



ADMINISTRATOR HANDBOOK

DURHAM REGION SOCCER ASSOCIATION

Unit #105, 1077 Boundary Road South

Oshawa, Ontario L1J 8P8

Phone: 905 436 8620 Fax 905 436 2433

E-Mail: drsa@soccer.on.ca

Website: www.durhamregionsoccer.ca

Revision October 2011



DURHAM REGION SOCCER ASSOCIATION ADMINISTRATOR HANDBOOK

	PAGE
1. <u>REGISTRATION POLICIES</u>	1
Residency Rule	3
Player Registration Book/Validation Page	4
Classification by League & Youth Levels	5
Full Team Identification	7
2. <u>TEAM REGISTRATION PROCEDURES</u>	8
Registering Through your Club	8
Registering Through the District Association	8
Team Applications to League	8
Team Playing Out Applications Approval Process	8
Competitive Team Registration – Requirements	9
All Star Team Registrations – Requirements	9
Note A – Volunteer Screening Form	10
Note B – All Star Roster	11
3. <u>OTHER REGISTRATION RELATED PROCEDURES</u>	12
Team Official Registration	12
Administrator Registration	12
Club Head Coach and Technical Staff	12
De-Registration of a Player	13
Player Transfer Between Clubs	13
Note C – Player De-Registration Form	14
Note D – Player Transfer Form	15

4. <u>PERMITS</u>	16
Playing Up Within the Same Club	16
Playing from Club to Club – Temporary Registration Permit	16
Unregistered Player Playing “Trial Games – Trial Permit Form	16
Playing in a US Tournament/Exhibition Game for a Team For which a Player is NOT registered to	17
Individual Players playing for a US Team	17
Note E – Temporary Registration Permit (TRP)	18
Note F – Trial Permit Form (TPF)	19
5. <u>CERTIFICATE OF INSURANCE/3rd PARTY INSURANCE</u>	20
Note G – Certificate of Insurance Form (Sample)	21
6. <u>INTERNATIONAL PLAYER TRANSFERS</u>	22
7. <u>TRAVEL PERMITS</u>	23
Travel Permits	23
Team Eligibility for Tournaments	23
Approval and Travel to Exhibition Games	24



DURHAM REGION SOCCER ASSOCIATION ADMINISTRATOR HANDBOOK

1.0 REGISTRATION POLICIES

Revision Date: Oct. 20, 2011

- 1.1 The Club Registrar or designate will be the primary contact with the DRSA for the purpose of registering all Board of Directors, Administrators, Team Officials and Players for his/her Club.
- 1.2 Every person involved in any soccer activity must be registered in the Ontario Soccer Association (OSA.) computerized registration system (AIMS) this includes Board of Directors, Administrators, Team Officials and Players. This applies to both the indoor and outdoor season.
- 1.3 A Club failing to register all of its participants is subject to discipline.
- 1.4 There are two ways to be registered in the OSA Registration database:
 - a) a Club may enter the registration data into AIMS. AIMS users in the region must be trained by the District Administrator and are then given access to the system with a username and password.
 - b) the DRSA may enter the registration data into AIMS. Fees for this service are listed on the Schedule of Fees in the DRSA Policies and Procedures.
- 1.5 Those clubs to be registered by the DRSA must ensure both player and team official registration forms are completed in their entirety and signed.
- 1.6 A Club that wishes to design and use its own Registration forms must have these forms approved by the D.R.S.A. **prior** to the beginning of the season. Any forms submitted to the District for input which are not approved will be rejected. Player registration forms can be found on the OSA website.

At no time will health card numbers or S.I.N. be required.

Please note that at the time of registration an O.S.A. Registrant number is assigned for those who do not already have one.
- 1.7 Players can be registered in their age category or higher where approved by the club.
- 1.8 With the permission of his/her District Association, a player may register on a maximum of three outdoor teams, only one of which may be a competitive team.
- 1.9 With the permission of his/her District Association, a player may register on a maximum of three indoor teams.
- 1.10 All carded players that are age dependent and all new applications for registration must have their birth date validated by their club.

The District will not accept Player Registration Books and rosters that have not been validated by the Club Registrar or designate. This validation must in the form of a stamp or signature.

- 1.11** Please refer to the chart below for the minimum and maximum limits per age group and classification.

