



Brampton Soccer Club

Competitive Rep Pathway Manager's Manual

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Table of Contents

1. INTRODUCTION	3
2. MANAGER'S ROLE AND RESPONSIBILITIES	3
3. GETTING STARTED	4
4. BRAMPTON SOCCER REGISTRATION	4
5. DISTRICT AND PROVINCIAL PROCEDURES	6
6. TEAM BANK ACCOUNTS	8
7. ONTARIO SOCCER INSURANCE	8
8. TEAM REGISTRATION	8
9. BLACKOUT DATES	9
10. SPONSORSHIP	10
11. FUNDRAISING	11
12. FACILITY BOOKINGS	11
13. UNIFORMS	12
14. TOURNAMENTS	13
15. EXHIBITION GAMES	15
16. GAME DAY	17
17. FINES	19



1. INTRODUCTION

The Manager of any team, outside of the Coach, is arguably one of the most crucial roles on a competitive team. You are the backbone of the team. Managing personalities and processes all for the compensation of a pat on the back... We want to make sure you understand you're a valued member of the team! This manual was created to make sure you have all the information required to run a successful season.

Please keep in mind with the ongoing changing of policies and procedures from Ontario Soccer, the information in this manual will also need to be updated. We will keep you posted on any changes as they occur

If at any time you have questions, keep in mind, there are NO stupid questions. We are here to help!

2. MANAGER'S ROLE AND RESPONSIBILITIES

The Manager is responsible for handling all the administrative processes for the team. Essentially, all "off the field" elements of overseeing a team. This may include overseeing player registrations, team roster management, weekly communications between club/coach and parents, conduit to coach regrading parent enquiries, travel/host applications and associated paperwork. You will also be responsible for coordinating the ordering of player uniforms. We will endeavor to make sure all those processes are outlined in the document.

It is the responsibility of each Team Manager to familiarize themselves with the Rules and Regulations of the Club and the League. The Club [Constitution](#) is published on our website under the Forms and Publications tab. Rules and Regulations can be found on the site of each league.

PLEASE NOTE: You are not to communicate directly with ANY League, City of Brampton Department, District or Provincial Association. All correspondence should be filtered through the Club only.

Any Cancellation of team events (i.e. training sessions) must be first approved by the Team Coach before communicating to the parent group and players.



3. GETTING STARTED

Teams should hold parent meetings prior to the beginning of every season. The Team Manager should take minutes of the meeting and send them to any parent who is unable to attend. This should also be kept for record-keeping should any questions or concerns arise from a parent. At the parent meeting, you should be presenting the following to all your parents...

- **Introduction of the Team Officials** (Age Group Head Coach, Assistant Coaches, Manager and Treasurer).
- **Seasonal Budget** - A copy of the Seasonal Budget must be sent to the Club's Treasurer and Director of Soccer after it has been approved by Parents and Coaching Staff. A Budget template can be found at the following link... [BSC Team Budget Template](#)
- **Seasonal Plan** - This should include any tournaments, exhibition games, Ontario Cup, League schedules and practices.

Should you require Club representation at the meeting, please contact the Director of Soccer in advance to ensure availability.

4. BRAMPTON SOCCER REGISTRATION

To attend tryouts, all players must register online through PowerUp and check all applicable waivers. There is a \$0 fee product for each age group for each season. This will cover the player with the Ontario Soccer insurance. This will also provide a tryout list for each Manager. Managers are required to check in all players at Tryouts.

Selected players must register through PowerUp and select the corresponding REP product. Player cards will not be processed, and uniforms will not be ordered for players who have not paid their initial fee. As Team Managers, please ensure your respective parent group are aware of the process for registering via PowerUp. "How to Guides" are available from the Club's Office Administrator.

Receipts for all payments to the Club can be found in the Parent profile in PowerUp under the "Receipts" tab.

All team names will be Brampton SC followed by the year of birth of the group and then team colour. For example, Brampton SC 2008 or Brampton SC 2008 Navy.

