



MANITOBA SOCCER ASSOCIATION POLICIES AND ADMINISTRATIVE PROCEDURES



TEAM TRAVEL APPLICATION

POLICY STATEMENT:

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.

Rationale:

The policy is in place to ensure all teams traveling outside of Manitoba to participate in exhibition and tournament games have proper sanctioning and insurance. Sanctioning is necessary to comply with CSA and FIFA regulations for teams participating outside the jurisdiction in which they are registered.

Application:

Team Travel Applications must be approved by the team's League/Association and Club prior to applying to the MSA for approval. Teams requesting travel during the Provincial Championships or Provincial Team Training may have to forfeit their spot, as games and training cannot be rescheduled to accommodate traveling teams and/or players. Team travel approval will only be granted to affiliated members in good standing with the MSA. Suspended players are not eligible to participate. Team travel approval is not required for games against other MSA affiliated teams. Special permission is required for games against non-affiliated teams.

Conditions:

All traveling teams are under the primary 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 Club / League insofar as disciplinary matters are concerned. Suspended players are not eligible to participate.

Players may not be borrowed from other teams 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 the Club and League/Association must be submitted with the Team Travel Application to the Manitoba Soccer Association for approval.





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Administrative Procedure:

1. All teams participating in out of province tournaments and exhibition games must complete a Team Travel Application. The team's League/Association and Club must approve the travel prior to submitting the Travel Application to the Manitoba Soccer Association.
2. All teams must submit a League/Association and Club approved roster with their travel application.
3. All teams requesting guest players must submit a guest player release form approved by their League/Association and Club.
4. All Team Travel Applications 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 the Provincial or State Association.
5. All teams must submit C.P.I.C. forms for team officials listed on the team roster. The Manitoba Soccer Association volunteer screening policy states: "Any staff person listed on an official team registration/roster of any team requesting permission to travel outside the Province must be cleared by the Canadian Police Information Centre (C.P.I.C.)". Staff listed on the roster must have a C.P.I.C. current within 36 months of the event.
6. All Team Travel Applications must be received by the Manitoba Soccer Association 15 days prior to the departure date to ensure the application can be processed in time.
7. All teams requesting travel outside of North America must submit a Travel Application to the MSA 90 days prior to the event. The request will be forwarded to the Canadian Soccer Association and applying teams must attach a cheque for \$140.00 payable to the Manitoba Soccer Association.
8. Teams must submit a Travel Report to the Manitoba Soccer Association upon returning from their event.





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TEAM TRAVEL APPLICATION

Team Name _____ Age Division: _____ Male / Female
 Manager / Coach _____ Phone (Work) _____
 Address _____ Phone (Home) _____
 City _____ Postal Code _____ Fax: _____ E-Mail: _____

We request approval to play in the _____ Tournament /
 Exhibition Game(s) to be held in _____ on the following dates:
 From: _____ To: _____
 Registration Deadline for the Tournament / Exhibition Game: _____ N/A: _____

.....

I hereby state that during the dates below, the team has no playing commitments in Manitoba. All players are properly registered and fully insured to cover them against injuries sustained on the field and during transportation. We also understand the requirements and responsibilities as set out by the Club Travel Policy as set out by the MSA.

Signature of Team Manager / Coach _____ Date _____

TOURNAMENT / EXHIBITION GAMES HOST INFORMATION

Director / Contact Person _____ Phone (Work) _____
 Address _____ Phone (Home) _____
 City _____ Province _____ Postal Code _____ Fax: _____

APPROVAL

CLUB	LEAGUE / ASSOCIATION	MANITOBA SOCCER ASSOCIATION
Name: _____	Name: _____	Name: _____
Title: _____	Title: _____	Title: _____
Signed: _____	Signed: _____	Signed: _____
Date: _____	Date: _____	Date: _____





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GUEST PLAYER RELEASE FORM

PART 1: TO BE COMPLETED BY THE PLAYER

I hereby request permission from _____ Soccer Club, in the
 ____ male ____ female _____ age group with which I am a registered player, to participate in the ____
 _____ Tournament / Exhibition Game(s) as a guest player with _____ Soccer
 Club, on the following date(s) from: _____ to: _____.
 Registration Deadline for the Tournament / Exhibition Game: _____ N/A: _____

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: TO BE COMPLETED BY THE CLUB, LEAGUE / ASSOCIATION, AND THE MSA

CLUB	LEAGUE / ASSOCIATION	MANITOBA SOCCER ASSOCIATION
Name: _____	Name: _____	Name: _____
Title: _____	Title: _____	Title: _____
Signed: _____	Signed: _____	Signed: _____
Date: _____	Date: _____	Date: _____





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TRAVEL APPLICATION CHECKLIST

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

- Club and League / Association approved travel application
- Club 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)





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TRAVEL REPORT

To be completed by teams traveling to Tournaments and submitted to the Manitoba Soccer Association within 14 days of the tournament. It is suggested that you notify local media of your results immediately upon your return.

