



EODSA

CLUB ADMINISTRATION PROCEDURES MANUAL

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EODSA GENERAL CONTACT INFORMATION

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Contacts

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This document is a summary of processes for EODSA club administrators. Please visit the [Ontario Soccer website](#) to review their full [Operational Procedures manual](#).

ACRONYMS

CTMS Competition and Travel Management System owned by Ontario Soccer

EODSL Eastern Ontario District Soccer League

ERSL East Region Soccer League

GLSL Goulbourn Lanark Soccer League

LTT Learn to Train

MED Making Ethical Decisions

MH Making Headway

NCISL National Capital Industrial Soccer League

OCSL Ottawa Carleton Soccer League

OS Ontario Soccer

OSCAR Ontario Soccer Registration System

RIS Respect in Soccer

SFL Soccer for Life

STRP Short Term Registration Permit

TEP Temporary Eligibility Permit

TRR Team Roster Report from Ontario Soccer Oscar registration system

YOB Year of Birth

PLAYERS

Proof of Age

It is the responsibility of the Club Administrator to verify players' proper names and dates of birth. Proof of birth must be provided when a player registers with a Club for the first time. Copies of proof-of-birth documents should not be retained for privacy reasons but may be requested by the District and must be provided to the District through the Club upon request. Acceptable Proof of Age documents include birth certificate, passport, driver's license, Ontario photo health card, baptismal certificate and any other document which is acceptable to the government of Ontario.

Registration Effective Date

The effective date (the date on which the player is eligible to commence playing) is the day the player has been registered into Oscar. However, development and competitive players must be District approved in Oscar before they are eligible to play in competitions.

Registration Deadlines

A minimum of 11 players must be registered to a Youth provincial or Youth regional roster by April 15th of the current outdoor season.

A minimum of 14 players must be registered in the system for OPDL teams by February 1 of the current outdoor season for OPDL teams.

Player Registration Insurance Timelines

Insurance coverage will commence for training and/or sanctioned events when the player is registered within the Ontario Soccer registration system (Sports Engine).

A player's designation by its club on an outdoor team is terminated for both competition and training purposes when the player is either released by the club or after December 31st.

A player's designation by its club on an indoor team is terminated for both competition and training purposes when the player is either released by the club or after May 31st.

Registration Categories

Indoor Season:

There are no competitive or recreational player classifications for indoor soccer.

MI Mini Indoor Players Age under 12 and under

MI Development – Mini Indoor Players Age Under 12 and younger, playing in District league

MF Mini Futsal Players Age under 12 and under

YI Youth Indoor Players Age under 13 to Under 18

YI Travel – Youth Indoor Players Age under 13 to Under 18 playing in District League

YF Youth Futsal Players Age under 13 to Under 18

SI Senior Indoor Players Age 19 and over

SF Senior Futsal Players Age 19 and over

Outdoor Season:

MO Mini Players up to the age of under 12 playing 9-a-side soccer or smaller

YR Youth Recreational Players age under 13 to under 18 playing 11-a-side soccer

YC Youth Competitive Players age under 13 to under 18 playing 11-a-side soccer in a competitive league

SR Senior Recreational Players age 19 and over

SC Senior Competitive Players age 19 and over playing competitive

Number of Teams to Which an Amateur Player May Register

Outdoor

A grassroots player (U12 and younger) may only be registered with one club at any one time.

A youth player who is U13 and older, may register on a maximum of three outdoor teams in each outdoor season, only one of which may be a competitive team.

A senior player may register on an unlimited number of teams in each outdoor season, only one of which may be a competitive team.

Indoor/Futsal

A grassroots player (U12 and younger) may only be registered with one club at any one time.

A youth player who is U13 and older, may register on a maximum of three indoor or futsal teams in each indoor season.

A senior player may register on an unlimited number of indoor or futsal teams in each indoor season.

A player may not play for more than one team in the same division, cup, or competition (please refer to the specific League/Tournament/Ontario Cup rules for further stipulations)

If a player is registered as a competitive player and a recreational player, he/she may only play up to a higher-level team from the competitive registration.

OPDL: As outlined by Ontario Soccer, the OPDL season runs for the entire calendar year. Once an OPDL player signs their player agreement, any other current registrations the player holds are to be cancelled. An OPDL player may not hold more than the one registration.