Please familiarize yourself with the Club's Refund Policy. It can be found in the [FAQ](#) section on our website or in the Member Zone under [Refund Policy](#). Parents must submit the request in writing to the Club's Office Administrator by filling out our [Refund Form](#).



Registration Fees are...

- Set by the Board of Directors, prior to start of each season and communicated via the Director of Soccer.
- The Club's Ontario Soccer (OS) number is **2556**. Each team will also receive a unique team number to be added after the Club's Ontario Soccer number.
- New players to the Club must provide their old player book or card for processing. Players coming from outside the Peel Halton District (PHSA) will also be required to submit a copy of their birth certificate or passport for submission to PHSA for verification.
- New players to the Club from outside Canada (their last registered Club is outside Canada) must obtain an ITC (international Transfer Certificate). Please contact the Director of Soccer for assistance in applying for an ITC. Note: this could take up to 30 days to obtain.
- Teams must fill out a Team Information Form, Coaches Form for each coach and Managers Form for each manager for each season. New coaches will need to provide copies of all required certifications to the Club to be submitted to the District and to be kept on file for future reference if required.
- Player cards along with a Team Roster must be submitted to the Office Manager for processing by **April 5th** for the Outdoor Season and **October 5th** for the Indoor Season. *Note: Dates may change year over year.*
- For new players who require a new card, Managers are to submit a recent "passport" size picture of the player and a copy of the players birth certificate electronically with the players name as the file name.
- Player cards are valid for 3 years and Team Official cards are valid for 5 years.
- You will receive an approved Ontario Soccer roster for all cards processed to your team. This must be kept with your cards for verification when requested to provide.

Fees to process initial team carding is included in REP Surcharges. There will be **additional \$25 administration fee** associated with processing player cards outside of the initial package sent to PHSA.

If signing a new player mid-season, be cognizant of league deadlines for roster changes.



5. DISTRICT AND PROVINCIAL PROCEDURES

OS TEMPORARY ELIGIBILITY PERMIT

NOTE: Temporary Eligibility Permits for BSC players **MUST** first be approved by the Coach before we will process it.

Temporary Eligibility Form

This form is required when a non-BSC player (who is registered to another OS Club) wishes to play for a team in BSC on a short-term basis, with the understanding that the dates of the permit are specified. The OS will only allow 3 TEP's per season. Be sure to check the league rules for temporary registration of players. The form must be validated by the PHSA. **There is a fee to process a TEP.**

The classification of the permit is defined by the player's current team and the team applying for the permit.

Where a player is required for one game (League or Exhibition) only the date of the game is required. However, in the case of a tournament, both start and finish dates must be provided - even if it is a one day event.

This process will take 7-10 business days. A copy of the permit will be kept on file at the BSC office and at the PHSA office. Once the form is approved it will be returned to the team that has made the application. This permit must be available for presentation to the Game Officials upon request.

OS TRIAL PERMIT FORM

Trial Registration Permit

For use by a player not yet registered with an OS Team who has been granted a try-out with a BSC Team. It must be validated by the PHSA. This form is initiated by either the player who wishes to have a trial with a team or by the coach of the team. To be eligible the player must not be currently registered with OS. This player cannot be currently playing anywhere else in Ontario with an OS sanctioned club or team. This player will not currently have an active OS Registered number or player book/ card. **There is a fee to process a Trial Permit.**

The team can select up to two games in which the player will appear and enters those dates and the game classification. If two games are to be included, they must fall within a 15 day period of each other. The OS will only allow 2 Trials Permits per player per season.



This process will take 7-10 business days. A copy of the permit will be kept on file at the BSC office and at the PHSA office. A copy of the approved permit will be returned to the team and must be available for presentation to the Game Officials on request.

