



CLUB ADMINISTRATION PROCEDURES MANUAL



Version 1 February 2023



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EODSA GENERAL CONTACT INFORMATION

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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

CSC	Coaching Soccer in Canada (Canada Soccer course)
CTMS	Competition and Travel Management System owned by Ontario Soccer
EAP	Emergency Action Plan (Canada Soccer Course)
EOSL-R	Eastern Ontario Soccer League, Regional Divisions
EOSL-D	Eastern Ontario Soccer League, District and Development Divisions
GLSL	Goulbourn Lanark Soccer League
LTT	Learn to Train
MED	Making Ethical Decisions
MH	Making Headway
OASC	Ottawa Adult Soccer Club
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
VSC	Vulnerable Sector Check
VUSL	Valley United Soccer League
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 start playing) is the day the player has been registered (and approved where applicable) in Oscar. Recreational players are automatically registered when their Club enters them in Oscar. Development and Competitive players, including senior players, must be District approved in Oscar before they are eligible to start training or playing.

Registration Deadlines

A minimum of 11 players must be registered to a Youth Regional (EOSL-R) 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 1st of the current outdoor season for OPDL teams.

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 (WDL)
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/Coliseum 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 team 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 team 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 one registration.

A NOTE ABOUT duplicate registrations

If a player is registered for competition with one Club, and they are permitted to register for training at another club, they do NOT need to be registered in Oscar with the Club in which they are training. For clarity, a registration for one team in a season, covers that player for all training that they are permitted to do, regardless of Club.

Effective dates and Registration Coverage for “Player Assignment to Team”

Players can be registered to the Outdoor season starting after October 1st of the previous year.

A registrant’s “Player Assignment to Team” for the Outdoor season is terminated on December 31st OR when the Club de-registers the player prior to December 31st, whichever comes first. After December 31st 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.

Players can be registered to the Indoor season starting after June 1st for the indoor 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 deregistered on Dec 31 for outdoor and May 31 for indoor or futsal.
- The player is deregistered by the club in Oscar, 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 the 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.

Call ups and Play ups

Play Ups

No U4 to U12 player is permitted to be called up on a temporary basis. They may be played up one age group for the entire season, only if the Clubs completes a Fast Track Form and the EODSA approves the play up. No exceptions. Do not add the player to Oscar until a form has been approved by the EODSA. The player will be rejected. Grassroots players are prohibited from playing up more than one year.

For the 2023- 2024 season, all fast-track forms will be reviewed by the EODSA District Administrator

U13 to U18 players may be placed on a team in an older age division.

Call ups

U13 to U18 competitive, callup within the same Club:

- Plays up in a league game or a cup game for a higher level Club Team
- Plays as a guest player in a tournament (subject to tournament rules) or exhibition game (subject to the agreement of both teams) with a Team within the same Club

Must also follow the League Rules for the league that the team is playing in.

[EOSL-District](#)

[EOSL-Regional](#)

[OCSL](#)

A higher level team is:

- A higher age
- A higher level in the same league
- A higher league

If a player is registered to both a recreational and competitive team, they may only be called up based on their competitive team registration.

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 to a higher-level team of a Club other than the one to which they are registered. (This does not include the age of the player. For example, if a seventeen-year-old is playing on an adult regional team, the player cannot be used to play on a U18 district or regional or provincial team. The player may only play on another senior team)

For other competitions such as exhibition games and tournaments, the player plays as a guest player for a Club other than the one to which they are registered.

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 and a copy of the player's current TRR (for identification) to accompany the TRR so that the player will be eligible to play. Following the game, this copy is 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 Ontario Cup games.

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 to play soccer within Canada, and who does not require an ITC, to temporarily register and play a limited number of games for a club. The STRP Form can be obtained from the EODSA website and must 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 must 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

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 a district. However, a player once transferred cannot be transferred back to the team for which he was originally registered until thirty days has elapsed.
- Between organizations in different districts-one transfer within Ontario Soccer, unless approved by Ontario Soccer with a valid rationale

Within the EODSA

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 then sent to the releasing club for authorization - to be signed by the releasing Club Administrator/Manager. The coach's signature will not be accepted.