Team Classification	Season	Max. Limit	Min. Limit
Mini-Soccer Outdoor	Outdoor	14 players	7 players
Mini-Soccer Indoor	Indoor	14 players	7 players
Youth Outdoor Competitive	Outdoor	18 players	11 players
Youth Outdoor Recreational	Outdoor	25 players	11 players
Youth Indoor	Indoor	18 players	7 players
Senior Outdoor Competitive	Outdoor	25 players	11 players
Senior Outdoor Recreational	Outdoor	25 players	11 players
Senior Indoor	Indoor	25 players	7 players

- 1.12** First eleven players must be registered by April 15th, fines will be imposed by the District for non-compliance. Additionally please refer to your league manuals for registration deadlines.
- 1.13** Any team wishing to register additional players beyond the upper limit must release or de-register a player(s) in order to comply with the limit.
- 1.14** The Picture in the OSA Registration book shall be valid for three years for mini soccer or youth players, and shall be valid for five years for a senior player and team official.
- 1.15** If all the validation pages have been filled in or the books is damaged, or if the player book is lost during a playing season, a new book with a new photograph must be prepared by the Club Registrar and be submitted to the District for validation.
- 1.16** A Player's Assignment to an Outdoor Team by its Club is terminated on December 31 or when the Club de-registers the player whichever occurs first. However, the player's "**outdoor**" registration with the O.S.A. is effective until May 31 of the following year for training purposes only.
- 1.17** A Player's Assignment to an indoor Team by its Club is terminated on May 31 or when the Club de-registers the player whichever occurs first. However, for Insurance purposes, the player's "**indoor**" registration with the O.S.A. is effective until December 31 of the following year for training purposes only.
- 1.18** A female player may play on a female team, male team or a mixed team. A male player may play on a male team or a mixed team. This rule is binding on all leagues, cup competitions, tournaments and exhibition games under the jurisdiction of The Ontario Soccer Association and all its member organizations.

Except where stipulated, a Player (regardless of player classification) shall be issued with an OSA Player Registration Book and is responsible for having it available at all games for presentation. Failure to present such document shall render the player ineligible to play in that game.

The O.S.A. Registration Book is the property of the player. A player may have only one OSA Player Registration Book

The O.S.A. Team Official Book is the property of the individual noted within the book.

1.19 Residency Rule

(a) Outdoor Residency Requirement

Each Club shall register on each of its Youth Level 1 thru 4 teams, no less than nine (9) players whose legal residence, on the date of registration with The OSA, is within the District with which the club is affiliated.

Each club shall register on each of its Youth Level 5 thru 7 teams, no less than nine (9) players whose legal residence, on the date of registration with The OSA, is within the municipality with which the club is affiliated.

(b) Indoor and Futsal Residency Requirement

Each Club shall register on each of its Youth level 1 thru 4 teams, no less than nine (9) players whose legal residence, on the date of registration with the OSA, is within the District within which the club is affiliated with.

For Youth Level 5 thru 7 teams the above rule applies along with the following eligibility requirement. Included in the nine (9) players there can be no less than seven (7) players whose legal residence, on the date of registration with the OSA, is within the Municipality with which the Club is affiliated.

(c) Requirements for both seasons

In the event that the "legal residence" of the player changes to another District after the date on which the player registered with The OSA, the player will still be considered a resident in the club's District for the purposes of this rule. In the event that the number of players who reside in the District becomes less than nine (9), the team must immediately register another player resident in the District prior to participating in any sanctioned game.

Player Registration Book

Updated Photographs - as required.

OSA # Required, as per AIMS system

Registrant #

Valid Photograph with Club Stamp

Individual's Surname/First Name (as entered in the AIMS system)

Date of Birth (as verified by Club)

Individual's Signature

PASSPORT SIZE PHOTOGRAPH

SURNAME
GIVEN NAME

DATE OF BIRTH

MONTH	DAY	YEAR

SIGNATURE

PASSPORT SIZE PHOTOGRAPH

DISTRICT REGISTRAR'S AUTHORIZATION

PASSPORT SIZE PHOTOGRAPH

DISTRICT REGISTRAR'S AUTHORIZATION

Validation Page

Club Name - ie Pickering Soccer

Club - Club ID - 0519

CLUB NAME
CD
CLUB #

Full Team Name - Include Team #, and Age Division

TEAM NAME
TEAM #
Age Div.

League Name and Season (ie CGSL Outdoor 2012)

LEAGUE or SESSION

EFFECTIVE DATE

O.S.A. VALIDATION STICKER

DRSA Validation Stamp

Date of Eligibility - as per AIMS Roster

OSA Sticker

DISTRICT REGISTRAR'S AUTHORIZATION

1.14 Classification by League & Youth Levels

OUTDOOR

ONTARIO SOCCER LEAGUE	SC	
ONTARIO WOMEN'S SOCCER LEAGUE	SC	
ONTARIO YOUTH SOCCER LEAGUE	YC	- Youth Level 1
CENTRAL SOCCER LEAGUE	YC	- Youth Level 3 & 4
CENTRAL GIRLS SOCCER LEAGUE	YC	- Youth Level 3 & 4
CENTRAL EAST SOCCER LEAGUE	MO, YC	- Youth Level 5
DURHAM SOCCER LEAGUE	MO, YR, SR	- Youth Level 7
CLUB HOUSE LEAGUES (under 11-18)	YR	- Youth Level 7
CLUB MINI SOCCER (4 – 10)	MO	- Youth Level 7