OS PLAYER TRANSFER FORM

Transfer/De-Registration Form

This form is initiated by the player if a player wishes to transfer to or from a BSC team to or from a different Club (check with League rules for transfer deadline dates or BSC Office Manager). It may be initiated by the player or the coach of the team that the player wishes to transfer to. This must be done with the consent of the player. Only an original signature of the player is accepted on this form.

Players cannot be transferred without the approval of the Registrar. The form must be validated by the PHSA. This process will take 7-10 business days. A copy of the permit will be kept on file at the BSC office and at the PHSA office. **There is a fee to process a Transfer Form.**

The player book / card must accompany the Transfer Form to the PHSA so that it can be updated with current team information. Rosters for both teams must also be included in the submission to prove the player has been transferred from one team to another.

PHSA PLAYER RELEASE FORM

If the Club or team decides to release a player, this form will be initiated by the coach releasing the player. Prior to offering a player release, the Manager should check with the Club's Office Administrator to ensure no outstanding fees are owed. The Club has the right to withhold a players release until such time as all outstanding fees are paid.

All three requested signatures must be provided. The signature of the coach can be provided by a Club Representative if the coach is unavailable. The player's original signature is to be on the form; photocopies of the signed form are not acceptable.

Make sure the player is aware of any outstanding suspension they will be serving if they join another team. Their book must be stamped as "cancelled" on the validation page by PHSA. Once stamped and amended roster received, player book/card is to be returned to the player.

Please Note: It is illegal for coaches to poach players during a season from other teams; Coaches in the BSC are not allowed to initiate this form unless the player is being released from their team. This process will take 7-10 business days. A copy of the permit will be kept on file at the BSC office and at the PHSA office. The player book along with the previous team's amended roster will accompany the release form to the PHSA for updating. The book will be returned to the player once processing has been completed. **There is a fee to process the Release.**



6. TEAM BANK ACCOUNT (under revision)

The Club will co-ordinate the team bank account at Scotiabank located at 284 Queen Street East, Brampton, ON. This is the only account teams are permitted to operate. All accounts will require 2 signatures on all cheques. Any two of three from the Club only. The Club generally does not involve itself in the day to day financial operations of all REP teams. We ask that funds are spent for events and/or items that directly benefit the progression of the players and the team. All team fees collected, sponsorship funds and fundraising funds are the property of each team and does not leave with the player should they decide to leave the team.

The BSC generally will not be involved in the financial operations of teams and will permit teams to handle individual financial disputes should they arise. However, should a dispute arise regarding financials where settlement by the team and the individual cannot be reached, these will be handed to the Treasurer. Judgments made by the Club will be final and binding to all parties relating to the dispute.

7. ONTARIO SOCCER INSURANCE

Each registered player who participates in an Ontario Soccer sanctioned event is entitled to Insurance coverage through the Ontario Soccer. Insurance is currently provided by HUB International. Coverage information and How to File a Claim can be found directly on their website at this link... [HUB International Insurance](#).

8. TEAM REGISTRATION

LEAGUE REGISTRATION FEES - The BSC registers teams to their respective leagues and the league fees are included in the Competitive Registration fees.

ONTARIO CUP/ONTARIO INDOOR CUP FEES - For the Ontario Cup, U13-U18 teams will register and pay directly through the OS, teams are also responsible for the game official fees, these are not included in the application fee. This amount should also be included in the team budget if teams plan to participate in the Ontario Cup. NOTE: prior to entering Ontario Cup, Club Approval is required. Please submit request to enter the Ontario Cup to the Director of Soccer, who will present on behalf of the team for Board Approval.

TOURNAMENT FEES

Teams entering tournaments must pay the registration fee directly to the tournament host using their team cheque.



9. BLACKOUT DATES

GHSL and YPHDL Exemption Dates - Due (End of February)

LEAGUE REQUIREMENTS

Teams may request a maximum of three (3) exception dates prior to the start of the season. Exception dates may only include OS sanctioned tournaments and graduation/exams up to a maximum of fifteen (15) days, subject to the rules below. All other rescheduling requests will not be entertained. Unacceptable requests include examples such as vacation, soccer camps, other sporting events, school trips etc. (exception dates, if submitted are used when creating original schedules plus are used throughout the season during the rescheduling process). All exceptions must be submitted to the League by end of February.