Effective dates for “Player Assignment to Team”

A registrant’s “Player Assignment to Team” for the Outdoor season is terminated on Dec. 31st OR when the Club de-registers the player prior to Dec. 31st, whichever comes first. After December 31, an outdoor player is no longer eligible for Ontario Soccer insurance coverage unless a new club registration is attained for either the indoor season or the upcoming outdoor season.

A registrant’s “Player Assignment to Team” on an Indoor/Futsal team is terminated on May 31st OR when the Club de-registers the player prior to May 31st. After May 31, an indoor player is no longer eligible for Ontario Soccer insurance coverage unless a new club registration is attained for either outdoor or the upcoming indoor season.

Deregistration of a Player

Players that are registered may be deregistered at any time during the season by using one of the following methods:

- The player is automatically de-registered as at Dec 31 for outdoor and May 31 for indoor or futsal.
- The player is deregistered by the club in the Ontario Soccer registration system, effective the date the system validates the deregistration.

Deregistration in Oscar by the club should fall under one of the following two categories:

- Switch the player’s status on the roster to Inactive if player was registered, played at least part of the season, and the player is either no longer playing, or is not playing for that team but is still training with the club. (Inactive status will also apply to players who transfer to another club).
- Switch the player’s status on the roster to Removed if the player was registered accidentally.

Following best practices, the club forwards an Ontario Soccer Transfer/De-Registration form when a competitive player is de-registering and/or transferring to another club. The form must be signed by the releasing club’s administrator and then forwarded to the District for validation. The releasing club then inactivates the player in the system and the new club registers the player to the new team.

Registration Permits

Before using Short Term Registration Permits, Temporary Eligibility Permits and Transfers, check the applicable league or competition rules as they may have deadlines or restrictions.

Temporary Eligibility Permits (TEP)

Subject to the competition rules, a TEP is required for a player U13 and older, who is registered in the current season with one club and wants to play a limited number of games for another club.

For League play, the player may only play up for a higher-level club team of a Club other than the one which he/she is registered with as defined by OS. (This does not include the age of the player. For example, if a seventeen-year-old is playing on an adult provincial team, the player cannot be used to play on any U18 district or regional or provincial team. The player may only play on another senior team in a lower tier of play.)

For other competitions such as exhibition games and tournaments, the player plays as a guest player for a Club other than the one which he/she is registered with.

The TEP Form can be obtained from the EODSA website. The receiving club fills out the form and sends it to the releasing club for authorization. The releasing club authorizes the form and submits it to their District for validation.

The receiving Club must obtain a copy of the approved TEP to accompany the ID Card so that the player will be eligible to play; following the game, this copy should be affixed to the game sheet.

There is a fee associated with the permit which will be billed to the receiving club. Please check the EODSA website for the current fee.

A player is entitled to three TEPs per season. The TEPs may be used for 3 League Games/3 Exhibition Games/3 Tournaments or a combination of any of the three.

A TEP used for a tournament permits a player to play all games in the sanctioned tournament.

A TEP is not permitted for amateur cup competitions.

A TEP is not permitted for grassroots players (U12 and younger).

Short Term Registration Permit (STRP)

An STRP entitles a player who is not registered with Ontario Soccer or another provincial association affiliated with Canada Soccer and who does not required an ITC, to temporarily register and play a limited number of games for a club team. The STRP Form can be obtained from the EODSA website and shall be fully completed and signed by the player:

An STRP entitles a non-registered player to play three games for a registered team during a thirty-day period or to play specifically in a tournament.

The player is permitted two STRPs per season, (unless for tournament play, in which there is no cap). Each STRP in the current season must be with a different Club/Academy. The two 30-day periods will not overlap.

As outlined in the Ontario Soccer Operational Procedures manual, an STRP is permitted - subject to competition rules - at league games, exhibition games, and tournament games.

There is a fee associated with the STRP, which will be billed to the club. Please check the EODSA website for the current fee.

Player Transfers

The Player shall give the club notice in writing of intent to transfer. The OS Transfer/De-Registration form can be obtained from the EODSA website.

The OS Transfer/De-Registration form is filled in by the player and the receiving club and subsequently sent to the releasing club for authorization - to be signed by the releasing Club Administrator. The coach's signature will not be accepted. The releasing Club is to release the existing player ID to the player or guardian with the authorized player transfer form.

