

OVERSEAS TOUR

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: _____

SIGNATURE OF TOUR MANAGER: DATE: / /

FOOTBALL VICTORIA

Level 3, 436 St Kilda Road, Melbourne, VIC 3004
PO Box 7488, St Kilda Rd, VIC 3004

T: (03) 9474 1800 • **FACSIMILE:** (03) 9474 1899
W: footballvictoria.com.au • **E:** registrations@footballvictoria.com.au



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REQUIREMENTS FOR SUBMISSION TO FV

PLEASE SUBMIT THE FOLLOWING WITH THIS FORM:

1. NAME, CLUB AND FFA ID NUMBER FOR ALL PLAYERS TRAVELLING – *SPREADSHEET ON FV WEBSITE*
2. CONTACT DETAILS FOR ALL PERSONNEL TRAVELLING AS COACH, TEAM MANAGER OR SUPERVISORS – *SPREADSHEET ON FV 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 FV 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 PLAYER'S 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 FV REGISTRATIONS 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**
- **FV 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**

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