- I. Graduation/Exams may be used as one (1) of the exception dates. Teams will be granted a maximum of seven (7) consecutive days (weekends included) for a graduation/exams exception.
- II. Exceptions for Ontario Cup will not count as one of the three dates in this rule.
- III. Teams will be granted exceptions for OFSAA if they have three (3) or more players registered with their team on the OFSAA roster. Exemptions for OFSAA do not count as one the three exemptions and are not subject to the deadline.
- IV. Teams may request an exception for any day when the Canadian Men's National Team or the Canadian Women's National Team play World Cup or Olympic qualifying games. This will not count as one the three exemptions and are not subject to the deadline. Requests must be received at least 14 days prior to the requested day.
- V. Travel time for tournaments may be granted only if the team includes the travel time in their request. Travel time will be granted based on the Google Maps travel time between the city the team is from and the city where the tournament is held:
 - a. 0 - 4 hours travel time one way = No travel time, only the days of the tournament will be granted
 - b. More than 4 but less than 8 hours travel one way = 1 day travel time before and after the tournament
 - c. 8 or more hours travel time one way = 2 days travel time before and after the tournament

Clarification regarding Team Exemptions for Under 14 Teams.

Graduation/Exams may be used as one (1) of three (3) the exception dates. Teams will be granted a maximum of seven (7) consecutive days (weekends included) for a graduation/exams exception.

Any team including the Under 14's that need time off for graduation/exams would be required to submit such requests as one of three allowed per team.

The GHSL and PHDL will not be blocking the last two weeks in June for the U14s.



10. SPONSORSHIP

SPONSORSHIP INFORMATION

The most effective way to secure sponsorship is to provide a letter to potential sponsors, outlining who your team is (what league/region you play in, any notable past achievements), what your plan is for the upcoming season, and what the sponsorship money would be used for. Along with this letter should be a sponsorship package, outlining the different sponsorship levels and what the sponsor would receive in return at the various amounts. A Sample Sponsorship Letter and Package can be found here... [Sample](#), of course this letter can be adjusted to suit the needs of your team. You should also consider sending a Thank You letter to each of your sponsors at the end of the season, along with the plaque, if applicable. In this letter you can outline the team's achievements made during the season.

Should a sponsor or other individual, business, or group donate or give monies to a team, these monies must be reported to the Club in the budget/financial statement. A coach shall not select players for his/her team because the player is a child of a proposed sponsor.

Sponsorship costs are determined on a team to team basis but, however, keep the following in mind...

- No screening will be allowed on the Home & Away game jerseys at all.
- Team can provide sponsors with plaques. At the team's expense.
- Team can get the logo screened on training kit with prior approval from the board on logo and location desired. At the team's expense.
- Team can get themselves a banner and allocated logos onto a banner each season. At the team's expense.
- All screening on club gear is to be done through the official club vendor and prepaid. Does not include banner or plaques.
- Any other ideas or requests for logos and sponsors will need to be approved by the Board.

SPONSORSHIP APPROVAL (OPDL)

The OPDL has established League partners that are protected in their business categories. Any BSC OPDL Team interested in bringing on board season sponsors must first submit a request for sponsorship to the Director of Soccer, in advance, to ensure there are no OPDL League restrictions.

SPONSORSHIP SCREENING

Teams can sell sponsorship for their training jersey **only**. Sponsors' names and/or logo will be screened on the front of the jersey at a cost to the team. Logo's should be submitted directly to the current official club vendor. There will be a set-up charge and a charge per jersey to screen.



11. FUNDRAISING

If a team would like to hold a fundraising event, the team must e-mail the BSC Director of Soccer providing details of the fundraising opportunity, who will in turn seek approval from the Board.

If a team has questions about fundraising, please contact the Office Manager/Treasurer.

