



TORONTO SOCCER ASSOCIATION ADMINISTRATOR GUIDE

(Revision Date: Jan 2020)

***TSA Policies and Procedures stated in this guide fully apply to the Ontario Recognized Academies in Toronto District**

1.0 REGISTRATION PROCEDURES

1.1 Every person involved in any soccer activity must be registered in Ontario Soccer's (OS) computerized registration system powered by SportsEngine (SE) and called OSCAR, which stands for "Ontario Soccer Club & Academy Registry". This includes Board Members, Administrators, Team Officials and Players. This applies to both indoor and outdoor seasons.

1.2 The Club Registrar/Administrator or designate will be the primary contact with the TSA for the purposes of registering all Board Members, Administrators, Team Officials and Players for his/her Club.

1.3 The Club Registrar/Administrator must ensure that Player and Team Official registration forms/waivers are completed in their entirety and signed prior to entering the individual in SE.

1.4 A Club failing to register all of its participants is subject to discipline.

1.5 Only the Club Registrar/Administrator can enter the registration data into SE.

1.6 A Club that wishes to design and use its own Registration forms must have these forms approved by the TSA **prior** to the beginning of the season. Standard Player registration forms can be found on the OSA website.

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

At the time of registration an OSA Registrant number is assigned to those who do not have one.

1.7 Players U13 and up, can be registered in their age category or higher where approved by the Club. Please note, Players U8 – U12 can be registered in their age category or higher where approved by the Club Head Coach and the District.

1.8 With the permission of his/her District Association, **a U13 – U18 Player may register on a maximum of three outdoor teams or three indoor teams, only one of which may be a competitive team. Please note that U8 – U12 Players may only register on one outdoor/indoor team.**

1.9 All carded Players that are age dependent and all new applications for registration must have their birth date validated by their Club/Academy and the District.

The District will require proof of age for any new Player Registration Books and the District will validate the age in the form of a stamp or signature on the player photo.

1.10 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/Grassroots (U4-U12)	Outdoor	Player Pool	
Youth Outdoor Competitive (U13 – U18)	Outdoor	18 players	11 players
Youth Outdoor Recreational (U13 – U18)	Outdoor	25 players	11 players
Youth Indoor (U13 – U18)	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

This [link](#) will take you to the registration Procedures for OS, pp. (33-35), which deal with above chart.

Please refer to the **LTPD Outdoor and Indoor Development Matrices and the LTPD Outdoor and Indoor Recreational Matrices (Appendix A, p. 29)** for further information.

1.11 For U13 – U18 Competitive rosters the first eleven players must be registered **by April 15**, fines will be imposed by the District for non-compliance. Please refer to your league manuals for all other registration deadlines.

1.12 For any U13 or older teams wishing to register additional players beyond the upper limit, they must release or de-register a player(s) in order to comply with the limit.

1.13 The picture in the OSA Registration Book shall be valid for **three years for youth players** and shall be valid for **five years for senior players and Team Officials**.

1.14 A Player's Assignment to an Outdoor Team is terminated on **December 31** of the current year or, when the Club de-registers the Player, whichever occurs first. However, for insurance purposes, the Player's "**outdoor**" registration with The OSA is effective until **May 31** of the following year, for training purposes only.

1.15 A Player's Assignment to an Indoor Team is terminated on **May 31** of the current year or, when the Club de-registers the Player, whichever occurs first. However, for insurance purposes, the Player's "**indoor**" registration with The OSA is effective until **December 31** of the following year, for training purposes only.

1.16 A female Player may play on a female team, a 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 Ontario Soccer (OS) and all its member organizations.

1.17 OSA Registration Book

Player Book validation is done by the TSA and will be done on a first come first served basis. Player Books should be dropped off to the District Office by the Club Administrator. Allow a minimum of **five business days** for Books to be completed.

If all the validation pages have been filled in or, the book 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 submitted to the District for validation.

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

The OS Player Registration Book is the property of the Player. A Player may have only one OS Player Registration Book.

The OS Team Official Book is the property of the individual noted within the book.

Player Registration Book

OS # Required as per SE system	Registrant #	Updated Photographs – as required	PASSPORT SIZE PHOTOGRAPH	DISTRICT REGISTRAR'S AUTHORIZATION	
Valid Photograph with District Stamp	PASSPORT SIZE PHOTOGRAPH	PASSPORT SIZE PHOTOGRAPH			
Individual's Surname/First Name (as entered in SE)			SURNAME	GIVEN NAME	PASSPORT SIZE PHOTOGRAPH
Date of Birth (as verified by Club and District)	MONTH	DAY	YEAR		
Individual's Signature	DATE OF BIRTH			PASSPORT SIZE PHOTOGRAPH	DISTRICT REGISTRAR'S AUTHORIZATION
	SIGNATURE				

Player Registration Book Validation Page

Club Name – i.e., Toronto Football Club	
Full Team Name – Include Team and Age Division	<div style="text-align: right; margin-right: 20px;">CD -</div> <div style="display: flex; justify-content: space-between;"> CLUB NAME CLUB # </div>
League Name and Season – i.e., TDYSL 2019	<div style="display: flex; justify-content: space-between;"> TEAM NAME TEAM # Age Div. </div>
	LEAGUE or SESSION
TSA Validation Stamp Date of Eligibility	EFFECTIVE DATE

ONTARIO
SOCCER
VALIDATION
STICKER

OS Sticker

DISTRICT REGISTRAR'S AUTHORIZATION

Team Official Registration Book Validation Page

Full Team Name – Include Team and Age Division	Club Name – i.e., Toronto Football Club

COACHING CERTIFICATION QUALIFICATION

COURSE TYPE	DATE COURSE COMPLETED
ACTIVE START	<div style="border-bottom: 1px solid black; height: 15px;"></div>
FUNDAMENTALS	<div style="border-bottom: 1px solid black; height: 15px;"></div>
LEARN TO TRAIN	<div style="border-bottom: 1px solid black; height: 15px;"></div>
SOCCER FOR LIFE	<div style="border-bottom: 1px solid black; height: 15px;"></div>
C LICENSE	<div style="border-bottom: 1px solid black; height: 15px;"></div>
B LICENCE PART 1	<div style="border-bottom: 1px solid black; height: 15px;"></div>
B LICENCE PART 2	<div style="border-bottom: 1px solid black; height: 15px;"></div>
A LICENCE	<div style="border-bottom: 1px solid black; height: 15px;"></div>
<i>Make Ethical Decisions (MED)</i>	<div style="border-bottom: 1px solid black; height: 15px;"></div>
<i>Respect in Soccer (RIS)</i>	<div style="border-bottom: 1px solid black; height: 15px;"></div>
<i>Making Headway in Soccer</i>	<div style="border-bottom: 1px solid black; height: 15px;"></div>

Coach Course depending on the age group you are coaching – Provide the date of completion	<div style="text-align: right; margin-right: 20px;">CD -</div> <div style="display: flex; justify-content: space-between;"> ORGANIZATION NAME CLUB # </div>
	<div style="display: flex; justify-content: space-between;"> TEAM NAME TEAM # Age Div. </div>
	LEAGUE or SESSION
Mandatory Courses – Provide the date of completion	EFFECTIVE DATE

ONTARIO
SOCCER
VALIDATION
STICKER

OS Sticker

TSA Validation Stamp
Date of Eligibility

Team Official Role – i.e., Asst. Coach

League Name and Season – i.e., TDYSL 2019

This is mandatory for Team Head Coaches and Assistant Coaches.

