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Information Bulletin

Bulletin #: I2016-030
Date: March 28, 2016
To: District Administrators, Presidents
CC: OSA Board of Directors, Staff
From: Robyn McComb, Sr. Manager Events
Subject: Processing Clarification for Application to Travel Form (ATF) for Exhibition Games

With the launch of the Competition and Travel Management System (CTMS), there is an area that is under review.

The issue that currently exists is the approval of Application to Travel Forms (ATF) for Exhibition Games without the ability to see if the Application to Host an Exhibition Game (AHEG) has been approved.

In the interim, please implement the following manual process while this review takes place:

- Clubs/Teams should request the approved Application to Host Exhibition Game (AHEG) from the host of the exhibition game
- When applying online for the ATF, the approved AHEG should be uploaded as an attachment to the ATF for Club, District and OSA Approval (if required).

To access the Competitions Travel Management System, please [visit this link](#).

If the districts have any questions, please contact [Robyn McComb](#)