If any teams are doing a BBQ fundraiser, the designated team Coordinator must first obtain approval from the Club. Once approval has been granted, permits from the City of Brampton will need to be obtained. This will be done by the Club on behalf of the team.

12. FACILITY BOOKINGS

All facility bookings are handled through the Club's Director of Soccer (sanford@bramptonsc.com)

Outdoor Season

Each team will be allocated grass and/or turf practice fields prior to the start of the season. This fee is included in your player REP/OPDL surcharges.

Bridge period (Month of April) - Each team may be allocated time on turf in April for Pre-Season training. A base amount of time will be offered by the club with additional time also available to be booked at a cost to the team. Details on pre-season availabilities will be communicated in March annually.

Any team wishing to additional facility time in the outdoor season should contact the Club's Office administrator who can assist in determining avails and pricing. There will also be a light premium added after 8:30pm.

Once a booking is confirmed, the team is responsible for that booking. To cancel a booking, you need to provide 2 weeks' notice, **NO EXCEPTIONS**. Outside of the 2 weeks, the only time the booking will be cancelled is due to any inclement weather concerns where the City has closed the facility. For field closure information, you can check the City of Brampton website at this link...

[Field Status](#)



Indoor Season

Each team will be allocated indoor turf practice fields (from Nov to end of March) prior to the start of the indoor season as per program outline. This fee is included in your player fee surcharges.

Bridge period (Month of October) Each team will be allocated time on outdoor or indoor turf in October to bridge the gap before moving into gyms/full indoor training for the winter season in November. A base amount of time will be offered by the club with additional time also available to be booked at a cost to the team. Details on October availabilities will be communicated in September annually.

Depending on Covid situation and City restrictions, the Club will also endeavor to offer each team **ONE** PDSB or DPCDSB gym prior to the start of the season. This fee is included in your player surcharges. Any team wishing to receive a second gym will be invoiced the permit fee and monthly rental charges for the season.

Any team wishing additional facility time in the indoor season should contact the Club's Office administrator who can assist in determining avails and pricing.

Once a booking is confirmed, the team is responsible for that booking. To cancel a booking, you need to provide 2 weeks' notice, **NO EXCEPTIONS**. Outside of the 2 weeks, the only time the booking will be cancelled is due to any weather concerns where the City has closed the facility. For field closure information, you can check the City of Brampton website at this link... [Field Status](#)

13. UNIFORMS

The uniform provider for the Competitive program is Diadora. All players, coaches and managers must only wear Diadora Club gear. Managers will be provided with a link for the uniform order site should team officials or parents wish to purchase additional items.

PLEASE NOTE THE FOLLOWING:

- The Club's HOME jersey is Maroon. The Club's AWAY jersey is Navy.
- Player names are **NOT** permitted on any of the jerseys.





14. TOURNAMENTS

All tournaments require specific paperwork to be filed within set timelines to ensure team registration is successful. Paperwork and timelines are different, depending on the location of the tournament; therefore this section will be divided according to the location of the tournament. It is important to note the different submission times for Application to Travel to a tournament outside of Peel Halton, as outlined in each section below as teams could be subject to discipline by Peel Halton.

For tournament listings in Ontario, go to: <http://ctms.ontariosoccer.net/>

For listings outside of Ontario (i.e. Canada, US, International), one website you can visit is: www.soccertournament-guide.com/SoccerTournamentDirectory.html

For all tournaments, exhibition games or events outside of Peel Halton and within Canada or the US, an Application to Travel Form (ATF) must be filed within the designated time frame (see “Process to Complete the Online Application to Travel Permit” below). It is the responsibility of the applicant and the Club to ensure that approval to host the event has been granted to the Host Organization by the appropriate governing body, and that all Registration and Applications are included with the ATF. Please note that the Club reserves the right to deny any ATF should it be determined that the tournament applied for does not suit the team applying.