OUTDOOR

Senior Competitive	SC
Senior Recreational	SR
Youth Competitive	YC
Youth Recreational	YR
Mini Outdoor	MO

INDOOR

SENIOR	SI (Senior Indoor)	SF (Senior Futsal)
YOUTH	YI (Youth Indoor)	YF (Youth Futsal)
MINI	MI (Mini Indoor)	MF (Mini Futsal)

The OSA rules do not recognize any **Competitive Indoor Soccer Leagues**". While outdoor leagues can be classified as:

- Senior Outdoor Competitive Leagues
- Senior Outdoor Recreational Leagues
- Youth Outdoor Competitive Leagues
- Youth Outdoor Recreational Leagues
- Mini-Soccer Outdoor Leagues (**NOTE: There are no competitive leagues for mini-soccer**).

Indoor leagues may only be classified as:

- Senior Indoor Leagues
- Senior Futsal Leagues
- Youth Indoor Leagues
- Youth Futsal Leagues
- Mini-Soccer Indoor Leagues
- Youth Futsal Leagues

The same OSA policy applies to teams which may be classified for outdoor soccer as:

- Senior Outdoor Competitive Teams
- Senior Outdoor Recreational Teams
- Youth Outdoor Competitive Teams
- Youth Outdoor Recreational Teams
- Mini-Soccer Outdoor Teams

There are no competitive indoor teams. The indoor team classifications are:

- Senior Indoor Teams
- Senior Futsal Teams
- Youth Indoor Teams
- Youth Futsal Teams
- Mini-Soccer Indoor Teams
- Mini-Soccer Futsal Teams

1.15 Full Team Identification

Full Team Identification shall mean the provision of the team's name, team classification, age classification, gender and team registration number. **The Team Registration Number is created by the Club Registrar in the AIMS program and can be obtained from the Club Registrar or on your roster.** Both the team name and team number are mandatory for all documentation.

Example:

Team name: North Durham United FC 2002G

Team identification: TD0540-G02

The Team Registration Number must be included on all Game Sheets (or Team Sheets) for all Leagues, Cup Competitions, Tournaments and Exhibition Games; and teams are required to "write in" the Team Registration Number on those Game Sheets.

Please advise your Clubs that:

- On Team Entry Forms for Tournaments and all other competitions which they are hosting, they must include the requirement for **Full Team Identification**
- On the Game Sheets (or Team Sheets) for all Leagues, Cup Competitions, Tournaments and Exhibition Games that they run, the Team Registration Number must be included
- Club/Team Officials entering any competition (ie., League, Ontario Cup, other Cup competitions, Tournaments and Exhibition Games) must provide **Full Team Identification** including the Team Registration Number on the competition's "Team Entry Form"
- The online Team Entry Form for the Ontario Cup now requires the Team Registration Number as a mandatory field. The Ontario Cup Team Entry Form cannot be submitted unless the Club/Team official provides the Team Registration Number.

2.0 TEAM REGISTRATION POLICIES

Revision Date: Oct. 20, 2011

2.1 Registering Through your Club

a) A Club using AIMS to register Teams, Team Officials, Administrators and Players must submit the following:

- The Club will submit an AIMS roster approved by the club
- Player Registration Book

b) Absence of any of the above will delay registration.

Anyone using AIMS must adhere to the AIMS User Accounts Policy, must sign the AIMS User and Confidentiality Agreement. Users will receive access, a user ID and password after training is completed at the District office.

2.2 Registering Through the District Association

a) A Club not using AIMS to register Teams, Team Officials, Administrators and Players must submit the following:

- fully completed application forms, signed by **both** the Applicant and the Club Registrar,
- An OSA Player Registration Book is required for all players in the following leagues: **O.Y.S.L., C.S.L., C.G.S.L., C.E.S.L., D.S.L., O.S.L., O.W.S.L.**, and All Star teams
- for new registrants - one passport-sized photograph (**taken within the past six months not electronically reproduced**), attached to the Player Registration Book **and**,
- for new registrants - proof of birth date validated by Club Registrar or Designate

b) Absence of any of the above will delay registration.

2.3 Team Applications to Leagues

Please follow your Leagues Policies. Playing Out application may be required.

2.4 Team Playing Out Application Approval Process

For teams who wish to play in leagues outside of the Durham Region.