The form is then sent to the district. If all is in order, the district will e-sign 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 to the receiving club.

Interprovincial Transfers (IPT)

To Ontario

The EODSA Club that the player wants to register with must fill out the IPT form and send it to the EODSA.

That EODSA processes the form and sends it to Ontario Soccer

Ontario Soccer sends the form to the other Province requesting the transfer

Once the transfer is approved Ontario Soccer notify the EODSA, who will in turn notify the Club

From Ontario

The request must come from the Province where the player is registered, to Ontario Soccer
Ontario Soccer will advise the EODSA, who will in turn advise the EODSA Club to which the player is registered

Once the Club confirms that the player is in good standing, the EODSA will advise Ontario Soccer (within 6 days) that the player is free to transfer

Ontario Soccer notifies the other Province that the transfer is complete

International Transfers (ITC)

Communication regarding ITCs are restricted to players speaking to Clubs, Clubs to District and District to Province. Ie. 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 Canada Soccer and Ontario Soccer. If a player registers for an Ontario club and it is later learned that they were ineligible to register in Canada because they required an ITC, that player's registration will be voided for the season and their team will forfeit all games in which the 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 the district to ensure that the player has obtained an International

Transfer from that 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 they were 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.

ITCs are difficult to administer and the required attachments vary based on several factors. The [Ontario Soccer International Transfer](#) decision flowchart, instructions and forms need to be carefully followed and completed, then entered in the CTMS system. Attachments need to be in one document and uploaded into CTMS as one document.

TEAM OFFICIALS

DO NOT enter team officials into Oscar unless they have completed all of the requirements below.

Coach Certification

Head Coach or Assistant Coach Certification requirements

Division	RIS*	VSC	CSC	MH	MED	Fun.	LTT	SFL	EAP	Rule of two	CSA C or Prov PreB	Ntl Youth	Ntl Youth /USSF B/UEFA B /Youth
U3 to U8 recreational	✓	✓	✓										
U8 district development	✓	✓		✓	✓	✓			✓	✓			
U9 to U12 recreational	✓	✓	✓										
U9 to U12 district development	✓	✓		✓	✓		✓		✓	✓			
U13 to 18 recreational	✓	✓	✓										
U13 to senior comp District	✓	✓		✓	in class only			✓	✓	✓			
U13 to senior comp Regional	✓	✓		✓	in class only			✓	✓	✓			
U13 OPDL Head Coach	✓	✓		✓	✓			✓	✓	✓		✓	
U14-17 OPDL Head Coach	✓	✓		✓	✓				✓	✓			✓
OPDL Assistant Coach	✓	✓		✓	✓				✓	✓	✓		

These requirements are for outdoor and indoor soccer, and futsal

OPDL Assistant Coach requires minimum C License

OPDL Head Coach requires minimum National B license or National Youth license

Notes:

RIS expires after 5 years and must be re-done

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

Coaches can be designated as the Head Coach for a maximum of two youth 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 EOSL-D C1 Black

Youth Team Names, club house league

Club (Acronym is acceptable), Gender (M/F), YOB, Division, Team Identifier
eg: OISC M2006 HL U13 Cosmos

Youth Team Names, inter-club house league (VUSL, GLSL)

Club Acronym, Gender, YOB, League, Division, Team Identifier
eg: PMSC F2006 VUSL U17 Red

Adult Team Names, OCSL and NCISL:

Club (Acronym is acceptable), Gender (M/F), Category (Open, MO35 . . .), 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 HL WO30 Tornados

Division letters in Sports Engine and League sites

U9-12 is called P, D1 or D2 - where P stands for Premier and D stands for development

U13-18 is called R, C1 or C2 - where R stands for Regional and C stands for competitive

Senior is called P, MC, MR, WC, WR, Oldtimers and Masters - where P is for Premier (which is actually Regional level), MC is men's competitive, MR is men's rec, oldtimers is Over 35 and Masters is over 50

LEAGUES

1. OPDL
2. Regional for U13-18/Premier for U9-12
3. District C1 or Development D1
4. District C2 or Development D2
5. Club Recreational