DISTRICT/ONTARIO SOCCER AUTHORIZATION

1.18 Full Team Identification in SE

Full Team Identification shall mean the provision of the Club's full name, Gender (M/F), YOB, League, Division, Team Identifier. The Team Identifier is used when there is more than one team (for the same club) in the same division.

Example: *FC Toronto F2005 TDYSL T1 Black*

More details on OS Full Team Identification can be [found here](#) pages 33-34.

1.19 Classification by League & Youth/Senior Levels in SE

OUTDOOR

ONTARIO SOCCER LEAGUE	Senior Competitive (SC)
ONTARIO WOMEN'S SOCCER LEAGUE	SC
WOMENS DISTRICT SOCCER LEAGUE- FIRST	SC
WOMENS DISTRICT SOCCER LEAGUE- PREMIER	SC
ONTARIO PROVINCIAL DEVELOPMENT LEAGUE	Youth Competitive (YC)
CENTRAL SOCCER LEAGUE	YC
CENTRAL GIRLS SOCCER LEAGUE	YC
TDYSL (U13-U18)	YC
YDSL (U9-U12)	Mini Outdoor Development (MOD)
CLUB HL GRASSROOTS (U4 – U12)	Mini Outdoor (MO)
CLUB HL (U13-U18)	Youth Recreational (YR)
CLUB HL (U19 and older)	Senior Recreational (SR)

INDOOR

SENIOR HL **SI (Senior Indoor)** **SF (Senior Futsal)**

for tournament/league participation (SI/SF Travel)

YOUTH HL **YI (Youth Indoor)** **YF (Youth Futsal)**

for tournament/league participation (YI/YF Travel)

MINI HL **MI (Mini Indoor)** **MF (Mini Futsal)**

for tournament/league participation (MI Development)

2.0 TEAM REGISTRATION PROCEDURES

2.1 District Requirements for Validation of U9 and Older roster and books

- a) Clubs registering Teams, Team Officials, Administrators and Players into SE must submit the following for validation by the District:
- A club Player Registration Books, Team Officials Books;
 - Appropriate Certification for all Coaching Staff (as set out by the OSA) listed on the inside page of the Team Officials book;
 - Reference # of Respect in Sport Certificate for Team Head Coach and Assistant Coach(s).
- b) Absence of any of the above will delay registration.

2.2 Team Applications to Leagues

These are to be submitted to the League(s) directly from your Club. Please follow your League's Policies. A Playing Out Application may be required.

2.3 Team Playing Out Application Approval Process

For teams who wish to play in leagues outside of the Toronto District, when an appropriate league already exists in Toronto District.

- a) Playing Out application is submitted by the Club to the District (Appendix B, p. 30);
- b) Application is reviewed for a League Sanctioning.

3.0 REGISTRATION AND DISTRICT VALIDATION OF PLAYERS POOLS

3.1 Roster submission and adding players using the OSA registration system:

Only club administrators/ registrars should be given access to the SE. This access must not be granted to Team Managers as club administrators are solely responsible for the registration of players and team staff.

General roster submission

- 1) Click on the Ontario Soccer tab in the left-hand corner in your teams Sports Engine page.
- 2) Select '**submit rosters icon**' (two options will be presented – you can only use one per season).

Single import

- i. [Download the csv. template](#)
- ii. Enter in all required information: First + last name, team name + role, email, date of birth and gender;
- iii. The following page will bring to attention any required information that is missing. An asterisks (*) will appear next to missing information;
- iv. Select the '**Import**' button to finalize adding players and teams.

- 3) Assign teams to the appropriate age group until there are no more teams left to assign. Click and drag each team into the correct age group/division.
- 4) Apply memberships and submit the rosters.
- 5) A player and staff review page will be prompted to inform you which players and staff are being registered.

Adding new players/staff after roster submission is done

- 1) If it is a bulk upload, select **“import teams and people”** in the top right corner.
- 2) If you only require adding a new player/staff member, in the players/staff tab click the **“+button”** near the import icon. You will be prompted to enter all the required information and assign the player/staff to a specific team.

Adding a preregistered players/staff to another team

- 1) In the Players or Staff tabs of SE there is an **“Action”** column with **“Remove”** and **“More”** to choose.
- 2) Remove will remove the players/staff from that roster.
- 3) More will give a drop down of three options: Add to an additional team, Transfer to another team or Inactive.

3.2 Validation of Player Pools (U8 – U12)

Player Registration Books are not required for the U9-U12 players which are competing in our district league (YDSL). The rosters will be approved automatically on SE by the District.

4.0 OTHER REGISTRATION RELATED PROCEDURE

4.1 Team Official Registration

- a) Each Club or Academy team **must have a Team Head Coach** as a team official;
- b) Each Club or Academy team may have a Team Manager(s), Assistant Team Manager(s) and Assistant Coach(es) as a team official(s);
- c) Volunteer Screening is required, for all coaches. This procedure is completed by the Club and its screening officers;
- d) Specific **coaching certification is mandatory** and is determined by the age of the squad the Coach is coaching. This information should be recorded in their Team Official Book for tracking purposes. Respect in Soccer (RIS), Making Ethical Decisions (MED) and Making Headway in Soccer (MHIS) must also be listed;
- e) Coaches must submit a **reference # of their Respect in Sport Certificate** to the District in order to have their Team Official Book validated. Please note that the Respect in Sport Certification is valid for 5 years and therefore, must be renewed every 5 years;
- f) Clubs should have records of: Coaches Registration Form (completed and signed), and Manager's Administrators Registration Form (completed and signed);

- g)** A person can only be designated as the Team Head Coach for a **maximum of two outdoor** teams at any one time. These teams cannot be of the same age group/gender, nor can they be scheduled to play on the same night;
- h)** A Club that have Coaches with International Coaching License (i.e., UEFA B License) should contact TSA for further information.