The form is then sent to the district for validation. If all is in order, the District will validate the transfer form and send it back to the releasing club. The releasing club will "inactivate" the player in the system and forward the authorized form the receiving club.

A player is entitled to the following transfers:

- Between teams within the same Organization-Based on the limitations of the Club and competition of the applicable team
- Between Organizations within the same District Association-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.
- Between Organizations in Different District Associations-One transfer within the jurisdiction of Ontario Soccer, unless approved by Ontario Soccer with a valid rationale

International Transfers (ITC)

Communication regarding ITCs are restricted to players speaking to Clubs, Clubs to District and District to Province. I.e. Players are not to approach the District and Clubs are not to approach the Province.

FIFA Regulation

Regulations of ITCs are based on FIFA's rules and are strictly enforced by the Canada Soccer and Ontario Soccer. If a player registers for an Ontario Club and it is later learned that she/he was ineligible to register in Canada because she/he was required to have an ITC, that player's registration will be voided for the season and her/his team will forfeit all games in which this ineligible player played.

ITC Requirements

An ITC is required for players over the age of 10, who have previously registered with another national association and are now requesting to register to play within Canada.

Clubs registering players without the required ITC, even if the player played for another Canadian club without pursuing the ITC, will be subject to discipline for playing an ineligible player.

If the player indicates on their registration form that they have previously been registered to play soccer with another national association, it is the responsibility of the Club to check with its District Association to ensure that the player has obtained an International Transfer from that other National Association.

If the player indicates on their registration form that they did not register to play soccer with another national association and it is later proven that the player did register to play soccer with another National association, the player will be charged with Misconduct Type 1.69 and will be required to attend a discipline hearing and if found guilty, could be suspended from all soccer activities for a period of six months. Notwithstanding Discipline Policy 3.1, the player shall be disciplined as if she/he was a registrant because the person completed one of the applicable registration forms.

How To Obtain an ITC

ITC applications are submitted online, through the CTMS system.

In order to ensure the protection of minors, the following documentation is required for minors aged 10-17 and must be uploaded to the ITC:

- Proof of Birth Date (Birth Certificate) - Player

- Proof of Identity & Nationality - Player
- Proof of Identity & Nationality - Parents
- Employment Contract - Player and Parents
- Work Permit - Player's Parents
- Proof of Residence - Player's Parents
- Proof of Distance for 50km rule (e.g., as from Google Maps)
- Parental Authorization

TEAM OFFICIALS

Coach Certification

Volunteer screening is required for all competitive youth and development team officials. Clubs determine their own volunteer screening requirements for recreational players. Screening is completed by the Club and its privacy officers.

Youth Recreational head coaches and assistant coaches must have valid Respect in Sport Certification. RIS certification expires after 5 years and must be re-done.

Coaches must annually confirm review of Ontario's Concussion Awareness Resources.

It is the Club's responsibility to ensure that all coach certifications are up to date and that new certifications or licenses have been scanned and sent to the District.

Head Coach or Assistant Coach Certification requirements

Division	RIS*	MH	MED	Fundamentals	LTT	SFL	CSA C or Prov PreB	Ntl Youth	Ntl Youth /USSF B/UEFA B /Youth
U8 recreational	yes								
U8 district development	yes	yes	yes	yes					
U9 to U12 recreational	yes								
U9 to U12 district development	yes	yes	yes		yes				
U13 to 18 recreational	yes								
U13 to senior comp District	yes	yes	in class only			yes			
U13 to senior comp Regional	yes	yes	in class only			yes			
U13 OPDL Head Coach	yes	yes	yes			yes		yes	
U14-17 OPDL Head Coach	yes	yes	yes						yes
OPDL Assistant Coach	yes	yes	yes				yes		

These requirements are for outdoor and indoor soccer, and futsal

* RIS expires after 5 years and must be re-done

Note:

Coaches can be designated as the Head Coach for a maximum of two outdoor teams in any one season, with one or more Clubs.