It should also be noted that it is the PHSA’s policy that ATF’s must be submitted prior to the final payment to an event (tournament) to the Host Organization. The Club supports this policy and requests teams to submit all ATF’s at the earliest possible date.

For all teams that would like to travel to sanctioned tournaments or exhibition games outside of Ontario, an Out of Province Insurance Form (Appendix A) as well as a copy of the tournament’s Application to Host Permit (proof of sanctioning by their governing organization) must be provided to the Club. These forms should be submitted at the same time as the ATF.

Process to Complete the Online Application to Travel Form:

1. Go to <http://ctms.ontariosoccer.net/>
2. Complete the ATF form as per instructions
3. Double check information for accuracy
4. Club code 2556, team code 2556 plus a unique code given to each team, i.e. 2556-xx.
5. Receive an approval email from CTMS PHSA
6. Print email with the PHSA approval and take to your game or tournament



ONTARIO TOURNAMENTS

- Chose appropriate tournament through the OS website: <http://ctms.ontariosoccer.net/>
- Complete the ATF form as per instructions
- ATF's must be filed online in CTMS for BSC review at least 7 days plus 2 business days in advance for tournaments in Ontario (must be received at PHSA 7 days before the tournament)
- On the "Tournament Details" page, there is a link at the top of the page for the Team Entry Form which can be used to register the team online; a cheque can be sent separately; NOTE: some Tournament Hosts require use of their own official Tournament Application; before filling out and submitting, confirm acceptability with Host
- Also on the "Tournament Details" page the Tournament Host Club's website will be listed under the Team Entry Form at the top of the page, and/or at the bottom right; more tournament details can be found by clicking on the link and finding the "tournament" tab

CANADIAN TOURNAMENTS (OTHER THAN ONTARIO)

- All tournaments require approval by the Director of Soccer and Board prior to registering / applying to travel / sending payment.
- ATFs must be filed online in CTMS for BSC review at least 15 days plus 2 business days in advance for tournaments in Canada (must be received at PHSA 15 days before the tournament or team will be fined)
- All ATFs for tournaments outside of Ontario must be accompanied by: the tournament's Application to Host Permit (proof of sanctioning by their provincial organization) and the Out of Province Insurance Form

U.S. TOURNAMENTS

- All tournaments require approval by the Director of Soccer and Board prior to registering / applying to travel / sending payment.
- An ATF must be filed online in CTMS for BSC review at least 15 days plus 2 business days in advance for tournaments in the United States (must be received at PHSA 15 days before the tournament or team will be fined)
- All tournaments outside of Canada must have a valid Application to Host Permit, sanctioned by the Host Organization's governing bodies and the USSF, which states that the BSC and/or Canadian teams are eligible to participate (this can often be found on the tournament website; if not, the tournament chair will need to be contacted to obtain a copy of this permit). This form is needed to track where teams are playing and to ensure they only play in sanctioned tournaments. This form is also needed for liability issues; if a team does not get approval from the BSC and PHSA there could be insurance issues. BSC and PHSA will keep a copy of the approved form on file. The team must have a copy with them when they travel to the event and have it present at all games.
- All ATF's for US tournaments must be accompanied by: the tournament's Application to Host Permit (proof of sanctioning by their governing organization) and the Out of Province Insurance Form



INTERNATIONAL TOURNAMENTS (OTHER THAN U.S.)

- All requests for teams wanting to travel to international tournaments must be approved by the Director of Soccer and Board prior to registering / applying to travel / sending payment.
- The following items must be provided to the Club a minimum of 45 days plus 2 business days prior to the tournament (must be received at PHSA 45 days before the tournament or team will be fined):
 - Payment must be submitted to the Club when applying for an international travel permit, please contact Office Manager
 - A complete calendar of events must be included with tournament information (schedule, rules, and sanctioned documents)
 - Lodging information
 - Travel information
 - Completed ATF
 - Team roster (who will be participating) and parent chaperones
 - Out of Province Insurance Form
 - Declaration of Parents Acceptance

15. EXHIBITION GAMES

An Application to Host an Exhibition Game (AHEG) must be submitted in the Ontario Soccer Competition and Travel Management System (CTMS) within the required timelines prior to the scheduled exhibition game. Failure to do so will result in a fine from Peel Halton. Please contact the Club's Office Administrator for help in the application process.

