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7601 Martin Grove Road, Vaughan ON, L4L 9E4  
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## INFORMATION BULLETIN

**Bulletin #:** I2024-16  
**Date:** April 3, 2024  
**To:** Ontario Soccer; District Membership and Associate Members  
**CC:** Ontario Soccer; Board of Directors, Staff  
**From:** Nicky Pearson, Director, Member Services  
**Subject:** Competition and Travel Management System (CTMS) Changes – 2024/25

The Competition and Travel Management System (CTMS) is the central location for competition and travel related applications; including Application to Host Exhibition Game (AHEG), Application to Travel Form (ATF), Festival Hosting Application Form (FAF), Tournament Hosting Application Form (TAF) and International Transfer Certificate Form (ITC).

With the addition of Ontario Soccer's recently approved [2024-2025 Operational Procedures](#), we are highlighting changes that will affect the approval process for some of the applications listed above.

### **Tournament Hosting Application Form (TAF)**

Inter District TAFs now require a Third Approval by Ontario Soccer. There is no fee charged for Inter District TAFs at this time.

### **Application to Travel Form (ATF)**

ATFs for Under-13 and older aged teams require a Second Approval from Ontario Soccer for teams travelling to another province or the USA.

Team travel for Under-9 to Under-12 aged teams require a Second Approval from Ontario Soccer for teams travelling to a border province or a USA-border State.

### **Application to Host Exhibition Game (AHEG)**

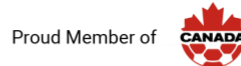
The approval for an exhibition game involving an Ontario College or University Team to play an Ontario Club Team requires a Second Approval by Ontario Soccer.

### **Updated Approval Fees and Penalties**

As per the approved Operational Procedures, effective January 1, 2024, the following fees & penalties have been updated:



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Section 8, Procedure 4.2.2

	Required Fee	Tournament Approval Submission Timeline		
<b>International TAF</b>	<b>\$125</b>	<b>89 – 30 days before tournament</b>	<b>29 – 10 days before tournament</b>	<b>Less than 10 days before tournament</b>
TAF Fee with Penalty	No Penalty	\$150	\$175	\$400
<b>North American / Inter Provincial TAF</b>	<b>\$25</b>	<b>59 – 30 days before tournament</b>	<b>29 – 10 days before tournament</b>	<b>Less than 10 days before tournament</b>
TAF Fee with Penalty	No Penalty	\$35	\$50	\$150

Operational Procedures: Section 8, Procedure 8.5

Travel Permit Approval Submission Timeline			
<b>International ATF</b>	<b>21 days</b>	<b>20 – 7 days before travel</b>	<b>Less than 7 days before travel</b>
<b>ATF Fee with Penalty</b>	\$150	\$175	\$250

**Tournament Rules**

The Tournament Rules acceptable to Ontario Soccer must now include Match Official Fees when submitting a Tournament Application Form (TAF) Section 8.0 Competitions, Procedure 5.8.

**Tournament Host Reports**

At the completion of the Tournament, Tournament Host Reports must be submitted to Ontario Soccer within 30 days of the completion of the tournament. This process is detailed in Section 12 Discipline, Procedure 7.6, of Ontario Soccer’s Operational Procedures.

**CTMS Contact Person/Approval Process**

Beginning Monday April 1, 2024 the main contact for all CTMS applications, will be Michael Di Giuseppe – [ctms@ontariosoccer.net](mailto:ctms@ontariosoccer.net), Coordinator, Member Services.

Where Ontario Soccer is required to provide approval, we are requesting District Associations to contact Ontario Soccer, via email, advising that an application has been approved and requires Ontario Soccer’s attention. This is in an effort streamline the approval process and reduce turn-around time for our Clubs.

For further information, please contact Nicky Pearson, Nicky Pearson, Director, Member Services, [npearson@ontariosoccer.net](mailto:npearson@ontariosoccer.net)

**How do I stay connected to Ontario Soccer?**






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