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

4.2 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.

4.3 Club Head Coaches, Assistant Coaches 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.

4.3 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” and changing the Player’s Registration Status in SE from “Active” to “Inactive”. Please note, the player’s registration fee is not transferable to another player registering in his/her place. The Player (or Parent, if Player is under age 18) **must** sign the Player De-registration Form. Once the form has been completed, the club must bring to TSA the Player Book and applicable roster(s)/Player Pool for processing.
- b)** A Player De-Registration form is mandatory for anyone de-registering, especially competitive players.

See Form A (p. 12) – Player De-Registration Form or visit OS website [here](#)

4.4 Player Transfers Between Clubs

- a) A Player 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 (or Parent, if Player is under age 18) must sign the Player Transfer Form.
- c) A Player Transfer Form is mandatory for anyone transferring, especially for competitive players.

See Form A (p. 12) – Player Transfer Form or visit OS website [here](#)

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

5.0 PERMITS

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 TSA Schedule of Fees.

5.1 Registered to Play Up Within the Same Club

Based on OS directives, players within the U7 to U12 age groups are permitted to play up a maximum of **one year** from U9-U13 on submission and approval of a Player Assessment Form. No restrictions exist for players U13 and above.

See Form B (pp. 13 – 18) or visit OS website [here](#)

5.2 Player Being Called Up within Same Club

For U9 – U12 players cannot be called up.

U13 - 18 no Forms are required.

Clubs need to be aware of League processes and limits on call ups.

5.3 Playing from Club to Club – Temporary Eligibility Permit (U13 – U18 only)

- a) Any Under 13 and older player registered with Ontario Soccer or another Provincial Association affiliated to the CSA is eligible to obtain a TEP, which shall entitle the player to play for a registered Club Team of a Club other than the one with which they are registered in a game of any registered league or sanctioned competition.
- 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.E.P.'s during each season.
- f) The T.E.P. cannot be used 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 OS Registration Book. Failure to present the OS Registration Book shall render the Player ineligible to play in that game.

See Form C (p. 19) – Temporary Eligibility Permit (TEP) or visit website [here](#)

5.4 Unregistered Player Playing “Trial Games” for a Team (U13 – U18 only)

- a) A “Trial Registration Permit” is a temporary registration with Ontario Soccer which shall only be used by players who are not registered with Ontario Soccer or a Provincial Association affiliated to Canada Soccer. Trial Registration Permit (TRP) cannot be used for either minor or adult players outside of Canada/Ontario who require an International Transfer Certificate or an Inter-Provincial Transfer Certificate to register. **It can be used only for trialing the player for training purposes only – only non-registrants from Ontario are eligible for three trial games with a Registered Team).**
- b) This is authorized by the District Administrator and requires the Player’s signature. **The form is invalid without the District Administrator’s signature.**
- c) The appropriate fee will be invoiced.
- d) A **T.R.P.** enables an unregistered Player to play three (3) league games for a Registered Team during a fifteen day period. A **T.R.P.** may also be used for a Player to play in a specified tournament, or Exhibition Game (as specified on the **T.R.P.**).
- e) A Player may obtain two **T.R.P.**’s during one season.
- f) A Player cannot use a **T.R.P.** 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 **T.R.P.** for that club during the current playing season.
- h) A player playing in an outdoor competitive game or an indoor game while using a **T.R.P.** must obtain an OSA Player Registration Book.
- i) Failure to present the OSA Player Registration Book shall render the player ineligible to play in the game(s).

See Form D (p. 20) – Trial Registration Permit (TRP) or visit website [here](#)

5.5 Unregistered Player Playing In a Tournament “Short Term Registration Permit”

A Short Term Registration Permit is a temporary registration with Ontario Soccer which shall only be used by players who are not registered with Ontario Soccer or a Provincial Association affiliated to the CSA for the specific purpose of playing in a tournament. A Short Term Registration Permit may not be provided to any minor or adult player from outside of Canada/Ontario unless they receive an International Transfer Certificate/Inter-Provincial Transfer Certificate.

- a) The Short Term Registration Permit is obtained from the District Association (or Ontario Soccer where applicable) with which the Tournament Host Organization is affiliated.
- b) The Short Term Registration Permit must be fully completed and signed by the Registrant.
- c) The Short Term Registration Permit should be submitted to the District Association at least seven days prior to the tournament.
- d) Pay the \$15.00 FEE per player payable to the District Association or Ontario Soccer where applicable.
- e) Each player must sign a separate Player's Waiver Form which must be submitted to the District Association with the Short Term Registration Permit.
- f) The District Association (or Ontario Soccer where applicable) will then validate the Short Term Registration Permit
- g) (Where applicable) Each player requires a Player Identification Book/Card and each team official requires a Team Official Identification Book/Card which must be validated by the District Association.
- h) The team must present the validated Short Term Registration Permit, validated Player Identification and validated Team Official Identification Books/Cards to the Tournament Host Organization at the tournament.

See Form E (p. 21) – Short Term Registration Permit or visit website [here](#)

5.6 Playing in a US Tournament/Exhibition Game for a Team for which a Player is NOT registered to (U13 – U18 only)

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 U14 Team is entered to play in an exhibition game in the U14 Age Division in the United States. The team wishes to take a Player that is registered in their own club in the U15 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.

5.7 Individual Players playing for a US Team in an Exhibition Game or a Tournament (U13 – U1 only)

No paperwork is required from the Club or District. No OS 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.

Form A – Player De-Registration or Transfer Form

ONTARIO SOCCER TRANSFER/DE-REGISTRATION FORM

PLAYER INFORMATION		
Date of Request:		
Player Passport/Registration#:		
Name of Player:		Date of Birth:
Address:		
City:	Province:	Postal Code:
TRANSFER APPROVAL		
Requesting Release from (Club/Academy):		
Team Leaving:		
Club/Academy Transferring to:		
New Team:		
<input type="checkbox"/> I am requesting to be transferred from and to the organizations respectively listed above. <input type="checkbox"/> I acknowledge that I am permitted to the following: <ul style="list-style-type: none"> a) Two transfers only during the current playing season within the jurisdiction of a District Association. However, a player once transferred cannot be transferred back to the team for which he was originally registered until a period of thirty days has elapsed. b) One transfer within the jurisdiction of Ontario Soccer, unless approved by Ontario Soccer with a valid rationale. 		
Player's Signature:		Date:
Releasing Organization's Authorization (to be signed by Club/Academy registrar):		
DE-REGISTRATION		
Requesting Release from (Club/Academy):		
<input type="checkbox"/> I am requesting to be de-registered as a registrant of Ontario Soccer and do not wish to be transferred to another organization at this time.		
Player's Signature:		Date:
Releasing Organization's Authorization (to be signed by Club/Academy registrar):		
VALIDATION		
This form must be validated by the Releasing organization's Governing Association.		
District Association validation:		Ontario Soccer validation:



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Form B – OSA Playing Up Form



Fast Tracking/Player evaluation form for u7 and u8 players wishing to play at an older age group

This evaluation form has been designed to help Technical Directors or Club Head Coaches make decisions on players who wish to play at an older age group. **Please be aware this evaluation is only valid for one (1) playing season.**

Identification Key: 1 = Below Average. 2 = Average. 3 = Good. 4 = Excels

The individual player must regularly demonstrate the ability to **Excel** in **ALL** 4 sections

Revision Date: February 19th, 2016

Player's Name	
Player's Date of Birth	
Player's Club	
District Association	
Technical Director/Club Head Coach	

Psychological/ Mental			1	2	3	4
Self Confidence	Safe and positive environment	Player is willing to express themselves. Not afraid to make mistakes				
Competitiveness	Displaying desire to be successful	Player displays the desire to be successful in practice activities and small-sided games				
Concentration	An ability to stay on task	Player shows a good attention span and has the ability to stay on task for longer periods				
Commitment	Apply themselves at practice and completing activities	Player is happily attending the majority of practices and games. Shows ability to complete activities and exercises during practice				
Self-Control	In control of emotions	While in stressful situations, player shows they can control their emotions				
Determination	Displays a determination to complete tasks	Does not give up easily, displays a determination to complete tasks				
Enjoyment	Shows a Love for the game	The player shows an enjoyment and love for the game of soccer				

Physical			1	2	3	4
Agility	Moving in quick controlled, movements	Jumping, hopping, skipping, twisting bounding				
Balance	Right and left foot	Demonstrate balance in a variety of positions, one foot, crouched, on toes, etc.				
Coordination	In small-sided games	Shows ability to twist and turn, change direction keeping movements with body under control				
Stamina	In small-sided games	Shows endurance and stamina in small sided game situations				
Strength	In 1v1 and small sided games	Shows strength on the ball and to not get physically pushed off the ball				
Speed	Multi directional	Player can move at speed in different directions with and without the ball				
Acceleration	In small sided games	Show a quick change of speed				
Reaction	Activities and SSGs	Player is able to react to different situations at speed				

Social/Emotional			1	2	3	4
Listening	Listen to instruction	Player shows ability to listen to details.				
Cooperation	With coach and teammates	Player is able to cooperate at a basic level with other players and coaches				
Communication	Verbal communication	Player is able to communicate with team mates and offer encouragement to others				
Sharing	Sharing the ball and ideas	Player understands that passing can help them be successful				
Problem-solving	Working out mistakes	Player displays a basic understanding of working through their mistakes and can correct them				
Decision-making	Game decisions	Has the ability to work out simple game-related decisions.				
Empathy	Assisting others in games	Assist's others with their problems in games and activities				
Patience	Patience with themselves and others	Demonstrates patience with themselves and teammates as they work through mastering techniques and skills				
Respect/Discipline		Player shows respect for other players' equipment and space.				

Technical			1	2	3	4
Dribbling the ball	Right foot and left foot under pressure	Player is now able to dribble at an opponent and can show a change of speed and direction with their head up				
Shooting the ball	Right foot and left foot	Player is able to use both feet over short distances. Shots are accurate and on target				
Running with the ball	Right foot and left Foot	Player can run with the ball using both feet in different directions and are able to vary their speed with head/eyes up				
Turning with the ball	Right foot and left foot	Using both feet, the player is able to perform turns with the inside and outside of their feet with their head/eyes up				
Receiving the ball	Right foot and left foot. Introduce thigh and chest	Player can control the ball with the inside and outside of both feet, their thigh and chest.				
Passing the ball	Right and left foot	Player is able to play the ball over short distances using both feet				

For a player to excel they must accumulate a minimum of 80% in all areas, and cannot receive a below average score in any section.

Additional Comments by the Technical Director/Club Head Coach:

Recommendation/Decision for the player:

Next Assessment Date:

Signature of Club Technical Director/Club Head CoachDate.....

Name and Signature of ParentDate.....

Name and Signature of PlayerDate.....

Signature of District Technical Director/RepresentativeDate.....



Fast Tracking/Player evaluation form for u9 and u11 players wishing to play at an older age group

This evaluation form has been designed to help Technical Directors or Club Head Coaches make decisions on players who wish to play at an older age group. **Please be aware this evaluation is only valid for one (1) playing season.**

Identification Key: 1 = Below Average. 2 = Average. 3 = Good. 4 = Excels

The individual player must regularly demonstrate the ability to Excel in ALL 4 sections

Revision Date: February 19th, 2016

Player's Name	
Player's Date of Birth	
Player's Club	
District Association	
Technical Director/Club Head Coach	

Psychological/ Mental			1	2	3	4
Self Confidence	Safe and positive environment	Player is willing to express themselves. Not afraid to make mistakes				
Competitiveness	Displaying desire to be successful	Player displays the desire to be successful in practice activities and small-sided games				
Concentration	An ability to stay on task	Player shows a good attention span and has the ability to stay on task for longer periods				
Commitment	Apply themselves at practice and completing activities	Player is happily attending the majority of practices and games. Shows ability to complete activities and exercises during practice				
Self-Control	In control of emotions	While in stressful situations, player shows they can control their emotions				
Determination	Displays a determination to complete tasks	Does not give up easily, displays a determination to complete tasks				
Enjoyment	Shows a Love for the game	The player shows an enjoyment and love for the game of soccer				

Physical			1	2	3	4
Agility	Moving in quick controlled, movements	Jumping, hopping, skipping, twisting bounding				
Balance	Right and left foot	Demonstrate balance in a variety of positions, one foot, crouched, on toes, etc.				
Coordination	In small-sided games	Shows ability to twist and turn, change direction keeping movements with body under control				
Stamina	In small-sided games	Shows endurance and stamina in small sided game situations				
Strength	In 1v1 and small sided games	Shows strength on the ball and to not get physically pushed off the ball				
Speed	Multi directional	Player can move at speed in different directions with and without the ball				
Acceleration	In small sided games	Show a quick change of speed				
Reaction	Activities and SSGs	Player is able to react to different situations at speed				

Social/Emotional			1	2	3	4
Listening	Listen to instruction	Player shows ability to listen to details.				
Cooperation	With coach and teammates	Player is able to cooperate at a basic level with other players and coaches				
Communication	Verbal communication	Player is able to communicate with team mates and offer encouragement to others				
Sharing	Sharing the ball and ideas	Player understands that passing can help them be successful				
Problem-solving	Working out mistakes	Player displays a basic understanding of working through their mistakes and can correct them				
Decision-making	Game decisions	Has the ability to work out simple game-related decisions.				
Empathy	Assisting others in games	Assist's others with their problems in games and activities				
Patience	Patience with themselves and others	Demonstrates patience with themselves and teammates as they work through mastering techniques and skills				
Respect/Discipline		Player shows respect for other players' equipment and space.				

