup commitments during the period the team will be absent from British Columbia:	
Name of Team Coach or Manager (Please Print):	
Signature of Team Coach or Manager:	
Youth District/Adult League President or Chair of the traveling team*	
Name (Please print clearly):	Position:
Signature:	Date (dd/mm/yy):
BC Soccer	
Name (Please print clearly):	Position:
Signature:	Date (dd/mm/yy):
Canadian Soccer Association (Required when travelling outside of Canada)	
Name (Please print clearly):	Position:
Signature:	Date (dd/mm/yy):

### Insurance for Travel Outside of Canada

Please note that BC Soccer's insurance policy is valid only for activities in Canada and does not include sport accident or travel medical insurance. SBC Insurance can extend the Commercial General Liability (CGL) insurance to teams by contacting SBC Insurance directly at [info@sbcinsurance.com](mailto:info@sbcinsurance.com) to make an application and receive a quote to extend the policy (this is an additional cost to the team). Please include your **approved** travel application to SBC Insurance to validate that your trip is sanctioned by BC Soccer. Applications for additional insurance should be submitted to SBC Insurance a minimum of 10 days prior to your trip to allow for the appropriate approvals by the insurers. **(Instructions available on page 4)**

Additionally, SBC Insurance is offering for purchase both individual and/or team travel single-trip emergency medical insurance for travel outside of Canada at <https://partner.battleface.com/bc-soccer/>. This is an optional coverage for those teams and/or individuals who may not already have travel medical insurance. The website will provide quotes and take payments directly.

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Please Check		Payment Method	
		Cheque (made payable to BC Soccer Association)	
		Credit Card (please provide information below or call to provide over the phone 604.299.6401)	
		Name as appears on the Credit Card:	
		Type of card (VISA or Mastercard only):	
		Credit Card number:	
		Credit Card expiry date (mm/yy):	Security code:
<b>** Applications received less than 48 hours prior to departure may not be processed in time for the team to travel.</b>			

## ROSTER OF REGISTERED PLAYERS AND TEAM OFFICIALS TRAVELING

Please complete this roster and include with Travel Application before forwarding to BC Soccer. For adult teams please complete an additional roster if you are carrying a roster of 20+ players. **U13-U16 can carry a roster of 18 players and U17-U18 can carry a roster of 20 players.**

Roster Total	Players Names	Date of Birth	Jersey #	Youth District/Adult League	Youth District Chair/Adult League President signature*
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
Position	Team Staff Names			Youth District/Adult League	Youth District Chair/Adult League President signature*

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## \*Guest Players Information

The Youth District Chair/Adult League President must sign off on their registered players listed here before the Travel Application can be approved by BC Soccer.

	Players Name	Date of Birth	Club Name	Club Head Coach/ Technical Director	Youth District Chair/Registrar Signature
1					
2					
3					
4					
5					
6					
7					
8					

\*If the youth district chair or adult league president is not available then the designated youth district/adult league official signature will be accepted.

## \* BC Soccer Short-Term Event Player Permit

A BC Soccer Short-Term Event Player Permit enables a member organization/affiliated club the ability to permit individuals who are otherwise unregistered players to travel out of province with a properly affiliated team to a sanctioned tournament/event that lasts no longer than 10 days. **The fee per player per permit is \$15.75 (includes GST) in addition to Application to Travel Out of Province fees.** Players traveling on Short Term Event Player Permits DO count towards travel player roster limits.

### \*ALL FIELDS BELOW ARE REQUIRED

FIRST NAME*	LAST NAME*	DATE OF BIRTH*	GENDER*	POSTAL CODE*

## SUBMISSION INSTRUCTIONS

Submit the travel application to: [Info@bcsoccer.net](mailto:Info@bcsoccer.net)

### APPLICATIONS WILL NOT BE PROCESSED IF ROSTER IS INCOMPLETE

If the team is traveling within Canada or the United States, the form must reach the BC Soccer offices at least 30 days prior to the teams' scheduled departure. **Applications received less than 30 days prior to departure may or may not be approved. Should the association approve the application to travel the fee schedule is:**

- Received in the BC Soccer office 30 days or more prior to departure date: **\$78.85 (includes GST)**
- Received in the BC Soccer office within 29 days prior to departure: **\$105.00 (includes GST)**
- Received in the BC Soccer office less than 48 hours prior to departure (**only applicable to within Canada travel applications**): **\$157.50 (includes GST)**

In instances where the team is traveling to a destination outside of Canada or the United States, the CSA requires that the completed form must reach the BC Soccer office **at least 6 months prior** to the team's departure date **accompanied by a fee of \$183.75.**

There will be an additional **\$100 plus GST** for those applications to **the US and internationally** received 72 hours or less before the departure date.

A member of the team staff should take a copy of the approved form when traveling outside the province in case the affiliation status of the team is questioned. For more information on the BC Soccer Travel Policy and Insurance Information please visit

[www.bcsoccer.net](http://www.bcsoccer.net) .

## Instructions to Purchase Optional Single-Trip Travel Medical Insurance for teams travelling outside of Canada

- 1) Go to the following link <https://partner.battleface.com/bc-soccer/>

### For Individual travellers (Single-Trip Travel Medical)

- 2) Select **“Get an Instant Quote”** button
- 3) Enter travel details (province of residence, DOB, travel destination, dates of travel, additional travellers – if applicable)
- 4) If you are participating, training or practicing as part of a registered team, league, association or club; or while competing in a registered tournament, competition or sporting event, you must select **“Yes”** to add **Optional Activities and Sports Cover**
- 5) Select **“Get Your Quote”**
- 6) Cost of Insurance will be displayed, select **“Buy”** to purchase
- 7) Complete the application (Name, contact information and eligibility statement) Note all other fields will be prepopulated
- 8) Select **“Continue to Purchase”**
- 9) Review your quotation and select **“Next”**
- 10) Review and confirm disclosures, once complete select **“Next”**
- 11) Complete payment information and select **“Submit”**
- 12) Once payment is confirmed, the policy summary, certificate and wording will be emailed automatically to you directly

### For Multiple travellers (Team Quotes)

- 2) Select **“Download Team Quote Form”**
- 3) Follow the instructions noted on the roster form by completing all fields: Destination(s), names, DOB, departure and return dates, home address and contact information
- 3) Once complete, return to the Multiple travellers (Team Quotes) section and select **“Submit Team Roster”**
- 4) Complete the requested contact information and upload the roster
- 5) A quotation will be sent directly to you with 24-48 hours
- 6) Once accepted, a payment link will be sent to complete the purchase
- 7) Once payment is complete, the policy summary, certificate and wording will be emailed automatically to the individual travellers directly.