Two technical staff may be validated per club as Technical Director/Club Head Coaches

TEAMS

Team Naming Convention

All Teams entered in OSCAR must follow this naming convention:

Youth Team Names, development and competitive:

Club (Acronym is acceptable), Gender (M/F), YOB, League, Division, Team Identifier

Eg: OISC M2006 EODSL C1 Black

Youth Team Names, recreation:

Club (Acronym is acceptable), Gender (M/F), YOB, Division, Team Identifier

eg: OISC M2006 U13 Cosmos

Adult Team Names, OCSL and NCISL:

Club (Acronym is acceptable), Gender (M/F), Category (Open, M035 . . .), League, Division, Team Identifier

eg: OISC M Open OCSL C1 Arrows

Adult Team Names, club recreation:

Club (Acronym is acceptable), Gender (M/F), Division, Team Identifier

eg: OISC W030 Tornados

Minimum and Maximum Players Registered on a Squad/Team

	Minimum	Maximum
5 v 5 (with GK) Game Day limits	7 Players	10 Players
7 v 7 (with GK) Game Day limits	9 Players	12 Players
9 v 9 (with GK) Game Day limits	12 Players	16 Players
Youth Indoor small sided	7 Players	18 Players
Youth Indoor 11 v 11,	11 Players	20 Players*
Senior Indoor Small sided	7 Players	25 Players
Senior Indoor 11 v 11	11 Players	25 Players
Youth Futsal	5 Players	18 Players
Senior Futsal	5 Players	25 Players
Youth Comp Outdoor	11 Players	20 Players*
Youth Rec Outdoor	11 Players	25 Players
Senior Comp and Senior Rec Outdoor	11 Players	25 Players

* Twenty (20) players may be allocated to the official roster, but the maximum game day roster is 18.

The complete “pool of players” for a development team in the U12 and younger age divisions is to be submitted on the official ‘division’ roster. Coaches for the division are also to be allocated for each squad onto this roster. (One head coach or assistant coach per squad registered in the EODSL league).

Squads in associated age divisions can use any players from the official division roster to appear on the game sheet as long as the player stays within the maximum allowable number of competition days (ie they can play up or down within the club’s existing squads within the tiers of the division).

Deadline to Add Players to Roster by League:

- ERSL July 31
- OCSL July 31
- EODSL July 31

Team Roster

A valid TRR is one that includes the correct minimum and maximum number of players, has a properly certified Head Coach (for Competitive and development teams) and has the League/Division included in the team's name.

Allowable Travel

Age Division	Recommended Travel Time	Districts Allowable by EODSA
U8 & U9	Under 60 minutes one way May apply for 2 memorable events within Ontario	SOSA
U10 & U11	Under 60 Minutes one way May apply for 2 memorable events; 1 within Ontario and 1 within North America	SOSA
U12 & U13 (if 9v9)	Under 60 Minutes one way May apply for 4 Memorable Events which may include up to 4 within Ontario, 2 within North America, 1 international	SOSA
U13 & Up	Ontario Soccer Guidelines for Travel Apply; permitted to leave Ontario and Canada	Permitted to leave Ontario and Canada

ATF & AHEG Permit Approval Procedure and Timelines

General Information for Using the Ontario Soccer CTMS system

ATFs and AHEGs will be submitted through the CTMS system. Here is the process:

1. The team official will complete and submit the online application, ensuring the team roster has been uploaded to the application
2. The Club Administrator will review the application, with an opportunity to edit incorrect or missing information. The Club Administrator will then approve (or decline) the application.
3. The Club must then notify the EODSA by email that there is an application to approve. CTMS does not send notifications
4. The District will review and approve (or decline) the application
5. Ontario Soccer and Canada Soccer will inspect and approve (or decline) the application for travel outside of Ontario, Canada and USA

If the application is declined at any point in the approval system, a notification will be sent to the user who filled in the application. A note will be added to indicate why the application was declined, and the applicant may edit and re-submit the application, which will show up under a new application number

There is a fee associated with all applications. International and provincial applications will incur additional Ontario Soccer and Canada Soccer administration fees as appropriate

All Tournaments/Festivals and exhibition games will be conducted in accordance with the Ontario Soccer Published Rules for Competitions. It is not permissible for teams to attend unsanctioned tournaments

EODSA Club teams must apply and receive District approval for any sanctioned competitions they wish to participate in and that are outside the District boundaries

Applications To Travel (ATF)

The ATF must be completed and club-approved in the system for the District to process no later than:

- 7 days before travelling to another District, Province or the U.S.A.
- 21 days before travelling to another country outside of Canada or the U.S.A.