Technical			1	2	3	4
Dribbling the ball	Right foot and left foot under pressure	Player is now able to dribble at an opponent and can show a change of speed and direction with their head up				
Shooting the ball	Right foot and left foot	Player is able to use both feet over short distances. Shots are accurate and on target				
Running with the ball	Right foot and left Foot	Player can run with the ball using both feet in different directions and are able to vary their speed with head/eyes up				
Turning with the ball	Right foot and left foot	Using both feet, the player is able to perform turns with the inside and outside of their feet with their head/eyes up				
Receiving the ball	Right foot and left foot. Introduce thigh and chest	Player can control the ball with the inside and outside of both feet, their thigh and chest.				
Passing the ball	Right and left foot	Player is able to play the ball over short distances using both feet				

For a player to excel they must accumulate a minimum of 80% in all areas, and cannot receive a below average score in any section.

Additional Comments by the Technical Director/Club Head Coach:

Recommendation/Decision for the player:

Next Assessment Date:

Signature of Club Technical Director/Club Head CoachDate.....

Name and Signature of ParentDate.....

Name and Signature of PlayerDate.....

Signature of District Technical Director/RepresentativeDate.....



Fast Tracking/Player evaluation form for u12 players wishing to play u13

This evaluation form has been designed to help Technical Directors or Club Head Coaches make decisions on players who wish to play at an older age group. **Please be aware this evaluation is only valid for one (1) playing season.**

Identification Key: 1 = Below Average. 2 = Average. 3 = Good. 4 = Excels

The individual player must regularly demonstrate the ability to **Excel** in **ALL** 4 sections

Revision Date: February 19th, 2016

Player's Name	
Player's Date of Birth	
Player's Club	
District Association	
Technical Director/Club Head Coach	

Psychological/ Mental			1	2	3	4
Self Confidence	Safe and positive environment	Player is willing to express themselves. Not afraid to make mistakes				
Competitiveness	Displaying desire to be successful	Player displays the desire to be successful in practice activities and small-sided games				
Concentration	An ability to stay on task	Player shows a good attention span and has the ability to stay on task for longer periods				
Commitment	Apply themselves at practice and completing activities	Player is happily attending the majority of practices and games. Shows ability to complete activities and exercises during practice				
Self-Control	In control of emotions	While in stressful situations, player shows they can control their emotions				
Determination	Displays a determination to complete tasks	Does not give up easily, displays a determination to complete tasks				
Enjoyment	Shows a Love for the game	The player shows an enjoyment and love for the game of soccer				

Physical			1	2	3	4
Agility	Moving in quick controlled, movements	Jumping, hopping, skipping, twisting bounding				
Balance	Right and left foot	Demonstrate balance in a variety of positions, one foot, crouched, on toes, etc.				
Coordination	In small-sided games	Shows ability to twist and turn, change direction keeping movements with body under control				
Stamina	In small-sided games	Shows endurance and stamina in small sided game situations				
Strength	In 1v1 and small sided games	Shows strength on the ball and to not get physically pushed off the ball				
Speed	Multi directional	Player can move at speed in different directions with and without the ball				
Acceleration	In small sided games	Show a quick change of speed				
Reaction	Activities and SSGs	Player is able to react to different situations at speed				

Social/Emotional			1	2	3	4
Listening	Listen to instruction	Player shows ability to listen to details.				
Cooperation	With coach and teammates	Player is able to cooperate at a basic level with other players and coaches				
Communication	Verbal communication	Player is able to communicate with team mates and offer encouragement to others				
Sharing	Sharing the ball and ideas	Player understands that passing can help them be successful				
Problem-solving	Working out mistakes	Player displays a basic understanding of working through their mistakes and can correct them				
Decision-making	Game decisions	Has the ability to work out simple game-related decisions.				
Empathy	Assisting others in games	Assist's others with their problems in games and activities				
Patience	Patience with themselves and others	Demonstrates patience with themselves and teammates as they work through mastering techniques and skills				
Respect/Discipline		Player shows respect for other players' equipment and space.				

Technical			1	2	3	4
Dribbling the ball	Right foot and left foot under pressure	Player is now able to dribble at an opponent and can show a change of speed and direction with their head up				
Shooting the ball	Right foot and left foot	Player is able to use both feet over short distances. Shots are accurate and on target				
Running with the ball	Right foot and left Foot	Player can run with the ball using both feet in different directions and are able to vary their speed with head/eyes up				
Turning with the ball	Right foot and left foot	Using both feet, the player is able to perform turns with the inside and outside of their feet with their head/eyes up				
Receiving the ball	Right foot and left foot. Introduce thigh and chest	Player can control the ball with the inside and outside of both feet, their thigh and chest.				
Passing the ball	Right and left foot	Player is able to play the ball over short distances using both feet				

For a player to excel they must accumulate a minimum of 80% in all areas, and cannot receive a below average score in any section.

Additional Comments by the Technical Director/Club Head Coach:

Recommendation/Decision for the player:

Next Assessment Date:

Signature of Club Technical Director/Club Head CoachDate.....

Name and Signature of ParentDate.....

Name and Signature of PlayerDate.....

Signature of District Technical Director/RepresentativeDate.....

Form C - Temporary Eligibility Permit (TEP) (U13 – U 18 only)

TEMPORARY ELIGIBILITY PERMIT (TEP)

This Temporary Eligibility Permit requires validation by the Player's Releasing Organization or Ontario Soccer where applicable

Section 8.0 Competitions – Operational Procedure 22.0

Any Under 13 and older player registered with Ontario Soccer or another Provincial Association affiliated to the CSA is eligible to obtain a TEP, which shall entitle the player to play for a registered Club Team of a Club other than the one with which they are registered in a game of any registered league or sanctioned competition.

PLAYER INFORMATION

Name of Player: _____ Player Registrant Number: _____
Name of Club with which player is registered: _____ Club Reg. #: CD _____
Team with which player is registered: _____ Team Reg. #: TD _____

(Note: As a player may register for more than one team, the team indicated above must be the highest level team with which the player is registered.)