(a) Play Out application is submitted by the Club,

(b) Application is reviewed for the following:

- (i) Coaches Screening
- (ii) League Sanctioning

2.5 Competitive Team Registration

Competitive Team Registrations requirements for District Processing:

- Volunteer Screening of all Team Officials, submitted to the District fully completed
- Appropriate Certification for all Coaching Staff (as set out by the OSA)
- Copy of Respect in Soccer Certificate for Team Head Coach and Assistant Coach
- OSA Roster, player books, and Team Official books must be submitted

See Note A – Volunteer Screening Form

Volunteer Screening – When submitting Volunteer Screening records, if team official is marked as Pending - time frame will be 8 weeks for pending status to be removed and replaced with Complete.

2.6 All Star Team Registrations

All Star Team Registration requirements for District Processing:

- Players must be registered in the AIMS system
- Volunteer Screening of all Team Officials, submitted to the District fully completed
- Appropriate Certification for all Coaching Staff (as set out by the OSA)
- DRSA All Star Roster, player books, and Team Official books must be submitted

See Note B – All Star Roster

3.0 OTHER REGISTRATION RELATED PROCEDURE

Revision Date: Oct. 20, 2011

3.1 Team Official Registration

- a)** Volunteer Screening is required for all team officials. This procedure is completed by the Club or District and its screening officers.
- b)** Specific coaching certification is mandatory, and is determined by the level of play which the team participates in. This information should be recorded in their Team Official Book for tracking purposes.
- c)** Coaches must submit a photocopy of their Respect in Soccer Certificate to the District in order to have their Coaching Book validated.
- d)** Clubs should have records of: Coaches Registration Form (completed and signed), and Manager's Administrators Registration Form (completed and signed)
- e)** A person can only be designated as the Team Head Coach for a maximum of two outdoor teams at any one time.

Coaches can track their own records with NCCP by keying in their NCCP number and last name at their data retrieval website – www.coach.ca – 1-613-235-5000

3.2 Administrator/Director Registration

- a)** Volunteer Screening is required, for all administrators and directors, where applicable. This procedure is completed by the Club and its screening officers.
- b)** The Administrator Registration form must be completed and signed, and kept by the Club Registrar for their records.
- c)** Must meet Club's internal criteria for Administration purposes.

3.3 Club Head Coach and Technical Staff

- a)** Volunteer Screening is required, for all Club Head Coaches and Technical Staff, where applicable. This procedure is completed by the Club and its screening officers.
- b)** Coaches Registration Form must be completed and signed, and kept by the Club Registrar for their records.
- c)** Team Officials books are required for all club head coaches and technical staff that will be required to sit on the bench for any team within their club. Information must also be inputted into the AIMS Registration system as an Administrator (and not Team Official).

Change in Player Registration

3.3 De-Registration of a Player

- a)** Players that are registered can be de-registered at any time during the season using the “Player De-Registration form”. There is a fee for this service. The players registration fee is not transferable to another player registering in his/her place). Please note that the Player **must** sign a de-registration form.
- b)** Player de-registration is mandatory for anyone de-registering, especially for competitive players.

See Note C – Player De-Registration Form

3.4 Player Transfers Between Clubs

- a)** A Players that is registered to Club A can be transferred to Club B, during the season using the “Player Transfer” form. There is a fee for this service. Players can transfer from one club to another within their district, or outside their district.
- b)** The Player Transfer Form must be filled in by both the releasing club and receiving club, as well as the player. Please note that the player must sign the player transfer form.
- c)** Player transfer forms are mandatory for anyone transferring, especially for competitive players.

See Note D – Player Transfer Form

Please note Transfer Rules and dates exist within Leagues and Clubs. Know the rules before proceeding.

Note C – Player De-Registration Form

**THE ONTARIO SOCCER ASSOCIATION
PLAYER DE-REGISTRATION FORM**



Player Details	O.S.A. Registrant No.	First Name	Last Name		
	Address				Apt. No.
	City / Town	Province	Postal Code		
	Area Code	Telephone No.	Date of Birth	Day	Month Year
					Sex (M/F) <input type="checkbox"/>
	Player's Signature			Date:	Day Month Year

Team Details	Team Number	Team Name			
	League Number	League Name			
	Club Number	Club Name			
	District Number	District Name			
	Team Age Division	Team Gender	<input checked="" type="checkbox"/> Male	<input type="checkbox"/> Female	<input checked="" type="checkbox"/> Mixed <input type="checkbox"/>
	This player has been de-registered from the above team and is therefore eligible to sign with another team.				
Name of Club Registrar		Signature of Club Registrar		Date: Day Month Year	

HADED AREA FOR OFFICE USE ONLY			
District Registrar's Authorization			Date: Day Month Year

Note: This Player de-registration becomes effective on the date authorized by the District Registrar. The District Association is responsible for mailing the "Player Copy" of this form to the player.
DISTRICT COPY