Name of Club: _____ Age Group: U _____ Boys or Girls

Coaches Name: _____

Address: _____ Postal Code: _____ Telephone: _____

Name of Tournament: _____

Location: _____ Dates: _____

Club Results: _____

Please comment on the following: (use reverse if necessary)

1. Organization of tournament:

2. Accommodation (Hotel/Billeting):

3. Playing Condition:

4. Quality of Refereeing:

5. Conduct of participants (Your Club/other Clubs):

6. General Observations:

Please return to the Manitoba Soccer Association, 211 Chancellor Matheson Rd, Winnipeg, MB R3T 1Z2





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TRAVEL INSURANCE INFORMATION

PROCEDURES FOR SUBMITTING ATHLETIC ACCIDENT CLAIMS OCCURRING OUT OF PROVINCE (U.S.A. INCLUDED)

The policy includes Accident/Sickness insurance coverage for out of Province and Travel (USA and Worldwide). While traveling in Canada, the policy is strictly a “sport accident” policy and therefore the injury must be sustained while participating in a sanctioned game or practice.

1. Upon return, contact the Manitoba Soccer Association for an Athlete Accident Claim form. (Note: Regarding **TRANSPORTATION EXPENSES** - When **out of Canada**, if required to return separately before or after the team returns due to an accident or illness, the extra expenses incurred would be covered. Extra expenses incurred as a result of the same would not be covered if sustained in Canada.)
2. Complete the Athlete Accident Claim form and submit with any Physician's documentation to your sport association office. (After verification, it will then be forwarded to All Sport Insurance Marketing Ltd.)
3. Medical receipts/bills, etc. must first be submitted to Manitoba Health and/or any other insurance company available to you for coverage. Our policy is the second payer and will be effective once all other insurance available to you is exhausted.

When you receive notification of benefits paid by Manitoba Health or any other insurance company, submit the information that explains the balance outstanding with any bills/statements from the hospital/medical centre to Sport Manitoba, 145 Pacific Ave., Winnipeg. MB, R3B 2Z6. These will be forwarded to All Sport Insurance Marketing Ltd.

4. **Do not wait until you receive notification of the benefits covered by Manitoba Health or any other insurance company before submitting your Athlete Accident Claim form. Submit the claim first to ensure it is received within 90 days and any (further) medical receipts/bills pertaining to this injury/sickness can then be submitted at a later date.**

Payment by All Sport Insurance Marketing Ltd. can be made directly to the hospital/medical centre if specifically requested when submitting any outstanding bills/statements to All Sport Insurance Marketing Ltd.





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Any questions please contact:

**Sport Manitoba, 145 Pacific Ave., Winnipeg, MB R3B 2Z6
925-5604**

Additional Travel Information:

Benefits – Excess Medical/Hospital Expense – Accident & Sickness

When, as a result of an injury or sickness the insured requires necessary services of a physician, registered nurse, physiotherapist, hospital, x-ray clinic, laboratory, ambulance or emergency medical return to the outbound point of departure, the Insurer will pay the actual expenses incurred not to exceed the maximum sum stated on the individual certificate.

Hospital services shall include all necessary services provided normally by a duly registered and licensed hospital excluding services of a nursing home, rest home, or by other non-hospital institutions.

Coverage is provided only for expenses incurred by Canadian Residents which are in excess of the benefits available under any Canadian Federal or Provincial Hospital and/or Medical Plan regardless of whether or not the insured is enrolled in such a plan.

Blanket Dental Accident Reimbursement

When an injury to whole or sound teeth including filled or restored teeth requires and receives dental treatment commencing within 30 days of the date of the accident the Insurer shall pay for the necessary expenses for such treatment rendered within 52 weeks of the accident. The following provisions apply:

- a) Any payments made under this section shall not exceed the amount specified in the Schedule of Fees in effect at the time of the accident as published by the Dental Association of the Province in which this document of insurance is issued.
- b) Capped or crowned teeth shall be deemed as whole or sound teeth.
- c) No benefit will be payable for expenses of dental treatment incurred for the cost of replacement, adjustment or repair of artificial teeth or dentures (except as otherwise provided herein), any orthodontic treatment; any dental treatment provided solely for cosmetic or esthetic reasons.





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Interruption Insurance

Out of Pocket Expenses: In the event covered injury or sickness causes an insured's delay in returning to the point of departure beyond the return date, the Insurer will pay for reasonable out-of-pocket expenses incurred by the insured up to the per diem amount specified in the individual certificate, not to exceed the maximum applicable benefit for all such expenses.

Trip Interruption: If, after the outbound departure, the insured is obliged to leave the tour upon a physician's advice due to covered illness or injury, the Insurer will pay for the cost of one-way economy class transportation to rejoin the ongoing tour or to original point of departure.

Repatriation Expense: In the event of covered death of the insured, occurring after the originating flight date, the Insurer will pay the cost of the actual expense incurred for conveyance of the body and ashes of the insured person, to the outbound point of departure, not to exceed the applicable maximum benefit.

Limitations and Exclusions:

This insurance does not provide expenses incurred directly or indirectly as a result of:

- a) Injury or sickness for which medical hospital benefits are provided under any other insurance policy or plan except for the excess not covered under such other insurance;
- b) Maintenance Therapy for pre-existing medical conditions;
- c) Dental, Chiropractic or any other health services not mentioned specifically in Excess Medical/Dental Expenses;
- d) Suicide or self destruction, intentionally self inflicted injuries or any attempt thereof;
- e) Declared or undeclared war, civil war, riot, insurrection, invasion or any act thereof;
- f) An illegal act by the insured or beneficiary;
- g) Participation in armed forces training exercises or maneuvers;
- h) Participation in sport, not listed within policy.
- i) A payment which contravenes any plan or any government or political subdivision or law of Canada.