PERMIT CLASSIFICATION

- | | |
|------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| <input type="checkbox"/> Permit to play up in a higher team age classification | <input type="checkbox"/> Permit to play up in a higher player classification |
| <input type="checkbox"/> Permit to play up in a higher league level | <input type="checkbox"/> Permit to play up in a higher team |
| <input type="checkbox"/> Permit to play up in a higher division of the same league | <input type="checkbox"/> Guest Player (Tournament/Exhibition) |

Name of club for which player wishes to play on a temporary basis: _____
Team with which player wishes to play on a temporary basis: _____
Club Reg. #: _____ Team Reg. #: _____

TEMPORARY RELEASE OF PLAYER FOR A LEAGUE GAME OR EXHIBITION GAME

The _____ Soccer Club hereby releases _____
(Name of Player)

To play for the following team _____ of the _____ Soccer Club on the following date:
(dd-mm-yyyy)

League Game (Name of League): _____

Exhibition Game (Name of Teams): _____

Tournament (Name of Tournament): _____

On the following dates (tournament only) : from _____ to: _____

Signature of Club Representative: _____ Date: _____
(dd-mm-yyyy)

Name of Club Representative: _____

VALIDATION BY DISTRICT ASSOCIATION/ONTARIO SOCCER

This permit is not valid unless it has been authorized by the District Association to which the competitive team or (if not registered competitively) the highest level team (with which the player is registered) is affiliated.

Signature of District/Ontario Soccer Rep: _____

Name of District /Ontario Soccer Rep: _____ Date: _____
(dd-mm-yyyy)



Play. Inspire. Unite.



Form D – Trial Registration Permit (TRP) (U13 – U 18 only)

ONTARIO SOCCER TRIAL REGISTRATION PERMIT (T.R.P)

This Trial Registration Permit requires validation by the Club's District Association or Ontario Soccer where applicable.
(NOTE: As of 2019, a Trial Registration Permit (TRP) cannot be used for either minor or adult players outside of Canada/Ontario who require an International Transfer Certificate or an Inter-Provincial Transfer Certificate to register. It can be used only for trialling the player for training purposes only – only non-registrants from Ontario are eligible for three trial games with a Registered Team).

Section 5.0 Registration – Operational Procedure 8.0		
A "Trial Registration Permit" is a temporary registration with Ontario Soccer which shall only be used by players who are not registered with Ontario Soccer or a Provincial Association affiliated to Canada Soccer.		
Date of Game #1: Date of Game #3:	Date of Game #2:	
This Trial Registration Permit Form will be used for a: <input type="checkbox"/> League Game: <input type="checkbox"/> Tournament Game: <input type="checkbox"/> Exhibition Game:		
PLAYER INFORMATION		
Player Name: Address: Prov. Telephone: Date of Birth (d/m/y):	City: Postal Code: Email: Citizenship Status:	
ORGANIZATION /TEAM INFORMATION		
Organization wishing to use the above player in a trial game(s): Click here to enter text. Team for which the player will play on trial with: Click here to enter text.		
Authorization of Club Registrar: _____		
Name	Signature	Date
Club with which player was last registered: Country in which player was last registered: Year in which player was last registered:		
WARNING: Any person providing false information or withholding the required information in this section shall be suspended from all soccer activities for one year.		
PLAYER'S AGREEMENT		
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 Ontario Soccer for three trial games during the "Trial Period" indicated and only with the team specified on this form. During the "Trial Period" indicated on this TRP form, I am eligible for Ontario Soccer insurance and am subject to the discipline of Ontario Soccer. I agree to abide by the Governing Documents of Ontario Soccer its District Associations, Leagues and Clubs/Academies.		
30-DAY TRIAL PERIOD Starting Date: Expiry Date:	DISTRICT ASSOCIATION / ONTARIO SOCCER VALIDATION APPROVAL:	



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FORM E – SHORT TERM REGISTRATION PERMIT

ONTARIO SOCCER SHORT TERM REGISTRATION PERMIT

This Trial Registration Permit requires validation by the Club's District Association or Ontario Soccer where applicable.

Section 5.0 Registration – Operational Procedure 9.0

A Short Term Registration Permit is a temporary registration with Ontario Soccer which shall only be used by players who are not registered with Ontario Soccer or a Provincial Association affiliated to the CSA for the specific purpose of playing in a tournament. **NOTE:** As of 2019, a Short Term Registration Permit may not be provided to any minor or adult player from outside of Canada/Ontario unless they receive an International Transfer Certificate/Inter-Provincial Transfer Certificate.

- a) The **Short Term Registration Permit** is obtained from the District Association (or Ontario Soccer where applicable) with which the Tournament Host Organization is affiliated.
- b) The **Short Term Registration Permit** must be fully completed and signed by the Registrant.
- c) The **Short Term Registration Permit** should be submitted to the District Association at least seven days prior to the tournament.
- d) Pay the **\$10.00 FEE** per player payable to the District Association or Ontario Soccer where applicable.
- e) Each player must sign a separate **Player's Waiver Form** which must be submitted to the District Association with the Short Term Registration Permit.
- f) The District Association (or Ontario Soccer where applicable) will then validate the **Short Term Registration Permit**
- g) (Where applicable) Each player requires a **Player Identification Book/Card** and each team official requires a **Team Official Identification Book/Card** which must be validated by the District Association.
- h) The team must present the validated **Short Term Registration Permit**, validated Player Identification and validated Team Official Identification Books/Cards to the Tournament Host Organization at the tournament.

REGISTRANT'S INFORMATION

Player Name: Click here to enter text.

Address: **City:**

Prov. **Postal Code:**

Telephone: **Email:**

Date of Birth (d/m/y): **Citizenship Status:**

TOURNAMENT INFORMATION

Name of Tournament: Click here to enter text.

Tournament Host:

Date of Tournament:

REGISTRANT'S AGREEMENT

I have not registered with any other team in Ontario for this season and I have not previously been registered with another national or provincial association (unless having received an ITC/IPT). I understand that after this form has been validated by the District Association, I will be registered with Ontario Soccer for the tournament/festival listed above and only with the team specified on this form. During this tournament/festival, I am eligible for Ontario Soccer insurance and am subject to the discipline of Ontario Soccer. I agree to abide by the Governing Documents of Ontario Soccer its District Associations, Leagues and Clubs/Academies.

Signature: **Date:**

A SHORT TERM REGISTRATION PERMIT is valid only for the specified tournament

**DISTRICT ASSOCIATION / ONTARIO SOCCER
VALIDATION**

APPROVAL:
Fee Paid: ☐ Yes ☐ No ☐ N/A

This permit is not valid unless it has been authorized by the District Association or Ontario Soccer to which the Tournament Host is affiliated.