Team will submit (online) the ATF. Once the team has received the APPROVED AHEG from the hosting team, the travelling team will attach the document to the ATF already in the CTMS. Once the APPROVED AHEG is attached to the ATF, the club can review and enter Club approval. PHSA will either approve or reject based on a review of the ATF and the AHEG. The team will be notified via a system generated email response at each approval level and will be able to print the document once the final approval level has been entered.

EXAMPLES:

1) Exhibition game between a PHSA team and a TSA team to be hosted by the PHSA team

- PHSA Club enters an AHEG a MINIMUM of 7 days in advance of the event for a game involving 2 Ontario teams.
- Club reviews and approves, amending where required.
- PHSA reviews and approves, amending where required.
- Team is able to print AHEG.



2) Exhibition game between a PHSA team and a TSA team to be hosted by the TSA team

- PHSA Club enters an ATF on the CTMS.
- Team receives approved AHEG from TSA club and attached to previously submitted ATF.
- Club reviews and approves, amending where required.
- PHSA reviews and approves, amending where required.
- Team is able to print ATF.

3) Exhibition game between a PHSA team and a TSA team played outside of both Districts

- Determine which team is to act as the host and submit documents as outlined above.
- It is important to note the submission timeliness for Applications to Host Exhibition Games, as outlined below, as teams could be subject to discipline by Peel Halton. Teams must notify the Office Manager of their interest in setting up an exhibition game before setting up exhibition games.

HOSTING AN EXHIBITION GAME

When inviting teams from outside of Peel Halton to join in a single exhibition game, teams must file an Application to Host Exhibition Game (AHEG):

- Go to <http://ctms.ontariosoccer.net/>
- Receive an approval email from PHSA
- Print email and take to your game

This form is to be filled out by the Host Team only - if there are other teams involved as Hosts, they are each individually responsible for their application

All soccer fields necessary for the games must be arranged prior to submitting this form to the Club and the PHSA

AHEGs must be submitted to the CTMS according to the following

- at least 7 days plus 2 business days in advance for 2 Ontario teams
- at least 15 days plus 2 business days for inter-provincial teams
- at least 15 days plus 2 business days against a US team
- at least 30 days plus 2 business days against a team outside of Canada/USA

BSC teams that are playing outside of Peel Halton (e.g. Field rental in Hamilton) and are the home team for the exhibition game must complete an ATF and an AHEG



If the visiting teams are from outside of Peel Halton, it is the Host team's responsibility to ensure all participants have an approved ATF; Peel Halton will not process the forms until they have received the ATF; request a copy of the visiting team's ATF and send a copy of your AHEG to them

As the home team, it will be your responsibility to secure referees (if your coach makes this request); an email can be sent to the Office Administrator, including the details of the game and age/gender/level of the teams, requesting that he send out the email to all referees; refer to league rules for referee/assistant referee fee guidelines; ensure you have exact payment in cash on the day of the game

NOTE: Peel Halton will not approve more than 1 exhibition game per day (i.e. mini tournaments)

TRAVELLING TO AN EXHIBITION GAME

- Teams travelling to an exhibition game within Peel Halton do not have any forms to complete
- When travelling to an exhibition game outside of Peel Halton, an ATF will need to be completed;
- Send copy to the Host Team and request a copy of their AHEG
- BSC teams that are playing outside of Peel Halton (e.g. Field rental in Hamilton) and are the home team for the exhibition game must complete an ATF and an AHEG.