Note D – Player Transfer Form

THE ONTARIO SOCCER ASSOCIATION

PLAYER TRANSFER FORM

No _____



SEE REVERSE FOR INSTRUCTIONS

Player Details	O S A Registrant No	First Name	Last Name		
	Address				Apt No.
Release of Player by Releasing Team	City / Town	Province	Postal Code		
	Area Code	Telephone No	Date of Birth	Day	Month
				Year	Sex (M/F)
				Date Submitted to Releasing Club	Day
				Month	Year
Player's Signature _____					
Receiving Team	Team Number	Team Name			
	League Number	League Name			
	Club Number	Club Name			
	District Number	District Name			
	Team Age Division	Team Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input checked="" type="checkbox"/> Mixed <input type="checkbox"/>		
<input type="checkbox"/> Recreational Amateur		<input type="checkbox"/> Competitive Amateur		<input type="checkbox"/> Non-Amateur <input type="checkbox"/> Professional	
Name of Club Registrar		Signature of Club Registrar		Date: _____	
Releasing Team	Team Number	Team Name			
	League Number	League Name			
	Club Number	Club Name			
	District Number	District Name			
	Team Age Division	Team Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input checked="" type="checkbox"/> Mixed <input type="checkbox"/>		
<input type="checkbox"/> Recreational Amateur		<input type="checkbox"/> Competitive Amateur		<input type="checkbox"/> Non-Amateur <input type="checkbox"/> Professional	
Name of Club Registrar		Signature of Club Registrar		Date: _____	

SHADED AREA FOR OFFICE USE ONLY	Day _____ Month _____ Year _____ District Registrar's Authorization: _____
--	---

Note :: District Association: When the receiving district is different from the releasing district, the receiving district is required to photocopy the transfer form, after district authorization, and send copy to the releasing district.
DISTRICT COPY

4.0 PERMITS

Revision Date: Oct. 20, 2011

Forms are electronic and can be found on the OSA website. Forms must be submitted in hardcopy for approval purposes.

Fees for permits are listed on the Schedule of Fees.

4.1 Playing Up within the Same Club

No Forms required.

4.2 Playing from Club to Club – Temporary Registration Permit

- a) Any Player registered with the O.S.A. or another Provincial Association affiliated with the C.S.A. is eligible to obtain a **Temporary Registration Permit, (T.R.P.)**, which entitles the Player to play for a Club Team other than the one with which he/she is currently registered.
- b) This is authorized by a Club representative and the District. **The form is invalid without the District Administrator's signature.**
- c) The appropriate fee will be invoiced.
- d) This enables a player to play one game or tournament (all games) per form.
- e) A player may apply for three T.R.P.'s during each season.
- f) The T.R.P. is not valid for Cup Games.
- g) In all cases in which a player is playing for an outdoor competitive team or an indoor team the player must possess an O.S.A. Registration Book. Failure to present the O.S.A. Registration Book shall render the player ineligible to play in that game.

See Note E – Temporary Registration Permit (TRP)

4.3 Unregistered Player Playing "Trial Games" for a Team

- a) A **Trial Permit Form (T.P.F.)** is a temporary registration with the O.S.A. and can only be used by players who are not registered with the O.S.A. or a Provincial Association affiliated to the C.S.A.
- b) This is authorized by the District Administrator and requires the Players signature. **The form is invalid without the District Administrator's signature.**
- c) The appropriate fee will be invoiced.
- d) A **Trial Permit** enables an unregistered Player to play two (2) league games for a Registered Team during a fifteen day period. A TPF may also be used for a player to play in a specified tournament, or Exhibition Game (as specified on the TPF).
- e) A Player may obtain two Trial Permits during one season.
- f) A Player cannot use a T.P.F. more than once for the same club.

- g)* A player who was previously registered with a Club during the current playing season and who was de-registered, shall not be eligible to obtain a Trial Permit for that club during the current playing season.
- h)* A player playing in an outdoor competitive game or an indoor game while using a "Trial Permit Form" must obtain an O.S.A. Registration Book.
- i)* Failure to present the OSA Registration Book shall render the player ineligible to play in the game(s).

See Note F – Trial Permit Form (TPF)

4.4 Playing in a US Tournament/Exhibition Game for a Team for which a Player is NOT registered to


A player wishing to play as a guest player in a US exhibition game or tournament with a team from within their club, must be age appropriate according to the US guidelines for age groups.

For example: A U12 Team is entered to play in an exhibition game in the U12 Age Division in the United States. The team wishes to take a player that is registered in their own club in the U13 Age Division, because the player's birthday falls within the August 1st to July 31st US date range. This player would be eligible to play.