Expiry Date:

6.0 CERTIFICATE OF INSURANCE/3rd PARTY INSURANCE

Forms are electronic and can be found on the OS/TSA websites.

Forms must be completed, including Club Information, and the appropriate 3rd Party/Certificate Information. Ensure that the correct information is given – i.e. 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 48 hours to the appropriate Club (with a copy to the District).

See Form F (p.23)

Form F – Certificate of Insurance Request Form



Certificate of Insurance Request Form

CLUB INFORMATION			
Club Name:	<input style="width: 90%;" type="text" value="Ajax FC"/>		
Club Contact Person:	<input style="width: 90%;" type="text" value="Jason Pearson"/>		
Position within Club:	<input style="width: 90%;" type="text" value="Scheduler"/>		
Email Address:	<input style="width: 90%;" type="text" value="scheduler@ajaxsoccerclub.ca"/>		
THIRD PARTY/CERTIFICATE INFORMATION:			
Name:	<input style="width: 90%;" type="text" value="Durham Catholic District School Board"/>		
Address:	<input style="width: 90%;" type="text" value="650 Rossland Road West"/>		
City:	<input style="width: 80%;" type="text" value="Oshawa"/>	Province:	<input style="width: 80%;" type="text" value="ON"/> Postal Code: <input style="width: 80%;" type="text" value="L1J 7C4"/>
Reason for certificate insurance (ie: indoor/outdoor field time, registration booths, banquet/awards evenings, etc.):			
<input style="width: 95%;" type="text" value="Gymnasium rentals- Indoor soccer training/practices"/>			
Instructions:			
<ol style="list-style-type: none"> 1. CLUB - Please complete all sections of this form and <u>forward to your District for approval.</u> 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 			

7.0 PLAYER TRANSFERS

7.1 International Transfers



The Canadian Soccer Association
l'Association canadienne de soccer

100 237 Metcalfe Street, Ottawa
Ontario, Canada, K2P 1R2
T 613-237-7678 F 613-237-1516

canadasoccer.com

BY EMAIL

November 26, 2014

Presidents and Executive Directors
Provincial/Territorial Soccer Associations

Dear Presidents and Executive Directors,

Minor Player ITC Requests: Decision of FIFA Players' Status Committee Granting a Limited Exemption

On behalf of the Canadian Soccer Association ("Canada Soccer"), I am pleased to report that the FIFA Players' Status Committee granted Canada Soccer a limited exemption to by-pass the FIFA TMS and the Sub-Committee of FIFA Players' Status Committee when seeking the approval to request the international clearance of minor amateur players.

Canada Soccer is now free to submit these requests directly to the national association concerned, much like we do for amateur players over the age of 18.

This decision was granted by FIFA under the following conditions:

- a) the limited exemption is only valid for minor amateur players who only wish to be registered with amateur clubs;
- b) the limited exemption is restricted to two years;
- c) Canada Soccer must report to FIFA through the TMS every six months which minor players it has registered on the basis of the above;
- d) Canada Soccer must inform FIFA through the TMS of any subsequent domestic and/or international transfer of the minor players mentioned in paragraph (c) every six months.

What does this mean for the Provinces/Territories?

This means that the processing time for minor ITCs will be greatly diminished. In addition, provisional ITCs can now be issued for minor players if, after 30 days, Canada Soccer receives no response from the national association concerned.

Does this decision apply to minor amateur players registering with professional clubs and/or their affiliated reserve and/or academy teams?

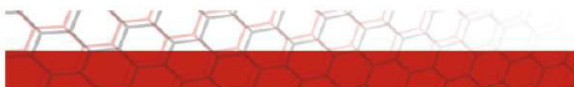
No. A minor player requiring an ITC in order to register with a professional club or a club or academy with legal, financial or de facto links to a professional club is still required to submit an application for approval to FIFA through the TMS.

Does this decision apply to a minor player who has never previously been registered with a club and who is not Canadian Citizen?

No. Minor players who are not Canadian citizens and are registering to play soccer for the first time are still required to submit their application for approval to FIFA through the TMS.

Would this decision apply to a minor who is in Canada as foreign exchange student?

No. Unfortunately, there is still no exception under Article 19 that covers foreign exchange students.



What exceptions under Article 19 are covered by the limited exemption?

- a) *Minor players who are here with their parents and who have moved here for purposes other than playing soccer (art. 19.2(a));*
- b) *A minor player who lives no further than 50 km from the Canada/USA border and the club with which the player wishes to be registered in the neighbouring association is also within 50 km of the border. The maximum distance between the player's domicile and the club's headquarters shall be no greater than 100 km. The player must continue to live at home and both the USSF and Canada Soccer must give their complicit consent. (art. 19.2 (c));*
- c) *"5-year rule" exception which allows for the first registration of a minor player in a territory of which he/she is not a national (i.e. not a Canadian citizen), provided that he/she has lived continuously for at least five years in Canada immediately prior to the intended first registration (based on the standing jurisprudence of the FIFA Players Status Sub-Committee).*

With the exceptions covered above, do we still need to provide the mandatory documentation along with the request for international clearance?

Yes. You are still required to obtain the mandatory documents as prescribed by FIFA and submit them to the CSA along with the request for international clearance:

- (1) Copy of the player's birth certificate;*
- (2) Copy of the player's passport;*
- (3) Copy of the player's parent's passport(s);*
- (4) Copy of parent's work permits;*
- (5) Letter from the parent's employer – offer of employment and terms of same;*
- (6) Proof of residence in Canada (utility bill, tenant agreement, etc);*
- (7) Letter from the player's parents describing their purpose in Canada;*
- (8) Google map clearly outlining the distances between the player's club and domicile.*

I trust that you will find FIFA's decision a positive step forward in assisting our country in further growing and developing the game.

Should you have any questions with respect to the above, please feel free to contact either Daniel Pazuk (dpazuk@canadasoccer.com) or myself.

