

COMPETITION AND TRAVEL MANAGEMENT SYSTEM (CTMS) GUIDE

The Competition and Travel Management System (CTMS) is an online tool used by Ontario Soccer for competition and travel permit approvals. Through CTMS you can apply to host Tournaments, Festivals, Exhibition Games, and apply for Travel Permits for in and out of province travel. You can also view a list of Ontario Soccer approved Tournaments and Festivals, so you know which competitions your Academy is eligible to participate in.

<http://ctms.ontariosoccer.net/>

As an Academy Administrator, you will need to familiarize yourself with the following sections below, as there are certain processes, timelines, and fees you need to be aware of.

Hosting Tournaments/Festivals

As an Ontario Recognized Academy (ORA) playing in the OASL, you can host Ontario Soccer sanctioned Tournaments and Festivals. In order to get your Tournament/Festival approved on CTMS, you need to do the following:

1. Complete a Tournament Application Form (TAF), or, a Festival Application Form (FAF) on CTMS
2. Attach a copy of your tournament/festival Competition Rules to the TAF/FAF
3. Provide Ontario Soccer with names of the three-person discipline panel for your Tournament/Festival. The Discipline Chair must be discipline certified, and the certificate must be provided to Ontario Soccer.

Once Ontario Soccer staff have reviewed your TAF/FAF and Competition Rules, the Tournament/Festival can be approved and listed on CTMS for the public to view. You will receive an email notification when the tournament has been approved. **Please be advised that TAFs/FAFs must be approved 8 weeks prior to the event date. Late or insufficient applications will not be given approval.**

The following rules are required to be included in your Tournament Competition Rules before approval will be given:

1. All teams from outside of your residing District Association must provide an approved travel permit from their governing body
2. Substitution Policy
3. Protest Policy
4. Duration of Games – teams U13/14 may not exceed 150 minutes per day, teams U15 and up may not exceed 180 minutes per day, and there must be a minimum of 1 hour between games.

The following rules are required to be included in your Festival Competition Rules before approval will be given:

1. All teams from outside of your residing District Association must provide an approved travel permit from their governing body
2. All applicable Development Matrix items



After the tournament/festival is completed, the Academy will have to submit a Tournament Report (see **Tournament Report Guide** for details).

Hosting Exhibition Games

As an Ontario Recognized Academy (ORA) playing in the OASL, you can host Ontario Soccer sanctioned exhibition games. In order to get your exhibition game approved on CTMS, you need to do the following:

1. Complete an Application to Host Exhibition Game (AHEG) on CTMS
2. Attach a copy of your Team Roster (obtained from OSCAR) to the AHEG
3. Attach a copy of the opposing team's approved travel permit (for out of Province teams) to the AHEG
4. Attach a copy of the opposing team's travel insurance documentation (for out of Country teams) to the AHEG

Once Ontario Soccer staff have reviewed your AHEG and the supporting documentation, the exhibition game will be approved. You will receive an email notification when the tournament has been approved.

However, there are a few stipulations when it comes to who hosts an exhibition game:

- For exhibition games involving an ORA and an Ontario Soccer Club – the Club must be the formal host (meaning they complete the AHEG)
- For exhibition games involving out-of-province teams, the ORA must be the formal host (meaning you complete the AHEG)
- For exhibition games involving two ORAs playing in the OASL, Ontario Soccer will provide blanket permission, as long as Ontario Soccer is advised of the date, time, venue, and participating teams prior to the match taking place. For assistance with Match Official assignments, a request must be made 10 days prior to the exhibition game.

Application to Travel

As an Ontario Recognized Academy (ORA) playing in the OASL, you will require travel permits for any travel outside of the District Association you reside (except for League games). The requirements for travel permits depend on where you are travelling to. Below is a breakdown of the required documentation based on your travel destination:

Travel within Ontario

1. Complete an Application to Travel Form (ATF) on CTMS
2. Attach a copy of your Team Roster (obtained from OSCAR) to the ATF
3. Attach a copy of the approved AHEG (for exhibition games). If travelling to a Tournament or Festival, you do not need to attach a copy of the approved TAF or FAF, as Ontario Soccer has a list of all approved Tournaments/Festivals in Ontario we can reference.



Travel to another Province

1. Complete an Application to Travel Form (ATF) on CTMS
2. Attach a copy of your Team Roster (obtained from OSCAR) to the ATF
3. Attach a copy of the sanctioning document for the approved competition to the ATF
4. Attach a copy of the competition rules for the competition to the ATF

Travel outside of Canada

1. Complete an Application to Travel Form (ATF) on CTMS
2. Attach a copy of your Team Roster (obtained from OSCAR) to the ATF
3. Attach a copy of the sanctioning document for the approved competition (both from the hosting club's National Federation and Confederation) to the ATF
4. Attach a copy of the competition rules for the competition to the ATF
5. Attach a copy of your team's travel insurance (either as a team, or individual names, insurance providers, and policy numbers) to the ATF
6. Attach a copy of the Canada Soccer Travel Application Form to the ATF (only for travel outside of Canada and the USA)

Fees and Timelines

Tournament and Festival Application Forms (TAF and FAF):

TAF Classification	Required Fee			
	Submitted 90 days before tournament	Submitted 89-30 days before tournament	Submitted 29-10 days before tournament	Submitted less than 10 days before tournament
International	\$125	\$150	\$175	\$200
North American/ Inter-Provincial/ Inter-District	Submitted 60 days before tournament \$25	Submitted 59-30 days before tournament \$35	Submitted 29-10 days before tournament \$50	Submitted less than 10 days before tournament \$75

Application to Host Exhibition Games (AHEG):

Opposing Team on AHEG	Required Fee	
	Submitted 21 days before exhibition game	Submitted 20 days or less before exhibition game
From outside of Canada	\$125	\$150
From within Canada	Submitted 10 days before exhibition game \$25	Submitted 9 days or less before exhibition game \$50



Application to Travel Form (ATF):

ATF Classification	Required Fee		
International	Submitted 21 days before travel \$125	Submitted 20-7 days before travel \$150	Submitted less than 7 days before travel \$175
North American Inter-Provincial	Submitted 14 days before travel \$25	Submitted 13-7 days before travel \$50	Submitted less than 7 days before travel \$75
Inter-District	Submitted 7 days before travel \$25		

***For all International Travel/International Competition, \$100 of the fees above go to Canada Soccer**



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