4.5 Individual Players playing for a US Team in an Exhibition Game or Tournament

No paperwork is required from the Club or District. No OSA Insurance coverage is in place. Players should check with the local tournament for their rules and guidelines. This type of involvement is voluntary and is the sole responsibility of the individual participating in the competition.

Note E - Temporary Registration Permit (TRP)

	<p>THE ONTARIO SOCCER ASSOCIATION TEMPORARY REGISTRATION PERMIT (T.R.P.)</p>
<p>Name of Player: _____ Player's O.S.A. Registrant Number: _____</p>	
<p>Name of Club with which player is registered: _____ S.C. Club Registrant #: CD - - Team with which player is registered: _____ Team R.D.S. Code: TD - -</p> <p style="font-size: small; text-align: center;">(NOTE: As a player may register for more than one team, the team indicated above must be the highest level team for which the player is registered.)</p>	
<p>PERMIT CLASSIFICATION</p>	
<p>Check the appropriate box: <input type="checkbox"/> Permit to play in a higher age division <input type="checkbox"/> Permit to play in a higher player classification <input type="checkbox"/> Permit to play in a higher league <input type="checkbox"/> Permit to play in a higher team classification <input type="checkbox"/> Permit to play in a higher division of the same league <input type="checkbox"/> Guest Player(Tournament/Exhibition Game)</p>	
<p>Name of Club for which player wishes to play on a temporary basis: _____ S.C. Club Registrant # CD - - Team with which player wishes to play on a temporary basis: _____ Team Registrant # TD - -</p>	
<p>TEMPORARY RELEASE OF PLAYER FOR A LEAGUE GAME OR EXHIBITION GAME:</p>	
<p>The _____ Soccer Club hereby releases _____ (Name of Player)</p> <p>to play for _____ Soccer Club on the following date: _____ (Day) (Month) (Year)</p> <p>in the following league: _____ S.L. League Registrant #: L - -</p> <p>Signature of Club Representative: _____ Date: _____ (Day) (Month) (Year)</p> <p>Name of Club Representative: _____ Position Title of Club Representative: _____</p>	
<p>TEMPORARY RELEASE OF PLAYER FOR A TOURNAMENT:</p>	
<p>The _____ Soccer Club hereby releases _____ (Name of Player)</p> <p>to play for _____ Soccer Club in the following tournament: _____</p> <p>on the following dates: from _____ to _____ (Day) (Month) (Year) (Day) (Month) (Year)</p> <p>Signature of Club Representative: _____ Date: _____ (Day) (Month) (Year)</p> <p>Name of Club Representative: _____ Position Title of Club Representative: _____</p>	
<p>VALIDATION BY DISTRICT ASSOCIATION:</p>	
<p>This permit is not valid unless it has been authorized by the District Association to which the highest level team (with which the player is registered) is affiliated.</p>	<p>_____ (Signature of District Registrar/Administrator)</p> <p>_____ (Name of District Registrar/Administrator) (Day) (Month) (Year)</p>

This Permit requires validation by the Club's District Association.


(NOTE: The player also requires an "O.S.A. REGISTRANT'S BOOK" in order to play for a "Competitive Team".

GREEN COPY TO DISTRICT

BLUE COPY TO CLUB

PINK COPY TO TEAM SHEET

Note F – Trial Permit Form (TPF)

 <p>THE ONTARIO SOCCER ASSOCIATION TRIAL PERMIT FORM (T.P.F.)</p>	
Dates of games this Trial Permit Form was used: _____, 20____ (Game #1) _____, 20____ (Game #2) _____	
This Trial Permit Form was used for a: <input type="checkbox"/> League Game: _____ Soccer League _____ League Registrant Number: L - - - <input type="checkbox"/> Tournament Game: _____ (Tournament Name) <input type="checkbox"/> Exhibition Game: _____ (Home Team vs. Away Team) _____ vs. _____	
First Name: _____ Last Name: _____ Address: _____ Apt. No.: _____ City: _____ Province: _____ Postal Code: _____ Daytime Telephone Number: (____) _____ - _____ Evening Telephone Number: (____) _____ - _____ Date of Birth: _____ (Day) _____ (Month) _____ (Year) Citizenship Status: <input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Landed Immigrant <input type="checkbox"/> Other, Specify: _____	
Club wishing to use the above player in a trial game(s): _____ S.C. _____ Club Registrant Number: CD - - - Team for which the player will play on Trial Permit Form: _____ Team Registrant Number: TD - - - Authorization of Club Registrar: _____ OSA Registrant Number: _____ Date _____ (Day) _____ (Month) _____ (Year)	
Club with which player was last registered: _____ S.C. _____ Country in which player was last registered: _____ Year in which player was last registered: _____ (Year)	<p style="text-align: center;">PLAYER'S AGREEMENT</p> I have not registered with any other team in Ontario for this season. I understand that after this form has been validated by the District Association, I will be registered with The Ontario Soccer Association for two trial games during the "Trial Period" indicated on and only with the team specified on this form. During the "Trial Period" indicated on this Trial Permit Form, I am eligible for O.S.A. insurance and am subject to the discipline of The Ontario Soccer Association. I agree to abide by the Published Rules of The Ontario Soccer Association, its District Associations, Leagues, and Clubs. Player's Signature: _____ DATE: _____
<p>15-DAY TRIAL PERIOD</p> Starting Date: _____ Expiry Date: _____	
<p>DISTRICT ASSOCIATION VALIDATION</p> District Association Approval: _____	