Warm regards,



Earl Cochrane
Deputy General Secretary

8.0 TRAVEL PERMITS

8.1 Travel Permits (ATF)

- a) The Application to Travel Form (ATF) is electronic and on-line. The application requires TSA and sometimes OS and CSA 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:

Within Ontario	5 days
North American	7 days
Outside North America	90 days

- b) For every tournament/festival that you enter outside the District you must obtain a Travel Permit (ATF) 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. **Please note that only U11 – U18 teams are permitted to travel outside of Ontario.** Insurance can be obtained through the HKMB Insurance Company. For more information on how to obtain team travel insurance, please visit this website: <http://www.hubinternational.com/interior.aspx?id=8199>. A copy of the travel insurance must accompany your ATF along with verification that the tournament has been sanctioned by the Parent organization of the Club hosting the tournament. The Tournament's Roster **must** be included to verify which players will be attending. In the event that the Tournament's Roster is unavailable, please use the Travelling Team Roster as seen in **Form G**. This roster should match the copy of your travel insurance. **The Travelling Team Roster must be submitted with all ATFs for U9 and U12 teams.** For the U13 – U18 teams, should your team be travelling internationally (outside of Canada and the United States) you must also submit a copy of the Tournament's Rules to the TSA.
- d) **A team must be registered before an ATF 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 ATF is not required for travel to any games in the Ontario Cup or within the same District the team is registered in.
- h) **Please note that all U8-U12 teams must adhere to the Recommended Team Travel Times, as stated in the LTPD Development and/or LTPD Recreational Matrix (whichever document is applicable to the team registered). For each season, U9-U12 teams are permitted to attend "Memorable" team events which may exceed the Recommended Team Travel Times. Please review the LTPD matrix for specific details and limitations.**

Form G – Travelling Team Roster

Travelling Team Roster

Team Number: Team Name: Club: District: DRSA - DT0005	Destination: From Date: To Date:	Season: Category: League: Division:
--------------------------------------------------------------------------------------------	-------------------------------------------------------------	--------------------------------------------------------------------------

Players:

Jersey #	Player's Name	Players Birthdate DD/MM/YY	Player OSA #

Team Officials:

8.2 Approval and Travel to Exhibition Games (U9 – U18 only)

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

All Exhibition Games held between two teams from different Clubs within the District require an Application to Host an Exhibition Game (AHEG) form found on the OSA Website under the heading “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 (ATF) if necessary. These forms are completed online via the CTMS system and require your Club and District approval. For teams playing exhibition games vs. OSA Recognized Academies (ORA), the Club team must apply for the necessary AHEG, regardless of who is hosting the game. The Club team is also required to have an ATF if travelling outside the District.

As part of the sanctioning process, it is assumed in the approval that all exhibition games will be officiated by OS registered match officials.

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.

Appendix A – LTPD Recreational Matrices

DEVELOPMENT Outdoor

MANDATORY for 2014 and beyond, unless implemented prior



CANADIAN
SPORT FOR LIFE

Stage	Fundamentals		Learning to Train
** NO SCORES, NO STANDINGS, NO PROMOTION OR RELEGATION **			Revision Date: February 6th, 2018
Age Group	U8	U9 and U10	U11 and U12
Playing Format	4V4 (no GK) 5v5 (with GK)	7v7 (including GK)	9v9 (including GK)
Coaching Requirement	Fundamentals + MED and RiS	Learning to Train + MED and RiS	Learning to Train + MED and RiS**
Game Day Roster (Game day only)	Max 10 (5v5)	Ideal 9 / Max 12	Ideal 12 / Max 16
Substitutions	Unlimited (on the fly)	Unlimited (any stoppage)	Unlimited (any stoppage)
Practice to playing ratio	2:1 or 3:1	2:1 or 3:1	2:1 or 3:1
Max competition days per outdoor season	20 festivals	20 (including other competitions)	20 (including other competitions)
Number of competition days per week	1	1	1
Memorable Events*	1 (Ontario only)	2 (Ontario only)	4 (2 in Ontario + 2 in Canada or USA) *per calendar year and includes Indoor Memorable Events
Recommended Practice Duration	30 – 45 minutes	45 – 70 minutes	45 – 70 minutes
Recommended Playing time	Fair time in all positions	Fair time in all positions	Fair time in all positions
Maximum Game Duration	40 minutes	50 minutes	70 minutes
Playing time per player per festival	Max 60 minutes playing time	Max 80 minutes playing time	Max 80 minutes playing time
Minimum/maximum rest between matches	20 min/ 120 min	30 min/ 120 min	30 min/ 120min
Season Length	20 weeks	20 weeks	20 weeks
Team Travel Time	within district	60 minutes each way	60 minutes each way
Referee/Game Leader	Game Leader**	Referee	Referee
Throw ins	No (pass in/dribble in)	No (pass in/dribble in)	Yes
Retreat Line	Yes - ½ way	Yes – 1/3 rd	Yes – 1/3 rd
Offside	No	No	Yes
Field width	25 to 30m	30 to 36m	42 to 55m
Field length	30 to 36m	40 to 55m	60 to 75m
Goal Size (no larger than)	5f / 1.52m x 8f / 2.44m	6f / 1.83m x 16f / 4.88m	6f / 1.83m x 18f / 5.49m
Ball size	3 or 4 (or 4 super light*)	4 (or 5 light*)	4 (or 5 light*)

Appendix B – Playing Out Form

This form can be found [here](#)

TEAM PLAYING OUT APPLICATION FORM

NUMBER:

INSTRUCTIONS:

1. Make **3** copies of this form and submit to your District Association fully completed.
2. All communications regarding this application will be addressed to the Club.

CLUB NAME:

CLUB #:

ADDRESS:

P/C:

PHONE:

DISTRICT ASSOCIATION:

APPLICATION TO PLAY IN:

LEAGUE

Team Name:	<input type="text"/>	Age Division:	<input type="text"/>
Manager:	<input type="text"/>	Coach:	<input type="text"/>
Address:	<input type="text"/>	Address:	<input type="text"/>
City/Prov/PC:	<input type="text"/>	City/Prov/PC:	<input type="text"/>
Home Ph:	<input type="text"/>	Home Ph:	<input type="text"/>
Cell Ph:	<input type="text"/>	Cell Ph:	<input type="text"/>
Email:	<input type="text"/>	Email:	<input type="text"/>

<input type="text"/>	<input type="text"/>
CLUB OFFICIAL'S NAME & POSITION (Print)	TEAM OFFICIAL'S NAME & POSITION (Print)

CLUB OFFICIAL'S SIGNATURE

TEAM OFFICIAL'S SIGNATURE

DATE SUBMITTED
BY CLUB

FOR DISTRICT OFFICE USE ONLY

DATE RECEIVED BY DISTRICT:

DISTRICT NO.:

APPLICATION:

☐

APPROVED

☐

DENIED

DATE:

IF **DENIED**, REASON:

DISTRICT OFFICIAL'S NAME & POSITION (Print)

DISTRICT OFFICIAL'S SIGNATURE

This application form must be distributed to the following organizations within ten (10) days of processing by the District Association:

COPY 1: CLUB | COPY 2: LEAGUE | COPY 3: DISTRICT ASSOCIATION