Minimum and Maximum Players Registered on a Squad/Team

	Minimum	Maximum
5v5 (with GK) Game Day limits	7 Players	10 Players
7v7 (with GK) Game Day limits	9 Players	12 Players
9v9 (with GK) Game Day limits	12 Players	16 Players
Youth Indoor small sided	7 Players	18 Players
Youth Indoor 11v11	11 Players	20 Players*
Senior Indoor Small sided	7 Players	25 Players
Senior Indoor 11v11	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. Each Oscar roster must have a certified coach on the TRR (One head coach or assistant coach per squad registered in the EOSL-D 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 per week and season. For clarity, they can play on any squad in that age group regardless of the tier level. Clubs are not to use this to give their teams an advantage by playing a talented player in a lower level squad. Players are to be placed based on developmental needs each week.

Deadline to Add Players to Roster by League:

- EOSL-R July 31
- OCSL July 31
- EOSL-D July 31

Team Roster

A valid TRR includes:

- A team name that is properly formatted based on the naming convention
- The correct number of minimum and maximum players
- A certified and approved head coach
- Photos of each player and team official
- The correct season for the league or tournament
- The correct division within the season for the age and level of play

Allowable Travel

Age Division	Recommended Travel Time	Districts Allowable by EODSA
U8 & U9	Under 60 minutes one way, from the border of the EODSA * and may apply for 2 memorable events within Ontario*	SOSA
U10 & U11	Under 60 Minutes one way, from the border of the EODSA * and may apply for 2 memorable events; 1 within Ontario and 1 within North America*	SOSA
U12 & U13 (if 9v9)	Under 60 Minutes one way, from the border of the EODSA *And 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

General Information for Using the Ontario Soccer CTMS system

Approving Team Managers and Coaches to use CTMS

Anyone with Club Administrator access to CTMS can approve new user requests from your Club members.

Go to Users and click Pending, or search their name. We suggest you check for new users daily during the spring and summer.

Notifications

Neither the Clubs nor the EODSA are notified when an application is ready for them to review in CTMS. We suggest you set up a time to check each day for new applications.

Passwords

If you have a team official that doesn't remember their CTMS password: Log in with your Club Administrator access. Search for the coach, click on the pencil to the left of their name, enter a new password and confirm it on the next line, Click save. Email the new password to them.

ATF & AHEG Permit Approval Procedure and Requirements

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

NOTE - To ensure EODSA is able to view an application, confirm it has been "Approved by Club" in CTMS. If in "Pending" status, Club approval has not been completed.

1. The team official will complete and submit the online application, including a complete team roster, with an approved head coach, has been uploaded to the application, and that the event is sanctioned. See your Club for questions about sanctioning. Be sure to Submit.
2. The Club Administrator will review the application, with an opportunity to edit incorrect or missing information. The Club Administrator is responsible to make sure the event being attended is sanctioned. To verify this for an Ontario event, go to Ontario Soccer's website and search the approved tournaments. For others, search the tournament and look for their membership in a Governing body. Contact the governing body to confirm. The Club Administrator will then approve or decline the application. **Do not approve incomplete applications and rely on the District to fix them for you.**
Dates on an AHEG or ATF can be edited after Club approval, but team names cannot. For those you must decline the permit, and have the team submit a new 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 have 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. Teams are not permitted to attend unsanctioned tournaments, festivals or exhibition games.

EODSA Club teams must apply and receive District approval for attend any sanctioned competitions they wish to participate in 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 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 require EODSA, Ontario Soccer as well as Canada Soccer approval:

- A TRR
- 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 using the summary

form (above), or a list of individuals with their insurance providers and policy numbers, or the team can purchase insurance through Ontario Soccer

- A copy of the Canada Soccer Travel Application Form

OPDL teams must have 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

Every game where two teams play, UNLESS within the same Club, is an exhibition game an approved AHEG.

A U8 team is eligible to play in an exhibition game if the criteria outlined in the LTPD matrix are followed, including the maximum competition days per season.

AHEGs where the visiting team is outside of Ontario or Canada require Ontario Soccer and Canada Soccer where applicable.

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.

If two teams are in the EODSA but both are out of district

For matches where the visiting team is from outside EODSA, the AHEG must be submitted 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.

