



Competitive Program Manager's Manual

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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. This includes applying for all necessary permits, applications and/or paperwork. You will also be responsible for ordering player uniforms. We will endeavor to make sure all those processes are outlined in the document.

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

PLEASE NOTE: You are **not** to communicate directly with ANY League or District. All correspondence should be filtered through the Club only.

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** (Team Head Coach, Assistant Coaches, Manager and Treasurer).
- 🏠 **Seasonal Budget** - A copy of the Seasonal Budget must be sent to the Office Manager and the Club Treasurer 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 us to arrange.

4. BRAMPTON SOCCER REGISTRATION

To attend Tryouts, all players must register online through PowerUp and check all applicable waivers. There is a \$25.00 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. Club Staff are required to check in all players at Tryouts.

Selected players must register through PowerUp and select the corresponding REP product. Player registration will not be processed and uniforms will not be ordered for players who have not paid their initial fee.

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 2006 or Brampton SC 2006 Red.

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 by filling out our [Refund Form](#).

Registration Fees are...

Set by the Board of Directors, prior to start of each season.

The Club's Ontario Soccer (OS) number is **2556**.

All Players are required to submit a copy of their birth certificate or passport for submission to the Club for verification.

All team staff are required to complete and submit to the Club the Team Official Registration Form, seasonally. New coaches are to provide copies of all certifications and will be kept on file for future reference, if required.

Team Roster, player photo and proof of birth must be submitted to the Club for processing by **April 5th** for the Outdoor Season and **October 5th** for the Indoor Season (subject to change)

You will receive an approved roster which must be available at all times for presentation upon request.



If signing a new player mid-season, be cognizant of league deadlines for roster changes. There is a transfer applicable, which is payable by the Team, not the parent or player.

Players pay their Club registration directly to the Club, via PowerUp. All team fees are payable to the team directly.

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 the BSC on a short-term basis, with the understanding that the dates of the permit are specified. 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 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.**

6. TEAM BANK ACCOUNT

Each team is required to set up a team bank account, with a minimum of 3 signing authorities, wherein any 2 of three to sign. No member of the Team Staff is permitted to be a signing authority on the account, as this would be a conflict of interest. All bank account set up is required to be provided to the Club for final approval.

The exception would be if the Team Manager has no relation to the Coaching Staff

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 Ontario Cup, U14-U18 teams will register and pay directly through 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 Ontario Cup.

TOURNAMENT FEES

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



9. EXCEPTION DATES

LEAGUE REQUIREMENTS

Exception dates may include OS sanctioned tournaments 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 Club:

- I. Teams will be granted exceptions for OFSAA if they have three (3) or more players registered with their team on the OFSAA roster.

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 cost 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 teams expense.
-  Team can get the logo screened on training kit with prior approval from the board on logo and location desired. At the teams expense.
-  Team can get themselves a banner and allocated logos onto a banner each season. At the teams expense, at the Club discretion. This request must be made to the Club

****Note:** all screening on club gear is to be done through the official club vendor and prepaid. Does not include banner or plaques.



Any requests for use of the Club logo must be first pre-approved

Any other ideas or requests for logos and sponsors will need to be approved by the Board prior.

11. FUNDRAISING

If a team would like to hold a fundraising event, the team must e-mail the Club to seek approval and provide details of the fundraising opportunity.

If a team has questions about fundraising, please contact the Club

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

Outdoor Season

Each team will be allocated 1.5 hours of free time on turf in April for PreSeason. Additional time can be booked at a cost to the team.

Each team will be allocated a grass practice field prior to the start of the season. This fee is included in your player surcharges.

Any team wishing to rent additional turf time should contact the Club who will confirm price. There will also be a light premium added after 8:30pm. The following fields may be available...

David Suzuki Secondary School
Creditview/Sandalwood Turf #5
Creditview/Sandalwood Turf #6
Jean Augustine Secondary School
Terry Fox Stadium

Any team wishing to rent grass time should contact the Club who will provide price. There will also be a light premium added after 8:30pm. The following fields may be available

David Morrison Stadium
Morris Kerbel
Chris Gibson
Victoria Park Stadium



Avondale

Once a booking is confirmed, the team is responsible for that booking.

Indoor Season

Each team will be allocated time on turf in October to bridge the gap to move into gyms for the season.

Each team will be allocated **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 to rent turf time should contact the Club who will provide price. The following fields may available...

Brampton Soccer Centre Field A
Brampton Soccer Centre Field B
Brampton Soccer Centre Field C

Once a booking is confirmed, the team is responsible for that booking.

13. UNIFORMS

The uniform provider for the Competitive program is Diadora. All players, coaches and managers must only wear Diadora Club gear. Should you have players, team staff who wish to order additional items, please contact the Club. The Club will place the order and invoice the individual.

PLEASE NOTE THE FOLLOWING:

-  The Club's HOME jersey is Red. 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 (ie. 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)

- ⚽ 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 Technical Director 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 Player Development Manager 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 the Club
 - 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

15. EXHIBITION GAMES

An Application to Host an Exhibition Game (AHEG) must be submitted in 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.

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:

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.

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.

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 Club 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 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)

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 ROSTER

- ⚽ Prior to leaving your house for the game, ensure you have the validated Team Roster with you; players cannot play in the game if their player cards are not present
- ⚽ 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

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

TEAM EQUIPMENT

- ⚽ Each team will receive two game balls from the Club at the beginning of the season, which are to be returned at the completion of the season
- ⚽ Teams must have a first aid kit at all



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
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