

TO: All FFV Clubs

FROM: Registrations Department

DATE: Thursday, 13 December 2007

SUBJECT: Domestic and Overseas Tours

Dear Club Official,

Any tour undertaken by a registered club with Football Federation Victoria (FFV) must be sanctioned by the state body; FFV. This applies to both domestic and international or overseas tours. For overseas tours, sanction MUST also be provided by Football Federation Australia (FFA).

What is classed as a Tour?

A Tour may consist of, but is not limited to, a one-off exhibition match, a series of friendly matches or a tournament. This applies to both Junior and Senior levels of Football.

Why do tours need to be sanctioned?

Clubs affiliated to Football Federation Victoria, either directly or through a regional association, play under the jurisdiction of the Football Federation Victoria in the defined geographical area of the State Body of Victoria.

Where a club wishes to play outside this area of jurisdiction, they MUST seek approval from Football Federation Victoria, either directly or through their regional association. This applies to both domestic and overseas tours, where tours to another country must also be sanctioned by Football Federation Australia as a club is leaving the Jurisdiction of FFA.

What happens once a tour has been sanctioned?

Once a domestic tour has been sanctioned, Football Federation Victoria will issue a letter of sanction to your club and notify the state body of where the tour is taking place of the sanction provided to your club.

For overseas tours, once a tour has been sanctioned by Football Federation Victoria, the national body; Football Federation Australia (FFA) must also sanction the overseas tour. Upon sanction being communicated by the national body, FFA will then notify the national association of where the tour is taking place of the sanction provided to your club. FFV will also issue a letter of sanction to your club.

What needs to be completed in order for a tour to be sanctioned?

For a *domestic tour*, the **Domestic Tours Form** needs to be completed at least 3 weeks prior to the Tour. The following requirements are to be submitted to Football Federation Victoria with the form;

- Name, Club and FFA ID number for all players travelling
- Invitation /correspondence from the interstate club hosting the match /tournament
- If more than one match, attach a schedule of matches or tournament draw

For tours involving minors:

- Contact details for all adults travelling as coach, team manager or supervisors etc.
- Working With Children Check (WWCC) proof for all adults travelling

NB: Domestic Tour Applications received within 3 Weeks of Departure will be charged a late fee.

For an *overseas tour*, the **Overseas Tours Form** needs to be completed at least 4 weeks prior to the Tour. The following requirements are to be submitted to Football Federation Victoria with the form;

- Name, Club and FFA ID number for all players travelling
- Invitation /correspondence from the international club /association hosting the match/ tournament
- If more than one match, attach a schedule of matches or tournament draw
- Contact details for all travelling party; ie. Coach, team manager, physio, supervisors etc.
- An Insurance Certificate of Currency (Proof of Insurance for all Participants)
- Approval letters from the players club, if necessary
- List of accommodation & mode of travel for tours through multiple cities, including dates

For tours involving minors:

- Working With Children Check (WWCC) proof for all adults travelling

NB: Overseas Tour Applications received within 4 Weeks of Departure will be charged a late fee.

Please note:

The above information and required forms are available via the Football Federation Victoria website. Please visit the tours page under the Registrations Section of the website:

<http://www.footballfedvic.com.au/registrations/tours/>

This section also provides clubs with useful information and website links for the planning and management of a successful overseas or domestic tour.

If you have any further queries regarding domestic or overseas tours you may contact the Registrations Department on 9474 1845.