Exhibition Game Sheet Responsibilities

The team that hosted the exhibition game must email the completed game sheet 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 and OS registration numbers
- All Team Officials' names and OS registration number
- All Game Officials' names and OS registration numbers
- All Special Incident Reports, Caution, Dismissal and Referee Assault Forms
- All personal injuries must be reported and submitted with the game sheet

Ontario Cup Application

- Team completes application form on: <https://www.ontariosoccer.net/ontario-cup>
- Team applications must be submitted by April 4, 2023
NOTE: Starting in 2024 teams must have an approved coach and 11 players on the Oscar TRR before they apply for the Cup
- Clubs must review and approve them by April 11, 2023
- District reviews and confirms the following have been completed by April 14, 2023
 - Team name matches that registered with OSCAR
 - Team exists in OSCAR in the **same season as the Cup**
 - Team has 11 competitive players registered to it
 - Confirm Coaching staff are registered and have the correct certifications
 - Team is registered in the correct age division (the age division on their team roster in OSCAR must match the Ontario Cup division they've entered)

OPDL

- As of 2023, Ontario Soccer requires matches with non-OPDL teams be pre-approved by Matt Ferreira at: MFerreira@ontariosoccer.net prior to submitting an application.
 - Include: both team information, date, and technical reason for the match
 - Request must be submitted from a club official using a club email

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 Oscar to be considered members of OS. You can do this in Oscar by creating a "team" under the "Other Volunteers" division.

Screening of staff and volunteers is the responsibility of the Club and must be done according to OS policies.

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.

Permits and AHEGs will be invoiced quarterly.

In the outdoor season referee fees will be invoiced in full in the Spring, by estimate to Clubs. At the end of the season a reconciliation will be made.

Please note that it takes time for the EODSA to receive final invoices from its suppliers and OS at the end of the season. You will be invoiced for items well after September 30th each year.

Identification

Youth Competitive

New in 2023, Clubs are responsible for uploading photos of players in Oscar onto TRRs. This includes players and team officials. No other form of identification is required or permitted. The TRR must go to every competition (league, tournament, exhibition game) along with the game sheet and be used for player identification at card check.

Senior Competitive and Recreation

Where required by league: Any Ontario approved photo ID may be used and shown at card check. The TRR and the game sheet must accompany the IDs to every game.

Youth Recreational Call-up to a Competitive Team

When a recreational player is called up to play on a competitive team, a 'call-up roster' must be created and printed for the game by the Club. Follow the new ID card process to upload players' photos to the roster.

Uploading Procedures

[Click here](#) to go to Sports Engine's instructions on uploading player and team official photos

NOTE: You are able to add or edit photos to a claimed *or* unclaimed SportsEngine Account.

- Sign in to your account and go to "SportsEngine HQ".
- On the left-hand navigation bar, click on the **Ontario Soccer** tab.
- Choose **Governing Seasons**.
- Under *Governing Seasons*, click either the **Players** or **Staff** sub tab.
- Click on the player or staff member name. A slide out screen will appear.
- To the left of the name of the player or staff member, next to their initials, click on the **Camera** icon.
- Click **Upload New Image**.
- Choose your photo from your computer/desktop.
- Click **Open**.
- Position the photo and click **Save**.

This photo will now appear in the Ontario Soccer Registration System official roster for the player/staff member.

Photo Requirements for upload to the TRR

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

- The eyes must be open and clearly visible
- Glasses may be worn if the eyes are clearly visible
- 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
- Photos must not be too dark or too far away as to not be able to recognize the person

INSURANCE

Obtaining a Certificate of Insurance

For a Club to obtain a Certificate of Insurance, typically requested by a facility before use, complete a [Certificate of Insurance Request \(submit to EODSA\)](#).

- Once complete forward to the EODSA; da@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, OS insurance can help cover associated costs. The player or their guardian is responsible for the administration of any submission to OS insurance.

1. Complete ALL items on the [claim form](#)
2. Attach the following documents with the claim form
 - Copies of fully itemized medical bills/receipts. They must show patient's name, date of service, type of service rendered
 - Physician/Dentist's Statement indicating the diagnosis or nature of the condition being treated and the provider's name and address
 - 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)
3. 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.				
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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.