This Trial Permit requires validation by the Club's District Association (NOTE: The player also requires an "O.S.A. Registrant Book" in order to play for a Competitive Team)

BLUE COPY TO FIRST TRIAL GAME PINK COPY TO CLUB
 YELLOW COPY TO SECOND TRIAL GAME GREEN COPY TO DISTRICT ASSOCIATION

5.0 CERTIFICATE OF INSURANCE/3rd PARTY INSURANCE

Revision Date: Oct. 20, 2011

Forms are electronic and can be found on the OSA/DRSA websites.

Forms must be completed, including Club Information, and the appropriate 3rd Party/Certificate Information. Ensure that the correct information is given – ie insurance for schools - should reflect the appropriate School Board and not the school. The school information can be provided under the Reason for Certificate Insurance section.

Forms are sent to the District. When sending Forms to the District, ensure that they are saved as PDF files and do not click on Send from the Forms screen. The District will in turn forward to HKMB.

Completed Insurance Requests will be returned within approximately 24 hours to the appropriate club (with a copy to the District).

See Note G (attached)

Note G – Certificate of Insurance Request Form



Certificate of Insurance Request Form

CLUB INFORMATION		
Club Name:	Ajax FC	
Club Contact Person:	Jason Pearson	
Position within Club:	Scheduler	
Email Address:	scheduler@ajaxsoccerclub.ca	
THIRD PARTY/CERTIFICATE INFORMATION:		
Name:	Durham Catholic District School Board	
Address:	650 Rossland Road West	
City:	Oshawa	Province: ON Postal Code: L1J 7C4
Reason for certificate insurance (ie: indoor/outdoor field time, registration booths, banquet/awards evenings, etc.):		
Gymnasium rentals- Indoor soccer training/practices		
Instructions:		
<ol style="list-style-type: none">1. CLUB - Please complete all sections of this form and forward to your District for approval.2. District <i>(By emailing this form, the district confirms that the Club mentioned above is in good standing with the OSA)</i> – Once approved, please email this form to Kyle Bell at HKMB HUB International (osainsurance@hubinternational.com) for certificate issuance along with a copy to Jaime Smith of the OSA for their records (jsmith@soccer.on.ca).3. HKMB HUB– will email form back to the club and cc the district		

6.0 PLAYER TRANSFERS

Revision Date: Oct. 20, 2011

6.1 International Transfers



The Ontario Soccer Association

7601 Martin Grove Road., Vaughan, ON L4L 0B4

Telephone (905) 264-9300, Fax (905) 264-0445

Internet: www.soccer.on.ca E-Mail: theoza@soccer.on.ca

August 18, 2010

Attn: District Administrators

As of January 2010 there is a new International Transfer Request (ITC) process. This is for anyone between the ages of 12 to 17. ALL documents are required and from this point forward there will be no provisional transfers granted any longer.

As per Article 19 – Protection of Minors, from the FIFA Regulations for the Status and Transfer of Players, International transfers of players are only permitted if the player is over the age of 18.

There are only two exceptions that apply to this rule with respect to FIFA and the CSA:

- (1) the player's parents have moved to Canada for purposes other than playing soccer;
- (2) the player lives no further than 50km from a national border (i.e. Canada/USA), and the club for which the player wishes to be registered in the neighbouring Association is also within 50km of that border. The maximum distance between the player's domicile and the club's quarters shall be 100km. In such cases, the player must continue to live at home and the two Associations concerned must give their explicit consent.

The conditions of Article 19 shall also apply to any Minor player who has never previously been registered for a club and is not a national of the country in which he wishes to be registered for the first time.

Requests for ITC's involving players 17 years of age or younger (Minors) are now processed through the FIFA TMS.