Travel applications for exhibition games outside the EODSA boundaries must have an approved AHEG uploaded to the application to be District approved

Clubs must submit all TEPs or STRPs for guest players when submitting an ATF

Clubs applying to travel outside of Canada must upload proof of player and team staff travel medical insurance - either a summary form (attached) signed by all parents or team insurance purchased through an outside party. Team insurance can be purchased through the Ontario Soccer website.

The following documents must be uploaded for international travel applications, which will further require Ontario Soccer as well as Canada Soccer approval:

- A Team Roster Report (SportsEngine) (for team registration verification purposes only)
- A copy of the sanctioning document for the approved competition
- A copy of the Competition Rules for the competition
- A copy of the team's travel insurance (either as a team, or individual names, insurance providers and policy numbers) A summary form for parental signatures may be uploaded (see next page), or the team can purchase insurance through Ontario Soccer's insurance tool for each of the participants and the summary form uploaded to the application.
- A copy of the Canada Soccer Travel Application Form

OPDL teams are required to gain written consent from the OPDL to travel to non-OPDL tournaments and showcases. Unless the ATF is for an OPDL Target Showcase, written consent is to be uploaded to the on-line Application to Travel Form.

Exhibition Games

An Under 8 team is eligible to play in an exhibition game providing that the criteria outlined in the LTPD matrices are being followed, including the maximum competition days per season.

The EODSA will review and approve AHEGs for matches where visiting teams are from within Ontario; OS will review and approve AHEGs for matches where visiting teams are from outside Ontario; and Canada Soccer will review and approve AHEGS for matches where visiting teams are from outside Canada.

All exhibition games require an Ontario Soccer Registered Referee to officiate the game (please contact your Club or District Referee Assignor to assign a referee). All players including TEP and Call-Up players must be registered with OS and possess a player ID validated by the District prior to participating in an exhibition game.

For matches where both teams are EODSA teams, one team will be designated as the "Home Team" and must apply to the District for an AHEG to host the Exhibition Game.

For matches where the visiting team is from outside EODSA, the AHEG must be submitted on-line and approved by the club at least 2 weeks prior to the Exhibition game. The District Office will approve the AHEG, the host team will forward a copy to the visiting team, and the visiting team will upload it to their ATF for their District's approval.

OPDL teams may organize exhibition games according to the following schedule, provided both teams are registered with their District (an AHEG is not required):

- From January 1st to the Wednesday before the first OPDL Match of the year
- On Wednesdays or Thursdays before long weekends,
- From six weeks after the last OPDL match played until December 31st.

OPDL teams wishing to play other OPDL teams must obtain an AHEG.

Exhibition Game Sheet Responsibilities

The EODSA Club Team that hosted the Exhibition Game must mail or scan/email the completed game sheet back to the EODSA within 3 days of the game. The game sheets must include the following PRINTED CLEARLY and must remain on file for insurance purposes for 10 years:

- All Players' names & Ontario Soccer registration numbers
- All Team Officials' names & Ontario Soccer registration number
- All Game Officials' names & Ontario Soccer registration numbers
- All Special Incident Reports, Caution, Dismissal & Referee Assault Forms
- All personal injuries must be reported in written form to the EODSA

CLUB

Registration of Club Administrators and Volunteers

Club Administrators, Club Board of Directors and other Volunteers who assist in running the Club and are not specifically allocated to a team must be registered in the system to be considered members of Ontario Soccer. You can do this in the Sports Engine system by creating a ‘team’ under the ‘Other Volunteers’ division.

Screening of staff and volunteers is the responsibility of the Club and is to be performed as required, by the Club Privacy Officers.

Invoicing

Ontario Soccer invoices the EODSA monthly. Each month will capture any net new registrations and/or changes to current registrations. The EODSA will invoice the Clubs accordingly. Payment is due within 30 days.

There will be a final invoice at the end of each season for the SportsEngine SaaS fee. The SaaS fee is collected by EODSA on behalf of Ontario Soccer for SportsEngine.

ATF, AHEG and ID Card invoicing will be completed quarterly.

ID Cards

The EODSA intends to create digital cards only in 2022. Existing plastic cards will still be valid if they haven't expired. The only exception to creating digital cards only will be for teams travelling to out of district tournaments or Ontario Cup. We will be advising Clubs on the best method for current card owners to have their ID number available on the league website. This is a work in progress, and we will be prepared for the outdoor season. The ID Card application page is currently closed.