16. GAME DAY

It is mandatory that at least one Team Official is present at all league meetings, when team official presence is requested

GAME SHEETS

- Managers must first update their roster through the league's website
- Be sure to follow the league's rules with regards to how many game sheets to print off (e.g. 3: home, away, ref), whether the players need to sign the game sheets, etc.
- Print off game sheets showing all players and officials (and call-ups) who will be at the game
- Even players not playing in the game must have their names on the game sheet (and sign it if the league so requires) if they will be sitting on the bench during the game
- All Team Officials - regardless of age of players on team - must sign all game sheets
- If a player / team official does not show up, simply cross off the name on all sheets
- If a player / team official will be arriving late, inform the referees before the game and have the player sign in at half-time (if a player signature is required)
- Team Managers are not required to be on the bench during games. Exception: Female Managers are permitted on the bench for female teams only.



CALL-UPS

- Be aware of your league's call-up rules (including league cup), as well as tournament call-up rules (including Ontario Cup)
- Ensure you obtain the player's jersey # prior to the game in case of # conflicts (i.e. call-up cannot wear the same jersey # as a player on the team. You will have to arrange to get a jersey with a # that does not conflict)
- Ensure call-ups bring their player card to the game with them; their name, Ontario Soccer # and jersey # will be needed ahead of time to add this information to the online game sheet
- Ensure you have a validated OS roster of the team the player is being called up from
- They must also sign the game sheet if player signatures are required by your league
- Ensure they take their player card with them after the game
- For the temporary transfer of non-BSC players for a game (see Temporary Eligibility Permit), the form must be signed by the player's Club and their District; be sure to check the league rules for temporary registration of players; the completed and signed TRP form, as well as the player book/card, will need to be shown to the opposing Team Officials prior to kick-off; following the game, the Manager must keep a copy of this form in their team file; the temporary player should also keep a copy

CHECKING PLAYER CARDS (YPHDL, GHSL, PISL and MYSL only)

- Prior to leaving your house for the game, ensure you have all player cards along with the Ontario Soccer validated Team Roster with you; players cannot play in the game if their player cards are not present
- Make sure that all cards are approved by the district registrar
- Cards should be checked as per the rules of the League or event prior to kick-off of each game (cross check players' names, Ontario Soccer #'s and jersey #'s with the opposing team's game sheet)

If a player is going to be late, speak with the referee and opposing team Manager to advise you have a player signing in late and will show their player card

In some leagues, both teams will be required to sign off on the game sheets

The Manager should keep all of the player cards throughout the season

UNIFORMS

- Managers should check with the league their teams play in regarding uniform stipulation; generally home games require home uniforms and away games require away uniforms (for U13+ teams); it is the home team's responsibility to change jerseys at the field should there be a colour conflict; U8-U12 teams can use their practice kits in case of colour conflict, therefore they should always have their practice kits in their bags just in case
- Ensure players understand they cannot wear jewelry (piercings, necklaces, bracelets, etc.) for any games as the referee will ask them to leave the field of play (without substituting) and the player cannot re-enter until asked by the referee to do so
- Braided bracelets, sweatbands, metal clips in hair must not be worn
- Glasses need to be certified sports eyewear



17. FINES

Teams are responsible for all fines incurred by players, team official and/or parents. If a fine is charged to a team, the leagues and PHSA will invoice the Club. Payment will be made on behalf of the team by the Club. We will invoice the teams for reimbursement. Payment for all Fine Invoices are due within 7 days from when the Club invoice is issued.

Resource Links:

Canada Soccer	www.canadasoccer.com
Ontario Soccer	www.ontariosoccer.net
Peel Halton Soccer Association	www.peelhaltonsoccer.com
Golden Horseshoe Soccer League (GHSL)	http://www.peelhaltonsoccer.com/en-us/competition/ghsl.aspx
Youth Peel Halton District League (YPHDL)	http://www.peelhaltonsoccer.com/enus/competition/phdl/phdlyouth.aspx
Development Peel Halton District League (DPHDL)	http://www.peelhaltonsoccer.com/enus/competition/phdl/developmentu8u12.aspx