Accordingly, with respect to the first exception noted above, we require the following mandatory documents (submitted in PDF format, with no PDF document being larger than 3 MB), as required by FIFA:

- (1) Employment Contract – Player's Parents
- (2) Proof of Birth Date (Birth Certificate) – Player
- (3) Proof of Identity & Nationality – Player
- (4) Proof of Identity & Nationality – Parents
- (5) Proof of Residence – Player's Parents
- (6) Work Permit – Player's Parents

With respect to the second exception, we will require the following mandatory documents (again, in PDF format):

- (1) Proof of Birth Date (Birth Certificate) – Player
- (2) Proof of Distance for 50km rule (e.g. as from Google Maps)
- (3) Proof of Identity & Nationality – Player
- (4) Proof of Residence – Player

For each exception noted above, the mandatory documents will be uploaded into the FIFA TMS for processing, along with our official request for the ITC. No requests will be processed without the mandatory documents being provided (NO EXCEPTIONS).

According to FIFA, depending on the complexity of the case, processing times will vary between one to six weeks from the date the documents are submitted to FIFA.

Should you have any questions please don't hesitate to contact either Jamie Smith or Brett Knox.

7.0 TRAVEL PERMITS

Revision Date: Oct. 20, 2011

7.1 Travel Permits

- a) The Application to Travel Form (ATF) is electronic and on-line. The application requires the DRSA and sometimes O.S.A. and C.S.A. approval. Please allow the allotted amount of time for processing. Forms are found at www.ontariosoccer.net under Competitions. These online forms must be printed and signed, with the appropriate signatures.

Please allow sufficient time for processing:

Region to Region	2 days
North American	7 days
Outside North America	90 days

- b) For every tournament that you enter outside the Region you must obtain a Travel Permit approved by your club and the DRSA.
- c) It is mandatory for all Teams (players and team officials) traveling outside of Ontario to purchase Accident and Liability Insurance before the travel permit is approved by the District. Insurance can be obtained through the HKMB Insurance Company. This information can be found the DRSA and OSA websites. The travel manifest must accompany your travel permit along with verification that the tournament has been sanctioned by the Parent organization of the Club hosting the tournament. A tournament roster must be included to verify which players will be attending. This roster should match your insurance manifest.
- d) A team must be registered before an A.T.F. will be approved.
- e) Team Officials must have completed certification and screening requirements where applicable. This is the responsibility of the Club to validate.
- f) A team entering a tournament must meet the classification level of the tournament in order to apply for permission to travel. For example: competitive teams enter competitive tournaments.
- g) An A.T.F. is not required for travel to any games in the Ontario Cup or within the same District the team is registered in.

7.2 Team Eligibility for Tournaments

11 v 11 Outdoor Tournament (played before January 1, 2012)

- Indoor (small sided) teams are NOT eligible
- Indoor (11 v 11) teams are NOT eligible
- Outdoor teams (registered for the 2011 season) ARE eligible
- Outdoor teams (registered for the 2012 season) are NOT eligible

11 v 11 Outdoor Tournament (played January 1, 2012 to April 15, 2012)

- Indoor (small sided) teams ARE eligible
- Indoor (11 v11) teams ARE eligible
- Outdoor teams (registered for the 2011 outdoor playing season) are NOT eligible
- Outdoor teams (registered for the 2012 outdoor playing season) ARE eligible

Indoor (small sided) Tournament

(played during indoor playing season – June 1, 2011 to May 31, 2012)

- Indoor (small sided) teams ARE eligible
- Indoor (11 v 11) teams ARE eligible
- Outdoor teams (registered for the 2011 outdoor playing season) are NOT eligible
- Outdoor teams (registered for the 2012 outdoor playing season) are NOT eligible

Indoor (11 v 11) Tournaments

(played during indoor playing season – June 1, 2011 to May 31, 2012)

- Indoor (small sided) teams ARE eligible
- Indoor (11 v 11) teams ARE eligible
- Outdoor teams (registered for the 2011 outdoor playing season) are NOT eligible
- Outdoor teams (registered for the 2012 outdoor playing season) are NOT eligible

7.3 Approval and Travel to Exhibition Games

All Exhibition Games held between two teams from within the District require an Application to Host (AHEG) form found on the OSA Website/Competitions. This is an on-line form which must be approved by your club and then the District.

All exhibition games held between two teams from different districts require an AHEG, and travel permit if necessary. These forms are found on the OSA website and require your club and district approval.

Only one exhibition game will be approved per day, per team regardless of the host.

The DRSA will notify the DRC and applicable District will be notified of the sanctioning of these events which in turn allows the referees to be assigned.

Players participating in these competitions must be fully registered

All exhibition games/scrimmages must be recorded on game sheets for insurance purposes and discipline reporting.

Failure to complete and forward the game sheet to the DRSA may impede approval of future exhibition games/scrimmages.

Blanket Sanctioning can be obtained from the District which allows clubs to host exhibition games/scrimmages between teams within their own club. All players must be registered to participate, however, no AHEG is required. Game sheets must be retained by the club for review by the District.