

OVERSEAS TOURS

TOUR DETAILS

CLUB NAME: _____

TEAM(S) TRAVELLING / AGE GROUP: _____

TOUR TYPE: (PLEASE CIRCLE) SINGLE MATCH MULTIPLE MATCHES TOURNAMENT

OTHER: (PLEASE SPECIFY)

TOURNAMENT NAME (IF APPLICABLE): _____

HOST CLUB / ASSOCIATION: _____

TOUR LOCATION (CITY / COUNTRY): _____

TOUR START DATE: _____ TOUR END DATE: _____

DEPARTURE FLIGHT DETAILS: AIRLINE: _____

FLIGHT NUMBER: _____

ARRIVAL FLIGHT DETAILS: AIRLINE: _____

FLIGHT NUMBER: _____

INSURANCE PROVIDER: _____

TOUR MANAGER CONTACT DETAILS

FULL NAME: _____

POSITION AT CLUB: _____

PHONE BUS HRS: _____ MOBILE: _____

EMAIL ADDRESS: _____

POSTAL ADDRESS: _____ SUBURB: _____

STATE: _____ POSTCODE: _____ FAX NUMBER: _____

SIGNATURE OF TOUR MANAGER: DATE: / /



FOOTBALL FEDERATION VICTORIA

Level 3, 436 St Kilda Road
Melbourne, VIC 3004

Mailing Address: PO Box 7488, St Kilda Rd, VIC 8004, Australia

Telephone: (03) 9474 1800 **Facsimile:** (03) 9474 1899

Web site: www.footballfedvic.com.au

Email: myfootballclub@footballfedvic.com.au



OVERSEAS TOURS

REQUIREMENTS FOR SUBMISSION TO FFV

PLEASE SUBMIT THE FOLLOWING WITH THIS FORM:

1. NAME, CLUB AND FFA ID NUMBER FOR ALL PLAYERS TRAVELLING – *SPREADSHEET ON FFV WEBSITE*
2. CONTACT DETAILS FOR ALL PERSONNEL TRAVELLING AS COACH, TEAM MANAGER OR SUPERVISORS – *SPREADSHEET ON FFV WEBSITE*
3. IF MORE THAN ONE MATCH, ATTACH A SCHEDULE OF MATCHES OR TOURNAMENT DRAW
4. WORKING WITH CHILDREN CHECK PROOF FOR ALL ADULTS TRAVELLING – *SEE FFV WEBSITE (FOR TOURS INVOLVING MINORS)*
5. INVITATION /CORRESPONDENCE FROM THE INTERNATIONAL CLUB / ASSOCIATION HOSTING THE MATCH /TOURNAMENT
6. AN INSURANCE CERTIFICATE OF CURRENCY (*PROOF OF INSURANCE FOR ALL PARTICIPANTS*)
7. APPROVAL LETTERS FROM THE PLAYERS CLUB, IF NECESSARY (*FOR PLAYERS NOT REGISTERED WITH THE CLUB TOURING*)
8. LIST OF ACCOMMODATION & MODE OF TRAVEL FOR TOURS THROUGH MULTIPLE LOCATIONS (INCLUDING DATES)

PLEASE NOTE:

- THIS FORM AND ALL REQUIREMENTS **MUST** BE SUBMITTED TO THE FFV MYFOOTBALLCLUB TEAM NO LESS THAN FOUR (4) WEEKS PRIOR TO DEPARTURE
- A \$110.00 LATE FEE APPLIES TO APPLICATIONS SUBMITTED WITHIN 4 WEEKS OF DEPARTURE
- SANCTION WILL NOT BE PROVIDED UNLESS ALL REQUIREMENTS HAVE BEEN MET
- FFV WILL NOTIFY FOOTBALL FEDERATION AUSTRALIA (FFA) OF A TOUR TAKING PLACE AND REQUEST THE TOUR BE SANCTIONED BY THE NATIONAL BODY IN AUSTRALIA
- FFA WILL NOTIFY THE NATIONAL BODY OF WHERE THE TOUR IS TAKING PLACE OF THE SANCTION PROVIDED TO YOUR CLUB FOR AN INTERNATIONAL TOUR
- A LETTER OF APPROVAL WILL BE FORWARDED TO THE TOUR MANAGER ONCE ALL REQUIREMENTS HAVE BEEN MET

FFV OFFICE USE ONLY

DATE RECEIVED:

DATE PROCESSED:

STAFF MEMBER:



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