Identification requirements by league

EODSL U13 and older and ERSL - player and team official identification and an approved official roster including all players and team staff must be available for inspection prior to any competition.

EODSL U12 and younger - identification is not required for players or team officials. A TRR including all players and team coaches must be available for inspection prior to any competition.

OCSL - player and team official identification and an approved official roster including all players and team staff must be available for inspection prior to any competitive event.

GLSL - identification is not required for players or team officials. A TRR including all players and team coaches must be available for inspection prior to any competition.

VUSL - identification is not required for players or team officials. A TRR is not required.

Ownership of the ID Card

The ID card is the property of the individual and must be returned to the individual within five days of a written request if either a team or club official is holding the ID cards.

Photo Requirements for ID Cards

Follow the Ontario Soccer Published Rules regarding "Valid Photograph" guidelines:

- The photograph shall be a Passport Canada style photo cropped to show head and shoulders only
- The photograph must have been taken in the past six months
- The eyes must be open and clearly visible
- Glasses may be worn if the eyes are clearly visible
- Sunglasses are unacceptable

- The photo must show a full front view of the face with both edges of the face showing clearly
- Black and white or colour photos are acceptable
- Hats or head coverings are not permitted except when worn for religious reasons
- Photocopies and scanned photos are not acceptable
- Photos must not be too dark or too far away as to not be able to recognize the person

ID Cards are valid for three years for a youth player and five years for a senior player or team official.

Card Preparation

ID Cards can be prepared either by Club administrators, team managers or individuals

Club Administrators and Team Managers

1. Process one team at a time
2. Navigate to the EODSA ID card request website page
3. Choose 'Multiple Cards'
4. Choose group digital cards and 'Next'
5. Enter your contact information
6. Upload a .zip file with player pictures saved by SEOS# only (use the valid photo guidelines below)
7. Upload an excel file with the following information, using the template provided on the site (it is specific with regards to required fields):
8. Membership number (include letters SEOS before numbers)
9. First Name
10. Last Name
11. Date of Birth (format yyyy-mm-dd)
12. Gender

Individuals

1. Navigate to the EODSA ID card request website page
2. Choose 'Single Card'
3. Choose your Club and individual digital card
4. Enter your contact information
5. Upload your photo following the valid photograph guidelines below
6. If your Club pays for ID cards you are finished, if your Club does not pay for ID cards, you will be prompted to enter payment information
7. Once this is completed your digital ID card will be available to your team. You will not receive a copy of your card; it stays in the system and is pulled onto gamesheets

INSURANCE

Obtaining a Certificate of Insurance

For a Club to obtain a Certificate of Insurance, typically requested by a facility before use, please follow the directions below:

- Complete a [Certificate of Insurance Request \(submit to EODSA\)](#).
- Once complete forward to the EODSA; operations@eodsa.ca
- The EODSA will verify that the club is in good standing and forward the request onto the insurance company.
- The insurance company will email the Club and EODSA a copy of the Certificate of Insurance within 24 hours of receiving the request.

How to File an Accident Claim

If a participant is injured, please follow the procedure outlined below. This is to be completed by the injured party and submitted by them not the Club. The Club has one page of the claim to fill out to verify that the injured participant was registered in the OS database at the time of the accident.

1. Complete ALL items on the [claim form](#)
2. Attach the following documents with the claim form
3. Copies of fully itemized medical bills/receipts. Itemized bills must show patients name, date of service, type of service rendered
4. Physician/Dentist's Statement indication the diagnosis or nature of the condition being treated and the providers name and address
5. Copies of the explanation of the benefits received for any and all other insurance carrier(s) to which this claim has been made or denied by the first payer(s)
6. Send the Completed and Signed claimed form and all the required documents to the insurance company.

Please remember to retain a copy for your records.

EODSA Travel Insurance Acknowledgement Form

Club: _____ Team Name/ID: _____ Trip Date: _____ to _____

Coach: _____ Manager: _____

Parent's Name	Player Name	Signature*	Insurance Co.	Policy #
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				

* - By signing, the Parent is indicating that their child is covered under a travel insurance plan (as specified by the Company Name and Policy #) for the specified trip dates.