

## Procedures for Processing Travel Papers

Anytime a CYSA-North team applies to a non-CYSA-North Tournament (out-of-state, Cal-South, AYSO, etc.), they must:

1. Apply to the tournament through the District 9 Tournament Coordinator—Dianne Rabalais, 530-200-5332.
2. Use both the CYSA-N Team Application, Form #2603, Rev. 01/04, and the tournament's own application form. Follow all regular D9 procedures for packaging a tournament application. Applying to a non-CYSA-North tournament must be done prior to beginning the travel paper process. You must include a copy of the "Application to Host a Tournament", form 1003, which you get from the tournament.

Once a CYSA-North team has applied to play in a tournament out of State, the CYSA Form #201 (rev. 3/04) and US Youth Soccer "Application to Travel" (3/1/01) must be used. You should be able to pick the travel forms up from your League Registrar. Please read and follow the instructions on the back of both forms. They must be in the CYSA Office 30 days before the date of the tournament, or there is a penalty fee.

CYSA Form #201 (Blue Travel Roster) (Rev. 3/04):

1. Complete all team information on the form. (Include CYSA 13-digit registration number, birthdate and seasonal year of member pass for each participating player.)
2. If you are using a guest player, check to make sure that the guest players are using the same year's credentials as the team they are applying with.
3. Include a copy of the teams' Goldenrod, and any adds, drops or transfers. Attach to the Blue Travel Roster.
4. Have a Registered team official sign and date.
5. Have the League Registrar or President sign and date. (Because this form is an official travel roster, it is preferred that your league registrar sign that the information is accurate and valid. This could prevent problems and save time later.)
6. Send the following to the Tournament Coordinators—Dianne Rabalais 22765 Daha Dr. Red Bluff, CA 96080. Please use a 9 x 12 manila envelope with sufficient postage (at least \$1.06). (DO NOT FOLD FORMS)
  - Blue Form #201 with all signatures
  - US Youth Soccer "Application to Travel" with signature of Team Manager or Coach
  - Copy of "Application to Host a Tournament or Games", USYSA Form 1003 which indicates the tournament is sanctioned to host out-of-state teams.
  - Stamped envelope addressed to the Tournament Director
  - Self-addressed stamped envelope.
  - Check for \$10.00 made out to CYSA (Attach to USYSA Application to Travel.)
  - Stamped envelope addressed to District 9 Commissioner—Rich Pinnell PO Box 992950 Redding, CA  
(Please use a 9 x 12 Manila Envelope with sufficient postage (at least \$ .83, and fold in half.)
  - Stamped envelope to CYSA, 1040 Serpentine Lane, #210, Pleasanton, CA 94566. (Please use a 9 x 12 Manila Envelope with sufficient postage (at least \$ .83 and fold in half.)

Please make sure that all information that you send is correct, and that you have included all envelopes and the check to CYSA. If any of the above are missing, this could cause a delay in processing your paperwork.